Welcome to our WAITING ROOM
You will be muted upon entry and your video turned off. Thank you!

Problem Solving: Moving Dual Enrollment Online

Thursday, April 2
10 a.m. - 11 a.m.
Problem Solving: Moving Dual Enrollment Online

Webinar Series

Thursday, April 2
10 a.m. - 11 a.m.
Technical Announcements

- Webinar Technology
  - When you join you will be MUTED
  - Your video will be OFF upon entry to zoom
  - If you are joining by phone and computer/tablet, please connect your phone to your computer/tablet (#participantID#)
- For any technology issues please ask for help in the chat and we will message you privately for support
The Dual Enrollment Webinars CLP Team

Naomi Castro  
Senior Director  
Career Ladders Project

Amal Amanda Issa  
Director  
Career Ladders Project

Sherry Shojaei  
Program Manager  
Career Ladders Project

Eder Flores  
Program Associate  
Career Ladders Project
Welcome to the problem solving webinar!

- Welcome Everyone
  - The purpose of these webinars and topics we will discuss.
    - Access
    - Online platforms
    - Communication
    - Support services
    - Big Picture
    - Opportunities
  - 1-hour every Thursday; video, slides and links will be shared
Problem Solving: Moving Dual Enrollment Online, a CLP Webinar series

March 26, 2020

To support dual enrollment practitioners across California as they move instruction and student services online, CLP is hosting a series of conversations each Thursday at 10 a.m., through April 16. Join us via Zoom here (it's the same link every week).

Nearly 200 people joined us for the first, on March 26, sharing their experiences and their approaches to changes in procedures (and to issues of longer standing too). Here's a recording of that webinar. Here is the presentation from March 26.

Here is a quick guide for participants new to Zoom.

And here are links to a variety of resources for dual enrollment students, instructors, and institutions.

We will continue posting additional material, including edited transcripts, at this link as it becomes available. Keep checking in!

How to ask questions during the webinar

Use the chat function on zoom to type your question.

- If you have a question for a panelist indicate the college before your question. ex: CHAFFEY How do you....?
- If you have a general question regarding dual enrollment use the following notation: GENERAL What are colleges....?
- If you have an approach you’d like to share, let us know in the chat. ex: “IDEA I (Your name) have an approach to the question regarding....”
- If you have a tech issue use the following notation: “TECH I can’t hear.”
Updates

- Most pressing challenges are the same as those being faced by all students and instructors
- Temporary Suspension of Student Withdrawal Regulations
  - Excused Withdrawal (EW)
- Hard to convert classes
  - Assessing viability
  - Updates on access to online, virtual lab platforms
- The California Virtual Campus - Online Education Initiative (CVC-OEI)
  - Canvas trainings - Online access resources
Updates Cont.

- Temporary Suspension of Pass/No Pass Regulation
  - Students can elect Pass/No Pass outside of 30% window

- Technology resources
  - LinkSystems - NetTutor
  - Cranium Cafe
  - **Labster** - virtual lab platform supporting science-related disciplines

- **NextGen Web Solutions** - available at no cost to colleges
Updates from the Chancellor’s Office
Novel Coronavirus 2019 (COVID-19)

Our college communities are working tirelessly to help students and their families get through this crisis and they will play a critical role in our state’s recovery. With all of us working together and following safety guidelines and procedures we can help keep Californians healthy.

The situation is continuing to evolve and we will update our information and resources daily.
Dual Enrollment Resources for the Response to COVID-19

Guidance from the California Community Colleges Chancellor’s Office

The CCCCO has published Guidance on matters related to education for students, instructors, and colleges while the stay-at-home order is in effect. Of particular note for dual enrollment partners:

- Hard-to-Covert Courses
- Temporary Suspension of Withdrawal Regulations
- Clarification on Apportionment, Withdrawals, and Student Fee Refunds

Visit the state Health Department website for information about coronavirus disease (COVID-19).

Online Instruction - Tools

The California Virtual Campus - Online Education Initiative (CVC-OEI) has a number of resources and tools for supporting remote instruction. 


Dual enrollment practitioners for today’s webinar

Josh Pelletier
Supervisor of Student Outreach & CTE Transitions
FOOTHILL COLLEGE

Matthew Morin, Joe Vallejo, Nabil Torres
Admissions and Records/Intersegmental Partnerships
Chaffey College

CLP | Career Ladders Project
Josh Pelletier
Supervisor of Student Outreach & CTE Transitions
Foothill College

- Foothill’s spring quarter begins 4/13 (pushed back from 4/6)
- YouTube Application Support Video (almost ready for sharing)
- Replaced PDF Special Admit form with a Smartsheet electronic form
- Preparing for virtual everything—workshops, tours, tabling, panel presentations, and college events (like Day on the Hill)
Foothill Dual Enrollment Form Workflow

Student accesses the form on Foothill website

Student completes and submits form*

Copy is sent to Dual Enrollment Coordinator

High School Administrator receives consent form

Parent receives consent form

Administrator completes form

Parent recieves consent form

Parent/guardian completes form (electronic or paper) and returns form

DE Coordinator receives form and processes

Parent/Guardian Consent Form

*Electronic Consent form is sent immediately to parent email

*Paper Consent Form is available at High School or online?
### Smartsheets in Action

