



COLLEGE of the DESERT

K-14 Education Consortium

MINUTES FOR Friday, March 1, 2019

8:30 a.m.

Public Safety Academy, PSA 19 A&B

Members Present:

Adkins, Scott – Interim Director, Educational Centers
 Allan-Bentley, Beth – Project Director, CTE
 Aviña, Christina – Guidance Counselor, Palm Springs High School, PSUSD
 Baker, Jeff – Interim Vice President of Student Learning (Chair) , COD
 Ballard, Kim – Assistant Principal, Rancho Mirage High School, PSUSD
 Becerra, Sal – Counselor, Elite Academic Academy
 Becker, Zerryl – Dean, Applied Science & Business, COD
 Campbell, Sue – Counselor, Rancho Mirage High School, PSUSD
 Cota, Caroline – Principal, Desert Hot Springs High School, PSUSD
 Enders, Jessica – Director, Education Centers, COD
 Hernandez, Lisa – Principal, NOVA Academy
 Keuilian, Deanna, Administrator of College & Career, Ed. Services, DSUSD
 Mathis, Todd – Counselor, Mt. San Jacinto High School, PSUSD
 McCulloch, Duncan – Director of Secondary Curriculum & Instruction, PSUSD
 Nery, Annebelle – Vice President of Student Success, COD
 Peregrina-Kretz, Diliaana – Director, Talent Search Grant Programs, COD
 Perotti, Marie – CTE Coordinator, CVUSD
 Phillips, Amanda – Dean of Counseling Services, COD
 Pinning, Steve – Director of Linked Learning, CTE, PSUSD
 Tabor, Karen – Dean of Math and Science, COD
 Thompson, Brian – Director, Regional CTE Project, COD
 Torres, Oscar – College and Career Coordinator, CVUSD
 Wood, Marcus – Senior Director of Curriculum Instruction, DSUSD

Recorder:

Mary Lou Marrujo

AGENDA

1. Call to Order (8:35 a.m.)

2. Action Items

2.1 Approval of Agenda

DISCUSSION None.

CONCLUSION Agenda approved as submitted.

FOLLOW-UP ITEMS

PERSON RESPONSIBLE

DEADLINE

2.2 Approval of December 7, 2018 Minutes

DISCUSSION None.

CONCLUSION Minutes approved as submitted.

FOLLOW-UP ITEMS

PERSON RESPONSIBLE

DEADLINE

2. Group Discussion

2.1 Student Success/National Awards/Program Updates – Annebelle Nery

DISCUSSION

Annebelle Nery shared student success updates and recent recognitions at College of the Desert.

- EDGE and pLEDGE are now called a full college completion program. EDGE is no longer just a summer bridge. Both programs combine all of the national best practices. They provide:
 - first-year support with site student coaches
 - second-year support where they continue with student success coaches, counseling and referral services
 - peer mentors
 - both programs are now offered to all incoming students
 - pLEDGE adds the civic engagement piece. Participants are required to complete 10 hours of community service during the academic year, however, many are doing 20, 30 and up to 100 hours.
- We are one of the only majority minority two-year institutions that have closed the gap for first-generation, low-income, and Latino students in access, persistence, course success rates, and completions. As a result of closing large equity gaps, we are able to refocus on our students and the multitude of issues they have and help them mitigate them so that they can focus on their education.
- For housing insecurities we have designated services for students experiencing homelessness, which includes a homeless student liaison.
- For food insecurity we have FIND Food Bank distribution dates at the Palm Desert, Mecca/Thermal, and Indio campuses.
- In the fall we are opening a central food pantry at the Palm Desert campus.
- We have recently institutionalized a campus meal plan.
- For transportation insecurities we have partnered with SunLine Transit Agency for our Haul Pass Program for three years.

2017-2018 STUDENT SUCCESS OUTCOMES

- Awarded nearly 1,600 degrees and certificates
- Transferred nearly 700 students to four-year institutions
- Average units at completion: 70, down from 77 in 2014 (Chancellor’s office announced a goal to reduce average units of completion for an Associates’ Degree from 87 to 78)
- Last year we were among the highest of all community colleges nationwide in social/economic mobility, as measured by students who:
 - Moved up two or more income brackets
 - Moved from the bottom to the top bracket

