



Feather River College

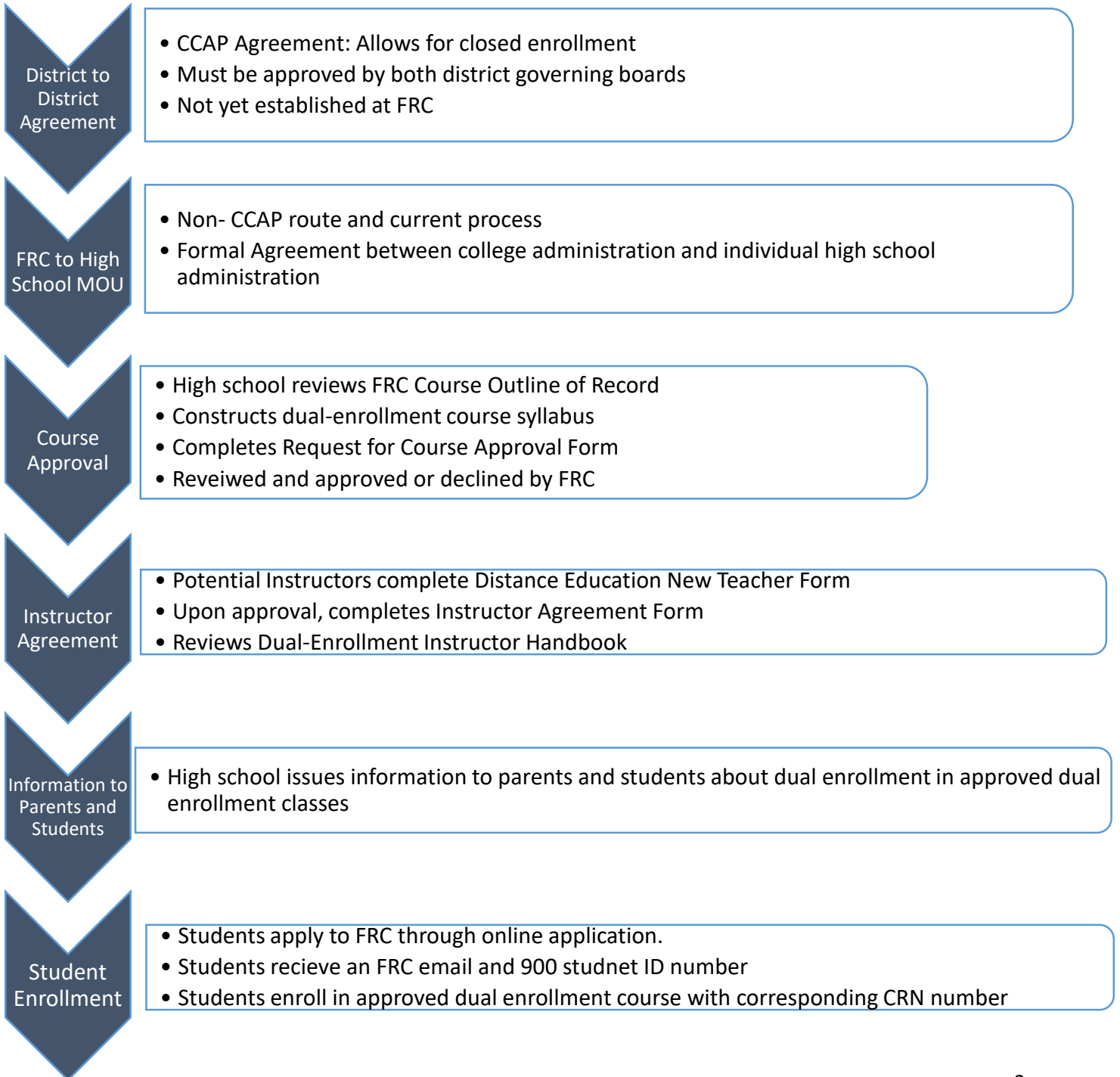
Feather River College Dual Enrollment Procedures

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FRC Dual Enrollment Process Overview

1. Agreements:
CCAP OR Non-CCAP
2. Course Approval
3. Instruction Agreement and Approval
4. Dual Enrollment Information to parents and students
5. High School student enrollment form



Legal Agreements

College District to High School District Agreement (CCAP)

CCAP at a Glance

- *CCAP agreements occur between high school and college district boards.*
- *Eliminates open enrollment requirement.*
- *FRC does not currently have any CCAP in place with a high school district.*

Assembly Bill 288 (Holden) was enacted January 1, 2016 and added to the California Education Code section 76004. Assembly Bill 288 enables the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) (**Example Appendix A**) partnership with the governing board of a school district.

In summary, AB 288 offers new dual enrollment options to colleges by eliminating certain fiscal and policy barriers, such as authorizing specified special part-time students to enroll in up to 15 units per term, waiver of certain college fees for those special part-time students, and allowance of closed courses that occur on high school campuses during the regular school day; while requiring that the program be for a specified purpose (e.g., cohort program for underrepresented students) and adherence to delineated state reporting requirements.

At this time, Feather River College does not have a CCAP in place with any local high school district, but is interested in pursuing such an agreement to help with some barriers that we recognize in the dual enrollment process, such as open enrollment to the public. The enactment of a CCAP agreement would be upon approval by both govern boards at the high school and college district.

Not having a CCAP agreement does not affect any existing dual enrollment partnerships, or prohibit the college from entering into any other formal dual enrollment agreements. This would be called the Non-CCAP track.

High School to FRC District (Non- CCAP)

Non-CCAP at a Glance

- *Current process followed by FRC, formal individual MOU's between individual high schools*
- *Requires an Open Access Resolution from high school governing board*

The non-CCAP track process that Feather River College follows is a formal agreement between individual high schools. The interested high school governing board signs a **Memorandum of Understanding (Appendix B)**, to be renewed each new school year, between the college that delineates the responsibilities of each party involved in the dual enrollment process. Alongside the MOU, FRC also requires a **Resolution (Appendix C)** from the high school governing board that declares the respective high school campus will offer open access to the public should a member of the public chose to enroll in that specific dual-enrolled course.

FRC is bound by the Education Code to offer public courses. High schools hosting community college courses must comply with Education Code section 76002(a)(3), which provides that "[i]f a class is offered at a high school campus, the class shall not be held during the time the campus is closed to the general public, as defined by the governing board of the school district during a regularly scheduled board meeting."

Step 1. Course Approval Process

- A. Consult College Catalogue and Course Outline of Record*
- B. Complete Dual Enrollment Course Approval Form*
- C. Course Approval Form Reviewed and Approved by FRC*
- D. Course Scheduled for Instruction at FRC*

Once a formal agreement is in place between FRC and the high school, the high school can begin the process of submitting courses for articulation at FRC. The course approval process should involve collaboration between the high school and the corresponding FRC department chair or current course teacher. At this time, FRC will only offer a dual-enrollment option for CTE courses that are already existing in the FRC course catalogue.

FRC recommends that any high school administration or instructor interested in articulating a course for dual enrollment should first consult the college's existing **Course Outline of Record (Appendix D)** for the course. The Course Outline of Record is the document used in the college's internal course approval process. Active COR's have already been approved by the necessary committees and individuals and meet the accreditation standards set by the ACCJC (Accrediting Commission for Community and Junior Colleges). Interested parties should contact FRC's Dual Enrollment Coordinator to obtain a COR.

The COR outlines important components necessary in a community college course. These components include a course description, hours of instruction, student learning outcomes, and a course outline. This document is not the same as a course syllabus, which outlines the responsibilities of the student taking the course. Though a syllabus can be helpful, the COR details the responsibilities of the instructor teaching the course and the measurable outcomes the course is expected to yield.

The high school course considered for dual-enrollment should be similar in wording as the COR in order to be considered for approval at FRC. At this time, FRC is only offering dual enrollment in Career and Technical Education, and will not approve courses in the liberal arts and sciences. To submit a course for approval, the high school representative should complete **the Dual Enrollment Course Approval Form (Appendix E)** and submit it to the Dual Enrollment Coordinator or the Vice President of Instruction at FRC.

Course Approval Forms will be reviewed on a case-by-case basis by the corresponding department chair at FRC, the Chair of the Career and Technical Division at FRC, and by the Vice President of Instruction. Once the form is approved by each party, the course request will be reviewed by the Committee on Instruction to ensure the

dual-enrollment course is compatible with the mission of the college. Upon the COI's approval, the course will be set up in the college's scheduling and online management system, and permitted to move forward upon the approval of a course instructor.

Step 2. Instructor Approval

- A. Instructors complete Distance Education Form*
- B. If min. qualifications are met, Instructor Approved by Office of Instruction*
- C. Instructor Completes Instructor Agreement Form*
- D. Instructor Reviews Dual Enrollment Instructor Handbook*

High school teachers seeking to teach a CTE dual-enrolled course must meet the community college's minimum qualifications for instruction in Career and Technical Education. According to the California Community Colleges Chancellor's Office Minimum Qualifications Handbook:

“The minimum qualifications for disciplines on this list (CTE areas) are any bachelor's degree or higher and two years of professional experience, or any associate degree and six years of professional experience. Professional experience is required when the applicant possesses a master's degree. The professional experience required must be directly related to the faculty member's teaching assignment.”

To ensure that high school teachers meet minimum qualifications, prospective dual-enrollment instructors should submit a Distance Education Form (Appendix F) to outline their information and educational background. Potential instructors should include their transcripts and a resume with the intent form. Forms should be submitted to the Vice President of Instruction for approval.

If the candidate meets the minimum qualifications, the instructor will be approved to teach. If not, there may be an opportunity to be approved under an Equivalency, which elongates the approval process, but can allow for teachers who do not meet the minimum qualifications to still be able to teach. These processes are handled by the Office of Instruction at FRC.

When the instructor is approved to teach the upper division course work, the instructor will fill out an **Instructor Agreement form (Appendix G)** to outline the responsibilities of the instructor of an FRC course. The instructor will also receive an FRC ID number (900 number). This is a nine-digit code the instructor will use to log into FRC's grade monitoring platform, Banner, so the teacher can input grades at the end of the college semester.

Though high school dual-enrollment instructors continue to be employed by their respective high school district, a dual-enrolled course is held to the policies of the Office of Instruction at FRC. Each new instructor will have access to the **Dual Enrollment Instructor Handbook (Appendix H)**, which includes information on constructing syllabi, and inputting grades into Banner. It is vital dual-enrollment

instructors familiarize themselves with FRC's course reporting processes, and the information found in the handbook.

All new dual-enrollment instructors must be approved by the college before the class begins. Any instructor teaching a dual-enrollment course who was not approved by the Office of Instruction at FRC is in violation of the MOU and this can result in the suspension of the dual-enrollment course offering at the corresponding high school.

When the instructor is approved, he or she will follow the FRC's grading and instruction policies, as outlined in the MOU and the Dual-Enrollment Instructor Handbook for the entirety of the course. If there is any change in instructor within the semester, it is the responsibility of the District to inform the Office of Instruction of the change, and to follow the instructor approval process for any replacement.

