Dual Enrollment Expansion Workgroup Call
March 18, 2014

Present: John Cech, Sue Jones, Donna Bakke, Kristen Jones, Kim Schrenk, Daniel Bingham, Heidi Pasek, Florence Garcia (for Marsha Riley), Curtis Biggs, Dena Wagner-Fossen

Absent: Amy Verlanic, Marco Ferro, David Hall, Karin Janssen, Lynn Stocking, Marsha Riley, Neil Moisey, Shannon O’Brien, John Paxton, Terry Kendrick

- Main item for today’s call: Next draft developed by the subgroup which Curtis chaired
  - Took guidelines for campus MOU development presented by John, and put together appendices for support
  - Curtis and John met to discuss changes a few weeks ago, sent out responses received to the broader group yesterday

- MSU Billings is in the process of working with Billings Public Schools to get DE program established, asked to pilot the set of guidelines
  - Both Billings Public Schools and MSU Billings found draft agreement to be helpful
  - Posed suggestions for improvement
    - Preferred that the MOU be reviewed and signed annually as a check point for the partnership as it moves forward
  - Important to distinguish concurrent enrollment (courses taught by high school faculty in the high school), dual credit (college faculty teaching courses approved for dual enrollment), early college (courses offered to high school students for college credit)
    - Use dual enrollment as the umbrella term
  - Addendum on last page was confusing, recommendation made to simply delete
    - Addendum serves as a good resource, can be changed/adjusted as needed
  - Student eligibility: Each campus should have the ability to admit students under the age of 16 on a case-by-case basis

- Curtis: Funding and guidelines/definitions need more discussion

- Group discussion:
  - Change of wording proposed from Florence: “From the ages of 16-19” rather than “Between the ages of 16-19”
  - Addition proposed from Dena: Add maturity, self discipline, time management wording
  - Syllabus template use could be clarified more thoroughly in document
  - If “Adjunct faculty” terminology is used, it needs to be consistent
    - Suggestion posed to use “Affiliate Faculty” instead of “Adjunct Faculty”
    - Suggestion posed to use “Concurrent Enrollment Faculty”
      - Each individual campus could adjust terminology as it applies
- Suggestion that 300-400 level course wording can be tailored by each campus
  - John will wordsmith this for the next draft
- Concurrent enrollment, dual credit, dual enrollment wording should be consistent
- Textbook wording could be combined
- Fees need clarification
- Action step: John will incorporate comments from this discussion and send to Curtis to forward to the group