	<p>CREATING SAFE SPACES FOR STUDENTS LATE SPRING/SUMMER</p> <ul style="list-style-type: none"> • DREAM Center • Former Foster Youth • LGBTQIA+ • A²MEND (African American Males in Education and Network) <p>HILB BUILDING RENOVATION</p> <ul style="list-style-type: none"> • The Hilb, which is centrally located at the Palm Desert campus, is scheduled to open in January 2020. It will house: <ul style="list-style-type: none"> ○ Library and Learning Resources ○ 20 study rooms for students ○ Tutoring & Academic Skills Center <p>INDIO CAMPUS EXPANSION</p> <ul style="list-style-type: none"> • Adding an additional structure of approximately 50,000 square feet • An outside pavilion for students • A full food service and dining hall in the new facility <p>COMMENCEMENT 2019</p> <ul style="list-style-type: none"> • Expecting approximately 700 participants at graduation ceremony • Moving to the Indian Wells Tennis Gardens • For the first time, graduation regalia for students will be paid for those who participate <p>RECENT RECOGNITIONS—STATEWIDE AND NATIONWIDE</p> <ul style="list-style-type: none"> • Nominated for 2019 Aspen Prize Nominee: Overall Institutional Excellence • Nominated for 2019 American Association of Community Colleges Awards of Excellence Finalist: <ul style="list-style-type: none"> ○ Student Success ○ Advancing Diversity • 2019 Bellwether Legacy Award Finalist: EDGE Program • 2018 Chancellor’s Student Success: Student Education Plans • 2018 Examples of <i>Excelencia</i> Finalist: EDGE Program • 2018 Bellwether Award: EDGE Program • 2016 Chancellor’s Student Success Award: EDGE Program 		
CONCLUSION			
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
2.2 Dual Enrollment Orientation/Discussion – Amanda Phillips			
DISCUSSION	<p>Amanda Phillips introduced COD’s new dual and concurrent enrollment liaison—Brian Thompson. Amanda proceeded to review a PowerPoint regarding dual and concurrent enrollment created for high school students and parents to be presented at orientation. (Copy attached) She asked for feedback on improving this presentation.</p>		

	<p>Discussion ensued regarding the FERPA ACT (Family Educational Rights and Privacy Act). Amanda noted that through the K12 system parents have the right to access their child’s educational records as those records belong to them. However, once they are enrolled in college the records they create belong to the student and college instructors cannot discuss student performance or other student-related issues with parents/guardians.</p> <ul style="list-style-type: none"> • Instructors only work directly with students. • A parent/guardian cannot contact their son or daughter’s instructor regarding course content, progress, grades, assignments, grading, attendance, etc. • Dual and concurrent enrollment students are expected to take responsibility for discussing college issues directly with faculty and staff. • College officials may only assist the student with access to his/her student records. • Parents, guardians, relatives, or friends of students are not permitted to enroll, drop or add classes, or act on any college matters on behalf of the student.
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CONCLUSION	
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FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • There was a question regarding dual enrollment classes where high school instructors teach the class. Are they allowed to include those grades in the student information system which would populate into the student’s high school report card and educational records? • Add information about prerequisites and CTE classes to the presentation. • Once the student turns in their application, provide clear “next steps” so they understand the process. High school students are used to being given all the information as opposed to having to do it on their own. 	<p>COD staff will get an opinion on response</p> <p>Amanda Phillips</p>	

2.3 Progress Update on the K12 Strong Workforce

DISCUSSION	<p>Steve Pinning reported that PSUSD has completed their application and are now working on getting letters of support. The focus of their grant application is recruitment and retention to the programs.</p> <p>Deanna Keuilian reported that DSUSD is also applying. Their focus is increasing digital literacy.</p>
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CONCLUSION	
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FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

3. Information and Updates

3.1 Grand Salon – Zerryl Becker

DISCUSSION	<p>Zerryl Becker advised that COD culinary students will exhibit their culinary handiwork during a “Grand Salon” culinary competition on March 13-15 in the Art building at the Palm Desert COD campus. The event is open and free to the public:</p> <p style="text-align: center;">Thursday, March 14 – 9a.m. – 8 p.m. Friday, March 15 – 9a.m. – 3 p.m.</p>		
CONCLUSION			
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
4. Adjournment: The meeting adjourned at 9:35 a.m.			

NEXT MEETING:

April 5, 2019

8:30 a.m. to 10:00 a.m.

Public Safety Academy, 19A&B

Earning College Credit during High School



Dual & Concurrent Enrollment

Dual/Concurrent Enrollment

Program Mission

In the College of the Desert High School Dual/Concurrent Enrollment 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/Concurrent 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/Concurrent Enrollment

1. You have to pay for your books and materials for concurrent enrollment courses.
2. If you do poorly in the class, the grade will be on your OFFICIAL college transcript.
3. If you receive a “D”, “F”, “W,” or “FW” (forget to drop the class), this could adversely affect your financial aid once in college.
4. 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 (18 hours of instruction)

requires **at least two** hours of additional study time.

