



**Course Comparability Manual:
Expectations to Ensure Comparability across
All Locations and Formats**

Colorado Mesa University

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Table of Contents

<u>Section</u>	<u>Page</u>
I. Philosophical Overview and General Requirements	3
II. Site-based Course Delivery at CMU-Montrose and Western Colorado Community College	5
A. Montrose Campus and Western Colorado Community College Course Delivery Overview	5
B. Roles and Responsibilities	
1. Instructor/Lecturer	
a. Application, Qualifications, and Follow-up.....	5
b. Course Delivery	5
2. Director of the Montrose Campus/Vice President for Community College Affairs (or designee)	6
3. Program Faculty Liaison from Academic Program.....	7
4. Academic Department Head	7
5. Vice President for Academic Affairs	8
6. Vice President for Community College Affairs	8
III. High School Scholars (HSS) Program/Concurrent Course Delivery	9
A. Program Overview	9
B. Program Benefits	9
C. Roles and Responsibilities	
1. High School Scholar and their Parents	10
2. School District Representatives	
a. Principal/Superintendent.....	11
b. Counselor.....	12
3. Concurrent Lecturer	
a. Application, Qualifications, and Follow-up.....	12
b. Course Delivery	13
c. Instructions for Submitting Final Grades.....	14
4. WCCC Director of Student Services.....	14
5. Program Faculty Liaison from Academic Program.....	15
6. Academic Department Head	16
7. Vice President for Academic Affairs	17
8. Vice President for Community College Affairs	17
IV. Distance Delivery	18
A. Online Course Delivery Overview.....	18
B. Roles and Responsibilities	18
1. Student	18
2. Instructor/Lecturer	18
3. Office of Distance Learning.....	19
4. Academic Department Head	20
5. Vice President for Academic Affairs	20
V. Appendices	21-32

Part I: Philosophical Overview and General Requirements

A continuing challenge for institutions is the ability to insure that comparable learning outcomes are met when various instructors, using various delivery methods, teach multiple sections of the same course. To further the challenge, many times the lecturers are teaching without the same perspective as full-time faculty members to aligning content delivery and assessments to department and institutional outcome goals.

In order to promote consistency across multiple sections of classes with a variety of delivery methods and multiple instructors, the following is recommended for all courses taught by non-full-time faculty and faculty teaching CMU courses in high schools:

A. General Requirements:

- Course-level student learning outcomes are written by the full-time faculty members in the context of the program- and institution-level student learning outcomes.
- Course-level student learning outcomes, catalog description, course outline and course schedule are required on all syllabi with guidance provided by full-time faculty members. If desired, course objectives also may be articulated and included on syllabi.
- Full-time faculty members meet with lecturers prior to the beginning of the semester and discuss program- and course-level outcomes, and successful teaching methodologies for that course.
- Lecturers are assigned a full-time faculty member as a course mentor.
- If a lecturer is the only one teaching a course, all of the above are provided/monitored by an assigned full-time faculty member.
- Full-time faculty members choose resources to be used by all non-full-time lecturers.
- A core set of curriculum must be covered in all course sections. Any additional content must be developed in collaboration with mentor faculty. Comparable assessments are required; a comparable rubric is required.
- Assessment of student learning outcomes is required as scheduled by the department.
- All of the above are evaluated during the course of the lecturer evaluation process.

In the case of general education assessment, the same assessment rubric is used in all sections of the course. Further suggestions could include the following:

- If online assignments are available, comparable assignments for all sections could be used.
- D2L shells could be established for all courses with Department Heads given access to course.
- Tests could be coordinated or the same concepts tested on each test.
- A similar test could be given.
- A similar final could be given.
- A pretest/posttest could be given to all sections.

The overall concept is:

- Comparable text/resources to include D2L.
- Comparable learning outcomes.
- Comparable assessments that demonstrate mastery of comparable outcomes.
- Comparable rubrics.
- Comparable grading scale.
- Required collaboration.

B. WCCC/Montrose Requirements:

- Course-level student learning outcomes are written by the full-time faculty members in the context of the program- and institution-level student learning outcomes.
- A comparable textbook, syllabus, online homework, course outcomes, D2L are required.

