

AP 4121 - College Credit Now Sponsored Dual Credit

The Office of College Credit Now (CCN) will:

1. Serve as the initial point of contact for the high schools, and will compile the necessary materials and coordinate with appropriate college staff, department Deans/Directors and faculty liaisons for review.
2. Coordinate registration and data collection processes.
3. Administer agreements entered into by the college and high schools.
4. Maintain documentation for all signed College Credit Now agreements.
5. Track Dual Credit and Sponsored Dual Credit (SDC) instructors in the high school to ensure compliance with the following standards:
 - a. Minimal required interactions between high school instructors and college faculty have occurred and are documented;
 - i. Interactions may include: email, phone, video conference, in-person site visits, classroom visits, and professional development activities.
 - ii. Frequency of interactions is determined at time of approval to teach within the SDC program and in consultation with the approving department.
 - b. Syllabi are submitted each term the class is offered.
 - c. Course level outcome assessment submitted at least once a year as defined by the College academic department.
 - d. Textbook adoptions/changes, curriculum alignment and norming activities completed at least once a year as defined by the College academic department.
6. Complete the following if CCN SDC instructors are found to be out of compliance:
 - a. Send an informal warning to CCN instructor stating compliance issue within 15-days of being found out of compliance.
 - b. Send a formal written warning to CCN instructor, administrator, and college department chair stating required actions and timeline within 45-days of non-compliance.
 - c. Suspend the agreement and post a notification on the CCN website, blocking registration if corrective action has not been taken within 90-days from the initial notification.
 - d. May reauthorize suspended agreements once the CCN instructor has addressed the compliance issue.

Chemeketa Department Deans/Directors and SDC Faculty Liaisons will:

1. Review and approve/deny potential CCN SDC instructors and courses based on state, college, and departmental standards.
2. Determine if the CCN instructor qualifies for Sponsored Dual Credit (SDC):
3. Determine the appropriate SDC level for SDC instructors with SDC Faculty Liaison:

Level 3: For new instructors to the program. An individualized plan with regular interactions. Includes site visits to high school classrooms, and review of student outcomes on common assessments.

At level 3, Chemeketa and High School instructors will meet twice monthly.

Level 2: For instructors who are not new to the program, and have some areas of successful teaching but have not fully met the expectations of the College faculty.

At level 2, Chemeketa and High School instructors will meet once monthly.

Level 1: For experienced HS teachers who have had consistent curriculum alignment, collegial interaction with liaisons, and have met participation expectations in the SDC model for at least 3 classes within the SDC model.

At level 1, Chemeketa and High School instructors meet at a minimum of twice quarterly in an interactive synchronous manner. This can occur via email, phone, video or in person. Interactions should be varied and not dependent solely on email or phone.

Engagement in regular interactions with CCN instructors is required by Dual Credit and SDC standards, as appropriate. Regular interactions may occur via email, phone, video conference, in-person site visits, classroom visits, and through department sponsored professional development activities. These interactions will consist of program updates and/or substantive interactions between the CCN high school instructor and college faculty.

4. Document regular interactions with CCN SDC instructors.
5. Conduct site visits. Site visits will be used to provide an opportunity for the college faculty to visit the CCN instructor during class, to discuss course content, curriculum, and assessments, and to provide feedback on course alignment. College faculty will conduct site visits and submit completed visit reports in accordance with guidelines and forms maintained by the College Credit Now Office.
6. Review CCN agreements every year.
7. Compensation for participating SDC Faculty Liaisons will be documented via timesheet submission monthly to their department at the determined College meeting rate.

CCN Instructors will

1. Engage in regular interactions with College faculty under both Dual Credit and SDC standards. Regular interactions may occur via email, phone, video, or in-person. These interactions will consist of program updates and/or substantive interactions between the CCN instructor and college faculty.
 - a. Dual credit instructors must interact with College faculty at least once annually
 - b. SDC instructors must interact with College faculty at least once quarterly.
2. Participate in site visits at the discretion of the SDC Faculty Liaison. Site visits will be used to provide an opportunity for the college faculty to visit the CCN instructor during class, to discuss course content, curriculum, and assessments, and to provide feedback on course alignment.
3. Maintain compliance with required interactions, syllabus submission, and assessment requirements. CCN instructors will be found out of compliance for missed interactions, an incomplete syllabus (a syllabus that does not include all elements, as listed on the Syllabus Checklist), or incomplete assessment materials.
4. Take action to correct compliance issues in a timely manner.
 - a. Corrective action options for interaction requirements will be department specific and may include:
 - i. Meeting with the department chair/lead faculty; or
 - ii. Submitting a written reflection on assessment results.
 - b. Corrective action options for a missing or incomplete syllabus include:
 - i. Submitting the missing syllabus; or
 - ii. Modifying and submitting the incomplete syllabus so that it is deemed complete.

June 5, 2020

Adopted by College Council

April 10, 2026

Revised by College Administration