

CASCADIA COLLEGE
Guidelines for
CASCADIA IN THE HIGH SCHOOL PROGRAM
And Interlocal Agreement

Cascadia in the High School (CiHS) is a dual enrollment program designated to address the needs of high school sophomores, juniors and seniors who would benefit from college level courses and who are unable to leave the high school campus to participate in higher education classes. Interlocal agreements between the district and college are required under WAC 392-725-050 and must be updated annually prior to the start of the school year.

CiHS Course List for 2016-17 with the Issaquah School District

Issaquah High School

Japanese III – JAPN&123

Japanese IV – JAPN&221

Student Standards for CiHS – required by WAC 392-725-130

1. CiHS programs are designed to provide college level courses in high school locations to serve qualified tenth, eleventh and twelfth grade students at the high school.
2. Students must meet the same course prerequisites required by students taking courses at the main campus. Placement may be determined by standardized assessment exam (e.g. ACCUPLACER, COMPASS, Smarter Balanced), coursework in which the student earned a grade of B or above in previous courses in the subject area, or have the permission of the instructor.
3. Students must have obtained approval from their parent/guardian to participate in the CiHS program.
4. Registration forms must be signed by a high school counselor or subject area teacher.
5. Students will subscribe and be accountable for all regular Cascadia College policies and regulations regarding student performance, grading and behavior.
6. Common tuition refund, withdrawal and course add/drop policies will apply.
7. Cascadia will make updates and make available online a parent/student information guide that highlights participating student rights and responsibilities.
8. Students enrolled in the CiHS program will be able to access online learning resource services (library) through their Cascadia Student ID as appropriate.

Curriculum and Assessment Standards for CiHS – required by WAC 392-725-140

1. All CiHS courses taught as part of this agreement will be courses approved by the Cascadia Student Learning Council and/or Chief Academic Officer.
2. All courses must be at the college level, included in the college's catalog with the same departmental designations, course descriptions, numbers, titles and be taught as part of the regular college curriculum.
3. Courses should be identified on the basis of student need and ensure maximum transferability, e.g. "&" common course designations. Courses with fewer than 10 registrations may be dropped the following year.

4. All courses will use the same grading standards and transcription policies as apply to the regular college curriculum.
5. All courses must reflect the pedagogical, theoretical and philosophical orientation of the corresponding discipline area at Cascadia. Students must be held to the same standards of achievement as those expected of students in on-campus sections.
6. High school faculty will be observed annually using the designated form.
7. Assessment of student learning in CiHS courses will be done using the same methods as students in on-campus sections (examples: papers, portfolios, quizzes, labs, etc.)

Faculty Standards for CiHS – required by WAC 392-725-150

1. High school faculty teaching college courses in the high school shall meet the minimum qualifications used for associate faculty teaching the subject area at the Cascadia main campus. New instructors requesting approval will submit for review the following:
 - a. Cascadia College application
 - b. Current resume/vitae
 - c. Unofficial transcripts
2. Instructor approval is made by the respective academic discipline area of the college. Approval is made on an individual basis and must be maintained. In the event that a long-term substitute becomes necessary, the district will notify and consult with the college.
3. Upon approval, Cascadia College will assign new high school instructors a faculty liaison from the discipline area. Prior to the instructor teaching a course, the liaison faculty will meet with the instructor to provide discipline specific context and orientation to ensure the course and college policies.
4. Liaison faculty will conduct an annual site visit including a teaching demonstration, visit the classes and work with the high school teacher(s).
5. The liaison faculty and high school faculty will collaborate on a discipline specific professional development activity annually.
6. If there is an issue of non-compliance resulting from the course/instructor not meeting expectations, a corrective action plan will be created. Non-compliance issues will be addressed in consultation with the district.
7. Student teachers are not approved and subsequently not allowed to teach CiHS courses.
8. High school faculty will meet with college faculty in their teaching discipline to establish course syllabi, grading criteria and discuss content related professional development.
9. High school faculty will follow established grading and reporting procedures/deadlines.
10. College faculty will determine course content. Texts and other classroom resources will be comparable to those used for the same course offered on the college campus.
11. Cascadia College will see that the instructor receives tests, quizzes and other materials routinely provided to instructors of the courses on campus in a timely manner.

