



K14 Education Consortium
Agenda for Friday, September 1, 2017
8:30 a.m. to 10:00 a.m.
Public Safety Academy (PSA), Room 18

OUR PURPOSE

It is important to strengthen partnerships with K-12 to continue on-going communication and collaboration in regards to planning efforts for cross-functional discussions throughout the Districts. Discussions could include, but are not limited to, general education, Basic Skills classes, Career and Technical Education courses, linking classes to employment skills, encouraging categorical programs, faculty improvement, success rates of students, specific activities designed to reinforce key reading, writing, speaking, and computational competencies, increasing Student Services and addressing the needs of students from year to year.

Chair: Pamela Ralston, Ph.D., Vice President of Student Learning

Recorder: Mary Lou Marrujo

1. Call to Order/Welcome and Self-Introductions

2. Action Items

2.1 Approval of Agenda

2.2 Approval of June 2, 2017 Minutes

3. Group Discussion

3.2 Refine Goals (copy of last year's goals attached) – Pamela Ralston

3.3 Review of the difference between dual and concurrent enrollment – Michelle Bleza

- Why this distinction is important when enrolling students

3.4 Improving enrollment processes for concurrent and dual enrollment – Michelle Bleza

- New high school concurrent and dual enrollment form (attached)
- Deadlines for student applications
- Steps to enroll high school students (slides attached)
- Best practices

3.5 Rigor of dual enrollment courses (Dean and/or COD Faculty perspective) – Michelle Bleza

- Adhering to the COR (Course Outline of Record)
- Student success means that all students (COD and high school) who complete the SAME course have the same learning outcomes

MISSION

College of the Desert provides excellent educational programs in basic skills, career and technical education, certificate, transfer preparation, associate degrees, noncredit and distance education, which are continuously evaluated and improved. Our programs and services contribute to the success, learning and achievement of our diverse students and the vitality of the Desert Community College District, surrounding areas and beyond.

- Courses that do not meet these standards are at risk for cancellation

3.7 Good of the Order

4. Adjournment

Next Meeting:

Friday, October 6, 2017 – 8:30 a.m. to 10:00 a.m.

Public Safety Academy (PSA), Room 18

MISSION

College of the Desert provides excellent educational programs in basic skills, career and technical education, certificate, transfer preparation, associate degrees, noncredit and distance education, which are continuously evaluated and improved. Our programs and services contribute to the success, learning and achievement of our diverse students and the vitality of the Desert Community College District, surrounding areas and beyond.

Consortium Goals:

- Improved Communication flow
 - College Readiness Block Grant, K-14 consortium, improved effort at responsiveness
- Math and English collaboration
 - needs a workgroup to create a focus for conversation and to establish the practical elements
- Concurrent/Dual Enrollment Orientation (parents, students, staff, faculty)
 - Specific role to oversee at COD level and specific contacts at USD level
 - Development of shared understanding
 - Development of CCAP agreements
 - A slow roll out to a bigger program for 2017-2018
- Schedule synchronization
 - Working to finalize a change to the college
- Articulated counseling, outreach, support, consistency, including alternative education—outreach
- Assessment – Multiple measures and testing (track down previous effort)

Study Session (Single Topic)

Concurrent/Dual Enrollment Orientation (parents, students, staff, faculty)

If you could read ahead, the FAQ below is especially helpful for our discussion on improving dual enrollment in relation to the new law, AB 288:

[Frequently Asked Questions about Dual Enrollment](#)

Below are additional resources that help to clarify the State's expectations of our work together with dual enrollment:

[California Community Colleges Chancellor's Office Legal Advisory](#)

[College and Career Access Pathways \(CCAP\) Partnership Agreement Guidelines](#)

[AB 288 Partnership Framework](#)

[Instructional Minutes Explained](#)

High school students can apply to College of the Desert (COD) through dual and concurrent enrollment. Admissions are based on recommendations from the student's high school counselor and principal. Through this program, students can take up to 11 units as part-time Special Admit Students (CA Ed Code 48800-48002 & 76000-76002) and do not pay tuition.

