Dual Enrollment (DE) Sites
and SACSCOC Accrediting Standards

Presenters:
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As Presented to the Dual Enrollment Instructor Orientation Attendees
July 24, 2019
9:00 a.m.

Mission

Central Georgia Technical College, a unit of the Technical College System of Georgia, provides traditional and distance learning educational programs and services. Through **credit instruction**, **adult education**, and customized business and industry **workforce training**, the College contributes to economic and workforce development within its eleven-county* service area and throughout the State of Georgia.

Discussion Points

- Reasons for Dual Enrollment
- CGTC's Dual Enrollment Trend Data
- Role of Accreditation
- CGTC's Accreditation
- SACSCOC Policy for Dual Enrollment
- CGTC's expectations for dual enrollment compliance
- Questions

Reasons for Dual Enrollment

An emerging body of research and practice suggests that providing college-level coursework in high school has promise to better prepare a wide range of students for college success. This coursework, if well designed, may:

- increase the pool of students historically underserved who are ready for college;
- increase the academic rigor of the high school curriculum;
- help low-achieving students meet high academic standards;
- reduce high school dropout rates and increase student aspirations;
- provide more academic opportunities in cash-strapped, small, or rural schools;
- provide realistic information to students regarding the skills and knowledge they will need to succeed at the college level;
- improve motivation through high expectations and the promise of free courses;
- decrease the cost of postsecondary education by decreasing the number of years needed to earn a college degree; and
- create a feedback loop between K-12 and postsecondary systems around issues of standards, assessments, curriculum, and transitions from high school to college (Hoffman et al., 2009).

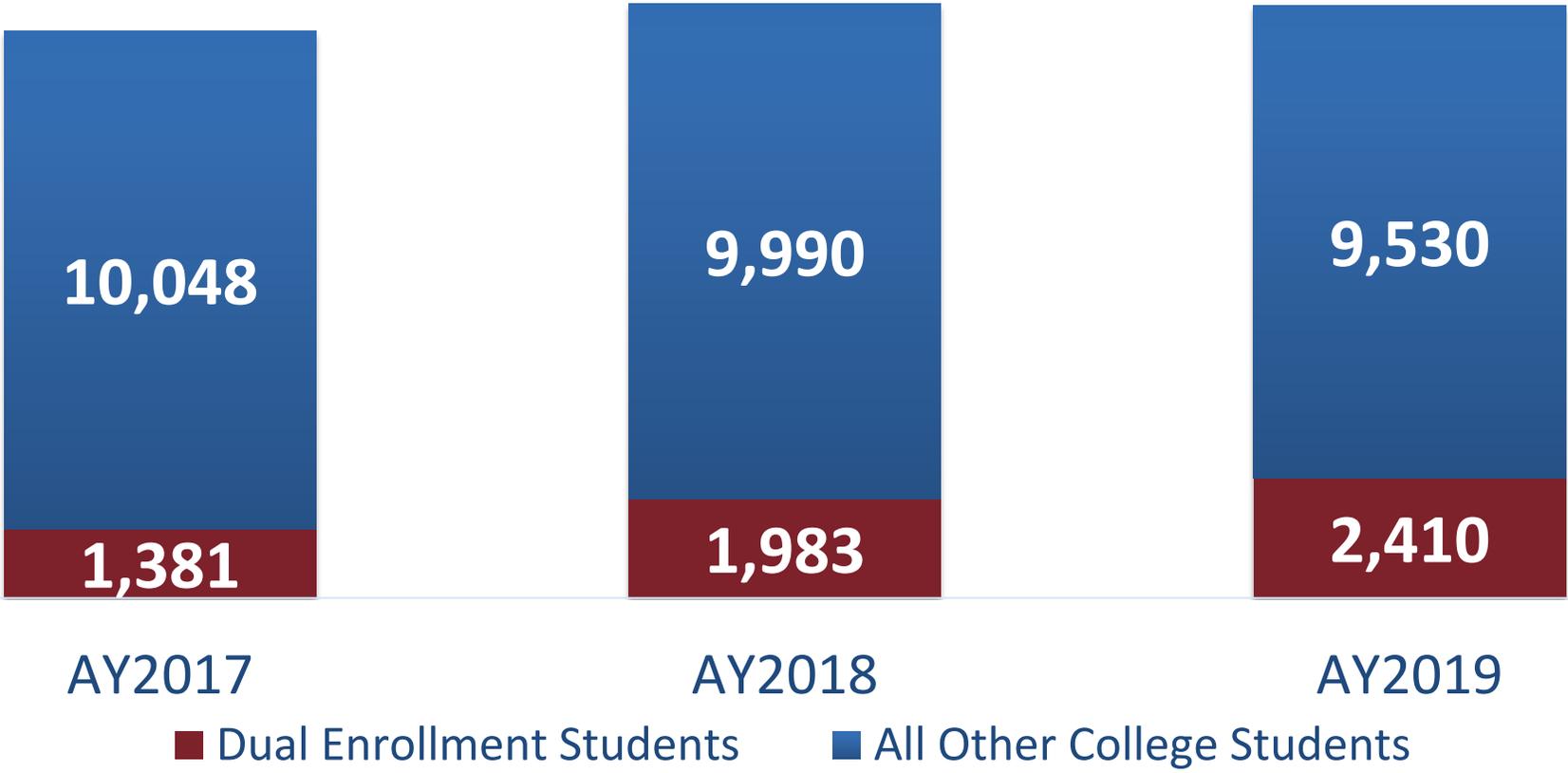# Dual Enrollment Trend Data
AY 2017 - 2019

