2017-2018 Work Plan

Anna Laven, Ed.D., Dual Enrollment Program Manager

Student Learning:
A commitment to provide a holistic education that develops curiosity, inquiry, and empowered learners

- Work directly with high school partners to develop a comprehensive program of dual enrollment, concurrent enrollment and articulated courses that support meta-majors, guided pathways, entry into CTE certificate programs and fulfillment of transferrable college course credit at each high school site.
- Identify potential course offerings in collaboration with BC department chairs and deans
- Support implementation of dual enrollment programming with new partners

Student Progression & Completion:
A commitment to eliminate barriers that cause students difficulties in completing their educational goals

- Continue to identify mechanisms to streamline processes for scheduling, admissions, enrollment, grading, instructor hiring and onboarding, and other infrastructure
- Continue to support and expand dual enrollment course offerings in rural and underserved communities
- Work collaboratively with program managers on-campus whose focus is on serving unique populations (e.g. African-American students)
- Promote use of and develop academic support services
- Establish MOU to share data with high school partners and monitor student success by cohorts

Facilities
A commitment to improve the maintenance of and secure funding for college facilities, technology, and infrastructure for the next thirty years.

- Implement installation of technology at high school sites to support dual and concurrent course offerings across the BC service area as supported by the College Futures grant
- Develop professional development training for dual enrollment instructors to support use of distance education technology and existing BC infrastructure
Oversight and Accountability

A commitment to improve oversight, accountability, sustainability, and transparency in all college processes.

- Work collaboratively with Office of Institutional Effectiveness and high school partners to promote use of data to understand the success of students participating in dual enrollment, concurrent enrollment and articulated coursework
- Publish and post handbooks, handouts, minutes and other materials to ensure clarity of understanding regarding dual enrollment process and procedures
- Provide weekly reports for enrollment and FTES to BC campus leadership
- Maintain syllabus archive for all dual enrollment courses

Leadership and Engagement

A commitment to build leadership within the College and active engagement with the community.

- Publish newsletter and post regular updates on dual enrollment
- Develop opportunities to recognize on and off campus partners who have worked in support of dual enrollment and to recognize student achievement
- Host Flex Week workshop and other opportunities to engage on and off campus faculty at the department level with dual enrollment programming
- Work with Outreach, Counseling and others to ensure accurate information and training is provided to counselors regarding dual enrollment
- Participate in Alliance meetings and Regional Project to promote BC and active engagement of community needs