



2017-2018

Anoka-Ramsey Community College

Concurrent Enrollment Program

High School Administrator Guide

Concurrent Enrollment Manual Table of Contents

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Greetings High School Partners,

Welcome to Anoka-Ramsey Community College's (ARCC) Concurrent Enrollment Program. As a High School Administrator and partner of our Concurrent Enrollment Program, you are an integral member of our learning community.

Anoka-Ramsey Community College's High School Partners are responsible for adhering to the many policies, procedures and practices of our Concurrent Enrollment Program. Failing to adhere to these policies, procedures, and practices, jeopardizes Anoka-Ramsey Community College's ability to offer Concurrent Enrollment Program classes at your institution and/or award college credit to students taking these courses. Many of these policies, procedures, and practices are mandated by the Minnesota Legislature, Minnesota State Colleges and Universities, and Anoka-Ramsey Community College. Adherence is critical to building meaningful, beneficial partnerships that give students the opportunity to earn college credit while in high school.

Student teachers and long-term substitutes are not approved or allowed to teach Concurrent Enrollment Program courses. Only approved High School Partner Teachers are to teach and instruct these courses. High School Partner Teachers must teach a course that contains all Learner Outcomes and Major Areas of Course Content present on the Common Course Outline (CCO). Using a student teacher and/or a long-term substitute jeopardizes the ability of Concurrent Enrollment students to get a college-level educational experience and Anoka-Ramsey Community College credit.

The CEP Administrator Manual contains information pertinent to Anoka-Ramsey Community College's Concurrent Enrollment Program. In this manual, you will find an introduction to ARCC's Concurrent Enrollment Program, information about the roles and responsibilities of High School Partner Teachers and Faculty Liaisons, and pertinent policies, procedures, and practices of our Concurrent Enrollment Program.

Along with this Manual, High School Partner Teachers must also adhere to Anoka-Ramsey Community College's Employee Code of Conduct. I encourage you to review this document as well: <http://www.minnstate.edu/board/procedure/1c0p1.html>

Since High School Partner Teachers must adhere to Anoka-Ramsey Community College's Employee Code of Conduct and students taking Concurrent Enrollment Program courses must adhere to the Student Code of Conduct, I feel it is important that you, too, review these documents. Visit <http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-3f1-student-conduct-code/> to review the entire Student Code of Conduct.

Recently, the Higher Learning Commission (HLC), the accrediting body for Anoka-Ramsey Community College and all accredited post-secondary institutions in Minnesota, issued an extension so that all Faculty (full-time, part-time, and Concurrent Enrollment) meet specified credentialing requirements by September 1, 2022. By this date, all faculty are required to have

either a discipline-specific Master's Degree in the subject area in which they teach or a Master's Degree plus 18 discipline-specific graduate-level credits in the subject area in which they teach. This mandate does not allow for a grandfathering provision or the use of Professional Development Plans, both of which Anoka-Ramsey Community College was allowed to use in the past. Anoka-Ramsey Community College's Concurrent Enrollment Program continues to work with Minnesota State, our State Universities, Minnesota Department of Education, and each of our Partner High Schools to determine how each High School Partner Teacher will meet this requirement by the September 1, 2022 implementation date.

I wish you and your students the best of luck this academic year. I look forward to working with you as we expand the educational opportunities available to your students. Feel free to contact me at any time to ask questions or share concerns. I am available via phone at 763-433-1897 or by email at Shannon.kirkeide@anokaramsey.edu.

Sincerely,

A handwritten signature in black ink that reads "Shannon Kirkeide". The script is cursive and fluid, with the first letter of each name being capitalized and prominent.

Shannon Kirkeide
Dean of Academic and Community Outreach
Anoka-Ramsey Community College

Anoka-Ramsey Community College Overview

Anoka-Ramsey Community College (ARCC) is an open-door, comprehensive higher education institution, committed to developing articulate, critical and creative thinkers who are responsible contributors to the community.

Anoka-Ramsey Community College is a multi-campus institution and a member of the Minnesota State Colleges and Universities system. The Coon Rapids Campus is located on the banks of the Mississippi River twenty miles north of downtown Minneapolis. The Cambridge Campus is located on west Highway 95 on the Rum River in Cambridge.

Beginning in 1965 with 600 students in a wing of Centennial High School in Circle Pines, Anoka-Ramsey Community College has grown considerably. In 1967 the college moved to the current Coon Rapids Campus of approximately 103 acres. The Cambridge Campus opened in 1978 and has shown consistent growth in enrollment and facilities. In addition, students may complete many ARCC college courses at convenient off-site locations throughout neighboring communities.

