KLAMATH COMMUNITY COLLEGE

Klamath Community College provides accessible, quality education and services in response to the diverse needs of the student, business, and community. The College supports student success in workforce training, academic transfer, foundational skills development, and community education.

August 10, 2023

Dual Credit Instructors,

Hope you have enjoyed your summer and gone on some great adventures and/or traveled abroad.

We are approaching another academic year and I am looking forward to continuing to work with instructors that have been a part of our Dual Credit and Sponsored Dual Credit Programs for many years and welcoming our new instructors.

I want to express appreciation on behalf of myself and KCC for the work that all of you have completed to meet the requirements that participating in our Dual Credit and Sponsored Dual Credit programs entail. The standards that are set by the HECC and that KCC adheres to, allow us to partner together to bring opportunities to your students. It is important for you to know that you are part of programs that have set high standards and have integrity.

For those of you that are new to our programs, each year I send out an Annual Letter. This email is important because it provides you with key details about the programs, the requirements, processes and any changes that have been made.

As a reminder, college credits earned through both our KCC Dual Credit and KCC Sponsored Dual Credit programs are free to students in the state of Oregon and offered to students outside the state of Oregon for $25.00 per credit. If a student is on a Free or Reduced Lunch program the cost is waived.

Common Course Numbering – (See attached handout)

For those of you who are teaching specific courses in Math, Speech and Writing, I notified you early in spring and provided you the handout and information on the Common Course Numbering, how your course/s would be affected and relevant changes that would be necessary to be changed for this coming school year.

The Higher Education Coordinating Commission approved on February 9, 2023, the first set of courses that are part of Common Course Numbering. A transfer council under Senate Bill 233 was created with a focus on transfer and articulation across public institutions in Oregon. The first set of courses that have been approved are: MTH111, MTH112, MTH243, SPE111 and WRI121.
With this approval comes a change in the Course Code itself, course description and new Course Learning Outcomes.

The new course codes are: MTH111Z, MTH112Z, STA243Z, COM111Z and WRI121Z. The handout attached provides the new course codes which I listed above, course description and the new Course Learning Outcomes. You will note in reviewing the attached common course numbering handout that there is an extra letter included in each of the course codes. Colleges and Universities can choose to use three- or four-letter prefix. KCC uses three letter prefixes.

Note: Please see link below for further information and to keep updated each year as more courses are added. As more information becomes available, I will be contacting those who teach these courses.

State of Oregon: Strategy & Collaboration - Resources for Common Course Numbering

Dual Credit Age Requirements, State of Oregon and HECC links related to Dual Credit and Sponsored Dual Credit programs.

Dual Credit classes are designed for students that are 16 years of age. If a course you are teaching includes a small percentage of underage students, an **"Underage packet" with instructions is (attached) which is required to be completed.** Any student that is not 16 *at the time* they are **enrolled by KCC** into your course must complete a packet and turn it into myself.

Below are links to information from the state defining and sharing key information relevant to "Dual Credit" and "Sponsored Dual Credit."

Below is the link the Oregon Administrative Rule (OAR's 340.31)
State of Oregon: Policy & Collaboration - College Credit while in High School

The HECC link to website
https://secure.sos.state.or.us/oard/viewSingleRule.action;JSESSIONID_OARD=C3H5A7DTj JUXwdniWwjucs9UYeqcsl_BitIc7qZZUN-PCp93WzLY!327936764?ruleVrsnRsn=254468

Dual Credit and *Sponsored* **Dual Credit Programs**

When you were approved to teach, you were approved under one of our two dual credit programs. Reference the one that applies. Note: It is possible to be teaching a course as a dual credit instructor and to teach a course as a sponsored dual credit instructor at the same time. At the time of approval, you were provided the information in the Approval Letter I sent to you. If you have any questions or are unsure, please contact me.

Dual Credit Instructor Requirements for each program.

The "Dual Credit" program standards and requirements are as follows:

Completing the required paperwork - Ensures alignment of your course/s
This includes 4 documents that you will be asked to submit to me by **Friday, September 8th. A list of information is provided with details on page 7 & 8.**

KCC's Course Syllabus Format — (attached) It is very specific. Please do not add any additional information to the syllabus other than what is requested**. Note:** On the bottom of the first page under Computer Requirements, there are 3 indented paragraphs. Please make this relevant to your high school and specific course/s. If you are an out of the area high school, it makes sense that your students would not want to drive to KCC Campus to use computers, etc. If you have any questions, please as always feel free to contact me.