Step 3. Dual-Enrollment Information to Parents and Students

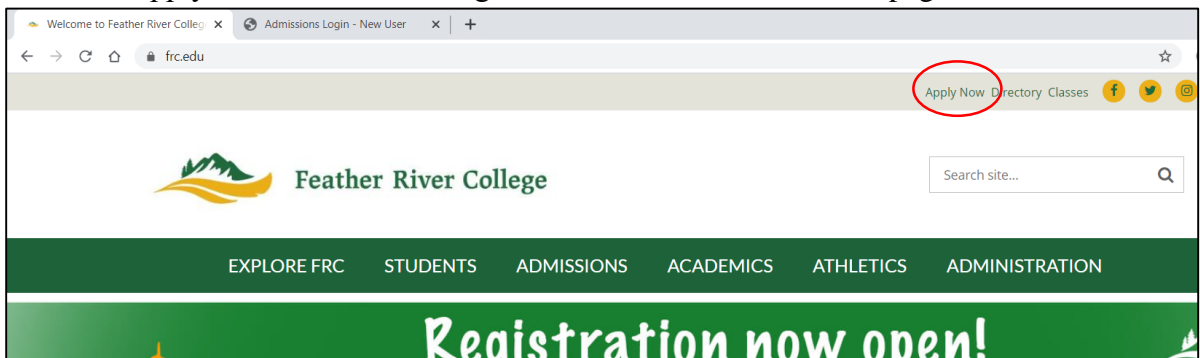
It is the responsibility of the District to inform parents and students of the benefits of dual-enrollment. Examples of information can include: Flyers, information nights, and classroom activities. **See Appendix I** for dual enrollment information for parents and students, and a flyer example.

Step 4. Student Enrollment In Dual-Enrolled Class

High school students interested in participating in dual-enrolled classes should apply directly to FRC through FRC's online application system.

Student Application Process:

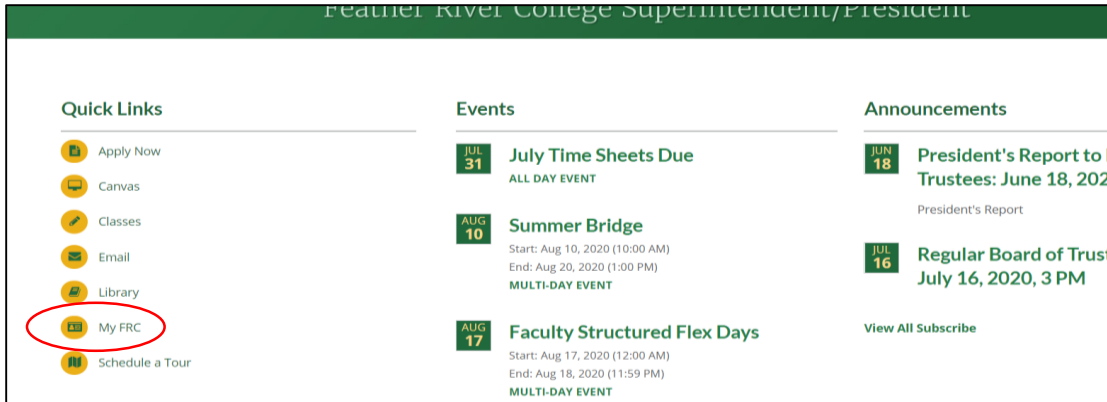
1. Visit frc.edu
2. Click the Apply Now button in the right hand corner of FRC's home page.



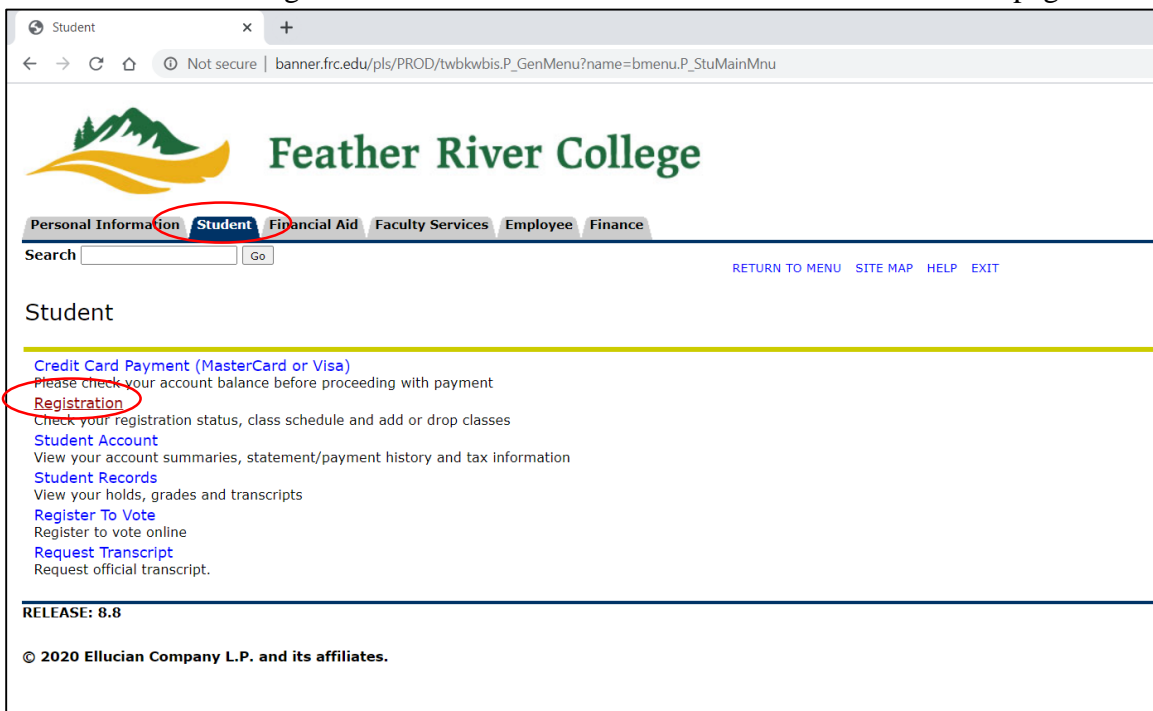
3. Link will direct you to a login in page, Click on the First Time User Account Creation Link.
4. Student will create a temporary login and pin number, then click Login.
5. Click Application New/Transfers on drop down bar and Continue.
6. Students fill out their basic information then click "Fill Out Application"
7. Students complete application ***Note: Students should have access to their personal information including SSN, email, and address***
8. Student receives a 900 student ID number via email with which to enroll in classes at FRC

Student Enrollment in Dual Enrolled Course:

1. Students use 900 number and pin to login into My FRC. Quick Link is on the frc.edu home page:



2. Students enter their login information and will be directed to the Banner home page.



3. Click on the Student Tab at the top of the page, and then click on the Registration link.
4. Select the current term in the drop down menu.
5. Students will be directed to an “Add Class Worksheet”, where students can input a four digit CRN number.
6. Instructors will provide the CRN number for the individual dual enrollment class. ***Note: If the instructor does not know the CRN number for their course, please consult the Dual Enrollment instructor handbook to see how to access it on Banner. ***
7. Students should input CRN to worksheet then click Register, or Submit Worksheet.

Once students are registered for a Dual-Enrolled course through FRC, Instructors are responsible for inputting their final grades into Banner at the end of the semester. Please review the instructor handbook for detailed information on this process.

Appendix

Appendix A -CCAP Example	
Appendix B- MOU between college and school	
Appendix C- Open Access Resolution example	
Appendix D- Course Outline of Record Example	
Appendix E- Request for Course Approval	
Appendix F- Distance Education Form	
Appendix G- Dual Enrollment Instruction Agreement	
Appendix H - Dual Enrollment Instructor Handbook	
Appendix I- Dual Enrollment Information and Flyer	

**COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2019-2022**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between San Bernardino Community College District on behalf of Crafton Hills College (“COLLEGE”), 11711 Sand Canyon Road, Yucaipa, CA 92399, and Redlands Unified School District (“SCHOOL DISTRICT”), 20 W. Lugonia Avenue, Redlands, CA 92374.

WHEREAS, the mission of the COLLEGE includes advancing the educational, career, and personal success of our diverse community through engagement and learning; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades K-12 located in San Bernardino County and within the regional service area of the COLLEGE unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, the COLLEGE and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and helping high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office and COLLEGE;

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. TERM OF AGREEMENT

- 1.1 The term of this CCAP Agreement shall be for three (3) years beginning on July 1, 2019 and ending on June 30, 2022, and will be subject to renewal, unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2 COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- 1.3 COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
- 1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges before the

start of the CCAP partnership. Sec. 2 (c)(3)

2. DEFINITIONS

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOLDISTRICT have been approved in accordance with the policies and guidelines of the COLLEGE and applicable law. Sec. 2 (a)
- 2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

- 3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and the COLLEGE standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and the COLLEGE policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE

process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT.

- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

4. COLLEGE APPLICATION PROCEDURE

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.

- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.
- 4.4 The SCHOOL DISTRICT and COLLEGE understand and agree that successful COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.
- 4.5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

5. PARTICIPATING STUDENTS

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be borne by SCHOOL DISTRICT. Books and instructional materials purchased by the SCHOOL DISTRICT will remain the property of and housed at the SCHOOL DISTRICT. The COLLEGE will ensure, whenever possible, textbooks to remain the same throughout the term of the CCAP agreement. Both SCHOOL DISTRICT and COLLEGE will pursue methods of keeping textbook costs down and will seek additional funding sources including grants to cover textbook costs.
- 5.3 Participating students must meet all prerequisite requirements of the COLLEGE as established by the COLLEGE and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog.
- 5.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.
- 5.6 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at the COLLEGE. SCHOOL DISTRICT shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.

- 5.7 Students requiring reasonable accommodations for COLLEGE courses offered at the SCHOOL DISTRICT as part of this CCAP Agreement will receive services through the SCHOOL DISTRICT. Students requiring reasonable accommodations for COLLEGE courses offered at the COLLEGE will receive services through the COLLEGE.
- 5.8 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.
- 5.9 A course dropped within the COLLEGE drop “without a W” deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

6. CCAP AGREEMENT COURSES

- 6.1 The COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 6.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses shall be offered and determined by the COLLEGE with the approval of the Governing Board. Sec. 2 (c)(1)
- 6.5 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with the COLLEGE academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to COLLEGE as well as any corresponding policies, practices, and requirements of the

SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.

- 6.10 Site visits and instructor evaluations by one or more representatives of the COLLEGE shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with the COLLEGE academic standards.
- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with the COLLEGE guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors.
- 6.14 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

7. INSTRUCTOR(S)

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the COLLEGE.
- 7.2 The employer of record for purposes of assignment monitoring and reporting to the county office of education will be mutually agreed upon by the SCHOOL DISTRICT and COLLEGE. Sec. 2 (m)(1)
- 7.3 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.4 Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.

- 7.5 COLLEGE and SCHOOL DISTRICT certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)
- 7.6 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.7 Prior to teaching, faculty shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training may be approved and provided by the COLLEGE.
- 7.8 Faculty will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.9 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of the COLLEGE.
- 7.10 SCHOOL DISTRICT personnel selected to be instructors will be subject to the authority of the COLLEGE specifically with regard to their duties as instructors.
- 7.11 The COLLEGE and SCHOOL DISTRICT jointly determine the subject areas of instruction. The COLLEGE shall determine the number of instructors and the ratio of instructors to students.