Concurrent Enrollment Program Overview

Anoka-Ramsey Community College's Concurrent Enrollment Program has been providing high quality, college-level educational opportunities to school districts and high school students in the North Metropolitan Areas of Minneapolis and St. Paul and throughout Central Minnesota since 1987. Currently, Anoka-Ramsey Community College's Concurrent Enrollment Program partners with 12 high schools to provide college-level courses to high school students.

According to Minnesota Statutes section 124D.09 and Minnesota State Colleges and Universities [Board Policy 3.5](#), a Post-Secondary Enrollment Options (PSEO) concurrent enrollment course is a college or university course made available through the PSEO program, offered through a high school, and taught by a high school teacher. Concurrent enrollment courses enroll only high school students who may earn both high school and college credit for satisfactorily completed courses.

Anoka-Ramsey Community College's Concurrent Enrollment Program works closely with partner high schools to determine course offerings, identify partner high school teachers credentialed to teach specific courses, and select students who meet the minimum requirements for participation. Creating close, mutually-beneficial partnerships between the College and participating high schools has led to an increase in the number of Concurrent Enrollment Program courses offered and the number of high school students earning both high school and college credit simultaneously while still in high school.

Concurrent Enrollment Program Cost Structure

Anoka-Ramsey Community College charges Partner High Schools for each Concurrent Enrollment Program course offered at their institution. Anoka-Ramsey Community College charges \$2,000 per course, per mentor-mentee relationship, regardless of the class size. This pricing structure and rate is valid for 2017-2018 and will be increased by \$250 per year until 2022. By 2022, Anoka-Ramsey will have reached the target rate of \$3,000, which aligns with the Minnesota State common pricing structure for all participating Minnesota State two-year colleges.

PSEO (Post-Secondary Enrollment Option) Admission

PSEO is a Minnesota program for high school juniors and seniors, which offers the opportunity to enroll in and attend college-level courses and apply earned credits toward high school graduation requirements and a college degree. State funding covers the cost of tuition and required books for eligible courses.

Students are eligible if they meet the class rank requirements set by the legislature. Juniors must be in the top 1/3 of their class or at a 3.5 or higher cumulative GPA, and seniors must be in the top 1/2 of their class or at a 3.0 or higher cumulative GPA to meet requirements. Students that are home-schooled or attend an area learning center may submit commensurate test results from a nationally standardized, norm-referenced test such as the PSAT, PLAN, ITED, SAT, or ACT.

PSEO program funds cannot be used for developmental courses (all courses numbered below 1000), or for courses that have high activity or material fees. Refer to Anoka-Ramsey Community College Policy 5G.2 Fees for a list of these courses. PSEO students enrolling in any of these courses must pay for the credits and associated fees.

Concurrent Enrollment Eligibility

To participate in Anoka-Ramsey Community College's Concurrent Enrollment Program, students must meet a number of eligibility requirements. Students must meet class rank requirements established by Minnesota Statutes section 124D.09 and Minnesota State Colleges and Universities Board Policy 3.5. Along with this class rank requirement, students must also take the Accuplacer Assessment. Scores on the Accuplacer Assessment will determine eligibility for a number of commonly offered Concurrent Enrollment Program courses.¹ Students may also meet the placement testing requirements for Anoka-Ramsey courses with qualifying MCA/ACT/SAT scores, as well as the Foundations/Seminar courses offered in the Mounds View and Anoka-Hennepin School Districts. For more information on placement, please visit

¹ For Accuplacer Assessment information, please visit:
<http://www.anokaramsey.edu/assessment>

www.anokaramsey.edu/assessment or the Concurrent Enrollment page
www.anokaramsey.edu/concurrent.

- Seniors – Class rank in the upper one-half of their class, at a 3.0 or higher cumulative GPA, or a score at or above the 50th percentile on a nationally standardized, norm-referenced test.
- Juniors – Class rank in the upper one-third of their class, at a 3.5 or higher cumulative GPA, or a score at or above the 70th percentile on a nationally standardized, norm-referenced test.
- For juniors or seniors, documentation other than that specified above of a student's readiness and ability to perform college-level work as determined by the college or university.
- Concurrent enrollment exceptions. A high school that wishes to have a college or university offer a Concurrent Enrollment course to its students, but cannot generate sufficient enrollment to offer that course only to 11th and 12th grade students who meet the eligibility requirements may:
 - request approval for an exception from the president of the college or university to allow 9th or 10th grade students who rank in the upper one-tenth of their class or attain a score at or above the 90th percentile on a nationally standardized, norm-referenced test, or have a favorable recommendation from a designated high school official to enroll in that course; or
 - request approval for an exception from the president of the college or university to allow non-PSEO students to enroll in that course. The president of the college or university shall approve or deny the request after the appropriate college or university consultation process. In any concurrent enrollment course that enrolls both PSEO and non-PSEO students:
 - PSEO students shall be the majority of the students in the course; and
 - the concurrent enrollment instructor and college or university faculty member shall ensure that all PSEO students are held to college-level course standards.