Complete a Dual Credit Instructor Annual Course Assessment
Director of Accelerated Learning will send you the form at a later date and provide you with a due date. If you participate by teaching a course/s in both "Dual Credit" and "Sponsored Dual Credit Programs, you would be required to meet the requirement by completing an assessment for **One** Dual Credit Course/s and for **One** of your Sponsored Dual Credit course/s.

Attend a mandatory Professional Learning Community (PLC) Workshop
Note: _Only for instructors teaching general education courses_.

Attending our annual PLC is a mandatory requirement as an instructor participating in our programs. They are approximately 2 hours and held through Zoom. These generally are scheduled by our faculty leads in February or March. We are required to schedule these during the hours you are scheduled to work. If you require any support from your administration to have coverage during this time, please let me know. I have found administrations to be aware of the requirements and very supportive.

"Sponsored Dual Credit" program standard requirements are as follows:

Completing the required paperwork - Ensures alignment of your course/s.
This includes 4 documents that you will be asked to submit to me by **Friday, September 8th. A list of information is provided with details on page 7 & 8.**

KCC's Course Syllabus Format — (attached) It is very specific. Please do not add any additional information to the syllabus other than what is requested**. Note:** On the bottom of the first page under Computer Requirements, there are 3 indented paragraphs. Please make this relevant to your high school and specific course/s. If you are an out of the area high school, it makes sense that your students would not want to drive to KCC Campus to use computers, etc. If you have any questions, please as always feel free to contact me.

Complete in the Fall, a Sponsored Dual Credit Certification & Course Review. I will send you a form at a later date with instruction. This will be for *One* of the courses that you teach (if you teach multiple). In the **fall** an approximately 30-minute zoom meeting will be set up with your faculty lead to review. Prior to the zoom meeting with your lead please send the form that you were sent completed along with assessment choice. This will be reviewed together with your lead. This is a good opportunity to not only complete requirement but to ask any questions you may have.

Complete in the Spring Sponsored Dual Credit Course Assessment Form
I will be sending you a Sponsored Dual Credit Course Assessment form with instruction either at the end of **winter** or **end of spring** depending on your schedule of courses. This will be for the same course and directly related to the form you completed in the fall. A 15-minute zoom meeting will be scheduled with your faculty lead to review.

Attend a mandatory Professional Learning Community (PLC) Workshop
Note: *Only for instructors teaching general education courses*.

Attending our annual PLC is a mandatory requirement as an instructor participating in our programs. They are approximately 2 hours and held through Zoom. These generally are scheduled by our faculty leads in February or March. We are required to schedule these during the hours you are scheduled to work. If you require any support from your administration to have coverage during this time, please let me know. I have found administrations to be aware of the requirements and very supportive.

Dual Credit and Sponsored Dual Credit Program Requirements
Refer to the Higher Education Coordinating Commission (HECC) website link below for more information on these requirements and what KCC's responsibilities are as the partnering institution.

Dual Credit program standards
DC Oregon Dual Credit Standards 2019.pdf

Sponsored Dual Credit program standards
SDC Oregon Sponsored Dual Credit Standards 2019.pdf

Reference the link below which is to Instructor Guide to Dual Credit, page 11 to review Non-Compliance information

https://www.klamathcc.edu/_documents/high-school-documents/22-23/2022%20-%202023%20DC-GB-Instructor.pdf

Dual Credit and Sponsored Dual Credit Program Due Dates

These **due dates (attached)** are important and provide you with the registration, drop/withdrawal dates and dates system will be open for entry of grades.

All related forms are to be received by these designated due dates in order to be approved for processing.

Determining the due dates for your dual credit course/s:

You will see that there are due dates broken down for **semester** and **trimester** schools. Refer to the one that applies to your high school.

The due date for each instructor's dual credit course is determined by the **end date** of your course/s and where it falls into **KCC's Academic Calendar.**

EX: If your course begins in September and ends in the middle of January, you would reference **KCC's Academic Calendar (attached**) and refer to your **winter term due dates**. Once you have determined which term your course falls in, refer to the dual credit due dates and refer to either semester or trimester chart for dates.