8. ASSESSMENT OF LEARNING AND CONDUCT

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.

- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught both at the SCHOOL DISTRICT and on the COLLEGE campus. Both parties will work together in resolving behavioral issues.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 9.1 The COLLEGE shall appoint an educational administrator who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with the COLLEGE policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with the COLLEGE policy and COLLEGE procedures and academic standards.
- 9.4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.
- 9.5 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.
- 9.6 This CCAP Agreement requires an annual report, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
 - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
 - The total number and percentage of successful course completions, by

course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)

- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

10. APPORTIONMENT

- 10.1 The COLLEGE shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 The COLLEGE shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

11. CERTIFICATIONS

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 The COLLEGE certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that the COLLEGE will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high

school campus. Sec. 2 (i)

11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)

11.7 The COLLEGE certifies that:

- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
- A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement, whenever possible. Sec. 2 (k)(2)
- The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)

11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

12. PROGRAM IMPROVEMENT

12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

13. RECORDS

13.1 Permanent records of student enrollment, attendance, grades and achievement for students under this CCAP agreement shall be maintained by the COLLEGE.

13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

14. REIMBURSEMENT

14.1 The financial arrangements implied herein may be adjusted annually.

15. FACILITIES

15.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or

other mutually agreed upon location, to conduct the instruction and do so without charge to the COLLEGE or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.

15.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.

15.3 The COLLEGE facilities may be used subject to mutually agreement by the parties.

16. INDEMNIFICATION

16.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.

16.2 The COLLEGE agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

17. INSURANCE

17.1 The SCHOOL DISTRICT, in order to protect the COLLEGE, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the

COLLEGE, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.

17.2 For the purpose of Workers' Compensation, the COLLEGE shall be the "primary employer" for all its personnel who perform services as instructors. The COLLEGE shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by COLLEGE personnel made in connection with performing services and receiving instruction under this Agreement. COLLEGE agrees to hold harmless, indemnify, and defend SCHOOL DISTRICT, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by COLLEGE personnel connected with providing services under this Agreement.

18. NON-DISCRIMINATION

18.1 Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

19. TERMINATION

19.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.

20. NOTICES

20.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

COLLEGE
San Bernardino Community College District
Crafton Hills College
11711 Sand Canyon Road
Yucaipa, CA 92399
Attn: Kevin Horan, Ph.D. –President, Crafton Hills College

SCHOOL DISTRICT
Redlands Unified School District
20 W. Lugonia Avenue
Redlands, CA 92374
Attn: Mauricio Arellano, - Superintendent

21. INTEGRATION

21.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express

or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

22. MODIFICATION AND AMENDMENT

22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

23. GOVERNING LAWS

23.1 This agreement shall be interpreted according to the laws of the State of California.

24. COMMUNITY COLLEGE DISTRICT BOUNDARIES

24.1 For locations outside the geographical boundaries of, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

25. SEVERABILITY

25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

26. COUNTERPARTS

26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on _____ 2018

By: _____
REDLANDS UNIFIED SCHOOL DISTRICT

By: _____
SAN BERNARDINO COMMUNITY COLLEGE
DISTRICT

Dual Enrollment Memorandum of Understanding Feather River College

This Memorandum of Understanding (“MOU”) is between Feather River College (“FRC”), and Long Valley Charter School (“DISTRICT”). For identification purposes only this MOU is dated November 1, 2019.

RECITALS

WHEREAS, FRC is a Community College District whose mission includes providing accessible, flexible, affordable, and innovative education within the DISTRICT;

WHEREAS, DISTRICT is a High School District located in Plumas County;

WHEREAS, the parties desire to collaborate and provide college credit, stand-alone courses, and dual enrollment courses (“Courses”);

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by the Legislature and FRC;

WHEREAS, the parties desire to enter into a MOU, which sets forth their mutual rights and responsibilities and governs their relationship regarding the subject Courses;

WHEREAS, this MOU contemplates that the parties will enter into a related course agreement (CA) for the individual subject Courses, that each CA will fully incorporate the terms of this MOU, and that each CA will set out the necessary details specific to the subject Programs/Courses;

WHEREAS, the parties intend for FRC to report full-time equivalent students (FTES) and obtain state apportionment for the subject Courses given through this MOU in accordance with California Code of Regulations, Title 5, sections 58050, 58051, and 58051.5;

WHEREAS, all Courses will be located within FRC’s District boundaries unless agreed upon by other Community College Districts (in compliance with requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. concerning approval by adjoining high school or community college districts and use of non-district facilities);

NOW, THEREFORE, the parties mutually agree as follows:

TERMS

1. **Recitals**. The above recitals are incorporated herein and made a part of this MOU.
2. **Effective Date and Duration**. This MOU shall be effective on the date authorized representatives of both parties sign it and continue in effect until duly modified or terminated by the parties.

3. **Early Termination.** This MOU may be terminated by either party with cause if another party fails to comply with the insurance or indemnification requirements or otherwise commits a material breach. Termination will be effective no sooner than 15 calendar days after a written demand to cure is provided and the party fails to cure. This remedy is in addition to any other remedy which may be provided for by law.

This MOU may be terminated without cause and for any reason by any party. The party desiring early termination without cause must provide written notice to the other parties. Termination will be effective no sooner than the last day of the semester after actual receipt of the written notice.

The parties agree to consider the needs of currently enrolled students when determining a termination date.

The indemnification provisions contained in this MOU shall survive termination.

4. **Course Agreements.** The terms of this MOU are deemed to be part of and fully incorporated into any and all presently existing or future CAs pertaining to the Courses unless expressly modified by a related CA. Related CAs will typically address the time, date, location, number of instruction hours, FRC credits offered, number of students, and other specifics related to each Course. The terms of this MOU may be modified by individual CA as necessary. Any inconsistency between the MOU and an express provision of a CA will be resolved in favor of this MOU.

5. **Certifications for State Apportionment Purposes**

- A. DISTRICT and FRC shall adhere to the Title 5 and Education Code Provisions governing dual enrollment, specified in Section 48800 and subsection 48802 (a) and (b). The referenced sections detailed below are taken directly from California Education Code:

48802. (a) For purposes of allowances and apportionments from Section B of the State School Fund, a community college shall be credited with additional units of average daily attendance attributable to the attendance of pupils at the community college as special part-time students pursuant to this article and as set forth in Section 76002.

(b) A school district whose pupils attend a community college as special part-time students pursuant to this article shall, for purposes of allowances and apportionments from Section A of the State School Fund, continue to receive credit for attendance by those pupils computed in the manner prescribed by law, and a pupil's attendance at school for the minimum school day shall be deemed a day of attendance for purposes of making this computation.

- B. For purposes of the dual enrollment partnership, DISTRICT defines a “regular school day” as at least 240 minutes of instruction in high school credit only courses.
- C. DISTRICT certifies that the direct education costs of the courses are not being fully funded through other sources.
- D. FRC certifies that it has not received full compensation for the direct education costs for the conduct of the course from other sources.
- E. DISTRICT and FRC shall adhere to the Title 5 and Education Code section 76002 provisions governing dual enrollment. The Board of Trustees of DISTRICT will pass a resolution during a regularly scheduled board meeting which will provide that the location where courses are being held under this MOU will be open to the public at all times when courses are in session. The resolution shall be in the form provided in Attachment A to this MOU. This resolution shall provide that the provisions of Penal Code 627.2 do not apply to the DISTRICT facilities where courses are being held during those times when courses are in session. The referenced sections detailed below are taken directly from California Education and California Penal Code:

California Education Code 76002 If the community college class is offered at a high school campus, the class shall not be held during the time the campus is closed to the general public, as defined by the governing board of the school district during a regularly scheduled board meeting.

California Penal Code Section 627.2 No outsider shall enter or remain on school grounds during school hours without having registered with the principal or designee, except to proceed expeditiously to the office of the principal or designee for the purpose of registering. If signs posted in accordance with Section 627.6 restrict the entrance or route that outsiders may use to reach the office of the principal or designee, an outsider shall comply with such signs.

- F. DISTRICT agrees and acknowledges that all courses held under the terms of this MOU must be open to the general public and if a community college class is offered during the regular school day, any member of the general public enrolled in the community college class shall have access to the campus equal to the high school students attending the high school. The high school may require non-high school enrollees to adhere to all campus policies.
- G. DISTRICT will not pay FRC for the full costs of offering any course under this MOU. DISTRICT agrees and acknowledges that FRC will claim apportionment for the students enrolled in courses under this MOU.

6. **Regulatory Requirements for State Apportionment Purposes Applicable to All Courses Conducted Under the Terms of This MOU**

These provisions may not be voided, modified nor waived by a related CA unless otherwise expressly provided herein:

- A. Responsibilities of Each Party. FRC policies and procedures apply and FRC is responsible for the Courses. The Courses will comply with all applicable regulations, procedures, prerequisites and standards applicable to FRC, as well as any corresponding local policies, practices, and requirements of the DISTRICT.
- B. Enrollment Period. The enrollment period shall be determined by FRC in accordance with its guidelines, policies, pertinent statutes, and regulations.
- C. Number of Course Hours Sufficient to Meet the Stated Performance Objectives. FRC will determine the performance objectives for each of the Courses and the number of course hours necessary to meet the performance objectives. The performance objectives and corresponding course hours shall be specified in the related CA.
- D. Supervision and Evaluation of Students. Supervision and evaluation of students shall be in accordance with FRC guidelines, policies, pertinent statutes, and regulations. All students will be under the immediate supervision of an employee of FRC. For purposes of this paragraph all DISTRICT employees who are teaching the courses shall be deemed to be employees of FRC for attendance accounting purposes.
- E. Withdrawal Prior to Completion of the Course. A student's withdrawal prior to completion of the Course shall be in accordance with FRC guidelines, policies, pertinent statutes and regulations.
- F. Right to Control and Direct Instructional Activities. FRC is responsible for the Courses and has the sole right to control and direct the instructional activities of all instructors, including those who are DISTRICT personnel
- G. Minimum Qualifications for Instructors Teaching Courses. Instructors who are DISTRICT personnel shall either meet the minimum qualifications to provide instruction in a California community college. The minimum qualifications shall be consistent with the requirements in other similar courses offered by FRC and shall be published or otherwise listed by FRC. All instructors shall meet the qualification requirements of Title 5 CCR sections 53410 and 58060.
- H. Facilities. DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the contemplated instruction and do so without charge to FRC or students. DISTRICT agrees to clean, maintain, and safeguard DISTRICT's premises. DISTRICT

warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes. All courses will be held at facilities which are clearly identified as being open to the general public. Pursuant to the provisions of Penal Code Section 627.9 (d) the DISTRICT Board of Trustees will pass a resolution before courses are held which exempts all campuses in the District which will be used for courses under this MOU from the provisions of Penal Code Section 627.2. The exemption from Section 627.2 may be limited by the resolution to the time immediately before, immediately after and during the time courses are being held under the terms of this MOU.