- Course-level student learning outcomes, catalog description, course outline and course schedule are required on all syllabi with guidance provided by full-time faculty members. If desired, course objectives also may be articulated and included on syllabi.
- Full-time faculty members contact lecturers prior to the beginning of the semester and discuss program- and course-level student outcomes, and successful teaching methodologies for that course.
- A departmental full-time faculty members mentor is designated.
- Comparable assessments are required; a comparable rubric is required.
- In the case of general education assessment, the same assessment is used in all sections of the course.
- A component of faculty evaluation is based upon course comparability and is conducted yearly by department head.

C. High School Requirements:

- Course-level student learning outcomes are written by the full-time faculty members in the context of the program- and institution-level student learning outcomes.
- A comparable textbook, syllabus, online homework, course outcomes, D2L are required.
- Course-level student learning outcomes, catalog description, course outline and course schedule are required on all syllabi with guidance provided by full-time faculty members. If desired, course objectives also may be articulated and included on syllabi.
- Full-time faculty members contact lecturers prior to the beginning of the semester and discuss course objectives, learning goals, and successful teaching methodologies for that course.
- A departmental full-time faculty member mentor is designated.
- Attendance at the yearly orientation session conducted by Academic Affairs and representatives from academic departments is required.
- Attendance at departmental meeting, when requested, is required - to include no more than one a semester.
- All of the above are evaluated during the course of the lecturer evaluation process by the department head.

D. CMU Campus/Online Requirements:

- Course-level student learning outcomes are written by the full-time faculty members in the context of the program- and institution-level student learning outcomes.
- A comparable textbook, syllabus, online homework, and course outcomes are required.
- Course-level student learning outcomes, catalog description, course outline and course schedule are required on all syllabi with guidance provided by full-time faculty members.
- Full-time faculty members contact lecturers prior to the beginning of the semester and program- and course-level student outcomes, and successful teaching methodologies for that course.
- A departmental full-time faculty member mentor is designated.
- A comparable assessment is required at the end of the course.
- In the case of general education assessment, the same assessment rubric is used in all sections of the course.
- A component of faculty evaluation is based upon course comparability.
- The department head or department head designee conducts a classroom evaluation once a year.

Part II: Site-based Course Delivery at CMU-Montrose and Western Colorado Community College

A. Montrose Campus and WCCC Course Delivery Overview:

The Montrose campus of Colorado Mesa University is a growing part of the CMU system. With over 300 students currently enrolled in certificate, associate, and bachelor degree completion tracks, general education classes and selected upper division classes, CMU-Montrose is a prime higher education hub for students in southwestern Colorado. CMU-Montrose creates additional access to higher education, serving the counties of Montrose, Delta, Ouray and San Miguel. As a satellite campus of Colorado Mesa University, all academic activity at CMU-Montrose is coordinated through the appropriate academic departments and the Office of Academic Affairs. The faculty members, which consist of a limited number of instructors and primarily lecturers teaching at CMU-Montrose work with the Montrose campus director as well as their appropriate academic departments to ensure alignment of course-level student learning outcomes, syllabi, textbooks and assessments.

Western Colorado Community College is responsible for two of the three components of credit-bearing coursework: career/technical education and developmental education. The third curricular component available at WCCC is general education and is delivered by instructors or lecturers who are approved and hired by Academic Department Heads at Colorado Mesa University. The policies/procedures below apply to WCCC as well as CMU-Montrose with the exception of the role of the Director of the Montrose Campus. In the case of WCCC, the Vice President for Community College Affairs, or the vice president's designee, may submit the requested materials to the appropriate academic department head.