For a **3-unit course**:

54 hours of instruction

+

108 hours of study time

162 hours per course

For a **3-unit summer course**:

6 week course:

162/6 = 27 hours per week

8 week course:

162/8 = 20.25 hours per week

For a **3-unit fall or spring course**:

16 week course:

162/16 = 10.13 hours per week

Should I take an online class?

- If you are an independent learner, self-motivated, and well organized, with consistent access to your own computer and internet access, then online education may be a good option for you.
- If you require immediate feedback on work, need to ask your instructors lots of questions, or are not independent and disciplined, then online education is probably not a good fit for your learning style.
- At College of the Desert, some classes are offered fully online—you will likely not meet your fellow students or instructor face-to-face.
- Some classes are offered as hybrid—you meet some class sessions on campus but other work is done online. The schedule of classes clearly states what type of class you are signing up for, so make sure you understand the difference and whether you are ever expected to be physically on campus for class sessions or exams.
- Find out more at:
<http://www.collegeofthedesert.edu/students/oc/Pages/default.aspx>

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 or concurrent enrollment, there is an assumption that you are prepared for the next level of instruction.

Attendance Policy

- Registered students must attend the first class meeting to avoid being dropped from the class
- Attend even if the first meeting is a lab
- For online courses, faculty have the right to drop a any student who does not complete the check-in procedure within 48 hours. The 48 hours clock begins at 8 AM on the first day of class



Books and Course Materials

- Students can buy or rent books through the COD Bookstore
- Textbooks are also available through online bookstores – students purchase at their own risk!
- A copy of each textbook is available at the Library Reference Desk
- For courses at the Indio campus, a copy of each textbook is also available at the Indio Library Reference Desk

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>

How to read the course catalog

ENG-001A COMPOSITION (p. 199) **4 Units**

This course introduces students to the demands of writing in the academic setting. Students learn the basics of critical thinking and research techniques as they apply to the writing process. Students then learn to apply the writing process in composing essays in response to their analysis of prose and poetry.

Must complete
or score above

72 Repeatable: No Grading: L

Counts
toward
COD
Associate
Degree

Prerequisite: ENG or ESL-051

Transferable to CSU
and UC campuses

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C4a

CSU GE: A2

IGETC: 1A

Area under general
education options

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

Dual/Concurrent 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 list your COD ID on the HS Dual/Concurrent Enrollment Form.**
- If you have never applied, begin an online application at:
<http://www.collegeofthedesert.edu/students/ar/Pages/gettingstarted.aspx>

Dual/Concurrent Enrollment

STEP 2: Complete the Dual/Concurrent Enrollment Registration Form

COLLEGE of the DESERT High School Concurrent Enrollment Policies and Procedures

What is concurrent enrollment?

The concurrent enrollment program provides an opportunity for high school students to earn college credits at the College of the Desert (COD) before they complete their high school diplomas.

Concurrent enrollment students can apply for any college-level course listed in the COD schedule of classes. Students can take

- Courses required for career education certificates or associates degrees
- Courses that can be transferred to universities
- Music or theatre performance courses that require auditions or COD instructor recommendations
- Online courses

What is the criteria to apply for concurrent enrollment?

1. Be enrolled in high school between grades 9-12
2. Have a cumulative GPA of 3.0 or higher (If your GPA is below 3.0, a letter of recommendation from a teacher or counselor is required).

What are the charges for concurrent enrollment?

Tuition and fees are complimentary, meaning tuition and fees are free for high school students. High school students only need to purchase books, supplies, and a parking permit, if needed.

How many credits can I enroll in as a high school student?

Based on approval by the college, students can take up to 11 credits during the fall and spring semesters and up to 6 credits during summer.

What courses are not eligible under concurrent enrollment?

- Any class that can be taken at the student's local high school
- Remedial courses below college-level including Adult Basic Education courses
- Beginning music or theatre performance courses
- Non-credit courses for recreation or hobbies
- Physical education classes

How to Apply

1. Apply to COD online. Click on the Getting Started button at www.collegeofthedesert.edu.
 - You will receive your COD ID # by email after 24-72 hours.
2. Ask your high school counselor to email the [HS Concurrent Enrollment Application](#) (form) or turn the form into COD Admissions and Records (A&R) office (2nd floor of Craven's Center) with:
 - **All required signatures (student, parent, counselor, and principal)**
 - Official high school transcripts (or in a sealed envelope if you turn it into A&R)
3. Choose course(s) by reviewing the COD class schedule with your high school counselor
 - Use the [Live Real Time Schedule](#). From the COD main webpage (www.collegeofthedesert.edu), click on the "Catalogs & Schedules" tab from the red banner at the top of the webpage.
 - The [Live Real Time Schedule](#) will show you which classes are still open or are accepting students on a waitlist. Courses marked "closed" will require students to request an add code.
 - Rank requested sections in order of preference on your form.



updated NOV 2018

Add Codes

If a class is full, students might be able to obtain an add code from an instructor.

