NACEP®

National Alliance of Concurrent Enrollment Partnerships

Faculty Series: Best Practices for New Instructor Training

July 12, 2016

Presenters

Dr. Christine Denecker, University of Findlay
She is Chair and Professor of English and she serves as Director of the Center for Teaching Excellence

Kelley McClure-Mork, Ridgewater College
She is the Special Projects Coordinator. She has been in various roles from Residence Life, New Student Orientation, Faculty, Academic Advising, and everything in between.

Presenters

Dr. Kayla Westra, Minnesota West Community and Technical College
She is the CIO and Dean of Technology and Distance Learning. Before this position, she was an English faculty at Minnesota West.

Dr. Melissa Batchelor, Lewis and Clark Community College
She is an Associate Professor and Program Coordinator for Child Development and Education.

Ridgewater College

About Our Concurrent Enrollment Program:

The numbers:

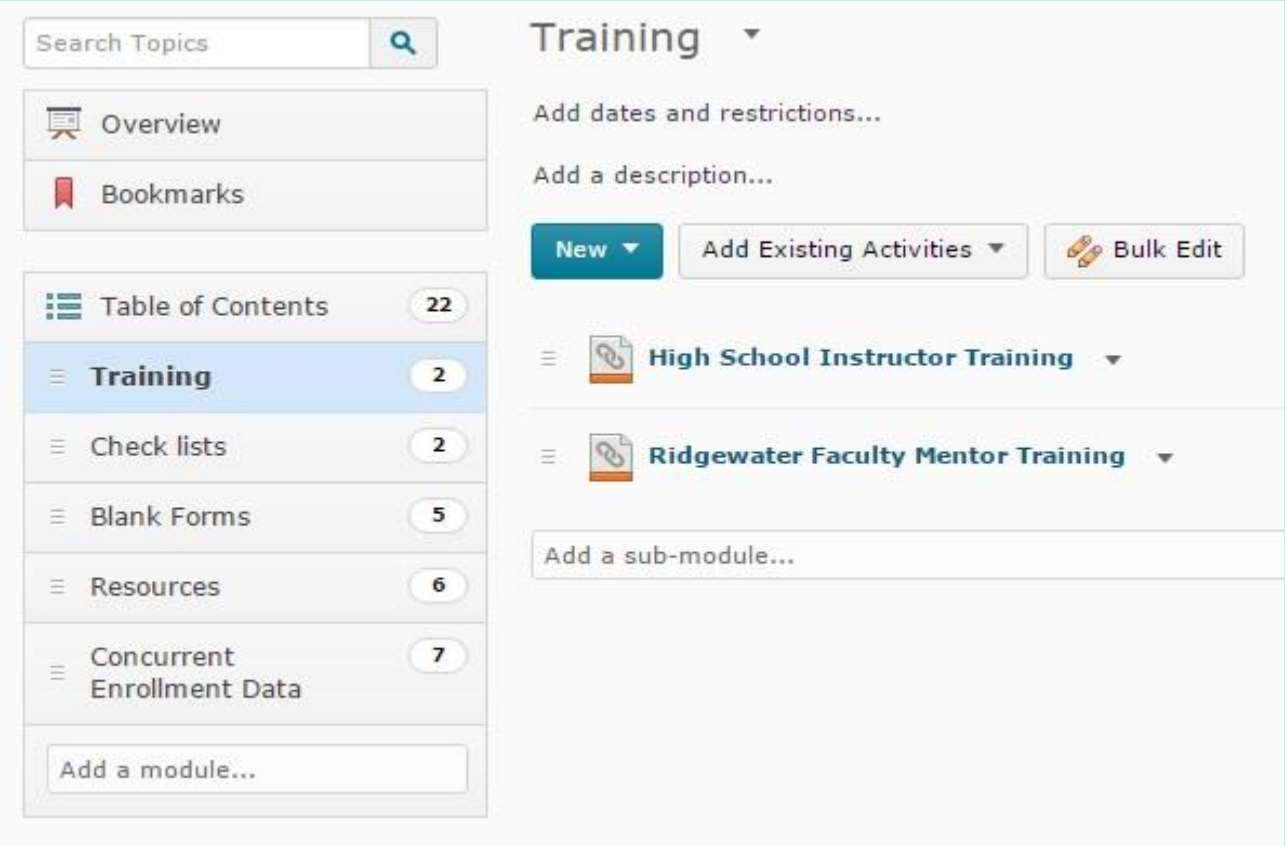
- 8 high schools
- 7 teachers (1 teacher works with 3 high schools)—we haven't had a new HS teacher since 2014.
- Subject areas include: Agriculture, Biology, English, Marketing & Sales Management, Nursing Assistant
- High schools are throughout West Central Minnesota in rural districts
- 117 unduplicated headcount

Ridgewater College

Training/Orientation for new high school teachers is a two-tier approach:

Tier 1: Online Orientation

- Presentation created in PowerPoint that is animated with Adobe Presenter.
- Activities are put into the training for us to track who did the sessions.
- Content is high level overview: history of CE, why we have site visits, policies, etc.