B. Roles and Responsibilities:

1. Instructor/Lecturer

a. Application, Qualifications and Follow-up

- Apply to teach at CMU-Montrose or WCCC. Applications are accepted upon an opening at either campus. Applications include a letter of interest, resume, unofficial college transcripts (official transcripts will be required upon hire), and three professional references (names, phone numbers and email addresses).
- Meet the academic qualifications. The preferred qualification is a terminal degree in the field from a regionally accredited institution. Lecturers with alternative credentials and tested experience will be considered, but in these cases, the lecturers must document and/or demonstrate their qualifications through the use of the following form with support documentation/evidence. [CMU Academic Faculty Member-All Full-time appointments and Lecturers \(Part-time\)](#) Credentials will be evaluated by the appropriate Academic Department Head and approved by the Vice President for Academic Affairs. Lecturers teaching at the Montrose and WCCC campuses are expected to meet the same qualifications as lecturers teaching on the main campus of CMU.
- Participate in an interview process prior to receiving final approval to teach course.
- Complete a self-evaluation at the end of the term. The self-evaluation is required for instructors, but is required of lecturers only if it is an expectation of the Academic Department. A CMU program Faculty Liaison will make a classroom visit each year and the Academic Department Head will meet with the Lecturer each semester as part of the course evaluation.

- Upon request of the Academic Department Head, enroll/audit in same course being taught, at no cost, if available through an on-line format.
- Attend faculty meetings arranged by either the Director of Montrose Campus, the Vice President for Community College Affairs (or designee), or Academic Department Head each semester.

b. Course Delivery

- Uphold the goals, policies and procedures of CMU and the appropriate academic department. This includes conducting the course with college-level expectations for academic achievement and demonstrated skills. It is expected that all courses taught at CMU-Montrose and WCCC will meet the same academic requirements as those courses taught at their main campus counterparts, and that lecturers agree to teach according to the course expectations (e.g., syllabus, schedule, content, assessment of student learning outcomes, pedagogy, grading system, administrative responsibilities) articulated by CMU academic program faculty. Students are expected to complete two hours of assigned work outside of class for each hour in class. In so doing, Montrose and WCCC courses will meet the same level of academic rigor, classroom behavior, and curriculum standards as their main campus counterparts. Texts and other instructional materials are identified by CMU faculty members for each course; a complimentary desk copy can be obtained by contacting the assistant of the academic department or the assistant at the Montrose campus. Finally, all Montrose and WCCC students are expected to follow the [CMU Student Code of Conduct](#).
- Use the assigned CMU email address for all correspondence relating to CMU, including with the students, academic department heads, program faculty liaisons, and Montrose campus director.
- Understand accountability for maintaining the privacy of student concurrent records as covered by the Family Educational Rights and Privacy Act (FERPA).
- Arrange for a course evaluation each semester, either using the University's paper form or arranging to use the online evaluation tool. These will also be considered in the decision for re-appointment in subsequent semesters.
- Submit final grades according to CMU's published schedule, following the instructions found later in this document.

2. Director of Montrose Campus/Vice President for Community College Affairs (or designee):

- Serves as the primary liaison between CMU academic departments and Instructors/Lecturers teaching academic courses on the Montrose Campus or Bishop Campus.
- Coordinate approval of lecturers with the appropriate Academic Department Head and provide final list of scheduled courses each term.
- Facilitate communication between instructor/lecturer and academic departments to ensure course requirements are met and to ensure integrity and consistency of course delivery. This includes, but is not limited to, course resources and academic.

- The Director/Vice President will coordinate with CMU's Registrar's Office the courses to be made available through the Montrose or WCCC campus and confirm course listing in Banner with Registrar's Office after approval by Academic Department Head.
- Schedule and plan workshops each year for Montrose and/or Bishop Campus Instructors/Lecturers with main campus representatives from academic departments in coordination with the Vice President for Academic Affairs.
- Ensure establishment and availability of student evaluations each semester; share evaluation results with appropriate lecturers and academic department heads.
- Coordinate lecturer evaluations with academic department heads and program faculty liaisons.
- Ensure all academic department requirements are being addressed by lecturers for the Montrose campus, including student learning outcomes, course textbooks, syllabi, assessments.
- Facilitate visits by Academic Program Liaison and Academic Department Head.

3. Program Faculty Liaison from Academic Program

- Serve as an academic resource for the lecturer, providing guidance for the curriculum and its accompanying student learning outcomes to be aligned with the course.
- Distribute a syllabus template and description of needed instructional materials for each course offered that will be signed-off by the Academic Department Head. Liaisons also should discuss course expectations (e.g., content, student learning outcomes, assessments) with lecturers.
- Be available to present discipline-specific lectures on-site to students attending the Montrose or WCCC campus.
- Communicate monthly (at a minimum) via phone or email to discuss ideas and address questions with the lecturer. The Liaison should keep lecturers informed of general information related to department events, professional development opportunities, etc.
- Visit Lecturer at Montrose or WCCC campus at least once per year.
- Participate in professional development workshops for Lecturers in collaboration with Academic Department Head, and/or Montrose Campus Director (if appropriate).