Anoka-Ramsey Community College's Concurrent Enrollment Program places the onus of verifying the enrollment eligibility of students taking its courses squarely on the Partner High School. Failing to adhere to eligibility requirements and/or registration policies and procedures may jeopardize Anoka-Ramsey Community College's ability to offer Concurrent Enrollment Programs at institutions and/or award college credit to students enrolled in classes. It is extremely important that Partner High Schools abide by the eligibility requirements.

Course Registration Information

Students who wish to participate in ARCC's Concurrent Enrollment Program register for their classes through their normal high school registration processes. High School Counselors and Concurrent Enrollment Program staff work together to make sure students are registered at both the high school and college.

During the registration process, high school counselors and Concurrent Enrollment Program staff verify whether or not the class rank requirement is met, all Accuplacer/MCA/ACT/SAT assessment scores are high enough, and all course prerequisites have been met. Some ARCC Concurrent Enrollment Program courses have prerequisites. If course prerequisites are not met, students will not be able to enroll. Course prerequisite information is also located on the Common Course Outline and in Anoka-Ramsey's Academic Catalog.

After indicating interest in taking Concurrent Enrollment Program courses at their high school and registering for these classes through their normal high school registration process, students are required to apply online to Anoka-Ramsey Community College. Students taking Concurrent Enrollment Program courses in the fall or yearlong courses must complete their Anoka-Ramsey Community College application no later than October 1. Students taking Concurrent Enrollment Program courses in the spring must complete their Anoka-Ramsey Community College application no later than February 1. Along with completing the online application process for Anoka-Ramsey Community College, students must also take the Accuplacer Assessment. Concurrent Enrollment Program staff visit high schools in the early part of each Spring Semester to administer the Accuplacer Assessment. High School counselors have these dates well in advance and work with students to arrange their schedules to accommodate a morning or afternoon of testing. If students wish to take the Accuplacer Assessment a second time, they must pay a re-test fee and test on either the Cambridge or Coon Rapids campus.

Adding, Dropping or Withdrawing from a Class

Students may **add a course** through the fifth business day of the term or before the course starts, whichever is later.

Students are allowed to **drop any course** through the fifth business day of the term. Dropped courses do not appear on a transcript and do not impact academic standing.

Students are allowed to **withdraw from a course** through approximately 80% of the term. Withdrawal courses appear on a transcript as a “W” and have a direct impact on academic standing.

All students who Withdraw, and receive a “W” from a course, must be given a Last Date of Attendance.

Please consult High School Guidance Counselors, Deans, and/or Student Services personnel for high school specific procedures and reporting practices.

Academic Standing at Anoka-Ramsey

Students enrolled in Anoka-Ramsey courses need to meet minimum standards in order to continue to enroll in coursework.

While enrolled in Anoka-Ramsey courses, students need to meet the following minimum requirements:

- **2.0 GPA in Anoka-Ramsey Coursework (C Average) AND**
- **Complete 67% of the Anoka-Ramsey credits they attempt**
(If a student Fails or Withdraws from a course, they have not completed the class.)

If students do not meet these standards in a given semester, they will be placed on ***Academic Warning***.

Academic Warning is a notice that the student is not meeting at least one standard and must improve in order to continue with the college. Students may still enroll in courses if placed on Academic Warning.

If a student does not meet a standard for a second consecutive semester, they will be placed on ***Academic Suspension***. ***Academic Suspension*** prevents a student from registering for any additional Anoka-Ramsey courses.

Academic Suspension will follow a student and will impact their ability to register or receive Financial Aid at other institutions after high school graduation! It is critical that students who earn a D, F or W in an Anoka-Ramsey course have a conversation with their Counselor/Dean and guardian to see if continuing with Anoka-Ramsey coursework is appropriate.

ARCC CEP Grading Policy

To support meaningful, beneficial partnerships that give students the opportunity to earn college credit while in high school, Anoka-Ramsey Community College's High School Partners are responsible for adhering to the policies, procedures, and practices of the Concurrent Enrollment Program. Failing to adhere to these policies, procedures, and practices jeopardizes Anoka-Ramsey Community College's ability to offer Concurrent Enrollment Program classes at secondary institutions and/or award college credit to students taking these courses. Adherence is critical.