The Dual and Concurrent Enrollment Application is valid for **only one term**, so submit a new form each term. High School concurrent enrollment students are **not** eligible to participate in priority registration.

The Dual and Concurrent Enrollment Program is specifically designed to accelerate the academic or vocational career of high school students. Admission is **NOT** allowed for:

- Any class that can be taken at your local high school.
- Beginning music performance or art activity courses.
- Remedial work (Any classes that are not college level are not allowed).
- PE classes
- Recreation or hobbies

Steps for Enrollment

1. You must be enrolled in high school.
2. You must have a minimum 3.0 high school unweighted grade point average (GPA).
 - a. If your unweighted GPA is below 3.0, you must include a strong letter of recommendation from a counselor, principal, or teacher.
 - b. Career and technical education classes (e.g. Auto 010) require a recommendation from the COD instructor.
3. Review the class schedule and choose a course you want; discuss with your high school counselor. Rank your class choices. Use an additional sheet if necessary.
4. Go online at www.collegeofthedesert.edu and click on "Getting Started." Follow instructions to apply online.
5. Take the COD Assessment test, if needed. This is not required for courses without a prerequisite (e.g. Auto 010). You must complete all prerequisites (courses and/or test scores that must be completed before taking a specific course).
6. Activate your @mycod.us email account at www.collegeofthedesert.edu.
7. Submit the HS Dual and Concurrent Enrollment Application with:
 - Picture I.D.
 - All required signatures (student, parent, counselor, and principal).
 - Official high school transcripts in a sealed envelope.
 - Copy of Assessment Test scores (if required).
 - Personal statement **written by the student**. Explaining why you want to take the course(s) and why permission should be granted (see pg. 3).
Personal Statement not required for dual enrollment courses taught at your High School during regular High School hours.
 - Letter of recommendation if unweighted GPA is less than 3.0.
 - Copy of parent's Home School Affidavit – required for home schooled students.

Exception: Students who have auditioned and been accepted for a performing role in a theatre arts or musical production only need to submit 1) the online COD Application for Admission; 2) *High School Dual and Concurrent Enrollment Application*; and 3) written permission from the appropriate COD Instructional Dean and a faculty member.

Concurrent Enrollment Deadlines: Fall 2017 – DUE NOW; Spring 2018 – December 11; Summer 2018 – May 17

COD classes fill quickly. Concurrent enrollment courses are open to all COD students. Complete all of the steps above by the deadlines to improve your chances for admission. Allow yourself at least a week to gather required signatures and complete the online COD Application for Admission. If you need a letter of recommendation, give your teacher or counselor 2 weeks. Deadlines are a guideline. Late applications will be considered on a case by case basis.

Dual Enrollment Deadlines: Applications should be submitted at the same time you complete your high school registration **THE SEMESTER BEFORE YOU TAKE A COURSE**. See your counselor.

College of the Desert policies apply to all students, even those less than 18 years of age. COD accepts no responsibility for any extraordinary supervision; will not release information without the written consent of the student; and cannot alter course content. Your son/daughter will be exposed to a diverse population in educational programs designed for adult learners which may involve sensitive topics that might be considered controversial or offensive to some. Your signature on the application acknowledges your receipt of this information and stipulates your permission for your child to enroll in a college level course and participate in all required activities that may include field trips off-campus. All College of the Desert courses, including those taken by high school students via dual or concurrent enrollment, will appear on a COD transcript and become part of the student's permanent collegiate record.



High School Dual and Concurrent Enrollment Application

Concurrent Enrollment Deadlines: Fall 2017 - DUE NOW / Spring 2018 - December 11 / Summer 2018 - May 17

Choose one: Summer Fall Spring Year _____ HS Grade Level: 9 10 11 12

High School Student's Information

Name: _____ COD Student ID #: 05-_____
Last First M.I.
Phone _____ Age _____ Date of Birth _____ Email Address _____

Parent/Guardian Authorization

I hereby certify that I am the parent/guardian of the above named student. I am in agreement with and give my consent for his/her attendance at COD. I have read and understand the HS Dual and Concurrent Enrollment Policy including the special note to parents. I give my permission for emergency first aid and treatment for my minor child/legal ward. I acknowledge that my child will be creating a permanent college academic record at College of the Desert.

