



**2020-2021**

# **Concurrent Handbook**

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## **I. Roles and Responsibilities:**

### **Guidelines for ICC**

1. Establish and maintain a cooperative working relationship with the secondary school site.
2. Provide adopted textbooks per course section to the school district.
3. Share course materials used in on-campus classes with concurrent instructors.
4. Provide feedback to the concurrent instructors regarding their ICC course syllabus form, format, and content.
5. Designate a faculty liaison in each content area who will work with the concurrent instructor.
6. In cooperation with the secondary school site, provide and fund professional development activities.
7. Facilitate the registration and enrollment process for concurrent/dual credit students.
8. Upon receiving completed Transcript Requests, mail student transcripts.
9. Conduct studies to determine various aspects of the program including: Annual Student Survey, One/Five-Year Former student follow-up, and Five-Year Impact Study. Results will be shared with the secondary school sites and may be used as a basis for program improvement and change.
10. Schedule faculty in-service meetings at the beginning of each semester.
11. Maintain overall responsibility for the program.

### **Guidelines for ICC NOW School Representatives**

1. ICC NOW School representatives will serve as the point of contact for their secondary school site.
2. Compile “year-long” course schedule for the upcoming year and submit it to the ICC NOW Coordinator by the end of the current academic year.
3. Ensure that students meet the admissions requirements of the college in order to enroll in concurrent classes.
4. Assist students with enrolling in concurrent/dual credit courses.
5. Be the official person at the secondary school site to answer questions that students and parents may have about the program.
6. Maintain an inventory of basic ICC forms.
7. Receive, distribute, and collect returned textbooks each semester. These books will be picked up at the end of each year by the college.
8. Notify the Director of ICC NOW and CTE of any problems or questions.
9. Attend meetings, as needed, to discuss issues, ideas, and suggestions about the ICC NOW Program.
10. Distribute various mailings (instructor letters, ICC publications, directories, etc.)
11. Share information about cost benefits/scholarships with students and parents.
12. Work with Director of ICC NOW and CTE to perform placement testing. ICC will provide a proctor and technical support, where required.

13. Site coordinators will be paid based on the number of students enrolled per semester directly from the college. The amount will be determined from ICC NOW Rep pay table below.

# of students enrolled:	Amount paid:
1-50	\$600.00
51+	\$1000.00

### **Guidelines for Building Administrators**

1. Designate instructors with educational qualifications that, at minimum, meet the college's requirements for teaching approved concurrent courses within the discipline.
2. Assist the college in obtaining essential paperwork from concurrent faculty, including but not limited to ICC Course Syllabi.
3. Cooperate with the college in establishing course equivalency and assure that the rigor of instruction, objectives, assignments, testing, and evaluation will be commensurate with that of on-campus classes.
4. Designate one person from each school to serve as the ICC NOW School Rep.
5. Cooperate with the college in providing professional development opportunities.

### **Instructor Administrative Policy and Practice Guide**

#### **Process for Hiring ICC NOW Instructors:**

1. High school principal and/or instructor contacts Director of ICC NOW and CTE to express interest in providing and/or teaching a concurrent course or the Director of ICC NOW and CTE contacts a high school principal and/or instructor about finding an instructor to offer a concurrent course (often based upon the ICC NOW rep's recommendation).
2. The ICC hiring supervisor and/or HR department contacts the potential instructor to request an employment application, transcripts, and resume.
3. Following receipt of application materials, the faculty liaison completes an instructor evaluation form which goes to ICC's VPAA for final approval.
4. If approved, an acceptance letter will be emailed to the instructor and school principal, along with a welcome packet. The instructor will then be invited to the annual new instructor orientation that takes place in the fall each year and is required for all new instructors (and instructors who have not participated in the program for two more years.) If denied, the instructor and school principal will be notified by email. If possible, the ICC NOW staff will provide information letting the applicant know what additional requirements are needed to meet the adjunct faculty status.

#### **Orientation:**

1. The new instructor orientation is required for all new instructors (and instructors who have not participated in the program for two or more years).
2. Topics to be covered in the orientation will include:

- a. Rigor required for the college level class
- b. Course assessments and evaluation methods
- c. Course grading and distribution
- d. Course philosophy/departmental philosophy
- e. Course materials including textbooks
- f. Overall course alignment with departmental expectations

