
TITLE:	College in the High School (CHS)
NUMBER:	746
AUTHORIZED BY THE PRESIDENT	June 7, 2016

Purpose: To serve the needs of Whatcom County high school students and to address the State dual-enrollment expectations through a Whatcom Community College (WCC) College in the High School (CHS) program.

Procedures set forth related to the CHS program shall be mutually agreed upon as stated in the negotiated faculty contract under Article V.

I. Administration and Coordination of CHS Program

- A. WCC will conduct the CHS program in accordance with Guidelines established by the National Alliance of Concurrent Partnership Accreditation and the Washington State College in the High School Rules under WAC 392-725. WCC may pursue program accreditation through the Alliance.
- B. Facilitate the completion of an annual interlocal agreement between school district and WCC in compliance with WAC 392-725-050.
- C. All CHS shall not exceed the length of a semester.
- D. To maintain the rigor and atmosphere of traditional WCC courses, preferences for courses with only students enrolled in the CHS course shall be communicated to high school partners.
- E. CHS students shall follow the same placement processes and pay fees allowable by the Washington State College in the High School Rules.
- F. Mentors shall be selected by discipline faculty.
- G. A faculty program coordinator will oversee the management of the CHS program, and complete the duties as outlined within the Faculty Coordinator Duties and Responsibilities.

II. Discipline Standards: course offerings, course content and teacher selection

- A. CHS courses shall maintain the curriculum and assessment standards reflective of the WCC courses per WAC 392-725-140.
- B. Discipline faculty will submit a list of courses that may be offered at all area high schools. For the duration of this current contract, this shall be no more than 15 total courses, unless mutually agreed to changes by the faculty union and WCC administration.
 - 1. When a high school chooses to offer a course, the discipline faculty will create a curriculum packet that includes a syllabus with required outcomes and core learning abilities, required textbook, and other teaching materials they deem important for the course.
 - 2. When WCC courses are taught in the high school, it is expected that the curriculum packet will be used by the high school teacher.
 - 3. Approved high school teachers will provide their proposed curriculum plan for review and approval by the discipline mentor.
- C. Each winter the CHS program coordinator will contact area high schools announcing the application process for teachers interested in teaching a CHS course at their high school. Within the application, high

school teachers will indicate the course(s) and quarters/semesters they'd like to teach a CHS course during the next academic year.

1. WCC discipline faculty will review applications spring quarter each year and identify qualified instructors to teach in the high schools.
 - a. Decisions to accept or decline applicants will follow the same process as adjunct hiring.
 - b. The CHS program coordinator will contact the applicants notifying them of the college's decision (i.e., courses and quarter/semester to be offered) by May 1. A master list of approved course offerings and instructors for the next academic year will be created and shared with WCC faculty by June 1.
2. If a high school would like to offer a CHS course, but doesn't have a qualified teacher, a current WCC faculty member may teach the course if mutually agreed upon between WCC and high school administration.

- D. Discipline faculty will determine what student achievement evidence and assessment methods they will request to review each year. Mentors will share this information with the CHS teachers, collect the evidence of student achievement and assessment methods, and create a brief report of findings that will be provided to the program coordinator to use for accreditation or State reporting purposes.

III. Discipline Faculty Mentor: Responsibilities and Compensation

- A. Compensation: \$500 for the first instance as a mentor for a course with a specific high school teacher and \$350 for subsequent combinations of the same high school teacher, WCC course, and WCC mentor.
- B. Assist with review of high school teacher applications.
- C. Assist in determining "evidence of achievement" for College in the High School courses.
- D. Collect, evaluate, and document evidence of achievement and assessment for rigor and academic equivalency according to accreditation and/or WCC standards.
- E. Provide current WCC course information, including approved course outcomes, Core Learning Abilities and sample syllabi.
- F. Conduct discipline-specific initial training and annual training/professional development for high school teachers as part of the annual orientation.
- G. Formal site visit and feedback to high school teacher each term.
- H. Provide reasonable support to high school teachers while a course is in progress. At a minimum this will consist of a midterm check-in.

IV. HS Teachers: Responsibilities and Compensation

- A. WCC will negotiate agreements with each high school per current state legislation and SBCTC requirements.
- B. Meet with WCC discipline mentor to discuss discipline-specific standards, curriculum packet, and any questions with respect to their curriculum plan.
- C. Teach the course based off the curriculum packet and within a time commensurate with WCC's on campus course (e.g., 5 credits = 55 hours).
- D. Produce evidence that "students are held to the same standards of achievement as those expected of students in on campus sections" (accreditation standard A1) and distribute to discipline faculty.
- E. Work with the WCC program coordinator with respect to administrative matters and assist in the accreditation or State reporting process as necessary.