Parent/Guardian (print name) _____

Parent/Guardian 's Signature _____ **Date** _____

High School Authorization

Permission is granted for the above-named student to enroll in courses at College of the Desert.

Name of High School _____ City _____

High School Counselor (print name) _____

High School Counselor's Signature _____ Date _____

High School Principal's Signature _____ Date _____

*** For summer session, K-12 principals may not recommend more than five percent of the number of pupils who have completed a particular grade immediately prior to the time of the recommendation. (Ed Code 48800)**

Home School Students who are not affiliated with a school district, accredited private school, or Riverside County Office of Education must submit copies of forms their parents have submitted to the CA State Superintendent of Public Instruction verifying they have notified the state appropriately of their home school status.

Requested Class Schedule (Rank requested courses – attach additional sheet if necessary)

Course Code	Sect. #	Course Title	Hours	Days	Instructor	Units

If approved for enrollment, I give my permission for COD Admissions & Records (A&R) to register me in these classes. I understand that approval does not guarantee enrollment. If the class is filled, I will need to obtain an Add Permit Code from the instructor once the term begins. **Initial** _____

I acknowledge that A&R will email me my enrollment status, but I am responsible for checking my class schedule on WebAdvisor. **Initial** _____

I accept full responsibility for the grade I will receive or for dropping a class I will not attend. **Initial** _____

I will activate my @mycod.us email account and monitor it regularly. I acknowledge that failure to activate and monitor my college email account does not exempt me from responsibility to act upon college-related matters. **Initial** _____

I understand this application is valid for the current term only and must be resubmitted for following terms. **Initial** _____

I understand that I am eligible only for the open enrollment period and may not participate in priority registration. **Initial** _____

High School Student's Signature _____ **Date** _____

Office Use Only

- Current application on file
- Official HS transcript in sealed envelope
- Personal Statement
- Copy of COD Assessment Scores
- Letter of Recommendation (GPA < 3.0)

Approved Denied Registrar's Signature _____ Date _____



High School Concurrent Enrollment Personal Statement

A brief personal statement **written by the student** is required for students enrolling in concurrent enrollment courses. In the space below or on a blank page, type 1) why you want to take the concurrent enrollment course and 2) why permission should be granted. If you type your statement on another sheet, remember to include your name and COD Student ID #.

Are you wondering what to say? As long as you address points 1) and 2), you can respond however you choose. Here are some prompts to get those juices flowing.

- 1) Why I want to take this concurrent enrollment course.
 - The topic of this course is interesting to me because...
 - This course will help me prepare for my future career in the following ways...
 - This course will help me explore different career options by...
 - I have never taken a college course and I hope to learn/discover/gain experience...
- 2) Why I should be permitted to take this course.
 - I am ready to take a college-level course because...
 - I will obtain the following skills by taking this course...
 - I will approach this course in a mature and responsible way by...
 - I will continue my education after high school. This course will give me a jump-start by...

Personal Statement

High School Student's Information

Name: _____ COD Student ID #: 05-_____

Last
First
M.I.

NOTE: A personal statement is not required for dual enrollment courses taught at the High School during regular High School hours. If you are wondering if your course is a dual or concurrent enrollment course, ask your counselor.

Earning College Credit during High School



Steps to Enrollment

Dual Enrollment

Dual enrollment is this awesome program offered by College of the Desert where you can earn college credits while taking classes in high school.

This means...

You will be a college student *NOW!*



Dual Enrollment

Objectives for Today

- Understand the benefits and drawbacks of the Dual Enrollment program
- Become a college student! Apply to College of the Desert online
- Complete a College of the Desert Dual Enrollment Application

Dual Enrollment

Program Mission

In the College of the Desert High School Dual/Concurrent Enrollment and Course Articulation program, current high school students gain access to college level coursework and units. College of the Desert is committed to offering High school students clear pathways toward degrees and certificates that give them a jump start on post-secondary education and more likely to complete their educational goals.

