

Discover College Faculty Liaison Handbook

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OWENSBORO COMMUNITY & TECHNICAL COLLEGE

Mission Statement

To cultivate lifelong learning opportunities through career degree programs, workforce and community development, and transfer-to- baccalaureate degree programs.

Discover College

It's Never Too Early to Think About Your Future! Discover College is a collaborative program between area high schools, regional home school associations, & Owensboro Community and Technical College offering students the opportunity to earn college credit while still in high school. Many of the courses are available to students tuition-free and nearly all the courses allow students to earn high school and college credit at the same time.

Discover College Programs Details

Additional information available at http://www.octc.kctcs.edu/Academics/Discover_College

Discover College serves students both on and off campus. The concurrent enrollment program refers specifically to rules and regulations within the high school. The dual enrollment options are explained below for reference as some students may participate in both programs.

Concurrent Enrollment Options

*To be eligible for concurrent credit, courses must have a minimum of 70% of students enrolled for credit (i.e. 70% of students in the course meet or exceed the college placement guidelines found http://owensboro.kctcs.edu/Admissions/Placement_Testing.aspx).

- **School-Based Technical Program**

Leading to an Associate of Applied Science Degree at OCTC

- Students earn college credit at their high school through classes taught by a qualified high school instructor. Students can receive both high school and college credit for their work. Course selection may vary, depending on the high school. College tuition is waived for these courses. College Placement Guidelines apply to high school students in this program.

- **School-Based Transfer Program**

Credits that apply to a two-year or four-year college degree

- Students earn college credit while attending classes at the high school taught by a qualified instructor. College tuition is waived for these courses. College Placement Guidelines apply to high school students in this program.

Dual Enrollment Options

- **Campus-Based Technical Program**

Leading to an Associate of Applied Science Degree at OCTC

- Students attend classes for half a day on OCTC's Main, Downtown or Southeastern campuses. State funds are used to pay tuition. College placement guidelines apply to high school students in this program. Students are responsible for obtaining their books and supplies for each individual class.

- **Campus-Based Transfer Program**

Credits that apply to a two-year or four-year college degree

- Students attend classes on OCTC's Main Campus, generally the first period of the day, the last period of the day, or in the evening. Students assume tuition and book costs and must provide their own transportation. College Placement Guidelines apply to high school students in this program.

Degrees, Diplomas, & Certificates

Degrees and Diplomas

To be awarded a diploma or degree a student must be a postsecondary student and satisfy the following requirements.

- Successfully complete the course requirements listed for the credential.
- Pass an exit exam
- Graduate from high school

Certificates

Students exiting prior to satisfying all diploma/degree requirements may be eligible to receive a certificate if all certificate requirements have been completed. A certificate can be awarded once a student graduates from high school.

Definition of Terms

<i>CEP</i>	Concurrent Enrollment Program
<i>COMPASS</i>	Computer-adaptive college placement test developed by ACT. ***This is used for placing students into a course at the college when ACT scores are either unavailable or do not meet college readiness benchmarks established by the state.
<i>KCTCS</i>	Kentucky Community and Technical College System
<i>KDE</i>	Kentucky Department of Education
<i>KHEAA</i>	Kentucky Higher Education Assistance Authority
<i>KOCTE</i>	Kentucky Office of Career and Technical Education
<i>OCTC</i>	Owensboro Community and Technical College
<i>Peoplesoft</i>	Grading and student data tracking system utilized by OCTC
<i>SACS</i>	Southern Association of Colleges and Schools

General Information for Starting and Extending CEP Credit

Expectations of Discover College Courses

- Concurrent courses through Discover College of Owensboro Community & Technical College are approved, credit bearing courses. Maintaining the academic integrity and the pedagogical, theoretical, and philosophical underpinnings of OCTC curriculum is crucial to the success of the Discover College and transferability of coursework. Specifically, the Discover College course selection available supports life-long learning experiences and opportunities that influence the community's economic and social vitality by encouraging students to seek higher education early.
- Courses administered through Owensboro Community & Technical College's CEP (Discover College) program are the same catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits. CEP Instructors will be provided a list of course objectives/student learning outcomes for the course they are intending to teach by their respective Faculty Liaison. These course objectives/student learning outcomes help to ensure the quality and academic rigor of the course and keep the curriculum aligned with OCTC on-campus courses.

