**Liaison Instructor Evaluation**

**Concerns**

* + Coordinating Time for a visit
  + anecdotal
  + Lack of feedback for administration
  + lack of teacher confidence & knowledge in evaluation
  + minimum requirement?
  + poor CE Teacher response time

**Solutions**

* + cc HS admin in scheduling
  + address in annual contract
  + give x number of hours for response time and then move on to admin
  + set expectation up front
    - applies to faculty liaisons as well
  + look at other visit options – IUC, etc
    - 2 weeks to lock down time
    - Don’t schedule more than 1 month out
    - Follow up 2 weeks prior

**Parent Permission Form**

**Concerns**

1. When
2. Who owns?
   1. Colleges, schools, USHE
3. Paper forms – parent signs
4. Process
5. PPF – 1st year/sem form (1 per student per yr)
   1. PPF not part of App
   2. System Issues
6. Link on canvas
7. Computer systems overlap
   1. User interface/multiple systems between institutions
8. Tracking parent permission form (MyCE)
9. Tracking parent participation
10. School systems
    * + What measures “check”
      + Student/parent involvement
      + Academic probation/hold
      + Matching school/college records

**Solutions**

1. Distinct site for CE
2. Language for on campus
3. Form
4. Tracking?
5. Strong relationships w/parent, guardian, community
6. Accurate grade reporting
7. Common application/form

**Instructor Applications**

**Concerns**

1. The process is good-ish
   1. New hire process?
   2. Difficulty getting teachers approved
   3. Teachers do not feel supported/encouraged
   4. College faculty sees the CE setting differently than the classes at SLCC – causes not fair decisions on teacher applications
2. Decision Final?
   1. Alternative Criteria
   2. Appeal time frame- 14 days
      1. Seem threatening/they do not want to hurt relationships
      2. Talk to department chairs to avoid appeals
      3. Submit as much information as possible
   3. Qualifications – 5000-6000
      1. Approval not consistent between departments
      2. Help underqualified monetarily to become qualified
   4. Min to meet qualifications
      1. Not always correct
   5. Probationary year?
   6. Grandfather 2017-18++
   7. LEA - right to remove teacher from CE
   8. Can teachers take classes to qualify teach and teach the classes?
   9. Institution communicating what is needed
3. Description of credentials
   1. Approve & deny = same credentials
4. Deadline of teacher recruitment
   1. AP teachers do not want to teach CE
   2. Easier to get approved to teach AP
5. Last minute notifications for student if not CE
6. Ideal deadline – April
7. CE Directors @ colleges collaborate
8. High School CE Processes align?
9. Adjunct benefit possible – courses w/ fee waived?
10. Equal Access for students
11. Lack of continuity in requirements/between institutions

**Solutions**

1. Foster positive relationships with Academic Dept
   1. Show more interest in HS staff – Show appreciation
2. On appeals – College level appeal- director reaches out to department
3. Utahtransferguide.org

**Admissions/Registration**

**Concerns**

1. Difference between Admissions and Registration
   1. Students do not fully understand that it is a 2-step process
2. Standardized method for all schools
   1. State common Application?
      1. Parent permission form
3. Deadlines
   1. Hard lesson for high schoolers to learn
   2. Teachers awareness of deadlines
   3. Exceptions – mirror campus procedures
4. Holds
   1. Readmit
5. 2 separate passwords for admissions /registration
   1. Password Reset
6. Auto-assigned username
7. Lack of communication with new process implementation
8. Length of time to complete application
9. Lack of communication
   1. who is admitted/not admitted?
   2. Unknow where student is in process
   3. “bumps’ in the road causes students to give up
   4. System goes down
10. Double charge admission fee 12th grade – undergrad
11. Lag time between application and full admission
12. Auto fill
13. Finding student id before application
14. New wrinkles each year
    1. Following the process
    2. Will there be new USHE registration?
15. Student self-advocacy
16. Language barriers
    1. 1st generation SSN, advocacy, $