It is expected that High School Administrators, Counselors/Deans, and Teachers provide the same academic rigor at all Concurrent Enrollment (CE) Program secondary institutions as found in on-campus Anoka-Ramsey Community College courses. A clear grading policy for CE courses at the Concurrent Enrollment secondary institution that is consistent with Anoka-Ramsey Community College on-campus courses reinforces that students taking Concurrent Enrollment Program courses are graded and assessed at a level consistent with on-campus college courses.

Awarding extra credit is not an acceptable Anoka-Ramsey Community College practice. Thus, this practice should not take place in CE courses at the Concurrent Enrollment secondary institution. Opportunities where students can re-learn for mastery of content and learner outcomes are acceptable.

Anoka-Ramsey Community College's Concurrent Enrollment Program's grading policy is grounded in National Alliance for Concurrent Enrollment Partnerships (NACEP) Accreditation Standards.² Students taking Anoka-Ramsey Community College Concurrent Enrollment Program courses are to be held to the same learning expectations and outcomes, same grading standards, and assessed using the same methods as students in on-campus sections. The grade given for Anoka-Ramsey Community College credit must be the same grade given for high

² NACEP Assessment Standard A1 reads, "CEP students are held to the same standards of achievement as those expected of students in on campus sections." NACEP Assessment Standard A2 reads, "The college/university ensures that CEP students are held to the same grading standards as those of students in on campus sections." NACEP Assessment Standard A3 reads, "CEP students are assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in on campus sections."

school credit. If the high school grade is shaded with a plus or minus, the Anoka-Ramsey grade will reflect the whole letter grade without the shading.

Anoka-Ramsey grading system:

A: Superior Achievement – 4 grade points per credit

B: Above Average Achievement – 3 grade points per credit

C: Average Achievement – 2 grade points per credit

D: Below Average Achievement – 1 grade point per credit

F: Inadequate Achievement – 0 grade points per credit (1000-level courses or above)

NC: No Credit – Inadequate achievement (courses below 1000-level and CBE courses)

P: Passing – average work (“C”) or above and suitable for transfer (arranged with instructor)

AU: Audit – student registers, pays and attends, but receives no credit (initiated/declared at registration)

EX: Exchange – Credits prior to spring 2007 at another college under a consortium arrangement are not included in GPA calculation

I: Incomplete – temporary grade based on written agreement between student and instructor

W: Withdrawal – Student initiated by deadlines in course schedule

Z: Class(es) currently in progress

Criteria for Determining High School Partner Teacher Eligibility

It is expected that High School Administrators, Counselors, and Teachers adhere to the high academic rigor established in on-campus Anoka-Ramsey Community College courses at all Concurrent Enrollment Program locations. One way to assure that these high academic standards are achieved and maintained is through a rigorous High School Partner Teacher application process. High School Partner Teachers are required to submit an application, resume, all of their post-secondary transcripts, and a Professional Development Plan. Using Anoka-Ramsey Community College Policies and Procedures as well as established Minnesota State Colleges and Universities (MnSCU) Faculty Credentialing expectations, decisions are reached as to what High School Partner Teacher applicants are allowed to teach Concurrent Enrollment Program courses.³

Often, the Dean of Academic and Community Outreach, who oversees the Concurrent Enrollment Program, will work collaboratively with ARCC academic deans and the ARCC Human Resources department to review High School Partner Teacher Applications and determine eligibility based on the Higher Learning Commission and Minnesota State credentialing guidelines. Once a High School Partner Teacher application is approved, he/she will receive an official welcome letter from Anoka-Ramsey Community College. This letter will also be sent to High School Administrators and Counselors. If a High School Partner Teacher

³ Please visit <http://www.mnscu.edu/board/procedure/305p1.html> for ARCC and MnSCU Policies and Procedures related to ARCC faculty and High School Partner Teacher credentialing information.

application is rejected, he/she will receive an official letter from Anoka-Ramsey Community College. This letter will also be sent to High School Administrators and Counselors.

High School Partner Teacher Roles and Responsibilities

High Schools Partner Teachers must:

- Teach an Anoka-Ramsey Community College course in a high school setting that is rigorous, demanding, and educational (identical to those on campus)
- Cover all Learner Outcomes and Major Areas of Course Content listed in the Common Course Outline (CCO)
- Create a syllabus that clearly states course outcomes, grading policies and procedures, and due dates for all major course events
- Ensure that Concurrent Enrollment Program students are held to the same grading standards as students taking the same course on campus
- Assign final, whole letter grades (A, B, C, D, or F) to each student on the class list and submit these to your Faculty Liaison immediately following the conclusion of the course
 - High school grades are to be the same as College grades
- Correspond and collaborate with Faculty Liaisons in a professional, courteous, and timely manner
- Complete course-level assessment for Anoka-Ramsey Community College's Assessment Program
- Participate in professional development opportunities
- Abide by all policies outlined in the ARCC Faculty Handbook and Employee Code of Conduct

High School Partner Teachers teaching in Anoka-Ramsey Community College's Concurrent Enrollment Program are expected to offer students a rigorous, college-level learning experience identical to that offered in an on-campus setting. High School Partner Teachers are expected to work closely with their assigned Faculty Liaison to assure that the course(s) they are teaching are rigorous and being taught at the college-level. The expectation is also that students are being assessed at the same level as those students taking the same courses on an Anoka-Ramsey Community College campus.