4. Academic Department Head

- Be willing, in collaboration with program faculty, to sponsor courses to be delivered at the Montrose or WCCC campus and be responsible for the integrity and consistency of course delivery.
- Identify Program Faculty Liaison for each program having a lecturer in Montrose or at WCCC and oversee their interactions.
- Evaluate Lecturer applications and provide feedback to Montrose campus director within 10 working days of receiving the application. Identify applicants to be interviewed in

collaboration with Montrose campus director.

- Evaluate Lecturer based on classroom observation, the lecturer's self-evaluation (if required), and in collaboration with the Academic Program Faculty Liaison, and the Director of the Montrose Campus (if appropriate). A self-evaluation by the Lecturer will be completed only if it is an expectation of the Academic Department.
- Participate in professional development workshops for lecturers in collaboration with the Director of Montrose campus, the Vice President for Community College Affairs (or designee), and Academic Program Faculty Liaison.
- Promote assessment of student learning outcomes across all methods of delivery.
- Support the Academic Program Faculty Liaison.

5. Vice President for Academic Affairs

- Sign off on all coursework that is associated with an academic program as well as technical coursework that is part of any career ladders.
- Approve credentials of faculty.
- Ensure integrity and consistency of course delivery.
- Conduct annual evaluation of Montrose Campus academic programs and courses with Academic Department Heads, Faculty Liaisons, and director of Montrose campus.

6. Vice President for Community College Affairs

- Uphold the goals, policies and procedures of courses delivered at CMU-Montrose and WCCC.
- Communicate, in coordination with the WCCC Director of Student Services, concurrent course requirements to ensure integrity and consistency of course delivery. This includes, but is not limited to, course resources and academic policies (e.g., course completion schedule; acceptable use of calculators; AP and IB credit courses cannot overlap with concurrent coursework).
- Other activities identified above.

Part III: High School Scholars (HSS) Program/Concurrent Course Delivery

A. Program Overview:

Under Colorado law, colleges and school districts can work together to provide opportunities for high school students to get an early start on the university career by earning general education college courses that apply to a degree chosen by the student while still in high school. The program's success is based on a quality university/school district partnership implemented by qualified high school instructors and faculty members in various academic departments. Colorado Mesa University (CMU)/Western Colorado Community College (WCCC) offers various programs for qualified high school students to access higher education.

This summary outlines the requirements and responsibilities for High School Scholars who enroll in CMU general education courses that have been approved as part of the Colorado Commission on Higher Education's guaranteed transfer, or gtPathways program. Approval of a course ensures its transferability to all Colorado public colleges and universities. Participating students earn college credit which appears on a CMU transcript. This program is distinguished from other types of concurrent enrollment in that the general education courses are offered by qualified high school teachers, referred to as Concurrent Lecturers.

The High School Scholars program offers an opportunity for qualified students to enroll in CMU courses while still in high school. The courses are taught by high school teachers approved as CMU lecturers and available to 10th, 11th and 12th grade students in participating high schools. The courses are offered for both high school and college credit (dual credit), and credit is transcribed at the time of course completion. Sophomores may enroll in one course per semester. Typically, students may enroll in no more than two courses per semester in this program; exceptions require the signature of the WCCC Director of Student Services. Tuition for these courses is reduced as the instructor's salary is being paid by the school district. HSS are encouraged to visit the CMU campus, and for the institution's faculty members to participate as guest lecturers in the high school classrooms as relevant.

The program also contributes to the "Colorado Promise" of doubling the number of postsecondary degrees earned by Coloradans and reducing by half, the number of students who drop out of high school in the state. In May 2009, the Colorado General Assembly passed HB09-1319 and SB09-28 (or CRS 22-35-101) with the intent that it would broaden student access to concurrent enrollment programs based on improved coordination between institutions of secondary education and institutions of higher education. The program's success is dependent on all participants performing the roles outlined in the following sections.