Benefits to Dual Enrollment

- Start making progress toward a degree and a career now
- Explore career pathways prior to high school graduation
- Get a head start on earning college credit
- Save money on tuition and fees
- Build self-confidence by take course with college level rigor and ease the transition to college
- Eliminate the duplication of coursework between high school and college

Drawbacks to Dual Enrollment

1. If you do poorly in the class, the grade will be on your OFFICIAL college transcript.
2. If you receive a “D”, “F”, “W,” or “FW” (forget to drop the class), this could adversely affect your financial aid once in college.
3. It counts as one of your three times that you are allowed to repeat the same class in college.

How much time will I spend on a college class?

One unit (roughly one hour of instruction) requires **at least two** hours of study time per week.

For a **3-unit course**:

3 hours in class

+

6 hours of study time

9 hours per week

Is a dual or concurrent enrollment course on my high school *really* a college class?

YES!!!

- The course content is the **same**.
- The learning outcomes are the **same**.
- The grade you earn is part of your **official college record**.

College courses, like high school courses are designed for students to learn a skill and/or master material. If you take a course via dual enrollment, there is an assumption that you are prepared for the next level of instruction.

How can I get help with my classes?

- You can use TASC-Tutoring & Academic Skills Center!
<http://www.collegeofthedesert.edu/students/asc/Pages/default.aspx>
- The Tutoring and Academic Skills Center provides a TASC Lab at virtually every COD campus for students to use for completing coursework and for obtaining guidance with classroom content. Friendly, knowledgeable staff will be there to assist you with any of the following services:
 - Peer Tutors and Faculty Liaisons
 - Language and ESL Lab facilities
 - Specialized software for various courses
 - Textbooks on loan for use in a TASC Lab
 - Computers for academic use and printing
 - Friendly, knowledgeable staff and faculty
- Online tutoring is available at:
<http://www.collegeofthedesert.edu/students/asc/Pages/eTutoring.aspx>

Students with Disabilities

Will I be able to use the accommodations on my high school IEP or 504 plan?

- Your high school IEP or 504 plan is not a valid accommodation plan for students enrolled in **COD** courses **regardless of location**.
- COD Disabled Students Programs and Services (DSPS) representatives **must** meet with you to determine accommodations based on your documented disability through an interactive process. College academic accommodations may differ from your IEP or 504 plan. See: the COD [DSPS website](#) for more information.
- For dual enrollment students taking courses at your high school, during your regular high school hours, your high school counselor can help arrange a meeting time with DSPS **to develop an academic accommodation plan**.
- For concurrent enrollment students taking courses at COD or after high school hours, please contact DSPS directly.

(P): (760) 773-2534; (F): (760) 862-1329 dspsinfo@collegeofthedesert.edu

College Vocabulary

Dual Enrollment: receiving both high school and college credit for a class; being enrolled in high school and college at the same time; taking a college class during the regular school day on your high school campus.

Concurrent Enrollment: possibly receiving both high school and college credit for a class; being enrolled in high school and college at the same time; taking a college class before or after school hours on a high school campus or a college campus. Non-high school students may enroll in the same course.

College credit: sometimes also referred to as “units,” these are a unit of measurement for an educational program. Pre-determined amounts are earned after satisfactory completion of a course.

College Vocabulary

Degree: Generally a two-year (i.e. Associate's) or four-year (i.e. Bachelor's) program resulting in a diploma. A general education pattern is completed.

Certificate: A program that, upon completion, will prepare a student for entry-level work in the discipline in which it was acquired.

Transcript: an official academic record of grades and completed courses.

Tuition and Fees: the amount of money one must pay to take college classes and use school facilities. Dual enrollment students do not pay tuition or fees.

Prerequisites: Courses, test scores, and/or grade level that must be completed before taking a specific course.

