



SANTA ANA COLLEGE

Dual Enrollment Workgroup Minutes

Tuesday, October 18, 2022 2:00-3:00pm., Hybrid

S-215 & Zoom

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1. Report out of the working subgroups
 - a. PD Workgroup: Faculty Handbook is being reviewed and revised. A concern was raised regarding students not being added to classes on time, mentioned a possible canvas training for Dual Enrollment. Coordination is coming along to roll out the updated faculty handbook by the end of the semester, if not sooner.
 - b. English – Learning 100 research skills as an opportunity for English 101 students as co-curricular option exploration in hopes of supporting success and completion. Non-Credit has an opportunity for High School partners to offer free courses in college level math/English preparation.
 - i. If high school partners are interested, please reach out to Dr. Nery
 - ii. Mention of Non-Credit classes for parent orientations
 - iii. Bridge courses to offer \$150 Bookstore voucher
 - c. On Parent and Student Orientations: Information packet being sent out in Spanish and Vietnamese, packet recommendations to include:
 1. Conduct/FERPA clearances (also include in summits for faculty)
 2. Options for successful trade pathways (CTE) - Share details on the value of a certificate and cost sheets, pathways presentation of trades (welding, auto, etc.)
 - d. Positions are being filled to grow DuE and Admissions – Grant awarded (Director of DuE, Associate Dean of CEWD, etc.)
 2. Timelines:
 - a. Admissions and Records – Recommended timelines reflect a per school submission of special admits, 6 weeks prior to start of semester. Submit non-coordinated forms asap.
 - b. Basti Lopez – Met with Distance Education, edits being made for canvas/OTC training dates.
 - i. Dr. Jeffrey Lamb recommended incorporation of faculty evaluations within the timelines.
 - c. SAUSD/CTE/SAC merged timeline to be provided by Dr. Ortiz
 3. Timelines to have a leadership retreat/summit in June 2023, Dual Enrollment Summit to happen before the end of the Spring Semester (May) and a week before FLEX in the JSC. These retreats will help with evaluating what was completed in the year and potential next steps.
 4. Next Steps: Potential Solutions
 - a. Summits: Chairs, Admin, Deans, HS Partners, Workgroup Members
 - i. In JSC – Summer Retreat – 23/24 FY
 - ii. In JSC – All day retreat, Last week of May

- iii. In JSC - All day retreat, a week before FLEX
- iv. Summit Topics:
 - 1. FERPA Clearances– Faculty awareness if student has given permission/assigned another person to view grades.
 - 2. Overall DuE evaluation and next steps
- b. Spring Discussion with Senate in regards to compensation and role of faculty leads and mentor LHE.
- c. Faculty and Classified – What resources are needed?
- d. Dr. Nery and Edwin to meet for a strategy meeting.
- e. Include Pilar in future DuE strategizing meetings.
- f. Send Leisa Schumacher paperwork for mentorship compensation.
- g. Career Exploration Fair to be offered in Spring 2023.

Upcoming Meetings: November 15, 2022