High School Partner Teachers must complete course-level assessment for Anoka-Ramsey Community College's Assessment Program. The aim of Anoka-Ramsey Community College's Assessment Program is to provide data and analysis that is meaningful, measurable, and manageable. Anoka-Ramsey Community College's Assessment Program uses the software database eLumen to collect and create reports on assessment data. All Concurrent Enrollment Program classes and their corresponding rubrics will be loaded into eLumen. High School Partner Teachers will receive a username and password to enter their data following the conclusion of the Concurrent Enrollment Program course.

The Common Course Outline is the guiding document that dictates what material is covered and to what depth this material is to be covered in a particular course. High School Partner Teachers are expected to use this document, and assistance from Faculty Liaisons, to create a syllabus, and a course, that covers all Learner Outcomes and Major Areas of Course Content. Failure to cover ALL Learner Outcomes and Major Areas of Course Content may jeopardize Anoka-Ramsey Community College's ability to give participating students college credit.

High School Partner Teachers are expected to create a thorough syllabus that is approved by their Faculty Liaison. The course syllabus is an expansion of the Common Course Outline that includes course details relevant to the instructor, the textbook used, and the semester the course is offered. The syllabus includes a description of the course, including title and number of credits, the grading policy, the instructor's attendance policy, course materials such as texts and supplements, and information on when, where and how the instructor will be available to students outside class. Anoka-Ramsey Faculty Liaisons work closely with High School Partner Teachers to determine appropriate expectations for Concurrent Enrollment courses, and all policies listed in the Concurrent Enrollment syllabus should be upheld by the school district.

High School Partner Teachers are responsible for remaining vigilant in their communication with representatives of Anoka-Ramsey Community College (Faculty Liaison, Dean of Academic and Community Outreach, who oversees the Concurrent Enrollment Program, and other Concurrent Enrollment Program staff). Communication is expected to be prompt, professional, and thorough. When documents, class lists, and syllabi are requested either by Faculty Liaisons or Concurrent Enrollment Program staff, these requested items are to be sent in a timely manner.

Communication with Anoka-Ramsey Community College

It is the expectation that High School Partner Teachers remain vigilant and timely in their communication with their Faculty Liaison, the Dean of Academic and Community Outreach, who oversees the Concurrent Enrollment Program, and Anoka-Ramsey Community College Concurrent Enrollment Program Staff. Timely responses to emails, requests for class lists, and any other correspondence are an expectation that must be met. Communication between High School Partner Teachers and representatives from Anoka-Ramsey Community College will likely take place primarily through email. Timely replies are essential when Faculty Liaisons are requesting information and/or attempting to set-up classroom observations. Your cooperation in remaining vigilant and timely in your communication with Anoka-Ramsey Community College representatives, especially Faculty Liaisons, is greatly appreciated and expected.

Site Visits

As stated above, a Faculty Liaison will conduct a Site Visit at least once during the academic year. For those High School Partner Teachers teaching a Concurrent Enrollment Program course for the first time, a Faculty Liaison will conduct at least two site visits, one visit being an in-class

observation. For those High School Partner Teachers who have taught a Concurrent Enrollment Program course in the past, a Faculty Liaison may choose another option for the annual site visit, including grade-norming activities, Small Group Instructional Feedback (SGIF), assignment review, and serving as a guest lecturer. In-class observations must be conducted at least once every three years for returning partnerships.

It is the expectation that the High School Partner Teacher prepares and teaches an actual lesson during the Faculty Liaison's in-class observation. High School Partner Teachers should refrain from planning class-long group work activities, laboratories, and/or examinations on the day of an in-class observation. Aspects of all of these may be incorporated into the lesson, but Faculty Liaisons expect to see High School Partner Teachers teaching a lesson. This is an essential part of the in-class observation process and is one way in which Faculty Liaisons assure that Concurrent Enrollment Program courses adhere to the strict academic standards of those classes taught on campus.

Course Assessment

The aim of Anoka-Ramsey Community College's Assessment Program is to provide data and analysis that is meaningful, measurable, and manageable. Anoka-Ramsey Community College's Assessment Program uses the software database eLumen to collect and create reports on assessment data. Assessment is the process of evaluation that gauges the level of student learning within a particular discipline and provides data used to improve the classroom experience.