In order for the class to receive concurrent enrollment credit the following criteria must be met:

- OCTC core competencies are aligned and met for the Discover College course
- The CEP instructor must be approved through the respective OCTC Academic Division
- Contact hours must have a minimum of 15 contact hours per credit hour offered
 - (i.e. 3 credit hours=45 credit hours)
- 70% of students in the classroom are taking the course for CEP credit
- Tuition is waived for the course, but students are assessed \$50 administrative fee.

Concurrent Enrollment Instructor Credentials

- Instructor must have a master's degree and 18 graduate hours in applied area or industry specific certifications. Please visit (http://www.owensboro.kctcs.edu/Academics/Discover_College/Concurrent_Enrollment/Teacher.aspx) for details by program.
- Instructor must complete a volunteer application (Appendix A), a resume or vita, three letters of recommendation, and provide all original, official transcripts by the provided deadline.
- Once these materials are received, the Discover College Program Coordinator can proceed with the process for getting the instructor/course approved. The applying faculty needs to meet with the program coordinator and campus faculty once approved to align syllabus, get the textbook, etc.

Expectations of CEP Discover College Instructors

- Instructors agree to align their course(s) with OCTC
- Instructors agree to follow the OCTC/KCTCS grading system
- A course syllabus must be provided to each student no later than two days into the class
- Prior to each semester the CEP instructor must submit a syllabus to Discover College for review and approval by Faculty Liaisons and Associate Deans
- Instructors should anticipate site visits and course evaluations being conducted by OCTC faculty and staff
- Instructor participation in Discover College professional development at least every two years. If a pattern of absences is identified over three years the instructor will meet with the Discover College Coordinator to discuss their ability to continue teaching in the program

- New CEP instructors must meet individually with their department's Faculty Liaison and Discover College Coordinator prior to the start of their course for final alignment of curriculum and overview of Discover College and OCTC processes
- New CEP instructors participate in the annual Full-time/Part-time faculty dinner at OCTC as part of their orientation process
- OCTC works with guidance counselors to ensure students are placed in proper classes because students without proper test scores classes will not be eligible for CEP credit

Discover College Faculty Events

- *New CEP Instructor Orientation*
 - Upon acceptance of application to teach concurrently through Discover College, new instructors are required to meet with the respective Faculty Liaison to overview curriculum and draft a syllabus for his or her approved course. The Discover College instructor will also meet with the Discover College Coordinator to discuss policy, procedure, and complete any remaining paperwork prior to the start of the concurrent course.
- *Concurrent Enrollment Faculty Orientation Session*
 - Each fall before classes begin OCTC hosts the annual Full-time/Part-time Dinner. The first year a CEP instructor offers a course for CEP credit at their high school attendance is mandatory to this event. Subsequent years CEP instructors are expected to attend every three years to remain in contact with administrative updates and procedures for submitting grades, roster verification, etc. Invitations to this event will be sent through email and each instructor will be notified of what academic division breakout session to attend.
- *Annual Curriculum Alignment*
 - Once a year Discover College hosts the annual Curriculum Alignment event on the main campus at Owensboro Community and Technical College. This session provides an overview of concurrent enrollment policies and procedure applicable to instructors including a review of syllabi, grading policies, curriculum expectations, and campus resources. Faculty Liaisons and high school teachers meet to discuss course content, required texts, and syllabi updates. This event is mandatory for any persons interested in offering concurrent-enrollment classes through Discover College. Any CEP instructors unable to attend must make up the professional development on an individualized basis with the OCTC faculty. Substitute expenses are covered when funding allows through Discover College.

How to start a Discover College CEP course

- A full list of courses offered through Discover College CEP is available on OCTC's Discover College website:
http://owensboro.kctcs.edu/Academics/Discover_College/Concurrent_Enrollment/Teacher.asp
- Courses may be approved mid-year for spring semester only sections; Discover College cannot retroactively enroll students.
- Courses accepted for dual credit toward an undergraduate credential at KCTCS must be college coursework relevant to the credential and meet KCTCS college standards for content, quality, and rigor pursuant to the requirements of Southern Association of Colleges and Schools-Commission on Colleges (SACS-COC). Dual credit courses must be equivalent to the same courses offered at the local KCTCS college in course content, competencies, and learning outcomes as evidenced in the required syllabi components. Eligible courses for

dual credit under this agreement include courses for which all of the following criteria can be documented:

