



NATIONAL ALLIANCE OF
CONCURRENT ENROLLMENT
PARTNERSHIPS

NACEP Accreditation Institute

Everett Community College

Faculty and Curriculum Breakout

Facilitator: Deanna M. Jessup

Faculty Standards 101

- Faculty 1** – Academic departments review/approve applicants according to own criteria.
- Faculty 2** – Discipline-specific training before teaching.
- Faculty 3** – Discipline-specific professional development offered annually.
- Faculty 4** – Attendance/compliance expectations outlined.

F1 Required Evidence

- 1) CEP published documents describing departmental criteria & processes for appointing, approving & denying instructors.
- 2) Three completed samples of instructor applications, representing varied departments, including documents required by the CEP (with secure information removed) & corresponding approval/appointment letters.
- 3) One completed sample of CEP letter/form of instructor denial of appointment (with secure information removed).

F2 Required Evidence

- 1) Two samples of discipline-specific training & orientation materials for new CEP instructors representing different disciplines.
- 2) Attendance reports, agendas, & participant evaluations documenting practice & implementation of new CEP instructor training and orientations.
- 3) A comprehensive CEP administrative policy and practice guide.

5

2012 CAP Summer Workshop Sign In Sheet
July 26, 2012
8:15 a.m. – 3:00 p.m.
USI University Center

ENG 00 3076

First	Last	Discipline	Time In A.M.	Signature	Time Out P.M.	PGP Certificate?
Joy	Aldredge	ENG 101	8:20	Joy Aldredge	3:00	yes
Laura	Benehard	ENG 101	8:40	Laura Benehard	1:00	yes
Fred	Bracher	ENG 101	8:20	Fred Bracher	3:00	yes
Donna	Bryan	ENG 101	8:35	Donna Bryan	3:00	yes
Missy	Feller	ENG 101	8:15	Missy Feller	3:00	yes
Paula	Harmon	ENG 101	8:15	Paula Harmon	3:01	yes
Meg	Johnson	ENG 101	8:50	Meg Johnson	3:00	yes
Scott	Martin	ENG 101	7:45	Scott Martin	3:05	yes
Erica	Meier	ENG 101	8:30	Erica Meier	3:00	yes
Rose	Rogge	ENG 101	8:40	Rose Rogge	11:00	
Vicki	Rueger	ENG 101	8:10	Vicki Rueger	12:00	
Patrick	Shaw	ENG 101	8:10	Patrick Shaw	3:05	yes
Don	Stansberry	ENG 101	7:45	Don Stansberry	3:00	stayed for lunch?
Darvin	Solwell	ENG 101	8:10	Darvin Solwell	3:00	yes?
Tammy	Vick	ENG 101	8:00	Tammy Vick	3:00	
Kathy	Weber	ENG 101	8:15	Kathy Weber	3:00	
Lee Ann	West	ENG 101	8:40	Lee Ann West	3:05	

F3 Required Evidence

- 1) Description of CEP's annual professional development; include the format, delivery methods & frequency.
- 2) Example professional development activities of each discipline (seminar agendas, materials covered, conference report, etc.).
- 3) Procedures and/or policy describing how CEP ensures & tracks professional development participation.

F4 Required Evidence

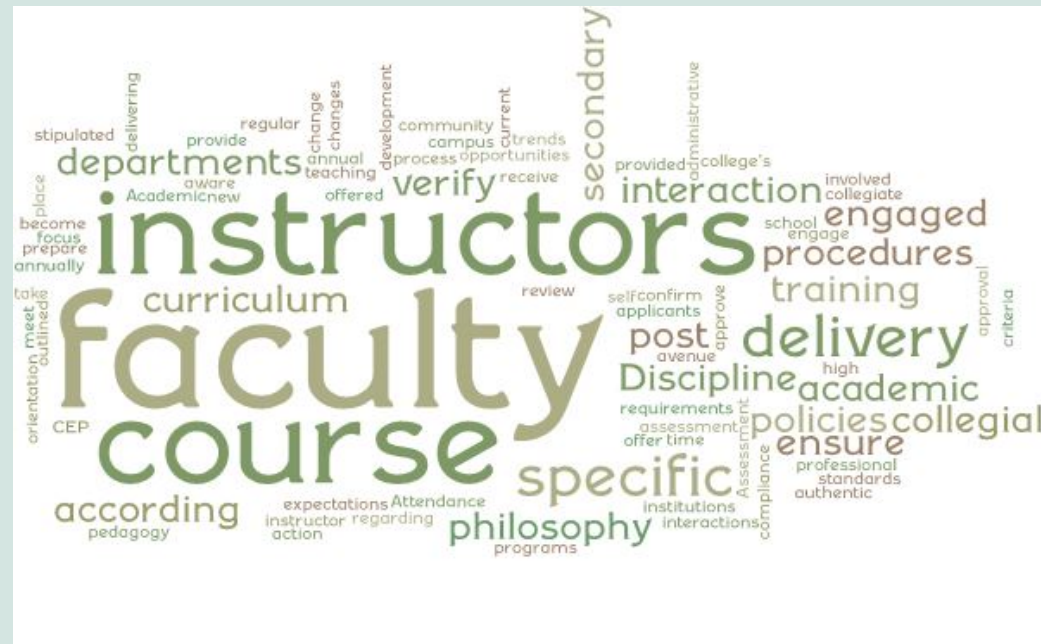
- 1) Published procedures &/or policies from the CEP addressing non-compliance.