#### Dual Enrollment Form

<table>
<thead>
<tr>
<th>I would like my parent/guardian to receive</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>a paper consent form</td>
<td>Henry M. Guinn</td>
</tr>
<tr>
<td>an electronic consent form</td>
<td>Palo Alto</td>
</tr>
<tr>
<td>an electronic consent form</td>
<td>Sierra Valley CTE</td>
</tr>
<tr>
<td>an electronic consent form</td>
<td>Fremont</td>
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<tr>
<td>an electronic consent form</td>
<td>Sierra Valley CTE</td>
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<tr>
<td>an electronic consent form</td>
<td>Sierra Valley CTE</td>
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<tr>
<td>an electronic consent form</td>
<td>Other</td>
</tr>
<tr>
<td>an electronic consent form</td>
<td>Palo Alto</td>
</tr>
<tr>
<td>an electronic consent form</td>
<td>Other</td>
</tr>
<tr>
<td>an electronic consent form</td>
<td>Lynbrook High School</td>
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<tr>
<td>an electronic consent form</td>
<td>Vista Del Lago High School</td>
</tr>
<tr>
<td>an electronic consent form</td>
<td>Other</td>
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<tr>
<td>an electronic consent form</td>
<td>Lyndhurst</td>
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<td>an electronic consent form</td>
<td>Other</td>
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<td>an electronic consent form</td>
<td>Wildwood</td>
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<tr>
<td>an electronic consent form</td>
<td>Other</td>
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<tr>
<td>an electronic consent form</td>
<td>American High School</td>
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<td>an electronic consent form</td>
<td>Other</td>
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<td>Monte Vista</td>
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<tr>
<td>an electronic consent form</td>
<td>Sierra Valley CTE</td>
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<td>Other</td>
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<tr>
<td>an electronic consent form</td>
<td>Los Alisos</td>
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<tr>
<td>an electronic consent form</td>
<td>Other</td>
</tr>
<tr>
<td>an electronic consent form</td>
<td>Butterfield High School</td>
</tr>
</tbody>
</table>
Additional Supports during WFH and Virtual & Online Instruction:

- Foothill Virtual Campus
- Continuity Plan
- Daily Staff and Faculty Briefings with President Thuy Nguyen
Questions?
Matthew Morin, Joe Vallejo, Nabil Torres
Admissions and Records/Intersegmental Partnerships
INTERSECTIONS AND INTERSECTIONALITY

POLICY

IMAGINE

LEADERSHIP

A&R

INTERNAL AUDITOR

TECHNOLOGY

DIY AND USE I.T. SPARINGLY, FOR ONLY WHAT IS ESSENTIAL

PROCESSSES

LEADERSHIP

I.T. COUNSELING I.R.
Current Paper Process Challenges

Common Issues

- Incomplete Forms
  - Search Colleague (S.I.S.)
  - Send forms back
  - Contact students
  - Explain errors
- Forms are not collected all at once
  - Reach out to H.S.
  - Drive to H.S.

Over a hundred hours spent resolving these issues each semester
Solution: Formstack Workflows

- Allows Dual Enrollment staff to focus on other tasks by:
  - Eliminating driving to 19 high schools for form pick-ups
  - Requiring students to complete Chaffey application first
  - Requiring students to submit completed legible forms
- Creates a streamlined paperless process
  - Student → High School Designee → Chaffey College
- Allows for more data collection
- Reduces lines for Admissions and Records Department
- Conservative saving of $30,000 workload per year
Online Dual Enrollment Process

Online Enrollment Agreement

► Formstack
► Official high school transcript submission (First time student enrolls)

Online Dual Enrollment Orientation

► Comevo

Online Intervention Counseling for High School Partnership (HSP) Students

► Progress Surveys sent to college faculty for HSP courses
Students' section has 6 parts

1. Student Information
2. Omnitrans Information
3. Recommended Courses
4. Student Agreement
5. Waiver Agreement
6. Emergency Information
Eligibility Verification

Designee’s section has 3 parts

1. Student Information
   • cannot edit
2. Recommended Courses
   • can edit
3. Eligibility Verification
A&R Dual Enrollment Process
A&R Dual Enrollment Process

- **PERC** – "Received Dual Enrollment Agreement. Approved for: ENGL-1A and MATH-25"
- **STRK** – Received Transcripts
- **SREP** – Registration Date
- **XCHT** – Cohort
- **STPE**
A&R Batch Roadmap
Questions?
Join us for the next webinar

Thursday, April 9th from 10 a.m. to 11 a.m.

Video, powerpoint and other resources will be emailed to you following today’s webinar.

This webinar is part of a series produced by Career Ladders Project with funding from the California Community Colleges Chancellor’s Office and the College Futures Foundation.

careerladdersproject.org
Join our BASECAMP Community of Practice

If interested in joining, please respond to our follow up email.

Basecamp Tutorial: [https://youtu.be/su5xAZHF114](https://youtu.be/su5xAZHF114)
BASECAMP Features

Message Board

How are things going?
Carla Yorke • Mar 31 — Hi Everyone, I wanted to see how things are going? This is Cerritos College's first week transitioning to online classes. One thing I have learned

Welcome!
Naomi Castro • Mar 30 — Hello new base-campers! We're so excited to create this community of practice together. Please check out the folders and resources. Carla,

Dual Enrollment Resources during COVID19
Sherry Shojaei • Mar 26 — Please find the link to the resource document that was shared during the first webinar (3/26) below. We will continue to update and curate it

Kicking things off
Announcement by Naomi Castro • Mar 22 — Hey Dual Enrollment Practitioners in California - The Career Ladders Project (CLP) set up space on Basecamp for an online
BASECAMP Features Cont.

- Tips for Students
- Dual Enrollment Partnership Handouts
- WEBINARS | Problem Solving: Moving Dual Enrollment Online
- Dual Enrollment Resources during COVID-19.pdf
- Basecamp 3 How To guides
THANK YOU
for joining us today.

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