- Required courses or technical electives that apply to one of the programs of study offered at the local KCTCS college
- Courses that are specified in an agreement between the local KCTCS college and the secondary school.
- Courses that are taught by college faculty or secondary school faculty who are approved by the KCTCS college as having appropriate credentials to serve as college faculty for the purpose of SACS accreditation. (SACS 3.7.1) Dual credit courses use textbooks which have been reviewed and approved by the individual discipline. If a discipline is not satisfied with a current textbook, the instructor must supplement instruction with materials from the college textbook and adopt the college textbook at the next adoption cycle.
- Courses in which KCTCS curricula are taught and for which student learning competencies and outcomes as well as course descriptions are aligned between the local KCTCS college and the secondary school. (SACS 3.4.10) Courses for which syllabi are approved by the KCTCS college and provided to students enrolled in dual credit courses on the first or second day of the college course. (SACS 3.4.10; KCTCS Senate Rule 2.1 and 2.2) Courses for which formal mechanisms exist for the evaluation of faculty effectiveness and student success as approved by the KCTCS college. (SACS 3.7.2)

Mixed Course Enrollment

Concurrent Enrollment courses must maintain 70% enrollment of qualified students to continue extending credit. Mixed enrollments of CEP students and non-CEP students occurs on occasion but are not acceptable when a course does not meet a minimal enrollment level of 70%.

Professional Development

Owensboro Community and Technical College faculty provide professional development opportunities that are posted on the website. All concurrent instructors are expected to attend OCTC's Annual Curriculum Alignment Day and OCTC's Full-Time/Part-Time Dinner for division specific training and updates. Visit

http://owensboro.kctcs.edu/Academics/Discover_College/Concurrent_Enrollment/Teacher.aspx for specific dates and times.

Time Lines/Deadlines

Please visit the Discover College CEP website for an up-to-date calendar of events:

http://owensboro.kctcs.edu/Academics/Discover_College/Concurrent_Enrollment/Teacher.aspx

Statewide Agreement and Local Addendums

The purpose of the local addendum is to cover the specifics of dual credit as it exists in your schools. There are certain elements that are required and certain elements that are optional. If your district has several schools you may choose to use multiple addendums. You may not put items in the addendum that directly contradict any provision from the statewide Memorandum of Understanding without the written approval of the KCTCS Chancellor and any and all approvals required from the secondary schools.

***These elements shall not contradict the statewide MOU.

Grading Information

Class Rosters and Verification

For your students to take advantage of the opportunity to receive dual credit, all OCTC applications must be received by September 15 each fall or February 15 each spring. Should you have a student absent on the day an OCTC representative visits your class, please contact Jessica.cecil@kctcs.edu to make arrangements for application pickup. Towards the middle of the semester you will receive an email asking you to verify that the information on your grade roster is correct. Please take time to review the roster thoroughly. This step allows us to catch any mistakes or omissions prior to the final grade roster being printed at the end of the semester.

Dropping/Adding Students

Withdrawals must be student initiated, using an official college withdrawal form, and submitted according to the college's deadline. Otherwise a student will receive the grade they earn. The forms for withdrawal may be obtained by contacting Jessica Cecil at Jessica.cecil@kctcs.edu. Students that are missing from a course roster cannot be added after deadline without proper approval from OCTC administration. For consideration to add a student to a course late in the semester contact Jessica Cecil.

Submitting Grades

OCTC will provide instructors access to Peoplesoft for verifying rosters and submitting grades. You will assign the grades. The completed grade roster must include a letter grade. College credit will be granted based on the grade assigned by you and will appear on the college transcript. If a student requests to withdraw from the college class, you may assign a grade of W for the college class (instead of the grade for the high school class) at your discretion but must follow the guidelines for withdraw stated above. For more information about grading scales at OCTC please visit:

http://www.owensboro.kctcs.edu/Academics/Discover_College/Concurrent_Enrollment/Teacher.aspx or review the KCTCS course catalog.