Administrative Guide	
Registration Packet Information	
	
Policies and Enrollment Procedures for High School Instructors, Counselors and Administrators Partnering with the College Achievement Program	
Table of Contents	
Program Overview	Instructor Qualifications & Training
Instructor Responsibilities	Instructor Non-Compliance Policy
Benefits of Serving as a CAP Instructor	CAP Travel & Lodging Policies

Faculty Standards Questions



Faculty Standards Assessment Activity



Curriculum Standards 101

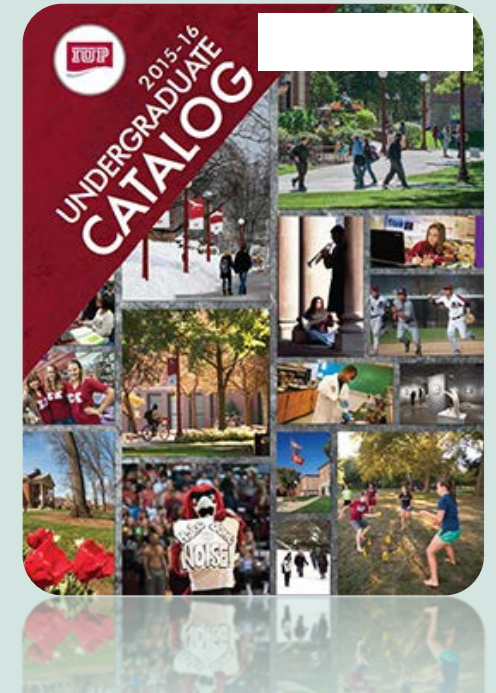
Curriculum 1 – Every CEP course is in the catalog & taught on campus. Course title, description & number of credits are identical.

Curriculum 2 – CEP courses reflect the college department's philosophical & pedagogical approach.

Curriculum 3 – Faculty site visits in each discipline.

C1 Required Evidence

- 1) A college/university catalog or a link to an on-line college/university catalog.
- 2) A comprehensive list of all courses offered through the CEP with descriptions that are publicly available from the college/university.



C2 Required Evidence

- 1) Official letter from college/university's departmental chairperson, coordinator, or liaison, representing each discipline, describing and verifying compliance with the standard.



Standard A1
Standard A2
Standard A3
Standard C2

I, Dr. A. David Hitchcock, Associate Professor of Spanish of the Department of Modern & Classical Languages, affirm that University of Southern Indiana (USI) College Achievement Program (CAP) instructors, teaching Spanish 203, 204, & 205 in the Department of Modern & Classical Languages, meet the following NACEP Standards:

A1: CEP students are held to the same standards of achievement as those expected of students in on campus sections.

A2: The college/university ensures that CEP students are held to the same grading standards as those expected of students in on campus sections.

A3: CEP students are assessed using the same methods (e.g. papers, portfolios, quizzes, labs, etc.) as students in on campus sections.

C2: College/university courses administered through a CEP reflect the pedagogical, theoretical and philosophical orientation of the sponsoring college/university departments.

A description of how our department ensures compliance with this standard follows:

All CAP instructors are provided with the following information which is reviewed annually in the professional development workshop:

- Student Learning and Outcomes and Assessment Document
- University core document for 203/204-level languages
- Sample syllabi
- Sample tests
- Sample handouts
- Classroom observation form

Dr. A. David Hitchcock
Print Name

Signature

3/15/12
Date

Associate Professor of Spanish
Title

C3 Required Evidence

- 1) Description of site visits, including what would happen during a typical site visit, frequency requirements, how site visits are tracked by CEP, and how site visits are used to provide feedback from college/university faculty to CEP instructors.
- 2) One example of a completed and signed faculty site visit report representing each discipline.

Curriculum Standards Questions



Curriculum Standards Assessment Activity