- Students can request add codes from instructors **on the first day of class**.
- For online courses, students must email instructors to request an add code.
- Students must have a COD ID #.
- Students should submit a complete concurrent enrollment packet (signatures, transcripts, etc.) prior to requesting an add code.
- Email the add code to Dr. Bleza at mbleza@collegeofthedesert.edu within 24 hours once you receive your code.

Online Courses

High school students can take online courses. Students can find out if they are ready to take an online course, how to access and succeed in their online course, and much more by typing "online courses" from the search engine on the COD website or going to: <http://www.collegeofthedesert.edu/students/cor/Pages/default.aspx>.

Home School Students

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.

Placement Tests

The Assessment test is not required to enroll in most courses via concurrent enrollment. Courses in English, math, and science usually require placement. COD counselors use the results of the assessment test, along with other information such as transcripts to help students enroll in appropriate courses.

If you are considering taking an English, math, or science course, you can make an appointment to take the Assessment test at: <http://www.collegeofthedesert.edu/students/assessment/Pages/default.aspx>. Sample questions and practice exams are also available on this site.

Students with Disabilities

If you have a documented disability, contact COD Disabled Students Programs and Services (DSPS). DSPS will determine your academic accommodations through an interactive process – not your high school or COD instructor. College academic accommodations may differ from your IEP or 504 plan. (P): (760) 773-2534; (F): (760) 862-1329 dspinfo@collegeofthedesert.edu

SPECIAL NOTE TO PARENTS

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.

Questions for your HS counselor: **NCAA eligibility and dual credit**

- College of the Desert cannot assist you with high school policies and procedures.
- If you are a student athlete and are working with a high school counselor to record your NCAA eligibility, notify this counselor about the courses you intend to take at COD.
- COD only awards college credit. Your COD transcript will be provided to your high school. Obtaining high school credit for COD courses must be approved by your HS counselor and is not guaranteed.

COLLEGE of the DESERT High School Concurrent Enrollment Application **PRINT TO SIGN**

2018-2019

WINTER 2019 ENROLLMENT BEGINS DEC. 11

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

High School Student's Information

Name: Last First MI Student ID #: 0
 Phone: Age Date of Birth Email Address

High School Student's Consent to Enroll

- 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 obtain an add code from the instructor once the term begins.
- I understand that I am eligible only for the open/enrollment period and do not qualify for priority registration.
- I acknowledge that A&R will mail me my enrollment status, but I am responsible for checking my class schedule on WebAdvisor.
- I will activate my MyAccess 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 emails regarding on college-related matters.
- I understand that I will create a permanent college record and that to pass a class, I must receive a grade of C or above.
- I accept full responsibility for the grade I will receive or for dropping a class I will not attend.
- If I plan to be a college athlete after high school graduation, I will notify the high school counselor who verifies NCAA eligibility.
- I understand that my HS will be informed about my enrollment and my COD transcript will be provided to my high school at end of the term.

High School Student's Signature _____ Date _____

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

Rank	Course	Sec. #	Course Title	Hours	Days	Instructor	Credit
1	DDP-001A						
2							
3							

Parent/Guardian Authorization

I certify that I am the parent/guardian of the above named student. I 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/aged ward. I acknowledge that my child will be creating a permanent college academic record at College of the Desert and have read all the requirements that my child consented to above.

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 _____ Email Address: _____

(print name) _____ Date _____

High School Counselor's Signature _____

High School Principal's Signature _____ Date _____

Print name on reverse. If a principal, you are required to mark on this page to indicate how completed a process to complete a permanent college record prior to the time of the enrollment. (D1 & D40000)

Remember to submit this form with all other enrollment documents to the Office of Admissions and Records (A&R) at the student's local high school or to the Office of Admissions and Records at the College of the Desert. This form is not valid unless signed by the high school principal and the high school counselor.

Current application on file Letter of Recommendation (GPA < 3.0)

HS transcript provided by high school or in sealed envelope Copy of COD Assessment Scores

Approved Denied COD Registrar's Signature _____ Date _____

Home School Affidavit _____ Date _____

updated NOV 2018



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 only work **directly with students**. The type of parent/guardian interactions permitted at the high school level are not allowed by law.
- **A parent/guardian cannot contact their son or daughter's instructor** regarding course content, progress, grades, assignments, grading, attendance, etc.
- Dual and concurrent enrollment students are expected to take responsibility for discussing college issues directly with faculty and staff.
- **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, or act on any college matters on behalf of the student.

Begin
earning
college
credits
today!

Welcome
to COD!



Questions?

Brian Thompson

Manager, College & Career Access Pathways

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College of the Desert

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