Grading System

- The KCTCS grading policy will apply to college courses offered for concurrent enrollment credit.
 - KCTCS Senate Rule 3.0.1 - The grading system uses a series of letters, to which are assigned grade point values. The system is based neither on an absolute numerical system nor on a distribution curve, but on the following descriptions:

A	<ul style="list-style-type: none">• Represents exceptionally high achievement• It is valued at four grade points for each credit hour in non-remedial and non-developmental courses
B	<ul style="list-style-type: none">• Represents high achievement• It is valued at three grade points for each credit hour in non-remedial and non-developmental courses.
C	<ul style="list-style-type: none">• Represents satisfactory achievement• It is valued at two grade points for each credit hour in non-remedial and non-developmental courses.
D	<ul style="list-style-type: none">• Represents the minimum achievement for credit• It is valued at one grade point for each credit hour in non-remedial and non-developmental courses.

E	<ul style="list-style-type: none"> • Represents unsatisfactory achievement in a course taken on a Pass-Fail basis • It has no value in computing the grade point average. • Credit may only be obtained by repeating the entire course. • This grade may be used for developmental courses.
W	<ul style="list-style-type: none"> • Represents a withdrawal from class without completing course requirements • A student may officially withdraw from any class up to and including the date of mid-term with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college.

- All grades earned for college credit will be submitted to the appropriate local KCTCS college Registrar by the college's grade submission deadline and transcribed by KCTCS. Acceptable grades are A, B, C, D, or E (failing). Students must follow college procedure to receive a grade of W (withdraw). Additional details about grading are available by visiting the Discover College website.

Changing a Student's Grade

If for any reason a student's grade should change, the change of grade form may be obtained by contacting student records at OCTC at octcstudentrecords@kctcs.edu. Instructors cannot change a grade once it is posted in Peoplesoft and must work through student records to complete the paperwork necessary for grade change.

CEP Benefits

Concurrent Enrollment Instructor Benefits

Owensboro Community and Technical College appreciates all that CEP instructors do to maintain the quality of programs offered to students. Here are a few benefits for eligible instructors:

- All CEP instructors have a KCTCS ID number that provides access to the library and its services. Many library services are available online.
- Discover College is happy to arrange for tours of the campus for CEP faculty and their students. If you would like to visit campus and connect with the faculty and students within your program area please contact Jessica Cecil by emailing Jessica.cecil@kctcs.edu.
- Instructors are invited to all division meetings and professional development opportunities available to on-campus faculty
- Each spring we host the annual curriculum alignment and appreciation day for CEP instructors

Maintaining Course Certification

CEP Instructors may be decertified for not complying with the standards set forth to maintain the integrity of the college curriculum.

Expectations for CEP instructors include:

- Regular Professional Development attendance as outlined above

- Maintaining accurate and updated documentation for a course
- Maintaining the expectations and rigor for a college level course
- Participation in OCTC course evaluations
- Collaboration with Faculty Liaisons
- Maintaining an open classroom for site visitation

Faculty Liaison

Owensboro Community and Technical College's Discover College program works in conjunction with the academic departments at OCTC, providing each concurrent enrollment instructor the opportunity to work with a Faculty Liaison. Contact Jessica Cecil by emailing Jessica.cecil@kctcs.edu to set-up an appointment with your liaison if you are unsure of who to contact.

Site Visits

An OCTC Faculty Liaison must visit a new CEP instructor's classroom for a site visit in the first semester the course is taught. Further, Faculty Liaison must perform a site visit for continuing CEP instructors at least once every two years. Each site visit should be discussed between the Liaison and CEP instructor, preferably during the visit should schedules permit. This is not a review of instructor's teaching, but a chance to ensure curriculum alignment and an opportunity for the OCTC Faculty Liaison to be involved in the great things going on off-campus in the high schools.

Any issues or concerns raised from the site visit will be brought forth to the Discover College Coordinator to begin addressing the problem with the CEP instructor and if needed school administration (for example if lab equipment is insufficient budgetary constraints should be addressed among administrators, while curriculum differences should be addressed with the CEP instructor directly). To ensure conversations continue about course rigor, the CEP instructor, Faculty Liaison, and Division Associate Dean must each sign off on the finalized form submitted to Discover College.

Submission of Course Materials

Upon completion of a concurrent course, it is required that the CEP instructor submit one blank copy of three major assessments (and related rubrics if any) for the course. These major assessments may be a midterm exam, final exam, research paper, or other major project. In addition to the blank copy, the CEP instructor should submit 3 samples of student work for each assessment that range in competency. These course materials allow the Faculty Liaison to draw comparisons between on and off campus courses, which show the alignment of curriculum, rigor, and standards of achievement between on and off campus courses.