High School Partner Teachers must complete course-level assessment for Anoka-Ramsey Community College's Assessment Program. All Concurrent Enrollment Program classes and their corresponding rubrics will be loaded into eLumen. High School Partner Teachers will receive a username and password to enter their data following the conclusion of their course.

High School Partner Teachers are also expected to administer the Student Instructional Report II, or SIR II, to their classes. This tool assesses courses and instruction. Anoka-Ramsey Community College will mail this paper-based assessment tool to your school for administration. All instructions and a pre-paid return envelope are included in the package. Please be diligent in the administration and return of this assessment.

Addressing Non-Compliance

High School Partner Teachers are integral members of the Anoka-Ramsey Community College community. By teaching in ARCC's Concurrent Enrollment Program, High School Partner Teachers agree to uphold the rigor of their classes to the same standards of those taught on our campuses. Along with teaching a rigorous, college-level course in the high school, High School Partner Teachers also agree to attend all Professional Development Opportunities and remain vigilant in their communications with Anoka-Ramsey Community College representatives.

If a Faculty Liaison determines via correspondence or a site visit that the class being taught by a High School Partner Teacher does not meet the rigorous, college-level standards that are expected, a meeting will be held to discuss ways in which this issue can be addressed. Not meeting the standards is due cause for termination of the Concurrent Enrollment Program partnership.

If a High School Partner Teacher cannot attend the Professional Development hosted by Anoka-Ramsey Community College's Concurrent Enrollment Program, it is the responsibility of the Partner Teacher to inform the Dean of Academic and Community Outreach of his/her absence. If continual absences become a problem, a meeting will be held to discuss the reason for these absences. On most occasions, High School Partner Teachers will consult with the Dean of Academic and Community Outreach, who oversees the Concurrent Enrollment Program, to determine what needs to be done to make up for the absence at a Professional Development Opportunity.

Anoka-Ramsey Community College's Concurrent Enrollment Program reserves the right to de-certify, suspend, or dismiss any High School Partner Teacher at any time for gross misconduct or non-compliance with Anoka-Ramsey Community College policies and procedures. Please visit <http://www.mnscu.edu/board/procedure/lc0p1.html> to access the Employee Code of Conduct.

Faculty Liaisons

After High School Partner Teachers are approved to teach Anoka-Ramsey Community College Concurrent Enrollment Program courses, they are assigned Faculty Liaisons. These Faculty Liaisons are full-time or part-time, credentialed instructors who teach in the same discipline as the High School Partner Teacher. Along with providing teaching advice, syllabus preparation assistance, and serving as a general resource to High School Partner Teachers, Faculty Liaisons assure that standards of achievement, grading standards, and assessment measures are identical in Concurrent Enrollment Program courses as they are for on-campus courses.

To assure that all standards are the same for Concurrent Enrollment Program courses and corresponding on-campus courses, Faculty Liaisons meet with High School Partner Teachers at least three times each semester. These visits serve as opportunities to discuss Common Course Outlines, syllabi, teaching styles, learning styles, assessment standards, grading standards, and grade distribution. Following each visit, Faculty Liaisons are required to submit paperwork detailing their visit. Faculty Liaisons will discuss their thoughts and observations with High School Partner Teachers prior to submitting any of their Faculty Liaison Feedback Forms to ARCC and High School Administrators.

Faculty Liaisons are also responsible for submitting all grades to Anoka-Ramsey Community College's electronic grading system. The High School Partner Teacher is expected to submit final grades to his/her Faculty Liaison within the deadline established by Anoka-Ramsey

Community College. This deadline is usually no more than four (4) business days following the last class meeting.

Faculty Liaisons and High School Partner Teachers usually form a professional relationship that lasts well beyond their time in ARCC's Concurrent Enrollment Program. Efforts are made to reassign Faculty Liaisons to different High School Partner Teachers every year, but sometimes the same Faculty Liaison will work with the same High School Partner Teacher for more than one year. Faculty Liaisons are chosen on a yearly basis based on a number of factors. Faculty Liaison decisions are made in collaboration with the Dean of Academic and Community Outreach, who oversees the Concurrent Enrollment Program, and the appropriate Dean of Educational Services.

Faculty Liaison Roles and Responsibilities

The primary role and responsibility of a Faculty Liaison is to verify that High School Partner Teachers are teaching a rigorous, college-level course identical to that offered in an on-campus setting. Faculty Liaisons are expected to work closely with their assigned High School Partner Teacher to assure that the course(s) they are mentoring are rigorous and being taught at the college-level.