Evaluation Standards for CiHS – required by WAC 392-725-160

1. Cascadia will conduct an end-of-term student evaluation for each course known as the Course Instructor Evaluation (CIE) and make results available to the instructor.

2. Cascadia will conduct a survey of high school instructors, principals and counselor at least every three years. Surveys will follow guidelines established by the National Alliance of Concurrent Enrollment Partnerships (NACEP) including
 - a. NACEP Essential Questions
 - b. One follow-up contact with non-respondents within the methodology
 - c. Collaboration with Cascadia's institutional researcher in the development of the survey and analysis of the data.

Award of High School Credit – required by WAC 392-725-200

1. The District shall establish on a course by course basis the amount of high school required or elective credit, or combination thereof, that shall be awarded for each CiHS course successfully completed by the student based upon the conversion rate set forth in WAC 180-51-050.

Student Participation Fees and Registration Process

1. Cascadia College will manage the registration process and provide college transcripts.
2. Registration will/can occur at the high school. Registration will be done by paper until an online registration option is available.
3. Student participation must be approved by the high school counselor or subject area teacher.
4. The District shall be responsible for assuring compliance with federal and state laws concerning reasonable accommodations for disabled students and the development of the individualized education program (IEP).
5. Any textbooks required to be purchased, shall be the responsibility of either the high school or the individual student at the discretion of the high school.
6. Payment of \$39.00 per credit per student (\$195 per 5 credit course) will be made by the student to Cascadia College.
7. Remuneration for teaching CiHS courses shall be the total responsibility of the District.
8. Cascadia will pay the high school instructor at the rate of \$30 per student (registered and paid) completing the course. Payment of first semester courses will be made by March 10th 2017. Payment of second semester and full-year courses will be made by July 10th 2017. Payment includes the following instructor responsibilities:
 - a. Complete any hiring paperwork required by the college (W-4, I-9, etc.)
 - b. Attend an orientation (new instructors only)
 - c. Attend an annual CiHS kick-off meeting.
 - d. Market the course as a dual credit opportunity: Distribute the Student/Parent Information handout; Talk with students and parents about the course and the benefits of dual credit.
 - e. Communicate any prerequisite or placement scores to students.
 - f. Clarify credit/course information for students and parents, e.g. the syllabus should indicate that it's a dual credit course with Cascadia College and list the following:
 - i. Cascadia course title
 - ii. Cascadia course description
 - iii. Cascadia course learning outcomes
 - iv. Cascadia course designation (e.g. ENGL&101)
 - v. Amount of college credits (e.g. 5)
 - vi. CiHS modified learning agreement

- g. Distribute the registration information to students, assist students with registration if necessary.
- h. Remind students about deadlines (Registration, Withdrawal, Payment and Refund).
- i. If registration is done by paper, collect registration forms by the assigned due date.
- j. Maintain a roster of students who registered for the CiHS course.
- k. Verify the class roster with Cascadia's records, and notify Cascadia of any drops.
- l. Meet with the Cascadia faculty liaison for an annual site visit and observation.
- m. Collaborate with the Cascadia faculty liaison on an annual professional development activity.
- n. Post grades to the instructor briefcase or other designated system at the end of the term using the Cascadia Decimal Grading System.
- o. Encourage students to complete the Course Instructor Evaluations (CIE) survey.
- p. Upon request, provide the college with the following:
 - i. Outline, learning outcomes and syllabus.
 - ii. Textbook and other teaching materials.
 - iii. Assessment criteria and tools (e.g. papers, exams, portfolios, labs).
 - iv. Evidence that the courses reflect the pedagogical, theoretical and philosophical orientation of the Cascadia course.
 - v. Grading criteria and standards.
- q. Upon request, participate in program review or accreditation committees.

Dated this ____ day of _____, 2016.

Sig.

Dr. Eric Murray, President
Cascadia College

Sig.

Print Name

Dist. Representative – Title

Issaquah School District