Enrollment by Student Type

10,048	**9,990**	**9,530**
1,381	**1,983**	**2,410**
AY2017	AY2018	AY2019
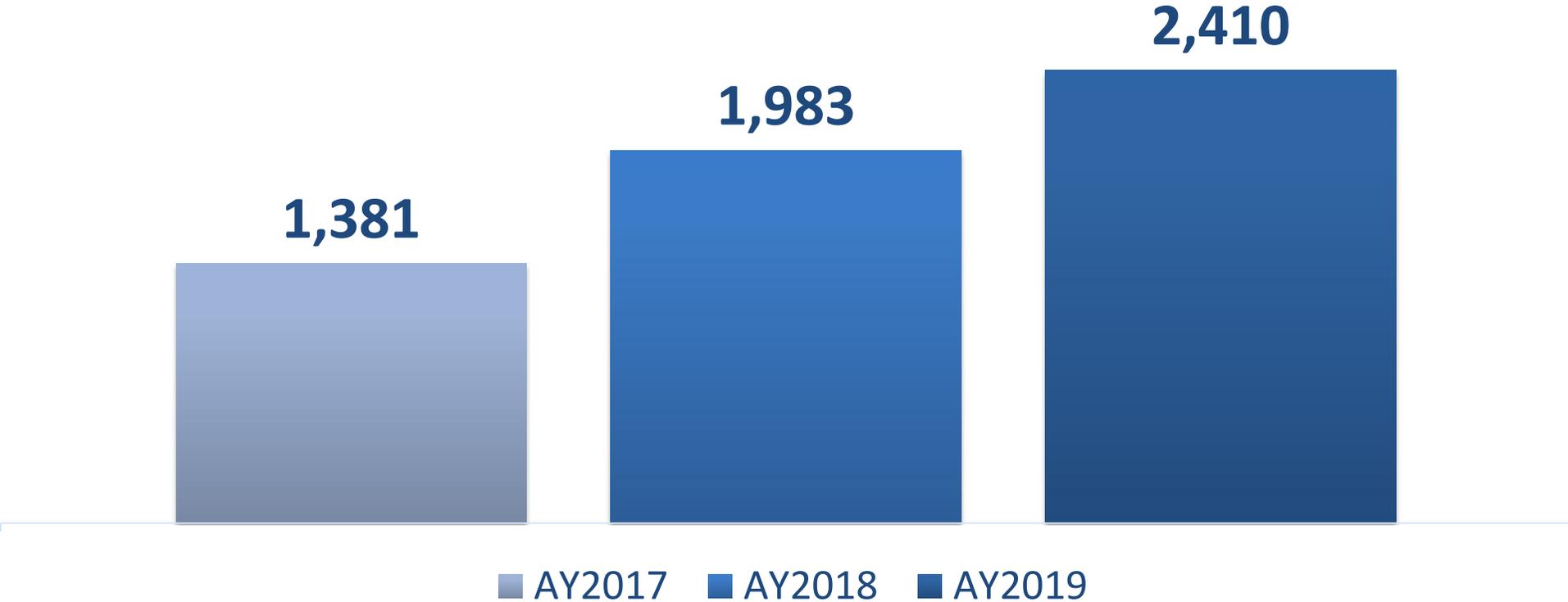
■ Dual Enrollment Students ■ All Other College Students

Source: MEB0199 College Scorecard

CGTC's Accreditation

- Central Georgia Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and technical certificates of credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Central Georgia Technical College.

- Accreditation processes are coordinated by the Vice President for Institutional Effectiveness who may be reached by calling (478) 757-3424.

Some occupational programs have specific programmatic accreditation specific to the profession. All accreditation information is located on the College's website at http://www.centralgatech.edu/about-cgtc/accreditation/

The Role of Accreditation

Access to dual enrollment opportunities is important for citizens of Georgia. Colleges and Universities must ensure access but also more importantly ensure quality of programs and services offered.

How:

- By making sure that programs and courses offered via dual enrollment are held to the same standards as all programs/courses offered
- By ensuring that Faculty assigned to these courses are qualified under the College's qualification process to ensure competent faculty
- By ensuring that courses and learning outcomes are comparable and assessed as all other courses at other sites

SACSCOC Policy for Dual Enrollment

- Dual enrollment refers to courses taught to high school students where the student receives both high school credit and college credit regardless of location or course delivery mode.