- I. Equipment. DISTRICT will furnish, at its own expense, all course materials, specialized equipment, and other necessary equipment for all DISTRICT students. The parties understand that such equipment and materials are DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment and materials to be used during each Course. DISTRICT understands that no equipment or materials fee may be charged to students except as provided for by FRC policies and practices. Students in a course who are not enrolled in DISTRICT shall be provided course materials, specialized equipment, and other necessary equipment as specified in FRC Policies and the applicable student handbook.
- J. Enrollment. Enrollment shall be open to any person who has been admitted to FRC and meets all applicable prerequisites. Applicable prerequisite courses, training, or experience will be determined by FRC. Applicants must meet the standards and prerequisites of the FRC.

FRC will be responsible for processing student applications. FRC will provide the necessary admission forms and procedures and both FRC and DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.

FRC will ensure that each student completes the admissions procedure, the course enrollment process, and otherwise process student applications and enroll students in the Courses, as appropriate. DISTRICT will assist FRC as necessary. A successful enrollment requires that each student has completed an enrollment application and the Student & Parent Dual Enrollment Agreement provided by FRC, the application has been delivered to and accepted by FRC's Admissions and Records Office, all enrollment and other applicable fees have been paid, and the applicant has met all requirements, to include the standard FRC student liability and medical care coverage, if applicable.

- K. Enrollment Fees. Pursuant to FRC Board Policy 5030 (Education Code Section 76300(f)) the enrollment fee for students who are Special Part-Time Students (Education Code 76001) will be waived by FRC.

- L. Records of Student Attendance and Achievement. All records of student attendance and achievement shall be submitted to FRC at a pre-determined time, or upon demand, and shall be maintained by FRC.
 - M. Ancillary Support Services for Students. Both FRC and DISTRICT shall ensure that students enrolled in the Courses are provided ancillary and support services as may be needed, including but not limited to counseling and guidance and placement assistance.
 - N. Courses Outside FRC Boundaries. For locations outside the geographical boundaries of FRC, FRC will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. concerning approval by adjoining high school or community college districts and use of non-district facilities.
7. **Liaison.** At no cost to the DISTRICT, FRC will provide the services of faculty members related to coordination of courses between FRC and DISTRICT. FRC will provide DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this MOU, including conducting appropriate student assessments, outreach/recruitment activities and the FRC's application procedures.
8. **Support Staff.** These provisions may not be voided, modified nor waived by a related CA unless otherwise expressly provided herein:
- A. DISTRICT to Provide Support Services. Unless otherwise provided for in a related CA, DISTRICT may provide personnel to assist in activities related to providing Dual Enrollment opportunities.
 - B. DISTRICT is Responsible for its Own Personnel. DISTRICT's personnel will perform these services on duty time. DISTRICT personnel performing these services will be employees solely of DISTRICT, subject to the authority of DISTRICT, but will also be subject to the direction of FRC, specifically with regard to their duties pertaining to the Courses described in the related CAs. FRC has the primary right to control and direct such activities.
9. **Instructors.** These provisions may not be voided, modified nor waived by a related CA unless otherwise expressly provided herein:
- A. FRC to Select Instructors. FRC may select instructors from DISTRICT personnel nominated by the DISTRICT, or other sources. DISTRICT personnel will perform instructional duties on duty time. DISTRICT personnel selected to be instructors remain employees solely of the DISTRICT, subject to the authority of the DISTRICT, but will also be subject to the authority of FRC, specifically with regard to their duties as instructors. FRC will exercise this authority in consultation with the DISTRICT.

- B. District May Nominate Instructors. DISTRICT shall ensure that all instructor nominees are experienced, competent personnel who have the personal attributes necessary for providing instruction in the Courses. DISTRICT shall ensure that all instructor/staff nominees possess any Certificates or other training indicated that may be required including, but not limited to the qualification requirements of Title 5 CCR 53410 and 58060. District will provide FRC proof of compliance with this paragraph before the beginning of each semester or session. FRC reserves the right to verify and evaluate proof of compliance.
- C. FRC Shall Determine Instructor Requirements. FRC shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction.
- D. DISTRICT is Responsible for its Own Personnel. DISTRICT's personnel will perform these services on duty time. DISTRICT personnel performing their services will be employees solely of DISTRICT, subject to the authority of DISTRICT, but will also be subject to the direction of FRC, specifically with regard to their duties pertaining to the Courses described in the related CAs. FRC has the primary right to control and direct such activities.
- E. DISTRICT shall ensure that personnel comply with Education Code Sections 87408, 87408.6, and 88021 related to communicable diseases and Education Code Sections 87013 and 88024; Penal Code Sections 11102.2 and 11077.1 related to fingerprinting.
- F. Orientation Meeting. Instructors shall attend an orientation meeting if scheduled, and FRC shall provide manuals, course outlines, curriculum materials, and testing and grading procedures as necessary.
- G. Instructor Agreement with FRC. All instructors who are DISTRICT employees must sign an agreement with FRC which states that FRC shall have the primary right of control over the instructor's activities while the instructor is teaching a course under the terms of this MOU.
- H. No Other Assigned Duties. Instructors teaching courses under this MOU shall not have any other assigned duty while course instruction is taking place.
- I. Cost of Instruction and Compensation. DISTRICT's personnel will perform these services on duty time. DISTRICT personnel performing their services will be employees solely of DISTRICT. DISTRICT shall be solely responsible for paying all salaries, wages, benefits, and other compensation which its employees or subcontractors may be entitled to receive in connection with performing services under this MOU and any related CA.

11. **Instruction.** The instructional services provided by DISTRICT personnel shall include development of appropriate lectures. The lectures will conform to the approved curriculum and course outlines and recommendations of experienced FRC instructors. Instructional presentations shall incorporate planned practical demonstrations, as may be necessary, and use audiovisual techniques or equipment and vocational equipment.

All instructional presentations, including practical demonstrations and demonstrations of vocational equipment, are subject to the advance approval of FRC.

12. **Facilities.** The parties contemplate that primarily, the facilities of the DISTRICT will be utilized to carry out the goals of this MOU and any related CA, although from time to time FRC facilities may be utilized subject to mutual MOU by the parties as expressed in a related CA. DISTRICT agrees to defend, hold harmless, and indemnify FRC and its governing board, officers, employees, administrators, independent contractors, subcontractors, and other representatives from all damages, losses, or expenses, including litigation costs such as attorney's fees, should a student, instructor, or third party be injured as a result of or connected with the condition of the DISTRICT's premises, in whole or in part. The indemnity shall survive termination of this MOU and is in addition to any other rights or remedies FRC may have under law or otherwise.

13. **Workers' Compensation.** DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective DISTRICT personnel made in connection with performing services and receiving instruction under this MOU or any related CA. DISTRICT agrees to hold harmless, indemnify, and defend FRC from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by DISTRICT personnel connected with providing services under this MOU or any related CA. DISTRICT is not responsible for non-District personnel who may serve as instructors or students who are not affiliated with the DISTRICT. These provisions may not be voided, modified nor waived by a related CA.

14. **Indemnification.**

- A. DISTRICT shall defend, hold harmless, and indemnify FRC, its governing board, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, and other representatives from and against any and all liabilities, claims, demands, costs, losses, damages, or expenses, including reasonable attorney fees and costs, including but not limited to consequential damages, death, sickness, or injury to any person(s) or damage to any property arising from or connected with its provision of instruction pursuant to this MOU or any related CA that may arise out of or result from, in whole or in part, the negligent, wrongful, or willful acts or omissions of DISTRICT, its employees, agents,

subcontractors, independent contractors, consultants, or other representatives.

- B. FRC shall defend, hold harmless, and indemnify DISTRICT, their governing board, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, and other representatives from and against any and all liabilities, claims, demands, costs, losses, damages, or expenses, including reasonable attorney fees and costs, including but not limited to consequential damages, death, sickness, or injury to any person(s) or damage to any property arising from or connected with its performance of its responsibilities hereunder that may arise out of or result from, in whole or in part, the negligent, wrongful, or willful acts or omissions of FRC, its employees, agents, subcontractors, independent contractors, consultants, or other representatives.
- C. DISTRICT shall have no obligation to defend, hold harmless, or indemnify FRC, its governing board, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, and/or other representatives for their sole negligence or willful misconduct; and FRC shall have no obligation to defend, hold harmless, or indemnify DISTRICT, its governing board, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, and/or other representatives for their sole negligence or willful misconduct.
- D. This indemnity shall survive termination of this MOU or any related CA, and is in addition to any other rights or remedies that DISTRICT or FRC may have under law and/or otherwise.
- E. These provisions may not be voided, modified nor waived by any related CA.

15. Insurance Requirements.

- A. Each party shall obtain, pay for, and maintain in effect during the life of this MOU the following policies of insurance issued by an insurance company rated not less than "A-;V" in Best Insurance Rating Guide and admitted to transact business in California: (1) commercial general liability (including contractual, products, and completed operations coverages, bodily injury, and property damage liability) with single combined limits not less than \$1,000,000 per occurrence; (2) commercial automobile liability for "any auto" with combined single limits of liability not less than \$1,000,000 per occurrence; (3) professional liability (errors and omissions) with a limit of liability not less than \$1,000,000 per occurrence; and (4) workers' compensation insurance as required under state law.
- B. Each party's policy(ies) shall contain an endorsement naming the other party as an additional insured insofar as this MOU is concerned, and provide that written notice shall be given to the other party at least 30 days prior to cancellation or material change in the form of the policy or reduction

in coverage. Each party shall furnish the other with a certificate of insurance containing the endorsements required under this section, and each party shall have the right to inspect the other party's original insurance policies upon request. Upon notification of receipt of a notice of cancellation, change, or reduction in a party's coverage, that party shall immediately file with the other party a certified copy of the required new or renewal policy and certificates for such policy.

- C. Nothing in this section concerning minimum insurance requirements shall reduce a party's liability or obligations under the indemnification provisions of this MOU.
 - D. The parties acknowledge that both parties are permissibly self-insured under California law.
 - E. These provisions may not be voided, modified nor waived by a related CA.
16. **Discrimination and Harassment.** Each party agrees it will not unlawfully discriminate, harass, or allow harassment against any employee or other person because of sex, race, color, ancestry, religious creed, national origin, mental or physical disability (including HIV and AIDS), marital status, or age, and shall comply with all applicable laws pertaining to employment.
17. **Entire Agreement.** This MOU and any related CAs constitute the entire agreement between the parties with regard to the Courses and supersedes any prior or contemporaneous understanding or agreement. No party has been induced to enter into this MOU by, nor is any party relying on, any representation or promise outside those expressly set forth in this MOU and any related CA.
18. **Amendment.** The provisions of this MOU may be modified only by mutual MOU of the parties. No modification shall be binding unless it is in writing and signed by the party against whom enforcement of the modification is sought.
19. **Waiver.** Unless otherwise precluded by the terms of this MOU, terms or conditions may be waived by the party entitled to the benefit of the term or condition, but no such waiver shall affect or impair the right of the waiving party to require observance, performance, or satisfaction of that term or condition as it applies on a subsequent occasion.
20. **Assignment.** Neither party may assign any rights or benefits or delegate any duty under this MOU without written consent of the other party. Any purported assignment without written consent shall be void.
21. **Parties in Interest.** Nothing in this MOU, whether express or implied, is intended to confer any rights or remedies under or by reason of this MOU on any person other than the parties to it and their respective successors and assigns, nor is anything in this MOU intended to relieve or discharge the obligation or liability of

any third person to any party to this MOU, nor shall any provision give any third person any right to subrogation or action against any party to this MOU.