### **Instructor Expectations:**

1. Keep all contact information (email address, phone number, mailing address, etc.) up to date with Director of ICC NOW and CTE. This will ensure contact can always be made and that all necessary information gets delivered each semester.
2. Provide all students an ICC Course Syllabus at the beginning of each concurrent course. The syllabus will be based upon the college course outline, formatted according to ICC Course Syllabus Guidelines, and will parallel an on-campus syllabus in form and content. A copy of the Course Syllabus will be provided to the ICC Concurrent office by October 1<sup>st</sup> for Fall Semester and Year-Long courses and by March 1<sup>st</sup> for Spring semester courses.
3. Administer departmental finals in those courses in which such exams are required for on-campus courses. Adhere to departmental procedures on administration and security of departmental exams.
4. Complete student course surveys with each class every semester.
5. Turn in necessary data for outcomes assessment each semester.
6. Cooperate with the ICC Faculty Liaison to arrange site visits and to engage in continual collegial interaction.
7. Attend in-service or meet one-on-one with the necessary faculty liaison to go over course discipline content.
8. Enter final grades into ICC's system by the due date for each term.
9. Use the adopted college textbooks for all concurrent courses. Exceptions must be approved by ICC's VPAA.
10. Ensure that course objectives or competencies match those required for the course as indicated on the ICC Course Outline and reflected on the ICC Course Syllabus. Additional objectives, competencies, or other material may be included in the curriculum and may be appended to the syllabus.
11. Uphold the standards, requirements, and rigor necessary for college credit to be earned by students.
12. Cooperate with the college in responding to other routine requests.
13. Concurrent instructors will be paid a stipend provided by ICC for concurrent duties that exceed their already compensated duties required by the high school. **Assigned duties must be completed before a stipend is dispersed.** It is expected that the instructor's

primary contract with the school district will be honored and not negatively impacted by accepting the concurrent assignment and payment. If there is a time that the instructor is no longer assigned to teach concurrent coursework, or no longer meets ICC qualifications to do so, payment will be discontinued. Assignment and selection of high school teachers as concurrent adjuncts is the responsibility of the school district and high school principal, in coordination with ICC. The district reserves the right to change those assignments when determined to be in the best interests of students or the needs of the district.

14. Non-compliance with these guidelines will result in discontinued association with the concurrent program.

## **II. Schedules:**

ICC NOW Representatives will work with the Director of ICC NOW and CTE to set the yearly schedule. ICC requests that the ICC NOW representative send the upcoming year's draft schedule list to the ICC NOW Coordinator no later than the last day of the current academic year.

## **III. Enrollments/Drops:**

ICC NOW School Representative will work with the Director of ICC NOW and CTE on enrolling/dropping students from classes. This must be done by the last day to drop classes each semester.

ICC will come to assist any school that requests assistance in getting students enrolled by the deadline. Simply contact the Director of ICC NOW and CTE for assistance.

Each year the ICC NOW School Representative will be provided an Academic Calendar of important dates, such as 100% refund drop dates. **Students who are not dropped by this date WILL be charged for the course if they decide to drop later.**

## **IV. Placement Testing:**

All ICC students wishing to enroll in a Math or English course must meet the minimum threshold as measured by a placement test. It is the responsibility of the ICC NOW Representative to communicate with ICC to find out what the proper scores are and which tests are currently being accepted for placement. Failure to do so will result in the student NOT being enrolled in the requested course. *School Representatives may request a waiver for any student. These waivers are approved on a case by case basis and are at the complete discretion of the VPAA.*

ICC will come to the HS location and assist with placement testing when needed. Please contact the Director of ICC NOW and CTE to set up an appointment for this.

ICC provides one placement test per student free of charge. If a student desires to retest for any reason a fee will be charged. For current prices, please contact the Director of ICC NOW and CTE.

## V. Surveys:

Students will receive invitations via ICC email to complete surveys during the last three weeks of each semester. Faculty will complete course objective forms at the beginning of each semester and then receive survey reports with aggregated data with all student identifying information removed following the survey administration period. The college receives a summary and individual course reports that the VPAA uses for academic decision making.

## VI. CEP Agreements:

These agreements are sent to each school district office for approval and signature at least once every 5 years.

## VII. Contracts:

ICC will issue the following contracts for Concurrent education delivered at partner High Schools. These contracts should be returned to the Director of ICC NOW and CTE as soon as possible:

1. ICC NOW School Representative Contract: This contract will be sent to the ICC NOW School Representative at the beginning of each semester and should be returned to the Director of ICC NOW and CTE by the due date stated in order to receive pay in a timely fashion.
2. Instructor Contract of Duties: This contract lists all duties that must be completed by the instructor before a stipend can be dispersed. This contract must be signed by both the instructor and the superintendent for that school district in order for both parties to know what is expected throughout the semester. **All duties must be completed before stipends are dispersed.**
3. Instructor Compensation Contract: This contract lists all courses with enrollment numbers and the amount being paid to the instructor for each course. The instructor is responsible for signing and returning this contract to the Director of ICC NOW and CTE by the due date listed in order for stipend to be dispersed each semester. **All duties must be completed before stipends are dispersed.**
4. District Contract: This contract includes all courses (instructor included) with enrollment numbers and the amount being paid for that course to the district. This contract is sent to the district office and must be signed and returned to the Director of ICC NOW and CTE by the due date listed in order for payment to be dispersed for each semester. **All duties of each instructor must be completed before payment is dispersed.**

## VIII. Common Measures:

The current ICC assessment plan pertains to all sites, including concurrent sites. ICC full time faculty are responsible for setting the common measure to be used each semester. Examples of this might be a common final, common project, or other common assignment. Concurrent instructors will work with the faculty liaison to ensure assessment requirements are being met.

