

ISP 370P

Advanced College Credit (ACC) Procedure

PURPOSE

Allows high school students to receive college credit for approved, designated high school classes taught in the high schools during regular school hours by high school instructors.

SUMMARY

Clackamas Community College grants college credit for equivalent college classes offered at high schools, taught by approved high school instructors who meet college standards and procedures, as stipulated by the respective academic departments and based on the Oregon Dual Credit and Sponsored Dual Credit Program Standards.

PROCEDURE

The Office of Education Partnerships 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 chairs/directors, and faculty members 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 Advanced College Credit (ACC) 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. Annual interactions for Dual Credit instructors, and
 - ii. Quarterly interactions (e.g., email, phone, video conference, or in-person) for Sponsored Dual Credit instructors.
 - 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 CCC academic department.
6. Complete the following if ACC instructors are found to be out of compliance:
 - a. Send an informal warning to ACC instructor stating compliance issue within 15-days of being found out of compliance.
 - b. Send a formal written warning to ACC 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 ACC website, blocking registration if corrective action has not been taken within 90-days from the initial notification.
- d. May reauthorize suspended agreements once the ACC instructor has addressed the compliance issue.

CCC Department Chairs/Lead Faculty will:

1. Review and approve/deny potential ACC instructors and courses based on state, college, and departmental standards.
2. Determine if the ACC instructor qualifies for either Dual Credit or Sponsored Dual Credit (SDC):
 - a. Dual Credit
 - i. Master's degree in content area,
 - ii. Master's degree with 30 graduate credits in the content area, or
 - iii. In cases where the high school instructor has demonstrated competencies or served in professional fields and can show documentation (e.g., Associate's or Bachelor's degree, industry certifications, or licensure) to support the individual's high level of proficiency, the Master's degree requirement may be waived by the academic department.
 - b. Sponsored Dual Credit (SDC):
 - i. Specific qualifications as determined by department.
 - ii. Qualifications may include, but are not limited to:
 1. Master's degree in Teaching/Education
 2. Content area specific graduate level credits (# of credits), emphasis area
 3. Work experience
 4. Industry recognized credential
3. Determine the appropriate SDC level for SDC instructors:
 - a. Level 1: SDC instructor only needs quarterly interactions with sponsor.
 - b. Level 2: SDC instructor needs several (no more than monthly) interactions with sponsor.
 - c. Level 3: SDC instructor needs an individualized plan and more regular (bi-monthly) interactions with sponsor.
4. Engage in regular interactions with ACC instructors as required by Dual Credit and SDC standards, as appropriate. Regular interactions may occur via email, phone, video, or in-person. These interactions will consist of program updates and/or substantive interactions between the ACC high school instructor and college faculty.
 - a. CCC faculty must interact with Dual Credit instructors at least once annually.
 - b. CCC faculty must interact with SDC instructors at least once quarterly.
5. Document regular interactions with ACC instructors.
6. Conduct site visits as needed at the discretion of the college department chair or lead faculty member. Site visits will be used to provide an opportunity for the college faculty to visit the ACC 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 Office of Education Partnerships.

7. Review ACC agreements every three years.

ACC Instructors will:

1. Engage in regular interactions with CCC 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 ACC instructor and college faculty.
 - a. Dual credit instructors must interact with CCC faculty at least once annually
 - b. SDC instructors must interact with CCC faculty at least once quarterly.
2. Participate in site visits at the discretion of the college department chair or lead faculty member. Site visits will be used to provide an opportunity for the college faculty to visit the ACC 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. ACC 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 ACC 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.