B. Program Benefits:

The High School Scholars program offers a student the opportunity to experience the rigor and intellectual challenge of university classes while earning postsecondary credit as a high school student. This experience can enhance a student's ability and skills to do university work and gain confidence prior to enrolling in a college or university. Each HSS will receive a MavCard to access library materials.

For the Concurrent Lecturer, the partnership provides an opportunity for university faculty and high school teachers to work together and share ideas for the benefit of the students. Additionally,

- MavCard – Concurrent lecturers will receive a MavCard, the University's ID and access card. The card provides access to special faculty services through the Tomlinson Library:

<http://www.coloradomesa.edu/library/faculty/services.html>

This is especially important for those instructors and students at a distance who must access the library resources electronically.

- A CMU email account.
- Professional Development – CMU believes it is vital for concurrent faculty to continue their education and increase their content knowledge through advanced study. Therefore, a small stipend from should be available at each participating high school to provide some support for Concurrent Lecturers to continue their education in their content discipline area. These funds can offset the tuition for these lecturers to take graduate-level courses. Lecturers should contact their school principal.
- Workshops – CMU/WCCC conducts faculty workshop for Concurrent Lecturers to meet with CMU faculty members to discuss course content and other teaching/learning expectations. It is also an opportunity to meet with lecturers at other schools teaching the same content. It is expected that all Concurrent Lecturers will attend these workshops, and CMU will award CEUs to participants.

C. Roles and Responsibilities:

1. High School Scholar and their Parents

- Indicate interest in course by completing student application, registration form, and application for the College Opportunity Fund (COF) according to deadlines specified on the application. Student also is responsible for providing a current transcript to CMU as part of the application process and submitting the Memorandum of Agreement for concurrently enrolled students.
- Meet the specified academic qualifications and/or requirements for participation in the HSS program. If the course has prerequisites, those also must be met by the student.
- Understand and agree to the goals, policies, and procedures of the High School Scholars program.
- Have approval from their high school administration, and parent/guardian.
- Enroll in CMU/WCCC courses that align with Individual Career and Academic Plan (ICAP) and are on the guaranteed transfer list of acceptable courses.
- Student agrees to complete course expectations and requirements that are of the same level as those in on-campus courses. These are consistent with those offered by the institution at all sites and through all delivery formats. At a minimum, students are expected to complete two hours of assigned work outside of class for each hour in class.
- Enrollment in basic skills coursework is limited to students in the 12th grade.
- Course grade will appear on the student's high school diploma and college transcript, and will be used in calculating the student's college grade point average. A grade of C or higher is required for credit to be accepted by a postsecondary institution. If the student withdraws from the course after the drop/add date, a grade of W or F will appear on the student's college transcript and result in the student repaying the tuition to the school district. A student who does not successfully complete a college-level course may not be eligible for enrolling in

future courses.

- Earned credits will be deducted from the student's COF account. Under specific circumstances, student may pay tuition. This arrangement must be coordinated by the student with the WCCC Director of Student Services.
- Take personal responsibility for success in school and comply with [CMU's Student Code of Conduct](#).
- Have the same student rights as other CMU undergraduates.
- Authorize CMU to release transcript to student's school district and provide information as specified by the Colorado Department of Education.
- Use the assigned CMU email address for correspondence with the Concurrent Lecturer.
- Take a campus tour to become familiar with all the resources CMU offers students. Tour times are available by contacting the CMU Admissions Office.

2. School District Representatives:

a. Principal/Superintendent

- Understand, and agree to, and support CMU expectations of courses and Concurrent Lecturers and enforce course and classroom criteria. It is expected that all courses taught in the High School Scholars program will meet the same academic requirements as those courses taught at their on-campus counterparts, and that Concurrent Lecturers agree to teach according to the course expectations (e.g., syllabus, schedule, content, assessment of student learning outcomes, pedagogy, grading system, administrative responsibilities) articulated by CMU academic program faculty. Students are expected to complete two hours of assigned work outside of class for each hour in class. In so doing, HSS courses will meet the same level of academic rigor, classroom behavior, and curriculum standards as their on-campus counterparts.