College Vocabulary

Syllabus: Faculty establish a syllabus for each course, that includes the course content or objectives, assignments, a general guide to the pacing of the course and information about how grades will be determined. Once a student receives the syllabus for the course from the instructor and the student decides to remain enrolled in the course, the syllabus becomes the contract between the student and instructor.

General Education: a program of classes from various disciplines that make progress toward a degree. Sometimes defined as a “pattern,” they are considered the key competencies one must have in order to be successful in college and career.

Career: A journey, and something you will be committed to long term. It consists of different steps and, ideally, it is something that you feel is your calling.

College Vocabulary

Schedule of Classes: College course offerings vary from term to term. Students must examine the schedule prior to enrollment to find out meeting times, meeting dates, pre-requisite information, etc. The online schedule of classes also indicates courses after the schedule has been printed and courses that are full/closed or have a waiting list.

College Catalog: A publication from the college which explains academic policies, programs, and requirements for degrees and certificates. The catalog also explains the college, admissions and enrollment information, financial aid, grading and academic standards, students' rights and responsibilities, and services for students.


Dual Enrollment

STEP 1: Begin the COD Application Process Online

- **If you have taken a class at College of the Desert in the previous semester, you do NOT need to re-apply. Just use your COD ID.**
- If you have never applied, begin an online application at:
<http://www.collegeofthedesert.edu/students/ar/Pages/gettingstarted.aspx>

Dual Enrollment

STEP 2: Complete the Dual Enrollment Application



High School Dual and Concurrent Enrollment

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 - Official high school transcripts in a sealed envelope.
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Personal statement not required for dual enrollment courses taught at your High School during regular High School hours.

 - Letter of recommendation if unweighted GPA is less than 3.0.
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Dual Enrollment Deadlines: Applications should be submitted at the same time you complete your high school registration THE SEMESTER BEFORE YOU TAKE A COURSE. See your counselor.

PARENTS

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Page 1 of 3



High School Dual and Concurrent Enrollment Application

PRINT TO SIGN

Concurrent Enrollment Deadlines: Fall 2017 - DUE NOW / Spring 2018 - December 11 / Summer 2018 - May 17

Choose one: Summer Fall Spring Year HS Grade Level: 9 10 11 12

High School Student's Information

Name: _____ COD Student ID #: 05-_____
Last First MI

Phone: _____ Age: _____ Date of Birth: _____ Email Address: _____

Parent/Guardian Authorization

I hereby certify that I am the parent/guardian of the above named student. I am in agreement with and give my consent for his/her attendance at COD. I have read and understand the HS Dual and Concurrent Enrollment Policy including the special note to parents. I give my permission for emergency first aid and treatment for my minor child/legal ward. I acknowledge that my child will be creating a permanent college academic record at College of the Desert.

Parent/Guardian (print name): _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

High School Authorization

Permission is granted for the above-named student to enroll in courses at College of the Desert.

Name of High School: _____ City: _____

High School Counselor (print name): _____ Date: _____

High School Counselor's Signature: _____ Date: _____

High School Principal's Signature: _____ Date: _____

* For summer session, K-12 principals may not recommend more than five percent of the number of people who have completed a particular grade immediately prior to the time of the recommendation. (Ed Code 60000)

Requested Class Schedule (Rank requested courses - attach additional sheet if necessary)

Course Code	Sect. #	Course Title	Hours	Days	Instructor	Units

If approved for enrollment, I give my permission for COD Admissions & Records (AAR) to register me in these classes. I understand that approval does not guarantee enrollment. If the class is filled, I will need to obtain an Add Permit Code from the instructor once the term begins. **Initial** _____

I acknowledge that AAR will email me my enrollment status, but I am responsible for checking my class schedule on WebAdvisor. **Initial** _____

I accept full responsibility for the grade I will receive or for dropping a class I will not attend. **Initial** _____

I will activate my @mycod.us email account and monitor it regularly. I acknowledge that failure to activate and monitor my college email account does not exempt me from responsibility to act upon college-related matters. **Initial** _____

