



## College in the High School

### Course and Teacher Approval Process

Quality and integrity of the program is critical. When EvCC provides credit to high school students' we must be assured the credit is completely equivalent to our traditional campus course credit. We accomplish this goal in several ways.

1. Course Approval Process

Teacher Minimum Qualifications: Minimum qualifications will be equivalent to minimums used for p/t faculty teaching in the subject area for EvCC. Those teachers not meeting minimum qualifications will be reviewed on a case-by-case basis. Other experience and qualifications may substitute.

2. Course Qualifications

High school courses must be equivalent to an EvCC course, 100-level or above, and listed as part of the Associate in Arts & Sciences – Direct Transfer Agreement (AAS – DTA) degree; and the high school course must be primarily for junior and/or senior-level students.

3. Review Process

Teacher will submit a p/t teaching application, resume, unofficial transcripts, syllabi, and a major assessment sample (i.e. final exam, term project) to the program director. **Deadline: May 1**

The program director will forward the application packet including approval form to the academic dean or assigned faculty mentor.

All new classes will be available to any interested faculty qualified in the discipline. The dean will notify the faculty of the opportunity and assign the EvCC faculty mentor. **Dean assignments are done directly after notification of new applicant.**

Assigned EvCC faculty mentor will review the course syllabus and sample assessment comparing content, rigor, learning outcomes, assessments, and textbook(s) used. The mentor notes differences and schedules a meeting/interview with the high school teacher. This interview can take place in person, over-the-phone, or email. The interview addresses differences in the high school course curriculum, the expectations for delivery, assessment criteria, pedagogy, and course philosophy. The high school teacher and mentor may also schedule a classroom observation as part of the approval process; however, this is not required. Classroom observation/site visit is required the first term the teacher teaches the course and every fourth term thereafter (see Site Visit Requirements). **Deadline: prior to August first.**

Once the mentor and high school teacher have corrected and/or modified the high school course to align with the college course the mentor completes the Approval Form with the EvCC course number and then forwards the application materials with a recommendation for approval to the academic dean. **Deadline: prior to September first.**

The academic Dean will review the application and supporting documents, sign or reject, and forward the documents to CHS. CHS Director will schedule new teacher orientation (fall meeting invitation). **Deadline: prior to September first.**

The program director will notify the teacher of the determination.

If a teacher is not approved for the CHS program, EvCC faculty mentor will provide a written recommendation to the director and the director will notify the high school teacher.