In order to maintain the quality and comparability of CE courses, course material will not be taught in fewer contact hours (1 contact hour = 50 minutes) than an on-campus CMU course. For example,

- a three-credit-hour lecture course is taught in a minimum of 45 contact hours per semester.
 - a four credit-hour lecture course requires a minimum of 60 contract hours.
 - a four credit-hour lecture/lab course (3 lecture credit hours + 1 lab credit hour) is composed of 45 contact hours for the lecture and 30 contact hours for the lab per semester.
 - a five credit-hour lecture course requires a minimum of 75 contact hours.
 - a five credit-hour lecture/lab course (4 lecture credit hours + 1 lab credit hour) is composed of 60 contact hours for the lecture and at least 30 contact hours for the lab per semester.
- Identify those courses for the High School Scholars that are closely aligned with the high school curriculum in order to ensure that the Concurrent Lecturers can cover both the college and high school curriculum during the semester.

- Be supportive of Concurrent Lecturer. To ensure integrity and consistency in the delivery of the course and that students will benefit from participation in the course, school districts ensure that the Concurrent Lecturer has the instructional resources (e.g., text books, microscopes, cameras) necessary to teach the course as well as the time they need to accomplish all duties, assignments, and expectations.
- Because Concurrent Lecturers are expected to meet with CMU faculty one day per semester, school districts should plan to pay for a substitute on those days. CMU will reimburse Concurrent Lecturers for their mileage to attend these workshops.
- Agree to pay tuition for the number of credit hours specified in the agreement between CMU/WCCC and the school district and communicate this information to district students and their parents.
- Participate in visits by Academic Program Liaison and Academic Department Head as appropriate. In the case of a first-time course offering, and particularly when a laboratory section is involved, the Faculty Liaison will need to evaluate high school equipment and facilities to ensure they are adequate for the class and discuss the assessment. Visits for this purpose should take place prior to the start of the class and must be pre-approved by the Academic Department Head.

b. Counselor

- Coordinate the district signing and return of the partner agreements.
- Determine eligibility and provide accurate student assessment for concurrent participation.
- Provide accurate advising information and support to concurrent students.
- Coordinate the admission and registration process at the high school.
- Submit instructor request forms.

3. Concurrent Lecturer

a. Application, Qualifications, and Follow-up

- Apply to teach in concurrent program. The application due date for fall semester is March 15 and October 15 for spring semester.
- Meet the academic qualifications. The preferred qualification is a master's degree in the field from a regionally accredited institution. Lecturers with alternative credentials and tested experience will be considered, but in these cases, the lecturers must document and/or demonstrate their qualifications through the use of the following form with support documentation/evidence. [CMU Academic Faculty Member-All Full-time Appointments and Lecturers \(Part-time\)](#). Credentials will be evaluated by the appropriate Academic Department Head and approved by the Vice President for Academic Affairs. Concurrent Lecturers are expected to meet the same qualifications as all other lecturers teaching for CMU.
- Participate in an interview process prior to receiving final approval to teach course.
- Complete a self-evaluation at the end of the term if an expectation of the Academic Department. A CMU program faculty liaison will make a classroom visit each year and the

Academic Department Head will meet with the Concurrent Lecturer each semester as part of the course evaluation.

- Enroll/audit in same course being taught by CMU, at no cost, if available through an on-line format. Questions on enrollment should be directed to the WCCC Director of Student Services.
- Attend a session at CMU each semester. A mandatory workshop will be scheduled for mid-April for those teaching in the subsequent fall semester; the required session for those teaching in the spring term will be scheduled for mid-November. CMU will reimburse Concurrent Lecturers for their mileage to attend these workshops.
- Participate in visits by Academic Program Liaison and Academic Department Head as appropriate. In the case of a first-time course offering, and particularly when a laboratory section is involved, the Faculty Liaison will need to evaluate high school equipment and facilities to ensure they are adequate for the class and discuss the assessment. Visits for this purpose should take place prior to the start of the class and must be pre-approved by the Academic Department Head.

