

Early College Credit Resource List

Handbooks, Guides, Flowcharts, and Process Documentation

November 2020 - WG1 Career Pathways ECC Discussion

The following resources and reference materials can be found in the [SDIC Regional SWP – Early College Credit Resources Folder](#)

DUAL ENROLLMENT RESOURCES

Career Ladders Project:

- [CA Statewide Dual Enrollment Tool Kit](#) - provides important legal guidance on Dual Enrollment)
- [DE Overview](#) – Challenges & Promising Approaches Oct2018
 - Includes DE Snapshots of Reedley College, Norco College, and East LA College

The Dual Enrollment Playbook – A guide to Equitable Acceleration for Students

[Full Report](#) | [Executive Summary](#) | [Resources](#)

[Orange County Dual Enrollment Handbook – October 2020](#)

The Orange County Pathways and Early College Credit Regional Scale Up – aims to develop effective K-14 partnerships and career pathways by increasing access to dual enrollment programs that save students time and money, and allow them to get a head start on college.

Four Primary Sections of the Handbook:

1. **The Leadership Team** - *written for leadership teams to explain the scope of the work needed to make dual enrollment scalable and sustainable. Your college and K12 partners may just be starting the process, or you may be scaling up your program. In either case, this guide can provide you with some ideas and models to make your program more successful.*
2. **The Implementation Team** - *written for the implementation teams at both the community colleges and the high schools. They have the crucial day-to-day responsibility for operations for the program, but they are also well-situated to engage in continuous improvement, as they can identify problems in delivery of services and can devise or suggest ways to provide better dual enrollment experiences for stakeholders. Implementation teams will definitely find ideas and guidance in this chapter, but they should also refer to the other three chapters in this handbook for additional ideas on growing, scaling and improving their programs.*
3. **Faculty** - *written for faculty who will be teaching dual enrollment courses. Faculty are critical to the success of the dual enrollment (DE) class, and significant support needs to be provided to them, whether they are college faculty teaching a new student population in a new setting, or high school teachers working as college adjunct faculty to teach the DE class.*
4. **Student/Parent Chapter** - *written for dual enrollment implementation teams, from both the college and the high school, to provide models and ideas for DE promotion and outreach, student onboarding and enrollment.*

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[A Guide to Launching & Expanding Dual Enrollment Programs for Historically Underserved Students](#), June 2014, The RP Group

Bay Region Dual Enrollment Exchange - [The Dual Enrollment Administrator Guidebook \(2018\)](#)

Aggregate resources, highlights promising practices and shares detailed descriptions of “how” sites in the field have approached designing and scaling their Dual E programs.

Goals of the Bay Regional Dual Enrollment Administrators Guidebook:

- Document how colleges/districts have approached key challenges with dual enrollment
- Analyze and detail emerging promising practices in the field in priority areas
- Aggregate local tools and resources to help sites not reinvent the wheel on common tools

Key questions they sought to explore more deeply include:

- How do we efficiently and effectively manage administrative processes and workload associated with implementing ongoing Dual E programs? (Approaches detailed in: [Administrative Procedures](#))
- How do we ensure that students benefit from early access to college coursework, and are not disadvantaged by it? (Approaches detailed in: [Student Safety Net](#))
- How do we support faculty and teachers to ensure positive experiences for both educators and students? (Approaches detailed in: Professional Development & Pedagogy for Educators)
- How do we assess impact and effectiveness of Dual E programs for students? (Approaches detailed in: [Data Collection & Use](#))

Includes criteria for a “promising” practice:

- Supports student success and effective instruction
- Promotes equity and access to college credit
- Supports Teachers & Faculty
- Legal
- Scalable (reaches a lot of students)
- Sustainable (costs are not prohibitive)

South Central Coast Regional Consortium - [Guided Pathways begins in HS](#)

This toolkit is a collection of ideas from practitioners across the South Central Coast Regional Consortium’s eight colleges (Deans, guided pathways leads, counselors, and faculty). It is a compilation of promising practices from early-implementing guided pathways colleges in California and other states that provides models and resources for revising current recruitment and onboarding processes.

Santiago Canyon College - [Dual Enrollment Administrative Guide 2018-2019](#)

[Checklist for Portfolio Development of Dual Enrollment Courses](#)

Check list of activities to complete to ensure a strategic portfolio of courses – “When seeking to establish or scale a Dual Enrollment program, the college needs to develop a portfolio of course

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offerings for the high schools based on alignment of programs. Several steps need to be taken when developing a thoughtful selection of courses.”

Orange County - [Customizable Dual Enrollment CA](#)

Santa Barbara Community College - [DE Policy Manual 2014](#)

- *includes relevant ed code, senate bills, and assembly bills*

Pima Community College

- [2015 Dual Enrollment Handbook](#)
- [DE Flow Chart and Process](#)
- [DE Faculty Liaison](#)
- [DE Timeline & Implementation: Operational Responsibilities](#)
- [DE Course Request Form](#)

Aims Community College - [Concurrent Enrollment Student Flow Chart](#)

Oakland Unified School District – Peralta CC

- [DE Coordinator & Teacher Liaison Handbook:](#)
 - DE Step by Step Guide
 - DE Coordinator Role Job Description
 - Teacher of Record / Liaison Job Description
 - Student Supports
- [DE Parent Handbook](#)
- [Liaison Role Description](#)
- [Coordinator Role Description](#)
- [DE Work Flow Quick Facts 2015](#)
- [DE Student Handbook](#)
- [Student Supports Suggestions](#)

College of the Sequoias Community College District - [DE Student Handbook](#)

MiraCosta Community College - [College Faculty Orientation Checklist](#)

JFF - [Dual Enrollment Policies that Support Early College Strategies for Low-Income Youth](#)

Career Academy Support Network - [Dual Enrollment for High School Students](#)

Hanover Research - [Dual Enrollment: Models, Practices, and Trends](#)

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ARTICULATION RESOURCES

Bay Region Articulation Best Practices Guide – [Bay Region Guide: HS to CC Course Articulation – Framework for Effective Practices](#)

Purpose of handbook

1. Promote common course-to-course articulation practice across the service areas of the NEBPC and SWBACPC. 2. Provide a convenient and centralized repository at which stakeholders can find general information, uniform procedures and best practices about high school-to-college articulation. 3. Recommend guiding principles to promote local, regional and preferably statewide course-to-course CTE articulation practices. 4. Clarify federal and state regulatory requirements vs. local practice. 5. Provide system approach recommendations for effective and student-centered practices that will guide CTE secondaryto-postsecondary articulation procedures. 6. Recommend common definitions for use statewide. 7. Provide information on articulation practices, procedures, and policies that are: • student centered, • accessible on college and high school websites which are easy to navigate, • transparent, and • easily understood.

MiraCosta College - High School Course Articulation Guides:

- [Counselor & District Guidebook \(2020-21\)](#)
- [Teacher Guide \(2020-21\)](#)

Grossmont-Cuyamaca CCD – [Credit by Exam Articulation Handbook](#) (2020)

Mt. San Jacinto College – [College & HS/ROP Course Articulation and Credit by Exam Handbook 2011-2012](#)

Riverside Community College District – [Articulation Handbook 2017](#)