Dual Credit Registration Form
Dual credit registration forms are not a generic form. They are made specifically for you and include, the current academic year, instructor name, dual credit course (KCC's name), and the name of the course at the high school. Once your required paperwork is turned in to me in September, I will send the registration form/s to you directly. A **Drop/Withdraw form is (attached)** if needed.

I will accept ONLY Dual Credit Registration forms that I provide each year.

All registration forms are sent directly to me for processing.

Completion of student registration forms: <u>ALL</u> dual credit registration forms must be complete and written <u>legibly</u>. If a student is 18 years of age or older, a parent/guardian signature is **not** required. Students are required to include a middle name or initial. There are many students with common last names, and middle initials will assist in accuracy of enrollment and of a student's transcript.

Students are required to provide their personal email and not a parent's or school email. A registration form will be returned if does not include this email. There are many reasons why students should have their own email such as, logging into their MYKCC account in order to take on campus or online courses, viewing grades, ordering transcripts, and taking advantage of student supports available to them. After high school graduation a student's email will not be available to them.

Drop/Withdrawal Form

Forms are sent directly to me for processing. There are two pages to the form. The first asks for information specific to the course, and the second part is for the student to read and understand the SAP (Satisfactory Academic Progress) report. Students are required to sign the second page acknowledging they understand. As part of KCC's dual credit programs, they are students of KCC. Students should understand that dropping or withdrawing from too many courses may result in receiving a SAP letter from KCC. They could receive a warning, probation or suspension. There is a process if a student receives a warning, probation or suspension letter. A student will not be able to enroll into any future courses until resolved. If this occurs, I will contact you and provide you with the Student Appeal information which includes instruction.

Link to KCC's SAP Compliance Information https://www.klamathcc.edu/Admissions/Financial-Aid/Maintaining-Your-Financial-Aid/Satisfactory-Academic-Progress-Policy

Drop and withdrawal dates are important which is why setting up reminders is recommended. This will provide ample time to update a student's grade or to have a discussion to ensure that the grade earned will be what they would want on a college transcript.

Recommendation: Put all due dates on your calendar. In addition, including reminder dates, **two** weeks prior to due dates for registration forms, **seven** to ten days prior to withdrawal dates, and **one week** prior to grade entry. If you would like to turn in registration forms early, please feel free to do so. I will save them until registration opens for that term.

Note: Once your registration forms have been processed, take the time to log onto your MYKCC account to view your class roster/s and verify that all registration forms have been turned in and information is accurate. Several weeks prior to each term you are linked too, I will be sending out a form that asks you to review your class rosters for accuracy, sign and date. I know and respect how busy all of you are, but this is very important and the timing is key which is prior to grade entry. I cannot just drop or withdraw a student any time throughout the year which is why adhering to drop/withdrawal dates are key as well as ensuring your class roster/s are accurate.

Failure to verify your class rosters may impact participation in KCC's Dual Credit Programs.

Dual Credit Request for Updated Instructor Information Form

Each year I provide an **Update of Instructor Information form (attached)** to fill out **ONLY if** your personal information has changed. If this applies to you, forward it to me, and I will update our system.

Class Building Information Form

In order for me to complete the registration form and email it to you for your students to complete, fill out a **class building form (attached)** for **each course** you are teaching. If you are teaching the same course during several class periods, indicate on the space provided. The form was designed to accommodate more than one class period of information. I will be building a class for each class period if more than one.

Students will be enrolled into the relevant class period.

<u>**Be specific when filling out the class building form/s. Include days and specific times of each class**</u>.

When completing the class building form, it is important that you provide the name of the dual credit course *at the high school*. This information is reported to the state and accuracy is important.

Dual Credit Syllabi and Additional Supporting Information

KCC requires a copy of your updated Syllabi for each course/s you are teaching even if the syllabus is the same as last year. Ensure the syllabus is in the **syllabus format (attached)** and has updated information such as current year and term/s that apply.

Listed below are the four items that are required to be turned in by September 8th.

1. **Class building form** – Complete one for each course you teach. If you teach a course that has both a lecture and a lab, there is a place to write them both on one form. To the right of where you write the lecture course there is a designated area to write the lab course.