22. **Severability.** If any provision of this MOU is held by an arbitrator or court of competent jurisdiction to be invalid or unenforceable, the remainder of the MOU shall continue in full force and effect and shall in no way be impaired or invalidated.
23. **Notices.** Any notice under this MOU shall be in writing, and any written notice or other document shall be deemed to have been duly given on the date of personal service on the parties or on the second business day after mailing if the document is mailed by registered or certified mail, addressed to the parties at the addresses set forth below, or at the most recent address specified by the addressee through written notice under this provision. Failure to conform to the requirement that mailings be done by registered or certified mail shall not defeat the effectiveness of notice actually received by the addressee.
24. **Authority to Enter Into MOU.** Each party to this MOU represents and warrants that it has the full power and authority to enter into this MOU and to carry out the transactions contemplated by it and that it has taken all action necessary to authorize the execution, delivery, and performance of this MOU.
25. **Status of the Parties.** Neither party is a partner, joint venture, co-principal, employer, or co-employer of the other or of an employee of the other party. DISTRICT shall be solely responsible for paying all salaries, wages, benefits, and other compensation which its employees or subcontractors may be entitled to receive in connection with performing services under this MOU and any related CA. DISTRICT shall be solely responsible for withholding and paying all applicable payroll taxes and contributions, including federal, state, and local income taxes, FICA, FUTA, and state unemployment, workers' compensation, and disability insurance in connection with performing services under this MOU and any related CA.
26. **Retention and Audit of Records.** Each party shall maintain records pertaining to this MOU and related CAs as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.
27. **Governing Law and Venue.** This MOU will be governed by and construed in accordance with California law and venue of any action or proceeding in connection with this MOU shall be Plumas County, California.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed the day and year first above written.

AGREED TO AND ACCEPTED:
Feather River College

AGREED TO AND ACCEPTED:
Long Valley Charter School

By: _____

Kevin Trutna
President/Superintendent
570 Golden Eagle Ave.
Quincy, CA 95971
(530) 283-0202

By: _____

Sherri Morgan
Executive Director/Superintendent
PO Box 7
Doyle, CA 96109
(530) 827-2395

2019/2020

RESOLUTION NO. 1
Governing Board of the
Long Valley Charter School

RESOLUTION REGARDING DUAL ENROLLMENT
Education Code § 76002(a)(3)

WHEREAS, the Long Valley Charter School maintains a dual enrollment partnership with Feather River College (FRC), which benefits Long Valley Charter School students, FRC students and the public at-large; and

WHEREAS, various operational aspects of the dual enrollment partnership are incorporated in a Memorandum of Understanding, dated {date}, the provisions of which establish adherence to various Education Code requirements pertaining to, among other things, allowances, apportionments and enrollment; and

WHEREAS, high schools hosting community college courses must comply with Education Code section 76002(a)(3), which provides that "[i]f a class is offered at a high school campus, the class shall not be held during the time the campus is closed to the general public, as defined by the governing board of the school district during a regularly scheduled board meeting"; and

WHEREAS, in order to fulfil the requirement of Education Code section 76002(a)(3) and to ensure the provision of access to members of the public for attendance of dual enrollment courses held on a Long Valley Charter School campus in Plumas County;

WHEREAS, provisions of Penal Code 627.2 do not apply to the Long Valley Charter School facilities where courses are being held during those times when courses are in session.

NOW, THEREFORE, BE IT RESOLVED as follows:

The Long Valley Charter School Governing Board declares that community college classes shall not be offered on a high school campus at any time in which the campus is closed to the general public. If a community college class is offered during the regular school day, any member of the general public enrolled in the community college class shall have access to the campus equal to the high school students attending the high school.

PASSED AND ADOPTED at a meeting of the Long Valley Charter School Governing Board, Plumas County, {Town}, California, held on the {date}, by the following vote:

Ayes: _____
Noes: _____
Abstain: _____
Absent: _____

President of the Board of Trustees, {School District}

All Fields

NCA 002 - Professional Chef Cooking I

Cover

Subject NCA

Course Number 002

Title Professional Chef Cooking I

Semester Spring

Start Year 2008

Catalog Description

Comprehensive introduction to fundamental techniques of food preparation, including those applicable to sauces, meats, poultry, vegetables and baking. Formerly FACS197.14.

Justification for this course

Cross Listed Courses

Units/Hours

Total Instructional Hours 90

Has Distance Ed No

If Distance Education is checked, please complete Distance Education Tab

Variable Yes

Minimum Units 2.500

Maximum Units

Method of Instruction

Minimum Lecture 27.000

Minimum Lab 51.000

Minimum Field

Minimum Other

Maximum Lecture 36.000

Maximum Lab 54.000

Maximum Field

Maximum Other

Repeatability

Is Repeatable No

Max Repeatable Units

Repeat Justification

Not repeatable for credit.

Requisites

Requisites

Grading Method

Grade Method

- Letter or P/NP

Topic Outlines

Course Topic Outline

- History of the Commercial Kitchen
- Safety and Sanitation
- Restaurant Equipment
- Menu Development
- Nutritional Considerations
- Food Costing
- Soups, Stocks and Sauces.

Lab Topic Outline**Assignments**

Assignment

1. **Assignment Description**
Reading in text
2. **Assignment Description**
short research projects

Student Learning Outcomes

Learning Outcomes

1. **Demonstrate and practice proper safety and sanitation techniques,**
Assessment Text
2. **Demonstrate fundamental cooking skills including: dry heat and moist heat cooking and recipe yield adjustments**
Assessment Text
3. **Prepare soups, stocks and sauces**
Assessment Text
4. **Properly use a variety of commercial kitchen equipment.**
Assessment Text
5. **Properly use food products and ingredients in commercial applications,**
Assessment Text

Methods of Instruction

Instruction Type

- Lecture

Other Instruction Type

Lecture, hands on laboratory assignments under supervision of instructor

Method of Assessing Student Learning

Skills demonstrations, tests, problem solving exercises

Textbooks

Textbook

Title	Publisher	Author	ISBN	Year	Rationale

Title	Publisher	Author	ISBN	Year	Rationale
Professional Cooking		Wayne Gisslen			

Journal

Journal Title	Author	Publication Year	Article Title	Pages
---------------	--------	------------------	---------------	-------

Text Other

Required	Other
Required No	instructor handouts and videos produced by the Culinary Institute of America

Attached Files

Attached File

Transfer Status

University of Nevada, Reno

UNR General Education No

UNR major preparation No

FRC General Education

CSU

CSU Area A

CSU Area B

CSU Area C

CSU Area D

CSU Area E

IGETC

UC Transfer

FRC Classification

- **Not Basic Skills**
 - Requested No
 - Approved
- **Non-Transfer AA**
 - Requested No
 - Approved

Other

Distance Education

Proposed Modes of Delivery

Online Other No

Other No

Need/Justification

Fostering and Maintaining Student Engagement

Course Quality

Student Identity Verification

SLO Assessment

Accommodating Students with Disabilities

Additional Resources

Distance Education Contact

Contact Type	Contact Types Percent	Description
--------------	-----------------------	-------------

Codes/Dates

Originator Loaded, System

Top Code 130600 - Nutrition, Foods, and Culinary Arts

CIP Code 19.0501: Foods, Nutrition, and Wellness Studies, General.

SAM Code Clearly Occupational

Classification Code I - Career-Technical Education

C-ID

Chancellor's Office Unique Code CCC000215628

Board approval date 04/17/2007

Notes

Discipline

- Culinary Arts/ Food Technology
- Nutritional Science/Dietetics (Masters Required)

ASSIST

Queue for Assist No

Last Request From Queue

Last Direct Request

ASSIST Preview

Prefix NCA

Course Number 002

Content

- History of the Commercial Kitchen
- Safety and Sanitation
- Restaurant Equipment
- Menu Development
- Nutritional Considerations
- Food Costing
- Soups, Stocks and Sauces.

Lab Content

Evaluation Methods

Skills demonstrations, tests, problem solving exercises

Course Description

Comprehensive introduction to fundamental techniques of food preparation, including those applicable to sauces, meats, poultry, vegetables and baking. Formerly FACS197.14.

Lecture Hours

36.000

Lab Hours

54.000

Outline Approval Date

2007-04-17

Outline Effective Date**Prerequisites****Corequisites****Advisories****Objectives**

- Demonstrate and practice proper safety and sanitation techniques,
- Demonstrate fundamental cooking skills including: dry heat and moist heat cooking and recipe yield adjustments
- Prepare soups, stocks and sauces
- Properly use a variety of commercial kitchen equipment.
- Properly use food products and ingredients in commercial applications,

Instruction Methods

- Lecture
- Lecture, hands on laboratory assignments under supervision of instructor

Other Texts

- instructor handouts and videos produced by the Culinary Institute of America

Assignments**Unclassified Assignments:**

- Reading in text
- short research projects

DUAL ENROLLMENT PROGRAM

Dual Enrollment & High School Articulation Program Request for Course Approval

High School Course Info:

Please check ONE: Dual Enrollment _____ Articulation _____ Is this a new course request? (please select one) Yes No

High School: _____ District: _____

Instructor: _____ Email: _____

Instructor's Subject(s): Master's: _____ Bachelor's: _____ AA: _____

High School Course: _____ Credits: _____

Class Period(s) Taught: _____ Time(s): _____ Fall Spring Year - long
i.e. 2nd, 4th i.e. 9:00 - 10:00; 11:00 - 12:00

Textbook to be used: _____
Must be included here, even if information is on attached course outline.

Author: _____ Year: _____ Edition: _____

****A proposed syllabus & course description MUST be attached to this request. Please use the template provided.****
****if you checked "Articulation" above, please attach your final exam.****

College Course Info:

College Course: _____ Title: _____ Units: _____

Corresponding Feather River College Faculty, if applicable: _____

Please note that all dual enrollment and articulation courses must make progress toward a Feather River College degree or certificate.

Required Signatures:

High School Approvals

*Requesting Teacher	Date
*District Department Chair	Date
*Principal	Date
*Superintendent or Authorized Agent	Date

Feather River College Approvals

Approved Not Approved

Faculty Signature	Date
Division Chair	Date
Dean of Instruction	Date

Deadline to submit to Feather River College: _____. Questions? Contact Sean Harris: sharris@frc.edu

Dual Enrollment Course Instructor Agreement

Feather River College

Whereas, (insert name) (“INSTRUCTOR”) desires to teach a college course as part of the Feather River College (FRC) dual enrollment program, and;

Whereas the FRC desires that INSTRUCTOR teach a college course as part of its dual enrollment program with the (insert name) School District (DISTRICT);

Therefore FRC and INSTRUCTOR (collectively known as the PARTIES) agree as follows:

1. INSTRUCTOR shall at all times during the term of this agreement be an employee of DISTRICT. The DISTRICT shall be solely responsible for all associated salaries, wages, and benefits due to the Instructor. Instructor will be an employee of FRC for the purposes of the Attendance Accounting Standards of the Title V of the California Administrative Code, Sections 58050 et. seq., only.
2. INSTRUCTOR is not an employee of FRC. INSTRUCTOR will be entitled to no compensation from FRC, but instead shall be compensated by the DISTRICT. FRC shall not be obliged to INSTRUCTOR for any benefits or consideration normally accorded to regular community college instructors under the statuses of the California Education Code or under the Feather River College Faculty Association Collective Bargaining Agreement.
3. INSTRUCTOR represents that at all times during the term of this agreement INSTRUCTOR shall meet the minimum qualifications for teaching a community college course as provided in 5 CCR 53400-53430 and applicable FRC policy.
4. INSTRUCTOR agrees that when they are providing instruction for a college course, FRC shall have the primary right to control and direct the instructional activities of INSTRUCTOR.
5. INSTRUCTOR agrees to present course content according to a planned schedule and consistent with approved course outline.
6. INSTRUCTOR agrees to:
 - A. Attend any Dual Enrollment annual training/orientations as scheduled on and meet with FRC faculty as necessary to be determined by FRC.
 - B. Participate in ongoing collegial interactions to address course content, course delivery, assessment, and evaluation.
 - C. Enrollment Facilitation:
 - i. Check college and high school rosters at time notified by the Feather River College Admissions and Records Office for accuracy and notify the Admissions and Records Office of any discrepancies.
 - ii. Adhere to the Feather River College add/drop deadlines as they pertain to specific dual enrollment courses.