## IX. Syllabi

ICC will provide each instructor with a Master Syllabi for each course they are teaching at their high school. Instructors are then asked to make the changes needed to reflect their individual courses and return to the necessary faculty liaison for review and approval. **Remember, instructors are allowed**

to add to, but not take away from, the Master Syllabi.

## **X. Textbooks: Instructors and Students:**

1. Students: The Director of ICC NOW and CTE or bookstore manager will deliver the correct number of textbooks to the high school for each class within the first few days of class. The ICC NOW School Representative should coordinate the delivery and pick up of textbooks with the Director of ICC NOW and CTE or bookstore manager.
2. Instructor: Teachers are encouraged to work with the faculty liaison member, textbook representative, and the Director of ICC NOW and CTE in order to get instructor materials for the class. The faculty liaison and Director of ICC NOW and CTE will ensure that the concurrent instructor is aware of textbook changes as far in advance of a new semester as possible.

## **XI. Instructor Evaluations:**

The ICC faculty liaisons are responsible for evaluating all concurrent instructors at least once each academic year. The faculty liaisons will work with the high school instructor to schedule a day and time for the evaluation. The instructor will be given the evaluation tool prior to the evaluation taking place. A follow-up meeting with the instructor and building administrator will be scheduled to go over the evaluation.

## **XII. Using the Pirate Portal/Canvas, Certification, and Student Grade Entry**

**Pirate Portal/Canvas:** The pirate portal system can be used to view schedules, grades, course offerings, and billing information. Canvas is the system that students might be required to use when turning in assignments and what is used to perform online classes. Students will use the same log in information for both sites.

**Student Grade Entry:** Instructors will use the pirate portal system to view their class rosters and enter final grades. Instructions will be given to all instructors on how to login and enter final grades. Final grades will be due by each high school's last day of class each semester. **If any problems occur please contact the Director of ICC NOW and CTE at any time.**

**Assessment:** Concurrent instructors are asked to work with their faculty liaison in the discipline to ensure that proper data is collected and can be entered in a timely fashion.

## **XIII. Contact Information:**

All instructors and School Representatives are required to use either the ICC email address, or their district address for correspondence. **No personal email addresses are allowed.** This is to ensure a secure system of communication. It is the responsibility of the School Representative and HS instructor to notify the Director of ICC NOW and CTE of their email address. Failure to do so could affect payment as these types of correspondence are sent through the email system.

## **XIV. Academic Accommodations Policy**

High school students that enroll in ICC NOW courses are eligible for academic accommodations under the same standards and using the same process as any ICC student. The requirements and process for applying for academic accommodations are outlined in ICC's accessibility handbook available at on ICC's website at [www.indycc.edu/learning/accessibility](http://www.indycc.edu/learning/accessibility).

Academic accommodations provided to ICC NOW students as a condition of a high school IEP are subject to review by ICC's Office of Accessibility to ensure that academic accommodations provided by the high school do not fundamentally alter the nature of ICC NOW coursework. ICC NOW liaisons are required to report all academic accommodations provided to students as part of an ICC NOW course to ICC's Office of Accessibility to ensure that the academic accommodations provided are appropriate for the course.

Requests for academic accommodations should be referred to:

**Taylor Crawshaw, M.S.**

Associate Dean of Tutoring and Accessibility/Registrar  
Independence Community College  
Academic Building – Room 127  
(620) 332-5457

## **XV. Notice of Non-Discrimination:**

Applicants for admission or employment; students, parents, employees, sources of referral of applicants for admission or employment, and all unions or professional organizations holding negotiated agreements or professional agreements with the institution are hereby notified that this institution does not discriminate on the basis of race, religion, color, national origin, sex, age, disability or any other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations, in admission or access to, or treatment or employment in its programs and activities.

Any person having inquiries concerning ICC's compliance with the regulations implementing Title VI, Title IX and Americans with Disability Act of 1990 is directed to contact the coordinators who have been designated to coordinate the educational institution's efforts to comply with the regulations implementing these laws. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (disability) or requests for academic accommodation should be referred to:

**Vincent Bowhay**

VP of Student Affairs  
Independence Community College  
(620) 332-5429

**Lori Boots**

VP for Human Resources  
Independence Community College  
(620) 332-5606



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