Ridgewater College

Tier 2: 1:1 Mentor Orientation

- This is usually done during the professional development day in August. If the class is added in the fall semester for spring semester, then it is done at their earliest convenience.
- Mentors meet 1:1 to discuss the pedagogy, program specifics, look at course content, share examples of their own work, etc.
- Mentors and teachers have a check list to help keep them organized before the class officially starts.

Training and Orientation are an EXCELLENT way for programs to ensure that the courses really are rigorous, but a great opportunity for the college to partner with a high school for preparedness.

Minnesota West Community and Technical College (MWCTC)

- **Minnesota West Community & Technical College is** a comprehensive community and technical college with five campuses and two centers.
- Students have the opportunity to earn an Associate Degree, Diploma, or Certificate in more than 60 disciplines.
- The college has a long and proud history, 75+ years, of providing highly specialized technical and liberal arts/transfer majors to students from throughout the region.
- Our geographical reach is 19 counties, 22,000 square miles in the southwestern corner of Minnesota.

MWCTC-Program Orientation

Overall

- Completed by the Dean
- Can be a phone or in person conversation, depending on where the person is located
- Is documented
- Form includes topics to be covered with each new instructor
- D2L site – repository of topics for professional development

Discipline-Specific

- Completed by college mentor (discipline)
- Can be a phone or in person conversation as well
- Is documented on the yearly professional development plan
- Course rigor, syllabus, relationship expectations, etc.

MWCTC- D2L

My Home | REACH Professional D... | Kayla Westra

6/14/2016

Minnesota West COMMUNITY & TECHNICAL COLLEGE

REACH Professional Development and Resource Site

Course Home | Content | Discussions | Classlist | Dropbox | Quizzes | Grades | Surveys | Edit Course | Log Out

News

More classes - Mankato (online)

Posted Apr 18, 2016 11:08 AM

Good afternoon MnCEP colleagues,

I wanted to pass along an opportunity for CE Psychology instructors. Our Psychology Department will be offering four online graduate level courses this summer. If instructors are interested in enrolling in the courses they should register as non-degree seeking students with the university, and then we could eventually move their completed credits into a certificate if they choose to pursue that.

Online Graduate Courses in Psychology available at Minnesota State University, Mankato

Updates

108 New Dropbox Submissions

5 New Enrollments

1 Ungraded Quiz Attempts

Calendar

Tuesday, June 14, 2016

Upcoming events

There are no events to display. Create an event.

MWCTC- D2L

My Home | REACH Professional D... | Kayla Westra

6/14/2016

Minnesota West COMMUNITY & TECHNICAL COLLEGE

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Search Topics

- Overview
- Bookmarks
- Course Schedule

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- REACH Program General Info 7
- Spring 2016 PD - REACH program overview and refresher 1
- Fall 2015 PD - Assessment 5
- Spring 2015 PD - Academic Integrity 7
- Fall 2014 PD - Curriculum, Assessment, and Syllabus Development 5
- Graduate Courses in Math and English 5

Add a module...

REACH Program General Info

Print | Settings

Add dates and restrictions...

Published

This section provides links to materials on our web site. These are the documents that are most helpful for high school instructors.

Most of the information for the REACH program is found on our web site (http://www.mnwest.edu/index.php/admissions/pseo/reach-program). Links to specific information provided in this section.

New | Add Existing Activities | Bulk Edit

- REACH Guide for High School Teachers
- General Info and High School Teacher Process - Overview
- REACH Teacher Application
- REARCH Course Application
- REACH Guide for Students
- course_syllabus_REACH_template
- Concurrent Enrollment Student Agreement of Understanding

Add a sub-module...

javascript:void(0);

100%

Lewis and Clark Community College

- Only NACEP accredited dual credit program in the state of Illinois
- Earned initial NACEP accreditation in 2007 and reaccreditation in 2014.
- Courses offered
  - 53%-Transfer
  - 48%-CTE
- We offer dual credit in 18 high schools in the community college district (16 public and 2 private)
- Currently, we have 122 dual instructors
- Offer dual credit at no charge
- Since 1999, dual credit has saved students and families $34,247,580.00