2. **Your syllabus** - Use **Course Syllabus Format (attached**)
   Note: List only the Course Outcomes in your Syllabus. Course Learning Outcome Form will be what you will use to fill in details of what you taught your students to achieve each particular outcome.
   <u>*Referencing the due dates will provide you with the appropriate term to list at the top of your syllabus.*</u>

3. **Course Outline** – Example: Chapters 1 – 4 (what topic/s did you cover) and so forth. List projects, tests, etc. you plan to complete with your students. There is a *sample* of a **Course Outline (attached)** which may not be the subject you are teaching but will provide you with an idea of information we are requesting.
   If you teach a course that has a lab, complete a course outline for your lecture course and a separate page to list the labs that you are including in your curriculum.

4. **Course Learning Outcome Form** – You will have a Course Learning Outcome Form that I have provided you for each of the course/s that you are teaching. If you do not have one, please contact me and I can send it to you. **They are all specific to each course.**

There is a *sample* of a **Course Learning Outcome Form (attached)** to assist you in completing.

On page **11 & 12**, there is a list of attached forms and information I have referenced in this letter. Included is an **"Estimated Time Line"** for the process beginning with this letter. This will further assist with the new process and what is expected from KCC and instructors.

Open Educational Resources (OER's)
If you would like to look into these options for your Dual Credit course, have this conversation with your faculty lead to see if they are available in your course subject area. This is a wonderful opportunity, and it may assist with the challenges of costs associated with books necessary in delivering a rigorous college course.

The website link: https://openstax.org/
You are able to create an account using your school email address.

Dual Credit and Sponsored Dual Credit Articulation Agreements
Once you have completed the required class building form, syllabus, course outline and course learning outcome form for each of your course/s, an **Articulation Agreement is typed up by me**.
Articulation Agreements are signed first by our faculty lead which signifies that your lead is approving your required course paperwork that was turned in. If there are any questions regarding your course paperwork, depending on what it is related too, myself or your lead will contact you to discuss.
Once faculty lead signs, I will send to you requesting your signature. There will be instructions on where to initial, sign and date.

Last step in the approval process is that our Vice President of Academic Affairs will provide her signature. This agreement ensures that all of us are complying and following the standards of articulation of a dual credit course. ***I will be sending these out towards the end of 2023 and requesting your signature.*** **Samples** of both agreements are **(attached).**

One is a Dual Credit Articulation Agreement and one is Sponsored Dual Credit Articulation Agreement. These are *Only* samples. Once the agreements are signed, you have completed the alignment process of your syllabus.

MYKCC Account

Existing dual credit instructors have a MyKCC account. New instructors will be sent by me their instructor number and information on how to create your MYKCC account. In order for a new instructor to log into MYKCC for the first time, they have to be connected to a course. Once I build your first course/s and you are in the first term you are teaching, I will send out an email notifying you that you may now log into MYKCC. You may contact me any time if you have any questions.

The **MYKCC Guide for Instructors (attached**) uses the same instruction (RESET PASSWORD) whether you are logging in for the first time or if you have forgotten your password and need to reset. Students that log into MYKCC will be using the same process, but of course, their information will differ from yours as an instructor once logged in.

The guide will provide step by step instructions on logging in, accessing Accelerated Learning Hub (title will be on the left of screen in the menu) and provide access to your class roster /s and enter grades when the time comes. ***Please ensure that you have selected the correct term.*** (For example: winter term **academics**) We have many programs on campus and selecting the term with the word **academics** will be important. Your classes will not show up unless in the correct term and department are selected.

Important Information Accessed Through MYKCC Account

Once you have logged in to your MYKCC account you will need to know how to access your class roster/s and how to enter your grades. Reference your **MyKCC Guide for Instructors** for direction.

Entry of Grades

It is important to know which academic term your course falls under and to reference the **KCC Academic Calendar (attached)** to make that determination.

Note: You will only be allowed to enter the grades into our system for each term during the times listed below and **NOT** before **OR** after. It is important that you are aware of the following dates and mark your calendar. There will be no exceptions to the dates listed below, as these are the dates set by our registrar for the entire college faculty.

Fall Term   Entry of Grade Dates   12/04 through 12/11/2023   by noon

Winter Term Entry of Grade Dates   03/18 through 03/25/2024   by noon

Spring Term Entry of Grade Dates   06/10 through 06/17/2024   by noon

Grading Tips
Enter grades A- F. Pluses or minuses are not necessary, nor are percentages.