D. Beginning and End of Term Reporting:

- i. During the first week of class, submit the course syllabus electronically. Syllabi will include information as required by Title 5. These requirements will be provided in the Dual Enrollment Handbook.
- ii. Submit a census report or positive attendance roster to the Feather River College Admissions and Records Office, as requested.
- iii. Submit course grades and required back-up in the manner specified by Feather River College.
- iv. Record and Map Student Learning Outcomes (SLO's) in accordance with FRC and departmental guidelines.

E. Classroom Instruction

- i. Instruct and/or supervise students during all class times.
- ii. If ill, unavoidably detained, or engaged in approved professional, departmental, or school business, notify FRC who will make reasonable efforts to ensure continuity of course coverage by arranging for a qualified substitute or by other means.
- iii. Notify Feather River College Instruction Office if class is cancelled.
- iv. Observe the college course's meeting times as stipulated in the FRC schedule of classes.
- v. Adhere to the MOU signed by the School District's Superintendent that stipulates the college course is open to the general public.

7. INSTRUCTOR shall comply with all applicable policies and procedures of FRC in rendering instructional services under this agreement. INSTRUCTOR shall also comply with all applicable state and federal statutes and regulations in rendering services under this agreement. Instructor will be deemed ineligible to teach Dual Enrollment Courses, at the discretion of FRC, for lack of compliance with the policies, regulations, standards and expectations of FRC, including performance evaluation outcomes.
8. TERMINATION: FRC shall reserve the right to terminate this Agreement with five (5) working days prior written notice, or upon failure of the INSTRUCTOR to comply with the terms and intent of the Agreement. Discipline of INSTRUCTOR will be the sole responsibility of the DISTRICT pursuant to the relevant dismissal and discipline process for teachers employed by the DISTRICT.
9. INSTRUCTOR understands and agrees that INSTRUCTOR's performance under this agreement shall be evaluated by FRC as provided in California Education Code Section 87663 (a) and will follow procedures as outlined in the current FRC faculty bargaining agreement.
10. INTELLECTUAL PROPERTY RIGHTS. An INSTRUCTOR who is the creator of an academic work in his or her field of expertise owns the copyright in that work. Academic works include textbooks, lecture notes and other course materials, literary works, artistic works, musical works, architectural works and software produced with no more than nominal or incidental use of the District's resources.

11. The Memorandum of Understanding for Dual Enrollment between FRC and District (“MOU”) is incorporated by reference as if fully set forth herein. In the event of a conflict between this agreement and the MOU the provisions of the MOU shall prevail.
12. ASSIGNMENT: INSTRUCTOR shall not, under any circumstances, obtain a substitute or assign this Agreement or its duties without proper written authorization from FRC.

By: _____
Dean of Instruction
Feather River College
Date: _____

By: _____
Instructor, _____
[School District Name]
Date: _____

Signor Name _____,
Title (Ex: Assistant Superintendent)
School District Name
Date: _____



FEATHER RIVER COLLEGE
DUAL ENROLLMENT
INSTRUCTOR
HANDBOOK
2017-18

Dual Enrollment

Overview of Dual Enrollment at Feather River College

Mission

The Feather River College Dual Enrollment program is committed to providing students access to college level coursework and units while attending high school. High school students will be offered clear pathways toward degrees and certificates in order to gain a jump start on post-secondary education and be more likely to complete an educational goal.

Potential Student Outcomes:

- 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 in college level rigor and ease the transition to college
- Eliminate the duplication of coursework between high school and college

Other Potential Outcomes:

- Increase communication between high school and college instructors and counselors
- Reduce remediation rates
- Increased transfer rate
- Increase high school graduation rates
- Increase in students attending Feather River College after high school graduation
- Increase in the number of people in our community with college degrees

SOURCE: Community College Research Center, <http://ccrc.tc.columbia.edu/publications/broadening-benefits-dual-enrollment.html>

Why Dual Enrollment?

Feather River College's Dual Enrollment Program was established in an effort to encourage a greater number of high school students to enroll and earn college credit while still in high school. The College views dual enrollment as an opportunity for eligible students to broaden their exposure to college programs and courses while at the same time getting a head start on their college education. We believe that participation in dual enrollment classes can ease the transition from high school to college and encourage local students to pursue post-secondary education—especially those students who might not otherwise do so.

This Handbook

The purpose of this handbook is to provide current, general information about Dual Enrollment. We also hope this handbook provides clear guidelines and well-defined expectations regarding your role as a Feather River College dual enrollment instructor.

Thank you for your involvement in the Feather River College Dual Enrollment Program.

Dual Enrollment Agreement between Feather River College and Plumas Unified School District

COMPENSATION:

The dual enrollment instructor of record is not a paid employee of the Feather River Community College District or Feather River College.

EXPECTATIONS:

You must adhere to the following expectations:

1. Mandatory attendance at instructor training.
2. Mandatory attendance at articulation meetings, if scheduled.
3. Enrollment Facilitation:
 - a. Check all applications/registration forms for completion and signatures and attach high school roster to application packet.
 - b. Check college and high school rosters at time notified by the Admissions and Records Office for accuracy and notify the Admissions and Records Office of any discrepancies.
 - c. Adhere to the Feather River College add/drop deadlines as they pertain to specific dual enrollment courses.
4. End of Term Reporting:
 - a. Submit course grades on MyFRC and positive attendance hours report no later than three days after your class has ended.
 - b. Report course Student Learning Outcomes (SLOs) at the end of each semester on the SLOAC Course Level form. <http://www.frc.edu/instruction/SLOAC-Info.cfm>
5. Instructor Evaluations:
 - a. New instructors shall be evaluated by a Feather River College faculty member and the Dean of Instruction during a class session in their first semester of instruction and every 6th semester thereafter. Instructors will be notified ahead of time of the date and time of evaluation prior to the assessment.
 - b. A student evaluation will be conducted during the first semester and every 6th semester thereafter.

INSTRUCTIONAL RESPONSIBILITIES:

- At the beginning of each semester, prepare and distribute current course syllabus to the students in each class taught. The syllabus should include, as applicable, an outline of course objectives and requirements, grading policy, course content, student learning outcomes, and any specific rules or expectations of the instructor.
- Present course content according to a planned schedule and consistent with approved course outline. When teaching according to the Feather River College outline, the college has primary control over instructional activities.
- Instruct and/or supervise students during all class times. During class times, the instructor will not have any other assigned duty.
- If ill, unavoidably detained, or engaged in approved professional, departmental, or college business, please make reasonable efforts to ensure continuity of course coverage by arranging for a qualified substitute or by other means.
- Administer exams or other assessment tools consistent with course objectives.
- Return graded material to students with appropriate feedback in a timely manner.
- Maintain accurate records of attendance and student grades.
- Assess and report Student Learning Outcomes.
- Submit records of grades, daily records of positive attendance hours, textbook orders and other required reports to designated campus officials in a timely manner. These will be permanent records.

Instructor Signature

Printed Name

Date

Derek Lerch, Chief Instructional Officer

Date

Dual Enrollment

Student Enrollment & Drop Procedures

This process needs to be completed at the very beginning of each semester when instructors are teaching a dual enrolled course.

To enroll, all students must complete the following:

- Feather River College High School Dual Enrollment Registration Form. (Please obtain the form from Admissions & Records Office).
- Please make sure students are aware of the strict deadlines each semester.
- **ALL SIGNATURES ARE REQUIRED OR THE STUDENT WILL NOT BE ENROLLED.**

Drop Procedures

- **Last Day to Drop Without a Grade Recorded:** Students may drop a class and have no notation appear on their transcripts through the pre-determined “Last Day to Drop w/o Record” date of each class. IT IS THE STUDENT’S RESPONSIBILITY TO DROP CLASS(ES).
Academic Calendar, <http://www.frc.edu/instruction/documents/AcademicCalendar.pdf>.
- **Last Day to Withdraw with a “W”:** Students may withdraw from a class after the official “drop” date and up through the last day of the fourteenth week or 75% of the term, whichever is less. The notation “W” will appear on the student’s transcript and will not be used in calculation of grade point average. Excessive “W”s shall, however, be used as factors in probation and dismissal procedures. Students who have not dropped or withdrawn from a class before the end of the fourteenth week or 75% of the term will be assigned a course grade.

An instructor may also drop a student during the first 75% of the class for non-participation. **Before the census date**, instructors may logon to MyFRC to complete the drop. **After the census date**, instructors may print a Class Summary from MyFRC, identify the student(s) to drop with last day of attendance and submit it to the Admissions & Records Office for processing.

Dual Enrollment

Attendance & Rosters

Census Roster:

Instructions for Completing the Positive Attendance Roster:

- Review the roster for accuracy.
- In the column labeled “MGrd” indicate “no show” students with **NS** (never attended).
- In the column labeled “FGrd” indicate “dropped” students with **DROP** (attended at least one time) and the last date attended under the column labeled “Last Attend.”
- Sign and date rosters in ink.
- Census Rosters are due on or before the third after census. Please see Academic Calendar for census dates. <http://www.frc.edu/admissions/Popular-Links.cfm>
- Return all rosters to Admissions and Records even if there are no changes. These documents are kept on file for review by the State Auditors.
- At the end of the spring session, please post your grades in your faculty portal.

Dual Enrollment Attendance & Rosters

Positive Attendance Rosters:

Instructions for Completing the Positive Attendance Roster:

Step 1: You will receive your Positive Attendance Roster in an Excel Spreadsheet by email from Virginia Jaquez in the Office of Instruction.

Step 2: You will need to input the date and under that date you will need to insert the number of hours attended for each student on your roster. Please make sure the dates and times you input on your spreadsheet match that in the title of the spreadsheet. Due at the end of the semester.

Step 3: At the end of the class, email your Positive Attendance Roster to Virginia Jaquez, vjaquez@frc.edu.