Evaluation of Course Instructor

OCTC students must complete evaluations of their instructors each semester. Concurrent Enrollment students may receive an email for completing the evaluation but most often, the Discover College Coordinator will work with school administration to complete evaluations on a date that is most convenient for the whole school. Evaluation results will be provided to you with anonymous totals for your class(es) at the end of the spring term. These results may be discussed further with your Faculty Liaison or Associate Dean of your Division.

Academic Policies

Please see the OCTC/KCTCS Code of Conduct for more detailed information. Available at: http://www.kctcs.edu/students/admissions/academic_policies/~media/System_Office/Academics/StudentCode2010.ashx.

Instructor Non-compliance with OCTC policies and procedures

Concurrent Enrollment Instructors are expected to follow the guidelines of the instructor handbook, specifically regarding grading, professional development attendance, site visits, and academic policy. Any instructors choosing not to follow the KCTCS/OCTC policies established for these matters will be given a warning by the Faculty Liaison and/or the Associate Dean. If an instructor remains non-compliant after a period of one semester, the Discover College instructor will be asked to meet with the Academic Dean, Program Coordinator, and Discover College Coordinator to discuss their continuation of credit. It is likely instructors continuing avoid compliance with Discover College CEP expectations will become decertified.

Student Teachers

The Discover College CEP program recommends that student teachers not be assigned to concurrent enrollment instructors. However, because student teachers may still be part of the secondary school requirements it is permissible for the student teachers to observe the classroom. Student teachers typically do not meet the college hiring requirements and are therefore not allowed to teach the CEP curriculum.

Extended Leave

It is allowable to utilize a substitute teacher for brief periods of time for a CEP course if the substitute is provided adequate curriculum information from the approved instructor. If a substitute teacher is necessary for more than 2 weeks, the substitute must be approved by the appropriate academic division at OCTC. CEP instructors should inform the Discover College program coordinator of any extended absences.

If a substitute teacher cannot be approved for any reason the students may not receive CEP credit. The high school is responsible for informing parents of the circumstances calling the CEP credit into question and OCTC will assist in confirming the policy to students and parents by letter.

Roles and Responsibilities of a Faculty Liaison

The Role of a Faculty Liaison

Concurrent Enrollment Faculty Liaisons are responsible for ensuring that courses in their respective content area taught in the high schools align with the courses taught by the college. This position coordinates academic and professional development activities with secondary instructors who teach concurrent enrollment classes. Faculty Liaisons document new CEP instructor orientations, one-on-one trainings, review and approve syllabi, attend Curriculum Alignment day, conduct site visits, coordinate assessment and grading alignment discussions and host professional development activities. Working with the Discover College Coordinator and through documentation collection, they also help to ensure the highest quality concurrent enrollment courses possible that also align with the National Alliance for Concurrent Enrollment Partnerships (NACEP) standards. Faculty Liaisons agree to their responsibilities by signing the Faculty Liaison contract (Appendix A) provided at the time of their appointment.

Faculty Liaison Appointment

Faculty Liaisons of general education courses are appointed on an annual basis by the Associate Dean of their division. Their appointment will be made prior to Curriculum Alignment day. Program Coordinators of technical programs will act as Faculty Liaisons without appointment by the Associate Dean as they are responsible for training of adjunct faculty of their programs.

Training and Professional Development

Faculty Liaisons are required to participate in an orientation training at OCTC hosted by the Discover College Coordinator. They also attend and conduct professional development opportunities with and for the CEP instructors throughout the academic year.

Faculty Liaison Training

Faculty Liaisons attend a training hosted by the Discover College Coordinator each academic year, regardless of tenure as Faculty Liaison, to stay up-to-date on policies and procedures. The date for the training is posted annually on the Faculty Liaison page of the OCTC website found: http://owensboro.kctcs.edu/en/Academics/Discover_College/Concurrent_Enrollment.aspx. Presentations made during this training will also be made available via the website.

Faculty Liaison and CEP Instructor Professional Development

Professional Development opportunities are made available to CEP instructors through the Faculty Liaison throughout the academic year. This can include online, on-campus, or off-campus events, trainings, or speakers. Faculty Liaisons work with the Discover College Coordinator to make these events possible and available to CEP instructors.

