



SANTA ANA COLLEGE

[Dual Enrollment Workgroup](#) Minutes

Tuesday, November 15, 2022 2:00-3:00pm., Hybrid

S-215 & Zoom

1. Report out - Working Subgroups
 - a. Timelines – Merged SAUSD/SAC Schedule Production timeline has been created. Basti shared that timelines were discussed at a prior department chair meeting and three separate timeline considerations were discussed:
 - i. Schedule build timeline
 - ii. Operational Timeline
 - iii. Faculty Evaluation Timeline
 1. A “timeline by role” suggestion was presented by Dr. Lamb to include Deans, Admin Secretaries, A&R, etc.
 2. Samueli and GGUSD timelines are in the works.
 - b. Faculty Handbook – Claire Coyne, Ashly Bootman and Amberly Chamberlain have been working on items needed for a useful handbook and have come across the following:
 - i. Need for a Dynamic Dual Enrollment Resource Website/Dedicate one-stop information hub.
 - ii. A DuE mission and vision statement
 - iii. High School campus direct contacts
 - iv. A concrete course request, selection and enrollment process
 - v. Hiring faculty process
 - vi. Dedicated Dual Enrollment Counselors
 - vii. Explanation of differences in Due faculty classifications: expectations, course outline of records.
 - viii. Explanation of MOU and CCAP differences
 1. Dr. Lamb recommended a list of questions be sent to the DuE group to have a focused meeting with key stakeholders to assist in answering those questions as a group.
 2. Fresno City College site link was shared and provided a clean example of the look SAC is trying to achieve.
 - c. A&R – Batch enrollment is continuing along with Fall 2022 and audit cleanup. A&R is working alongside the DuE team for a cleaner process.
 - i. Dr. Nery asked A&R if a dedicated person for that work is needed – A&R said yes.
 - d. SAUSD Team – HS DuE workgroup is currently involving Counselors, Administrators, DSPS, Special Ed teachers and Student Support Systems to address deadlines, points of entry to increase access and equity – Not replace them.
2. Canvas Report Out – Distance Education – Details shared regarding the colleague portal. Typically, the system can take up to 4 hours to provide students with canvas access once enrolled in a section. If there ever is an urgent addition needed, contact the Distance Ed Office.
 - a. New students automatically get enrolled in canvas training

- b. Self-Service presentations being provided by SAUSD – Firewall issues are being investigated.
 - c. Online Teaching Certificate provides @1 training for free along with Flex Credit and CE Units
 3. Assessment Center – Maria Aguilar Beltran (streamlining waivers for student placement and assessment) - Placement process for English, Math and EMLS was discussed.
 - a. Dr. Nery recommended *Registrar to Registrar* to help with placement and process.
 - b. **Summer “to-do”** – Script creation to lift information and reduce manual work
 4. **Bookstore Costs Discussion** – Basti Lopez – **Item was not discussed and will be moved to December meeting.**
 - a. Spring 2023 Updates

Upcoming Meetings: December 6, 2022 | 2:00-3:00pm Hybrid

Save the Dates: DuE Retreats

- January 25, 2023 | 9:00am-12:00pm | JSC 219
- May 12, 2023 | 9:00am-12:00pm | JSC 219