- The College must have complete control over the dual enrollment courses and programs.

- All DE courses and programs must comply with the SACSCOC Principles of Accreditation.

- Appropriate notification and prior approval of additional off-campus DE sites, courses and programs offered must be submitted and approved through the SACSCOC substantive change process and approved prior to implementation.

SACSCOC Policy: Key Areas of Focus

- Faculty
- Library/Learning Resources
- Academic and Student Supports
- Admissions and Transparency
- Facilities
- Institutional Effectiveness

SACSCOC Policy for Dual Enrollment Faculty

- DE faculty is defined as the Instructor of record qualified to teach the course assigned.

- DE faculty must have and maintain appropriate qualifications/credentials to provide instruction per the College's credentialing procedure.

- DE faculty must periodically provide updates to credentials on file with the institution, e.g. licensure, additional degree awarded, etc., to maintain an up-to-date credentialing file.

- The College must ensure that a sufficient number of full-time faculty members teach and/or provide oversight for DE courses/programs.

SACSCOC Policy for Dual Enrollment Library and Learning Resources

- DE students at each DE location must have access to appropriate library resources and the College must demonstrate that students are able to utilize these resources effectively.

- Both the College Library staff, faculty, and the high school library staff must work collectively to ensure that collections are appropriate for DE courses offered.

- The College must demonstrate that DE students have access to regular and timely library instruction and other learning resources.

SACSCOC Policy for Dual Enrollment Academic and Student Support Services

- Academic support services, e.g. tutoring, library, learning resources, must be appropriate for the courses/programs offered.

- Academic advisement process must be established and applied to all DE students.

- Student support services must be appropriate and available to DE students, e.g. counseling, career services, admissions, clubs & organizations, etc.

- The College must have an adequate published process for resolving all types of written student complaints and must demonstrate that it follows the procedure.

- DE students must receive orientation covering their rights and responsibilities.

- The College must have a process in place to assure the security of students' personal information.

SACSCOC Policy for Dual Enrollment Admissions & Transparency

- Appropriate eligibility and placement procedures are established for DE enrolled students indicating that the students are prepared for college-level courses.

- Any exceptions to an admissions policy for DE only students must be applied appropriately with commonly accepted higher education practices.

- Advertising, recruiting, and admissions information must accurately represent the programs, requirements, and services available to students.

- Statements referring to transfer credit in DE courses and programs are accurate and complete.

- Registration and transcripting practices for DE enrolled students is consistent with those practices in effect for all other students.

SACSCOC Policy for Dual Enrollment Facilities

- DE courses must be held in adequate physical facilities regardless of ownership or control.

- DE faculty, program chairs, and staff must ensure that facilities are up to standard for classroom instruction and lab training.

SACSCOC Policy for Dual Enrollment Institutional Effectiveness

- Students enrolled in DE courses/programs must be included in the College's IE planning processes.

- Program Chairs responsible for planning and student learning outcomes must ensure that all students including DE students are incorporated in the assessment by location, program, and mode of delivery to ensure effectiveness of programs offered.

- DE faculty and program chairs must communicate periodically to ensure that all program standards and practices are appropriately applied, assessed where required and student learning goals are established and shared.

- All DE SACSCOC requirements are regularly accessed for effectiveness, e.g. library learning resources, facilities, academic & student support services, etc.

CGTC
Expectations for Dual Enrollment Compliance

Effective Communication:

- DE Faculty to CGTC Program Chairs and the reverse

- DE Faculty periodic review/update of credentials on file at the College

- DE Faculty to Library staff at the HS and College

- DE Faculty referrals of students to appropriate academic and student support services

- DE Faculty participation in program faculty and DE student orientation

- DE Faculty participation in the academic course and/or occupational program planning and learning outcome assessment process to include facilities

CGTC
Expectations for Dual Enrollment Compliance

Make use of CGTC online resources for faculty and students:

- Review the CGTC online Catalog

- Review CGTC/TCSG policies and procedures

- Participate in professional development activities

- Advise students to utilize online resources, e.g. library, academic support and student support services including financial education resources

- Advise students on using and maintaining their college email accounts

Resources

- Faculty and Staff online resources
  http://www.centralgatech.edu/faculty-staff/

- Institutional Effectiveness resources including professional development
  https://intranet.centralgatech.edu/intranet/menu_system/institutional_effectiveness.html

- Library resources http://www.centralgatech.edu/library/resources/

- Student resources http://www.centralgatech.edu/studentresources/

- CGTC 2020 Catalog http://www.centralgatech.edu/catalog/

  a. Student Grievances (p. 26)

  b. Student Appeals (p.27)

  c. Academic Policies and Procedures (p. 47-51)

Contacts

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IE – Institutional Effectiveness

DE – Dual Enrollment

SACSCOC – Southern Association of Colleges and Schools Commission on Colleges