Dual Enrollment Contact Guide

Dean of Instruction: Dr. Derek Lerch
dlersch@frc.edu – 530.283.0202, ext. 324

Chief Student Services Officer: Carlie McCarthy
cmcarthy@frc.edu – 530.283.0202, ext. 273

Director of Admission & Records/Registrar: Leslie Mikesell
lmikesell@frc.edu – 530.283.0202, ext. 285

Office of Instruction: Virginia Jaquez
vjaquez@frc.edu – 530.283.0202, ext. 242

Class Scheduling & Information Specialist: Bryon Hughes
bhughes@frc.edu – 530.283.0202, ext. 214

Feather River College
5 70 Golden Eagle Avenue, Quincy, CA 95971
Admissions Fax: 530.283.9961
www.frc.edu

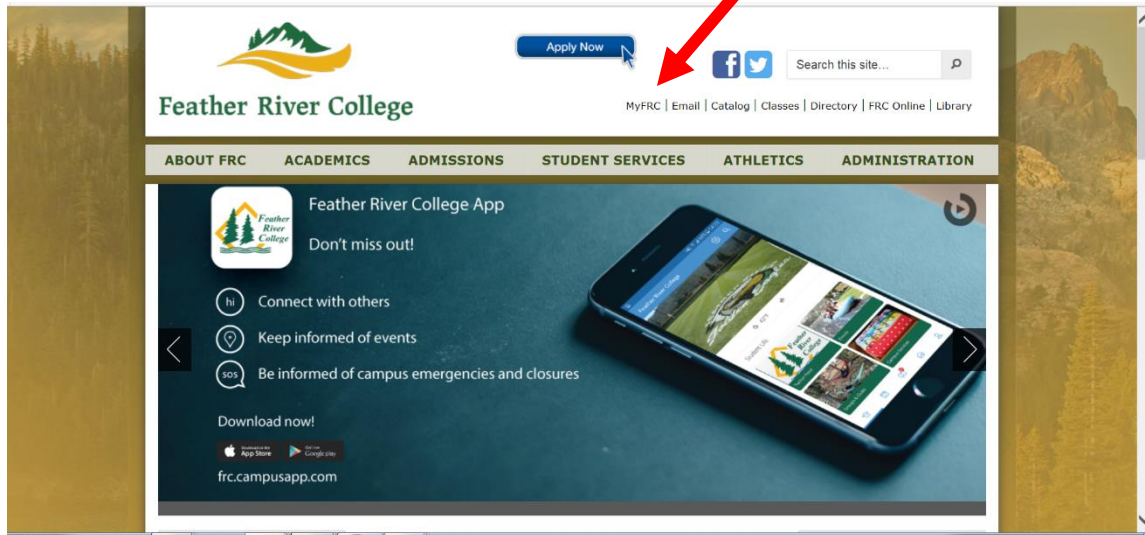
Dual Enrollment

Grade Submittal Process

**Grades are due three business days after the last day of the semester.
Instructors submit their final grades on their Faculty Portal (MyFRC).**

How to Login to your Faculty Portal and post grades:

From the FRC Homepage click on “MyFRC”.



You will be prompted to enter your User ID (900xxxxx) and PIN.

Please enter your nine-digit User ID (900) and your six-digit PIN. Click Login.

If you forgot your PIN, please click the "Forgot PIN?" button. After you answer your Security Question you will be prompted to create a new six digit PIN.

If you need help with your login, please contact the Admissions Office, (530) 283-0202, ext. 291 or 222.

To protect your privacy always Exit and close your browser when finished.

Click **FRC** to return to Home Page

Online payments now available through MyFRC

To pay horse boarding or residence hall (dorm) fees, please contact Student Accounts at (530) 283-0202, extension 292.

Please check your account balance before proceeding with a credit card payment.

User ID:

PIN:

New Faculty Members: Your temporary PIN is your six digit date-of-birth

(mmddy 1987 for yy). You will have to create a new 6 digit PIN using numeric characters.

Returning Faculty Members: If you forgot your PIN, click the “Forgot PIN?” button, answer your security question and the system will reset .

New Faculty Members: Next you will create a security question and answer to use in the future if you forget your PIN.

Personal Information Student Financial Aid Faculty Services Employee **WebTailor Administration** Finance

Search [MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Security Question and Answer

Please enter your new Security Question and Answer, then Submit Changes.

Please Confirm your Pin:

Question:

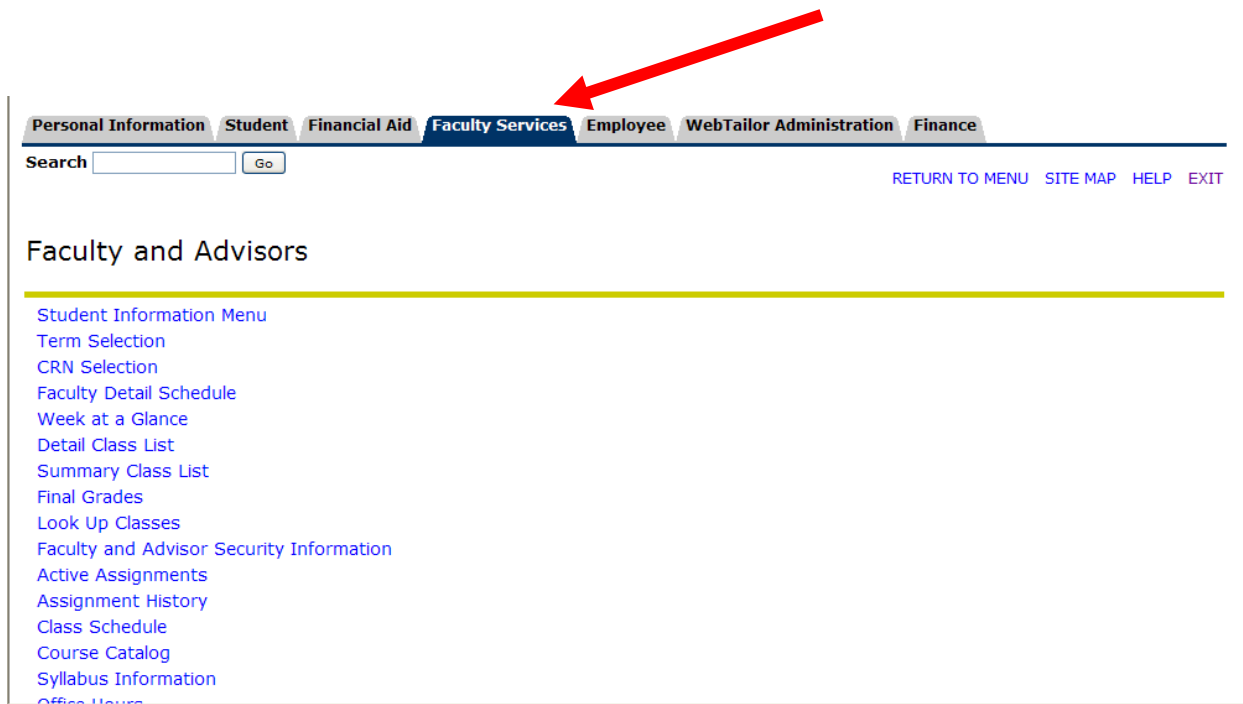
Answer:

OR

Question:

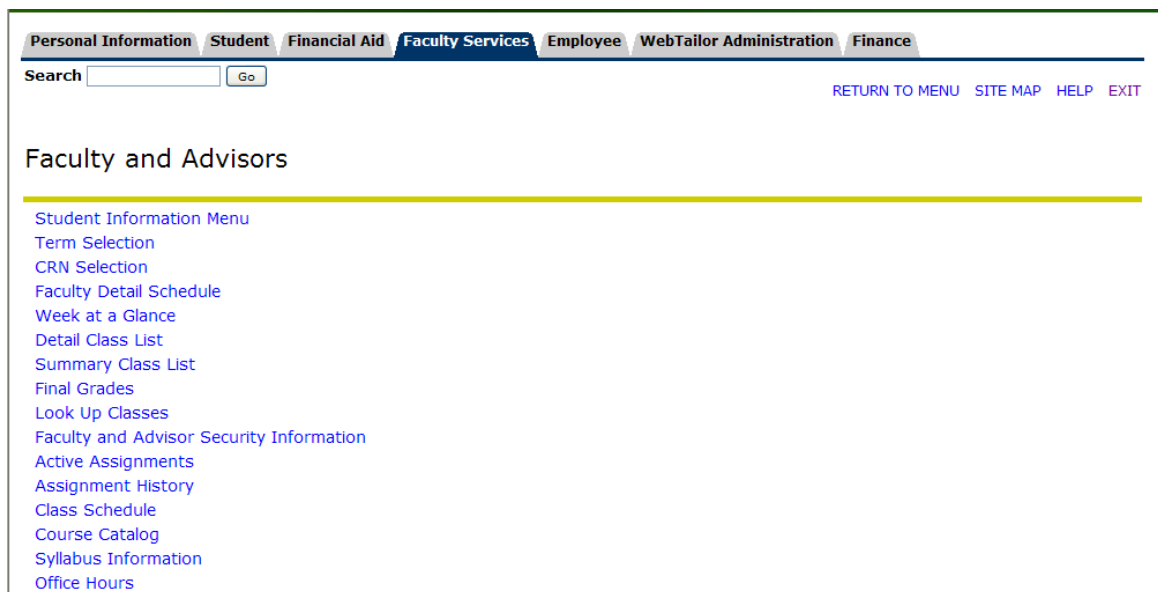
Answer:

Once you login you will see the Main Menu. Click on the "Faculty Services" tab.



The screenshot shows a web application interface with a navigation menu at the top. The menu items are: Personal Information, Student, Financial Aid, Faculty Services (highlighted with a red arrow), Employee, WebTailor Administration, and Finance. Below the menu is a search bar with a "Go" button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled "Faculty and Advisors" and contains a list of links: Student Information Menu, Term Selection, CRN Selection, Faculty Detail Schedule, Week at a Glance, Detail Class List, Summary Class List, Final Grades, Look Up Classes, Faculty and Advisor Security Information, Active Assignments, Assignment History, Class Schedule, Course Catalog, Syllabus Information, and Office Hours.

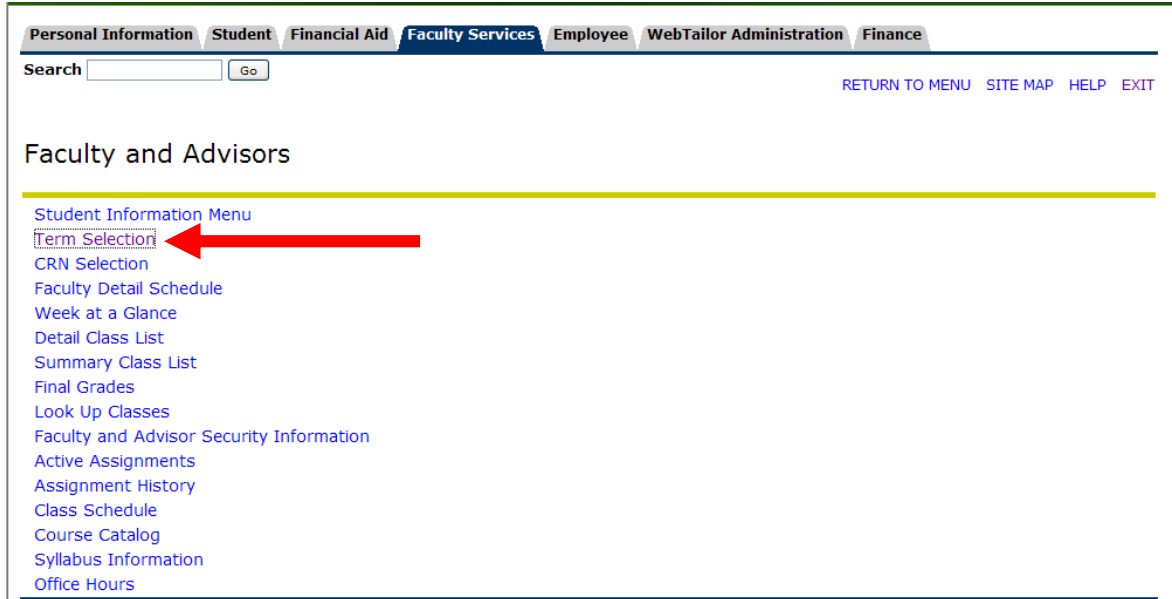
From the "Faculty Services" tab you can view class rosters, see information about your students and enter final grades.