b. Course Delivery

- Uphold the goals, policies and procedures of the High School Scholars Program. This includes conducting the course with college-level expectations for academic achievement and demonstrated skills. It is expected that all courses taught in the High School Scholars program will meet the same academic requirements as those courses taught at their on-campus counterparts, and that Concurrent Lecturers agree to teach according to the course expectations (e.g., syllabus, schedule, content, assessment of student learning outcomes, pedagogy, grading system, administrative responsibilities) articulated by CMU academic program faculty.
- Students are expected to complete two hours of assigned work outside of class for each hour in class. In so doing, HSS courses will meet the same level of academic rigor, classroom behavior, and curriculum standards as their on-campus counterparts. Texts and other instructional materials are identified by CMU faculty members for each course; a complimentary desk copy can be obtained by contacting the WCCC Director of Student Services. High School Scholars are expected to follow the [CMU Student Code of Conduct](#).
- Post an accurate syllabus on the course d2l website and maintain an updated gradebook through d2l.
- Use the assigned CMU email address for correspondence with the High School Scholars.
- Understand accountability for maintaining the privacy of student concurrent records as covered by the Family Educational Rights and Privacy Act (FERPA).
- Check the course roster at the beginning of each semester to ensure that students are in appropriate courses. You should sign the roster when you have approved it and return it to the high school liaison or high school counselor.
- Arrange for a course evaluation each semester, either using the University's paper form or arranging to use the online evaluation tool. These will also be considered in the decision for

re-appointment in subsequent semesters.

- Submit final grades according to CMU's published schedule, following the instructions found later in this document.
- Facilitate visits by Academic Program Liaison and Academic Department Head. In the case of a first-time course offering, and particularly when a laboratory section is involved, the Faculty Liaison will need to evaluate high school equipment and facilities to ensure they are adequate for the class. Visits for this purpose should take place prior to the start of the class and must be pre-approved by the Academic Department Head.

c. Instructions for Submitting Final Grades: Concurrent Lecturers submit final grades online at the end of the semester following the instructions below:

- Using your browser, go to <http://www.coloradomesa.edu/>
- Enter your CMU username and password.
- Click on MAVzone
- Click on the **Faculty** tab.
- In the **Faculty Grade Assignment** box there will be a list of your classes. Click on the yellow or green triangle next to the course you want to grade.
- On the Final Grade Worksheet, enter only the letter grade you wish to assign. **Please do not enter any attendance dates.**
- Choose the Submit button when you have entered all of the grades. (Note: If you have more than 25 students you will need to click the link at the bottom of the page to view to the rest of the students.)
- When you have submitted all of the grades for one class, scroll to the top of the page and select **Return to Main Menu**.
- Click on **CRN Selection** and select the next class you would like to grade.
- After clicking on the **Submit** button, click on **Final Grades**.
- Repeat the process above until you have entered all of your grades.
- If you have any questions contact the Registrar's Office at (970) 248-1555, option 3.

4. WCCC Director of Student Services

- Serves as the primary liaison between CMU/WCCC and School District Representatives.
- Evaluate student applications.
- Coordinate approval of Concurrent Lecturers between School District and the appropriate Academic Department Head and provide final list of scheduled courses each term.
- Verify that courses taken by students under this program will qualify as credit toward earning a degree or certificate at the institution of higher education.
- Uphold the goals, policies and procedures of the High School Scholars Program.
- Communicate, in coordination with the Vice President for Community College Affairs, concurrent course requirements to ensure integrity and consistency of course delivery. This includes, but is not limited to, course resources and academic policies (e.g., course completion schedule; acceptable use of calculators; AP and IB credit courses cannot overlap with concurrent coursework).

- Conduct an annual course renewal process to secure approval of offering the concurrent course again in the school. The Director will coordinate with CMU's Registrar's Office to remove previous courses so that courses do not roll automatically from a prior term, and confirm new course listing in Banner with Registrar's Office after approval by Academic Department Head.
- Respond to questions from Concurrent Lecturers concerning enrollment in the CMU course that the Lecturer is teaching, if desired, and coordinate their registration at no cost.
- Coordinate with CMU Center for Teacher Education to award CEU's for Concurrent Lecturers successfully completing course instruction.
- Facilitate coordination with appropriate high school representative, Concurrent Lecturer, Coordinator of Educational Access Services, and Academic Department Head, as needed, on 504 accommodations. High schools are required by law to make 504 accommodations if a disability has been substantiated. Colleges and universities however, are under the legal obligation to provide appropriate academic adjustments as necessary to ensure that it does not discriminate on the basis of disability. It is conceivable that a student receiving 504 accommodations in his or her high school and participating as a High School Scholar would be required to produce substantiated documentation of their disability. After the documentation has been substantiated, CMU staff will determine the necessary adjustments to assist the student without compromising the rigor or integrity of that concurrent course.
- Schedule and plan workshops each semester for Concurrent Lecturers with campus representatives from academic departments in coordination with the Vice President for Community College Affairs and Vice President for Academic Affairs. Any reimbursement should be coordinated by the Director.
- Process reimbursements for travel to high schools by Academic Department Heads and Faculty Liaisons.