Faculty Liaisons must:

- Verify that High School Partner Teachers are teaching a rigorous, college-level course identical to that offered in an on-campus setting
- Collaborate with High School Partner Teachers to make sure the course covers all Learner Outcomes and Major Areas of Course Content listed in the Common Course Outline (CCO)
- Review Concurrent Enrollment Program course syllabi to verify that information is accurate, correct, and college-level using the Partner Teacher Syllabus Checklist and Partner Teacher Sample Syllabus as a reference
- Notify Director of K-12 Partnerships if discrepancies exist on the course roster
- Assist High School Partner Teachers in completing course-level assessment through data entry into eLumen
- Maintain communication with High School Partner Teacher
- Complete at least one Site Visit (two if High School Partner Teacher is teaching Concurrent Enrollment Program course for the first time) and submit all required Site Visit Forms
- Complete all Faculty Liaison Forms, submit all required documentation, and enter grades into Anoka-Ramsey Community College's grade entry system (Faculty Liaisons must enter an LDA for students who receive an "F", which is the last date of the term, and a "W", which is the date submitted to ARCC by the Partner High School.)

High School Partner Teachers must complete course-level assessment for Anoka-Ramsey Community College's Assessment Program. All Concurrent Enrollment Program classes and their corresponding rubrics will be loaded into eLumen. High School Partner Teachers will receive a username and password to enter their data following the conclusion of the Concurrent Enrollment Program course. Faculty Liaisons are expected to answer any questions pertaining to Anoka-Ramsey Community College's Assessment Program. Faculty Liaisons are also expected to help High School Partner Teachers who need assistance entering their course-level data into eLumen.

Faculty Liaisons are required to complete a Preliminary Visit Report Form, at least one Site Visit, and a Final Visit Report. Along with these Report and Feedback Forms, Faculty Liaisons must provide annual discipline-specific professional development opportunities for their High School Partner Teachers, review their High School Partner Teacher's syllabi for rigor, submit updated class rosters, and enter grades (within 4 days of the Concurrent Enrollment Program class ending) into Anoka-Ramsey's electronic grading system.

A 2017-2018 Mentor Responsibility Agreement is available for reference at the end of this manual.

Faculty Liaison Site Visits

Faculty Liaisons are required to meet with their High School Partner Teachers at least three (3) times per semester. If a High School Partner Teacher is teaching a Concurrent Enrollment Program course for the first time, an additional site visit is required.

Faculty Liaisons are expected to meet with their High School Partner Teacher before the start of their class, while teaching their course in the form of an in-class visit, and after the High School Partner Teacher completes teaching the course. Faculty Liaison Forms are provided as a guide for discussions, observations, and assistance before, during, and after visits. Each site visit is designed to be a productive time for conversation about the course and a time for the Faculty Liaison to answer any questions the High School Partner Teacher may have regarding the course. Faculty Liaison Site Visits provide details about topics that must be covered, submission requirements following the visit, and any other required information that must be provided to the Dean of Academic and Community Outreach, who oversees the Concurrent Enrollment Program.

All documentation is stored in D2L-Brightspace upon submission. If any concerns appear on any of these forms, a follow-up discussion with the Faculty Liaison may be scheduled to discuss, in person, the concerns raised in the feedback. As this documentation is to be shared with High School Partner Teachers and High School Administrators upon submission to ARCC, it is expected that the feedback provided by Faculty Liaisons is used by High School Partner Teachers to improve teaching methods and the student experience in Concurrent Enrollment Program courses. It is essential that both the Faculty Liaison and the High School Partner Teacher sign the documents before they are scanned and submitted to D2L-Brightspace.

Anoka-Ramsey Community College Policies and Procedures

Students taking Concurrent Enrollment Program courses at their high school are considered Anoka-Ramsey Community College students. Concurrent Enrollment Program students have the same level of access to learning resources and are beholden to the same rules, policies, and procedures as all other students. Thus, they are expected to follow all rules, policies, and procedures that pertain to Anoka-Ramsey Community College students. As teachers of Anoka-Ramsey Community College students through our Concurrent Enrollment Program, it is imperative that High School Partner Teachers are aware of all rules, policies, and procedures that pertain to Anoka-Ramsey Community College students.

A full listing of the most current and complete official policies and procedures, is available at <http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/>

Code of Conduct

Every student at Anoka-Ramsey is expected to conduct himself or herself in accordance with *MnSCU Board Policy 3.6* and generally accepted norms of conduct to preserve Anoka-Ramsey's safe and supportive learning environment. Anoka-Ramsey has the right to take action to support and protect the safety and well-being of the college community. Faculty has the responsibility to manage the classroom environment.