This screenshot is identical to the one above, showing the navigation menu and the "Faculty and Advisors" section. The "Faculty Services" tab is highlighted in the menu.

Working with Terms

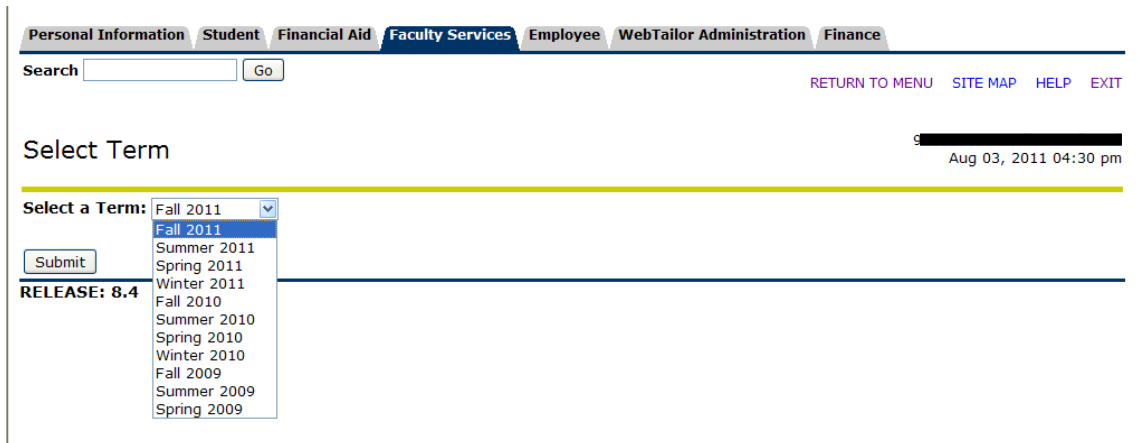
It is possible to have more than one term active at a time. You will need to identify what term you want to work with. Use the 'Term Selection' link to enter the term you want to work with.



The screenshot shows a navigation bar with tabs: Personal Information, Student, Financial Aid, Faculty Services (selected), Employee, WebTailor Administration, and Finance. Below the navigation bar is a search box with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled 'Faculty and Advisors' and contains a list of links. A red arrow points to the 'Term Selection' link, which is underlined.

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Final Grades
- Look Up Classes
- Faculty and Advisor Security Information
- Active Assignments
- Assignment History
- Class Schedule
- Course Catalog
- Syllabus Information
- Office Hours

Enter the term you want to work with and click the "Submit" button. The term will default to the current open term. If you want to change the term you are working with, return to the "Faculty Services" tab and click the "Term Selection".



The screenshot shows the 'Select Term' page. The navigation bar is the same as in the previous screenshot. Below the navigation bar is a search box with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled 'Select Term' and contains a dropdown menu labeled 'Select a Term:' with a 'Submit' button. The dropdown menu is open, showing a list of terms. The current term is 'Fall 2011'. The date 'Aug 03, 2011 04:30 pm' is displayed in the top right corner.

RELEASE: 8.4

- Fall 2011
- Summer 2011
- Spring 2011
- Winter 2011
- Fall 2010
- Summer 2010
- Spring 2010
- Winter 2010
- Fall 2009
- Summer 2009
- Spring 2009

From the “Faculty and Advisors” menu, select the “CRN Selection” link and select the CRN you want to view information. Click the “Submit” button.

Personal Information Student Financial Aid **Faculty Services** Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

Select a CRN ████████████████████
Fall 2011
Aug 03, 2011 04:55 pm


CRN:

From the “Faculty and Advisors” menu, select the “Detail Class List” link.

Personal Information Student Financial Aid **Faculty Services** Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

Faculty and Advisors

- [Student Information Menu](#)
- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Week at a Glance](#)
- [Detail Class List](#) 
- [Summary Class List](#)
- [Final Grades](#)

Detail Class List

Record Number	Student Name	ID	Registration Status	Registration Number
1	████████████████████		**Web Registered**	16
Current Program				
Associate in Science				
Level:		Undergraduate		
Program:		Biology		
Admit Term:		Fall 2011		
Catalog Term:		Fall 2011		
College:		Feather River College		
Campus:		Feather River College		
Major and Department:		Biology, Biology		
Class: Freshman				
Credits: 4.000				
Record Number	Student Name	ID	Registration Status	Registration Number
2	████████████████████		**Registered**	8
Current Program				
Associate in Arts				
Level:		Undergraduate		
Program:		Lib Arts:Sociology & Soc Sci		
Admit Term:		Fall 2010		


To return to the menu, click on “Return to Previous” or the “Faculty Services” tab.”

The "Summary Class List" displays students in a roster format and may be used to drop student after Census date. To view a summary class list, select "Summary Class List" from the menu. The CRN will default to the last CRN you viewed.

Personal Information Student Financial Aid **Faculty Services** Employee

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty and Advisors

- [Student Information Menu](#)
- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Week at a Glance](#)
- [Detail Class List](#)
- [Summary Class List](#) 

A list of the students registered in the section display.

Course Information
HUMAN ANATOMY - BIOL 110 01
CRN: 7100
Duration: Aug 22, 2011 - Dec 16, 2011
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment: 24	21	3	
Cross List: 0	0	0	

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail
1			**Web Registered**	Undergraduate	4.000	Enter	
2			**Registered**	Undergraduate	4.000	Enter	
3			**Web Registered**	Undergraduate	4.000	Enter	
4			**Web Registered**	Undergraduate	4.000	Enter	
5			**Web Registered**	Undergraduate	4.000	Enter	

To return to the menu, click on "Return to Previous" or the "Faculty Services" tab.

The CRN you select will become the default CRN. You can navigate from one menu item to another and the CRN information will remain constant. If you want to work with another CRN, return to the "Faculty Services" tab on "CRN Selection" to choose another CRN.

Entering Final Grades

To view or enter final grades select “Final Grades” from the “Faculty and Advisors” menu. Select the appropriate term.

The screenshot shows the MyFRC web interface. At the top, there are navigation tabs: Personal Information, Student, Financial Aid, Faculty Services (selected), and Employee. Below the tabs is a search bar with a 'Go' button. On the right side, there are links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled 'Faculty and Advisors' and contains a list of menu items: Student Information Menu, Term Selection, CRN Selection, Faculty Detail Schedule, Week at a Glance, Detail Class List, Summary Class List, and Final Grades. A red arrow points to the 'Final Grades' link.

A final grade roster will display. You can enter final grades by selecting a grade from the drop-down menu. Positive Attendance Hours are posted in the “Attend Hours 0-999.99” **Submit your work often**. If Self Service times out before you click the “Submit” button you will lose everything. The system will timeout after 15 minutes of no activity. To return to the menu, click on the “Faculty Services” tab.

COLLEGE OUTINGS LEADERSHIP - ORL 132 01
 CRN: 7143
 Students Registered: 7

⚠ Please submit the grades often. There is a 15 minute time limit starting at 05:20 pm on Aug 03, 2011 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	[REDACTED]			**Web Registered** Apr 18, 2011	None None A A- B B+ B- C C+ D D+ F FW I None	N			2
2	[REDACTED]			**Web Registered** Apr 13, 2011		N			1
3	[REDACTED]			**Web Registered** Apr 25, 2011		N			3
4	[REDACTED]			**Web Registered** May 22, 2011		N			6
5	[REDACTED]			**Web Registered** May 26, 2011		N			7

Please note: Incomplete grades are no longer available through MyFRC. An “Incomplete Form” must be submitted to the A&R Office for processing.

Sign out by clicking the “EXIT” link in the upper right hand corner.



Feather River College

Dual Enrollment

Kickstart Your College Degree

FRC's dual enrollment program allows high school students to earn college credit while taking high school classes. The credits earned can count towards college degrees and transfer to many four year colleges and universities.



Talk to your counselor about dual enrollment at FRC!



Feather River College

DUAL ENROLLMENT INFORMATION

Dual Enrollment courses offer an opportunity for students to complete a college class, while still attending high school - receiving both high school and FRC college credit.

Frequently Asked Questions

Q. What is Dual Enrollment?

A. The term dual enrollment refers to students being enrolled in two different educational institutions at the same time. This means that a student enrolled in high school may be dual enrolled at a local institution of higher learning, in this case **Feather River College**. If students pass their college classes, they receive credit that may be applied toward their high school diploma and toward an FRC college degree or certificate.

Q. Will my student have to travel to the college campus to take these classes?

A. **No**. Currently, most classes designated as dual enrollment are offered **on your student's high school campus** and if your student needs to travel, you will be notified and a signature will be required for transportation purposes. Most courses will take place during the student's regular high school day/hours.

Q. What classes are offered at my student's high school for dual enrollment?

A. Courses vary at every high school. Some of the high schools are offering dual enrollment pathways while others are offering "stand alone" dual enrollment classes. Check with your high school counselor as to what dual enrollment courses are offered at your school.

Q. How is the course work different from a regular High School class?

A. Dual enrollment courses are different in that they are taught to the rigor of a college course. Students will be using the same textbooks and syllabi as they would if they were taking a class at Feather River College. As such, please be aware that discussion topics and course materials are generally designed for adult students and may not be appropriate for younger students. Assignments will be graded using college rubrics and standards. The final grade the student

receives in their dual enrollment class will be recorded on an official Feather River College transcript.

Q. How will this help my student?

A. There are many advantages to participating in dual enrollment.

- In some cases, the student may be able to attain an Associate's degree at the same time or shortly after their high school graduation.
- Dual enrollment is a cost-efficient way for students to accumulate college credits because courses are free and taken through the local high school.
- Participation in dual enrollment may ease the transition from high school to college by giving students a sense of what college academics are like.

Q. Are there any disadvantages to dual enrollment?

A. Dual enrollment is a great option for many high school students. However there are some things to be aware of when taking a dual enrollment course.

- If a student fails one of these classes it will negatively affect them on their high school transcripts **and** college transcripts.
- Too many failed dual enrollment classes **will** jeopardize future college enrollment and possibly financial aid.
- If a student needs additional support and is failing English, Math and has a low GPA, then college class may not be the best choice.
- Financial aid has a 90 unit limit and thus dual enrollment courses must be carefully selected with the advice of a college counselor.

Remember: Participating in a dual enrollment class is an important decision and should involve a conversation between you, your parents or guardian, and your high school counselor.