LEWIS&CLARK
COMMUNITY COLLEGE

Lewis and Clark Community College- Orientation

- **Communication-**
  - Contact information for key people on campus
  - Creating a pathway for the program coordinator and teacher
- **Engaged and involved**
  - Participation on Advisory Board
  - Observations/visits
- **Meeting with Program Coordinator**
  - Common assessment
  - Work samples
  - Learning management system
  - Publisher materials
- **Additional training every spring**
- **Some programs require more training**
  - EDTRs and KYSS

University of Findlay

About our CEP

Tinberg and Nadeau (2011) argue that the "best" dual enrollment programs "carve out space for faculty in all institutions involved to discuss pedagogical methods and the goals of the program" (p. 720)

Tinberg, Howard and Jean-Paul Nadeau. "Contesting the Space between High School and College in the Era of Dual-Enrollment." *CCC* 62.4 (June 2011): 704-725.

University of Findlay

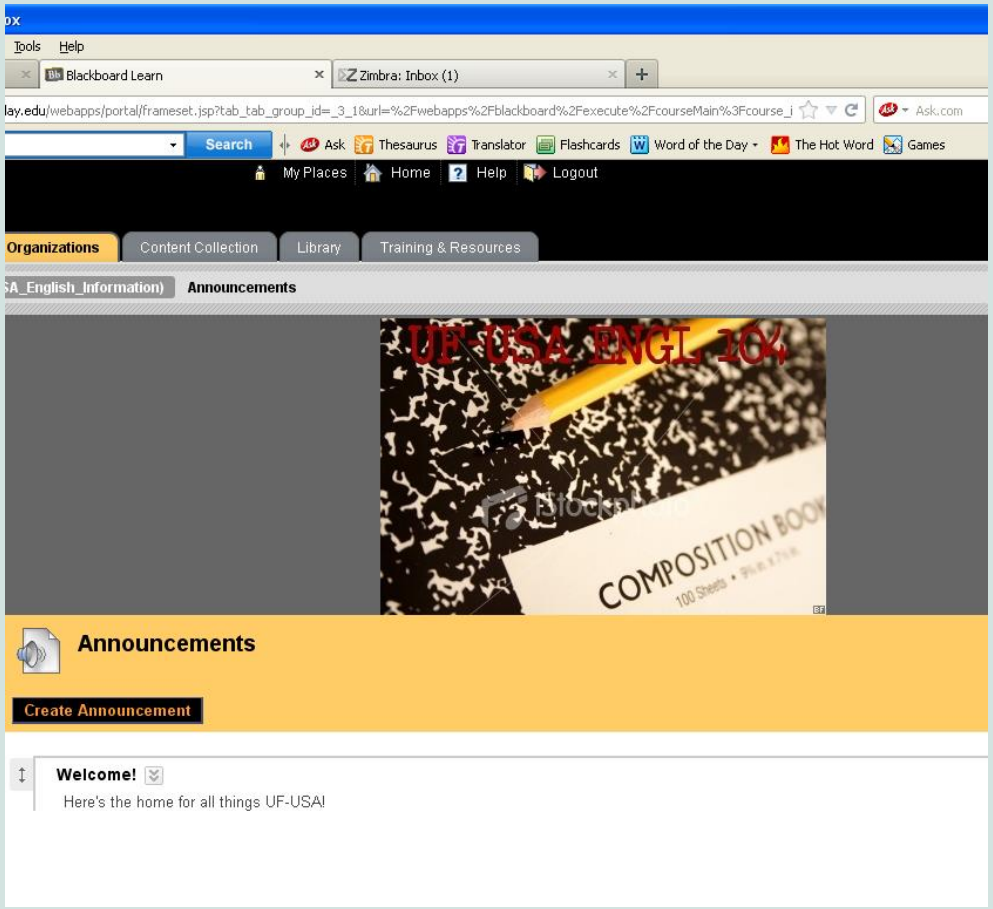
About our CEP

Orientation to the Program

Week Long Training Course

- Theory
- Practical Application
- Course Building
- Presentation

Final Portfolio of Materials



Tips and Tricks

- Share, share, share, share!
- Orientation and training are only the tip of the iceberg. Mentoring = coaching and it should be happening year round.
- Be creative with your orientation and training.
- Don’t hesitate to ask other schools for examples.
- Changes to field
- High School Perspective

Upcoming Events:

July 14th- Mid-Atlantic Regional Conference on Dual and Concurrent Enrollment

July 19th- Navigating FERPA when working with Concurrent Enrollment Programs

August 3rd- Faculty Series Webinar: Ongoing Professional Development

August 31st- Surviving the Accreditation Process Webinar

September 20th- Tackling Concurrent Enrollment as a Small Program