2018-2019 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

- Collaborate with departments and school partners to align dual enrollment, concurrent enrollment and articulated course offerings with Guided Pathways work
- Collaborate with Student Life to help facilitate dual enrollment student engagement with campus events
- Provide timely and individualized support for admissions, enrollment, scheduling and faculty hiring related to dual enrollment courses
- Track admissions and enrollment processing for all scheduled sections
- Develop master scheduling calendar with goal of full academic year course planning
- Continue to foster and engage new dual enrollment partners, programs and relationships for ongoing expansion and growth

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

- Develop and implement two events (Retreat and Articulation Day) to support the creation of a 12th grade math course
- Provide data analysis on student completion and success after each term and trouble-shoot areas of concern, providing an annual report to each school district at the end of the academic year
- Coordinate accommodations with DSPS and high school sites
- Seek additional data analysis tools, such as Tableau, to continually monitor the successes and challenges specific to dual enrollment course offerings and enrolled students
- Host annual Celebration and Student Success event

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

- Facilitate the installation of Audio Visual equipment at North High School and coordinate dual enrollment and concurrent enrollment courses taught using hybrid method of instruction.
- Lead the Dual Enrollment Technology Solutions working group to explore third party software solutions to streamline processes and provide program management support

Oversight and Accountability
A commitment to improve oversight, accountability, sustainability, and transparency in all college processes.
• Develop, in collaboration with A&R, a training video for counselors on the admissions and enrollment process for dual enrollment
• In coordination with the District Office, provide support for the apportionment invoicing process
• Update, on an annual basis, the Faculty Handbook and Administration Handbook
• Prepare, organize and oversee regular meetings with key BC staff and high school partners
• Manage the final year of the College Futures Dual Enrollment grant, providing final report and other documentation as needed
• Oversee SLO Assessment of STDV B3 courses
• Continue to obtain and review for compliance all dual enrollment syllabi

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

• Provide Flex Week workshops to raise awareness and support of dual enrollment across campus
• Provide focused professional development and orientation training for dual enrollment instructors
• Promote campus and community knowledge of dual enrollment through a newsletter, regularly updated website, and other opportunities
• Participate in the Undeclared/Career Exploration Pathway Completion Team
• Engage key staff and faculty in support and growth of the dual enrollment program
• Provide representation at the District Office Alliance meetings
• Attend and present at the Get Focused Stay Focused Conference in January 2019
• Participate in BC events such as CTE Open Houses and Summer Bridge
• As one of the largest dual enrollment programs in the state, provide informal support to other community college campuses seeking to launch or expand dual enrollment programs