I understand this application is valid for the correct term only and must be re-submitted for following terms. **Initial** _____

I understand that I am eligible only for the open enrollment period and may not participate in priority registration. **Initial** _____

High School Student's Signature: _____ Date: _____

Current application on file Office Use Only
 Official HS transcript in sealed envelope Personal Statement Letter of Recommendation (GPA < 3.0)
 Copy of COD Assessment Scores

Approved Denied Registrar's Signature: _____ Date: _____

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Important Information for Parents

The student is enrolled in a college course. **Under FERPA (Family Educational Rights and Privacy Act) instructors cannot discuss student performance or other student-related issues with parents/guardians.**

- Instructors work **directly with students**, as opposed to the type of parent/guardian interactions that is permitted at the high school level.
- **A parent/guardian cannot contact their son or daughter's instructor** regarding course content, progress, grades, assignments, grading, attendance, etc.
- Dual enrollment students are expected to act on their own behalves.
- **College officials may only assist the student** with access to his/her student records including the student's myCOD account, grades, transcripts, etc.
- Parents, guardians, relatives, or friends of students **are not permitted** to enroll, drop, or add classes on behalf of the student.

Questions?

Begin
earning
college
credits
today!

Welcome
to COD!



Questions?

Michelle Gonzales Bleza, Ed.D.
Manager, College & Career Access Pathways

PHONE: 760.674.7828

mbleza@collegeofthedesert.edu

College of the Desert
43-500 Monterey Ave, AS 101P
Palm Desert, CA 92260

Which credits will transfer to CSU or UC?

- When the word "articulation" is used in education, it refers to the formal process of reviewing courses for equivalency between one institution and another.
- An articulation agreement between a community college and a four-year university (public or private/independent) determines which courses will transfer to meet general education, major requirements, and electives.
- Find out which courses transfer for the CSUs, UCs and CCC systems by going to ASSIST: <http://www.assist.org/web-assist/welcome.html>
- For information about private/independent articulation agreements, go to: <http://www.collegeofthedesert.edu/students/tc/Pages/ar.aspx>



**K-14 Education Consortium
EVENT ANNOUNCEMENT
Friday, September 1, 2017**

College of the Desert

- Advanced Energy Career Day – College of the Desert Applied Sciences Department will be hosting an *Advanced Energy Career Day* on **Friday, September 22, 2017** from 9:00 a.m. to 11:00 a.m. This two-hour event will be held in the COD Amphitheatre. Come celebrate the launch of COD's Building and Energy Systems Professional (BESP) program. This event is designed to provide high school and middle school students and faculty the opportunity to meet employers in the Zero Net Energy Industry and to learn more about energy careers. To RSVP please call (760) 674-7810 - **(Flyer attached)**

Advanced Energy Career Day

CELEBRATING COLLEGE OF THE DESERT'S NEW PATHWAY BUILDING AND ENERGY SYSTEMS PROFESSIONAL

Friday, September 22, 2017

COD Amphitheatre

9 am to 11 am

SHOWCASING THE  **Foldrz™**
PORTABLE MICROGRID TECHNOLOGY

- LEARN ABOUT COD'S BESP PATHWAY
- MEET INDUSTRY PROFESSIONALS
- MEET SPECIAL GUESTS FROM GOVERNMENT AND COMMUNITY
- SEE FOLDRZ UNIT IN ACTION

ENTER DRAWING FOR A CHANCE TO WIN A SOLAR BACKPACK

MUST BE PRESENT TO WIN!



actual backpack not pictured

CHECK OUT OUR NEW BESP PATHWAY AT WWW.COD2CAREERS.COM

"This project received \$1,469,805 (9.8% of total) from a grant awarded under the TAACCCT program as implemented by the U.S. Department of Labor. This project is an equal opportunity employer/program with auxiliary aids and services that are available upon request to individuals with disabilities." The Foldrz unit was purchased through funding from the Prop. 39 Grant.



CALIFORNIA COMMUNITY COLLEGES

Doing What MATTERS™

FOR JOBS AND THE ECONOMY