Students are prohibited from: academic dishonesty such as cheating and plagiarism*, possessing alcoholic beverages and illegal substances on college controlled property, college policy infraction, complicity to violate any college conduct code policy, computer misuse, discrimination or harassment, disruptive activity, facilities misuse, furnishing false information, gambling, hazing, health, safety or security endangerment, obstruction of college operations, smoking and tobacco regulations, solicitation without authorization, theft of or damage to property, violence or threatening behavior and possessing weapons.

Visit <http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-3f1-student-conduct-code/> to review the entire *Student Code of Conduct*.

***Important Note: Plagiarism is serious.** Plagiarism includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement, or the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. If you are in doubt about plagiarism, ask your faculty member or other academic professional.

Student Resources

As stated above, all Concurrent Enrollment Program students have the same level of access to learning resources as students taking classes on our campuses. For a complete listing of student resources and schedules for these resources and services, please visit:

<http://www.anokaramsey.edu/resources/>. Students will also receive an Anoka-Ramsey Concurrent Enrollment Student Guidebook, an introduction to the Concurrent Enrollment program via the introductory video, and access to the full Concurrent Enrollment Student Manual on the Anoka-Ramsey Concurrent Enrollment website.

For More Information:

Visit us on the web! <http://www.anokaramsey.edu/admissions/concurrent-enrollment/>

Shannon Kirkeide, Dean of Academic and Community Outreach,
Shannon.Kirkeide@anokaramsey.edu or at 763.433.1897.

Abbie Huttenburg, Director of K-12 Partnerships, Abbie.Huttenburg@anokaramsey.edu or at 763.433.1967.

2017-2018 Faculty Liaison Responsibility Agreement

Liaison Responsibilities:

- Meet with High School Partner Teacher. Suggested discussion points:
 - Closely examine syllabus with High School Partner Teacher. Make certain that learner outcomes, grading plans, etc. are highlighted and fairly congruent with your discipline/department expectations.
 - Review the CCO (Provide the most up-to-date Common Course Outline)
 - Discuss dates, plans, options for discipline-specific professional development this year
 - Discuss questions about course objectives and assessment methods
 - Choose date(s) for site visit(s) this year
 - If necessary, provide links to information that may be used to supplement the textbook
 - Suggest readings in the field to support teacher subject matter knowledge development.
 - Remind High School Partner Teacher that grades are due to you no later than 4 days after the last day of class, no exceptions.
- Submit the following to D2L Brightspace Dropbox **by week 2** of the course:
 - A completed Preliminary Visit Report Form
 - High School course syllabus, labeled HS Syllabus + name/#, and your course syllabus, labeled College Syllabus + course name/#
 - Confirmation of start and end dates of the course (entered in 'notes' section of preliminary visit dropbox)
- Conduct **one Site Visit** for courses previously taught by High School Partner Teacher:
 - Complete and submit a **Site Visit Report within 2 weeks of this visit** to D2L Brightspace Dropbox, High School Partner Teacher, and high school principal. **This document should be signed by you and your HSPT.**
 - Collect an assessment (test, project, quiz, etc.) from the High School Partner Teacher to pair side-by-side with an on-campus assessment from your course. Submit both copies to D2L Brightspace Dropbox.
 - Remind the High School Partner Teacher that the SIRS survey must be administered and returned to ARCC before the end of the course.
- For Course **NOT PREVIOUSLY TAUGHT** by High School Partner Teacher :
 - Complete and submit a **2nd Site Visit Report within 2 weeks of this visit** to D2L Brightspace Dropbox, High School Partner Teacher, and high school principal. **This document should be signed by you and your HSPT.**
- Participate in and/or lead discipline-specific professional development with your High School Partner Teacher during the academic year.
 - Submit Professional Development Proposal Form to D2L
 - Conduct Professional Development with High School Teacher
 - Submit detailed documentation/evidence to D2L of professional development day
 - NOTE: This day may be held in conjunction with other department faculty and HSPT. If so, the Dean of Academic and Community Outreach and the Director of K-12 Partnerships will collect documentation of the professional development day on your behalf.

- Conduct a **Final Visit** with the High School Partner Teacher after completion of the course (this meeting can happen by phone, in person, or through email). Suggested discussion points include:
 - Grade distributions -- **Include with this report in D2L**
 - Effectiveness of activities, projects, and assessments
 - Enter data into E-Lumen for Anoka-Ramsey Community College Assessment Program
 - Readings and recommended additional material in the field to increase subject matter expertise
 - Complete and submit the **Final Visit Report** to D2L Brightspace Dropbox within 2 weeks of the final visit.
- **Electronically enter Final Grades** for the CEP course within 4 days of the CEP class ending.