The system may allow you to enter an "I" for incomplete or a "W" for withdrawal, but this is **NOT** an option for our Dual Credit programs. Your grades will end up being rejected if that happens. All withdrawal forms have to be submitted by the "Withdraw" date.

A grade entry will be necessary for each student.

If you enter an "F" grade, you will notice that the system will ask you for the last day the student attended class. Please fill in what date that was. Again, the grades will not be accepted if not complete.

Accelerated Learning through KCC Website
From the KCC Home page, click on High School Programs on the bottom right.
Below is the direct link to the website:

https://www.klamathcc.edu/Admissions/High-School

You will notice there is a designated area for **Prospective Students & Families** and one for **High School Professionals**. Reference **High School Professionals** side and refer to **Dual Credit Instructor Resources**. You will see listed **Instructor Guide to Dual Credit**. This is a very useful tool and addresses any inquiries you may have regarding our Dual Credit programs.

Student Information
It is important for students to learn how to log in to their MyKCC account.
When you pass out the KCC Syllabus to your students, I would appreciate if you would provide them with a copy of the **MyKCC Guide for students (attached)** and the **How College is Different from High School Handout (attached). If you do not provide them with a copy, please inform your students where on the website they can access it.**

Student numbers can be accessed when you as an instructor log into MyKCC and view your class rosters. The student numbers are provided next to each student's name.

Additional information for students regarding Dual Credit is available on the **Accelerated Learning through KCC website.** Select from the above website**, Prospective Students & Families.** You will see the **Parent/Student Guide to Dual Credit**. Please refer students to the guide book for any questions they may have.

Student Course Evaluations
Towards the end of the school year, students participating in KCC's dual credit or sponsored dual credit programs will receive a student course evaluation by email. These evaluations will address course delivery and content as well as process. This is **not** an evaluation of an instructor.

IMPORTANT Dual Credit Instructor Request

List of required information to be turned in no later than Friday, September 9th

1. **Class Building Information Form-** One for each course/s you are teaching.

2. **Syllabus –** One for each course/s you are teaching

3. **Course Outline** – EX: Chapters 1 (what topic/s did you cover) and so forth. Include projects, tests, etc. you plan to complete with your students.

5. **Course Learning Outcome Form –** One for each course you are teaching

6. **FERPA FORM - If** you are a **new** instructor and have not signed the FERPA form (attached), please do so and return it to me. This is requested only when you first join one of our dual credit programs. You will not be asked each year to complete.

Note: Once I receive the above information from you, I will complete your registration form/s with the high school's name of your course/s and send your registration form/s. I require your information in order to complete your registration form/s.

Additional Supports

As a college, we are always looking into processes or ways that we can further support our dual credit instructors. I have been working with our **Center for Teaching and Learning (CTL)** They have innovative information regarding teaching that you may be interested in. Please let me know if you are interested in connecting with them.

Another added benefit is that I send out friendly reminders in hopes that you will find it helpful. I realize how busy all of you are.

<u>List of Attachments</u>
Note: Please dispose of all previous Dual Credit & Sponsored Dual Credit program related forms.

Common Course Numbering Handout from the HECC
Underage Student Packet
KCC Course Syllabus Format – To use for creating your syllabus
KCC Dual Credit and Sponsored *Dual Credit Program Due Dates*
2023-2024 KCC Academic Calendar
Drop/Withdrawal Form
Update of Instructor Information Form
Class Building Form
Sample **of Course Outline**
Sample **of Course Learning Outcome (CLO's) Form**

Estimated "Dual Credit" and "Sponsored Dual Credit" Estimated Timelines
Sample Dual Credit Articulation Agreement
Sample Sponsored Dual Credit Agreement
MYKCC Instructor Guide
MyKCC Student Guide
Handout – How College is Different from High School
FERPA Form

Special Request

I would appreciate it if you would send me pictures of you teaching your dual credit courses. It could be students working on a project, etc.

Wonderful things are happening in your classes and I would like to share on our high school website.

Two requests:

1. Pictures may be posted on website. Please ensure parent or guardian and student/s approve.

2. Please list course and small detail of what you or the students are doing.

If you have any questions, please feel free to contact me.
Looking forward to working with all of you and having a successful year!

Sincerely,

Kelly A. Kandra

Director of Accelerated Learning
Klamath Community College
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