Curriculum Alignment Day

Both CEP instructors and Faculty Liaisons attend Curriculum Alignment Day annually. Curriculum Alignment Day provides the opportunity for CEP instructors to meet in a group with other instructors who teach their content area concurrently as well as one-on-one with the Faculty Liaison. Course content, Student Learning Outcomes, and other course specific training takes place at Curriculum Alignment Day.

Syllabi Review and Approval

CEP instructors are required to submit their proposed syllabus by August 1 or January 1 for the semester the course is taught to their Faculty Liaison for review. Using the Syllabus Review Form (Appendix B) and the OCTC Syllabus Checklist (Appendix C), the Faculty Liaison will provide the CEP instructor feedback on his/her syllabus. If approved, the CEP instructor may use the Syllabus Review Form to indicate to the CEP instructor that no changes are necessary. If not approved, the Faculty Liaison will return the Syllabus Review Form and original syllabus to the CEP instructor to indicate what changes must be made before it can be approved for use. The CEP instructor will resubmit the syllabus and the Syllabus Review Form to the Faculty Liaison when the recommended changes have been made for a second review. The Faculty Liaison will re-review the syllabus and provide the CEP instructor feedback. The CEP syllabus must be approved by the Faculty Liaison no later than the second day of classes for the course to be approved and offered for CEP credit.

Site Visits

A site visit is required at a minimum every two years for each concurrent course. Visits to new CEP instructor's classrooms must be conducted within the first semester that the course is taught. . Each site visit should be discussed between the Liaison and CEP instructor, preferably during the visit should schedules permit.

Site visits are an opportunity for the Faculty Liaison and CEP instructor to build rapport and initiate communication. This is not a review of instructor's teaching, but a chance to ensure curriculum alignment and an opportunity for the OCTC Faculty Liaison to be involved in the great things going on off-campus in the high schools.

A Site Visit Form (Appendix D) will be used by the Faculty Liaison to guide and document the site visit and upon completion will be signed by both the Faculty Liaison and CEP instructor. The Site Visit form must be complete and include a numerical score as well as a descriptive response for each question. Faculty Liaisons may include additional pertinent information within an additional letter to be submitted with the Site Visit Form. The Site Visit Form is required for each class visited (one site visit per course per instructor each academic year). An additional letter is recommended for clarification or inclusion of additional information but is not required if the Site Visit Form is thorough and complete.

Any issues or concerns raised from the site visit will be brought forth to the Discover College Coordinator to begin addressing the problem with the CEP instructor and if needed school administration (for example if lab equipment is insufficient budgetary constraints should be addressed among administrators, while curriculum differences should be addressed with the CEP instructor directly). To ensure conversations continue about course rigor, the CEP instructor, Faculty Liaison, and Division Associate Dean must each sign off on the finalized form submitted to Discover College.

A Site Visit Form that is submitted to the Discover College Coordinator that is not complete will be returned to the Faculty Liaison. The Faculty Liaison then has 2 weeks to complete the form and obtain all required signatures. If the Faculty Liaison does not complete the form and resubmit to the Discover College Coordinator within 2 weeks, the Associate Dean of the division will be notified and requested to assist in documentation completion.

Course Material Review

The CEP instructor will submit a total of 3 assessments, each exemplifying a range of student skill, to their Faculty Liaison prior to the end of the semester for review. These may be submitted at Curriculum Alignment Day (typically held in March). These assessments will be compared to relative assessments given in an on-campus course for both course rigor and grading equity by the Faculty Liaison. Feedback will be provided by the Faculty Liaison to the CEP instructor upon review of this documentation. CEP examples and on-campus examples will be submitted to the Discover College Coordinator annually and kept for a total of 3 years.

Submission of Documentation

All required documentation must be submitted and filed by the Discover College Coordinator by the end of the semester the course is enrolled (December 15 for fall and May 15 for spring). If documentation is not submitted by this date, the Associate Dean will be notified and requested to assist with the documentation collection process.

All Faculty Liaisons are expected to utilize the most up-to-date forms listed on the Discover College Faculty Liaison website found:

http://owensboro.kctcs.edu/en/Academics/Discover_College/Concurrent_Enrollment.aspx.

These documents will also be provided at the Faculty Liaison training each year after Liaison appointment. If the documents collected at the end of the semester are not the most up-to-date, the Faculty Liaison will be notified by the Discover College Coordinator and a request will be made to use the most up-to-date forms available on the webpage.