**Solutions**

1. College application week
   1. Use computer labs for registration – @ HS
   2. Step by step clear instructions
   3. CE application night/orientation
2. Auto-matriculation
3. Auto-award scholarships @ university where CE has been taken
   1. CE scholarship program
4. HS pays admissions fee and then adds it to fee on student account to be paid at HS
   1. Schools buy textbooks
      1. Online books?
5. Daily enrollment reporting from College
6. Eliminate re-admit hold for CE
   1. Use student portal to help resolve holds
7. Have College Programmers available at annual meeting
8. Real time updates
9. Make student # = username
10. Email admission instructions from College to student directly/ and updates
    1. Email when system is down
11. CRM Implementation
    1. FERPA Protected info shared between schools and Colleges
12. High School Visits
    1. Incentive give away for successful admissions
    2. Survey students seeing why the are not taking CE
13. Enrollment requests to partnering Institutions
14. College liaison accessibility with HS counselor at same time -joint meeting

**AP, ACT, Transfer Credit**

**Concerns**

1. Getting ACT/AP scores added to HS transcript
   1. Getting added to University transcript
2. College websites – outdated information
3. Why must student send transcript
4. Not timely in sending credit by College
5. Issues completing the Certificate of Completion when credit is coming from multiple Institutions
6. Residency requirements more accessible
7. Students have a hard time scrutinizing the articulation agreements
8. Communication lacking

**Solutions**

1. Central location for USHE communications
2. All counseling websites have link to Utah Futures for transfer questions
3. Counselors go to classes and remind students of process to send scores

**Right of Refusal**

**Concerns**

1. Form not user friendly
   * 1. Not enough information to know what is needed on the RFR/Appeal
2. Teacher feeling upon being approved
   * 1. Can they still “shop “around
     2. Probationary period?
     3. Approach director
3. What is the level of supervision?

**Solutions**

1. Collaboration with USHE – Public Ed
2. Negotiate
3. Collaboration between CE Director and Departments
4. Appeals
   * 1. Focus on experience

**Academic Planning**

**Concerns**

1. Higher Ed continually changing
   * 1. Lack of communication
     2. Textbook changes
     3. Out of date website
     4. Random classes not necessary for students
     5. Academic advisor turn over
2. High school counselors not able to help with College planning
   * 1. Late advising
     2. Inconsistent information re: advising responsibilities
     3. Planning tool does not include HS Grad requirements
3. Losing teachers = students unable to fulfill plan
4. Lab costs are expensive & not advertised
5. Cut offs not geared to include HS dates
6. Math advising to correct level
   * 1. IB does not = Math 1,2,3
     2. Getting students to test
     3. Spring testing
7. Correct codes
   * 1. ALEKS has Spanish version
8. Information Transfer from HS – College – State
9. Language Barriers
10. Out of State Transfers
11. AP or CE which to take and why
    * 1. Cost
12. How to know what is accepted
13. Scheduling/remote classes
14. Grading System 1-4

**Solutions**

1. Track students who are taking lots of credits
2. Provide list of how each college accepts credit
3. Vertide Collaboration
4. Switch teacher mind set = AP not for everyone
5. College email HS teachers/visit schools& classes
   * 1. Quarterly or newsletter
6. Invite College to HS for in house academic planning
7. Create academic team for each high school
8. Middle school PCCR – attend
9. Early pathway selection
   * 1. Incoming 9/10 student “New College Student” Orientation
10. PCCR 11/12 academic form
11. HS and College work together for replacement instructor
12. Planning tool include HS Grad
13. Streamline registration for easier student following
14. More time before changes

**Drop/Withdraw/Failure Prevention**

**Concerns**

1. Not prepared
   * 1. “unqualified” students placed in CE courses
     2. Understanding of consequences
2. Differentiating between a drop and withdrawal
3. Disappearing Students
4. Making up missed work
5. Attendance requirements of 2 schools’ systems don’t coincide
6. Lack of interventions before student is dropped
7. 4.0 students drop to protect GPA
8. Testing schedule after drop deadline

**Solutions**

1. Counseling available prior to deadlines
2. Assigning flex/advisory
3. Increased instructional strategies
   * 1. Explicitly teach
        + 1. Annotation
          2. How to be a HS student taking College classes
          3. Close reading
          4. Note taking
          5. Study group
          6. Deadlines
          7. Problem solving/self advocacy
4. Flexible grading
   * 1. Weekly formative grade with opportunities for revision
5. Added support
   * 1. Skyward/canvas updated
     2. Instructor check ins
     3. Support courses like math labs, lectures
     4. Admin involvement
6. Celebrate students who engage in rigorous courses of study
7. Syllabi needs to be a working document