5. Program Faculty Liaison from Academic Program

- Serve as an academic resource for the Concurrent Lecturer, providing guidance for the curriculum and its accompanying student learning outcomes to be aligned with the college course. Faculty Liaisons should promote a positive working relationship between CMU faculty members and the Lecturer.
- Coordinate with Academic Department Head and Concurrent Lecturer on courses with concurrent enrollments. The Faculty Liaison may make suggestions, advise, and promote appropriate rigor as discussions evolve and classroom observations are made.
- Distribute a syllabus template and description of needed instructional materials for each course offered concurrently that will be signed-off by the Academic Department Head. Liaisons also should discuss course expectations (e.g., content, student learning outcomes, assessments, textbooks) with Concurrent Lecturers. Academic Department Heads must approve any exception(s) to any of the course expectations.
- In the case of a course being offered for the first time in the high school, and particularly when a laboratory section is involved, the Faculty Liaison will need to evaluate high school equipment and facilities to ensure they are adequate for the class and discuss the assessment.

Visits for this purpose should take place prior to the start of the class and must be pre-approved by the Academic Department Head.

- Communicate monthly (at a minimum) by phone or email to assess progress, address questions, and discuss problems with the Concurrent Lecturer. The Liaison should keep Concurrent Lecturers informed of general information related to concurrent enrollments, department events, professional development opportunities, etc.
- Visit the concurrent lecturer at the lecturer's high school at least once per semester. Whenever possible, the visit should be early in the semester, particularly if the lecturer is teaching the course for the first time. The liaison may make fewer visits with the department head's approval.
- Evaluate each Concurrent Lecturer once per year. A self-evaluation by the Concurrent Lecturer will be completed only if it is an expectation of the Academic Department. The Liaison will observe the entire class period and evaluate the Lecturer's performance using the Lecturer Evaluation form, ranking the instructor from 1 to 5 in each of the four areas on the form. Before leaving the site after a class observation, the Faculty Liaison must complete the form, have the Concurrent Lecturer read the evaluation, obtain the Lecturer's signature, and request that the Lecturer make a copy. The need for additional class visits will be determined by the Faculty Liaison in consultation with the Academic Department Head. Any additional class observations by the Faculty Liaison will also be documented using the CE Liaison Visit Report form, but the numerical evaluation section is not filled out.
- All Faculty Liaison visits must be pre-approved by the Academic Department Head.
- Participate in professional development workshops for Concurrent Lecturers in collaboration with the WCCC Director of Student Services and Academic Department Head.
- Provide CMU recruiting materials to interested students, and offer to speak about the discipline and the college experience in general when visiting the high school.

6. Academic Department Head

- Be willing, in collaboration with program faculty, to sponsor courses to be delivered to High School Scholars and be responsible for the integrity and consistency of course delivery.
- Identify Program Faculty Liaisons for each program having a Concurrent Lecturer and oversee their interactions.
- Sign-off on description of needed instructional materials developed by the Program Faculty Liaison for each course offered concurrently.
- Evaluate Concurrent Lecturer applications and provide decision to WCCC Director of Student Services within 10 working days of receiving the application.
- Sign-off on entering proposed course listing in Banner.

- Evaluate Concurrent Lecturer based on classroom observation, the Concurrent Lecturer's self-evaluation, and in collaboration with the Academic Program Faculty Liaison. A self-evaluation by the Concurrent Lecturer will be completed only if it is an expectation of the Academic Department.
- Participate in professional development workshops for Concurrent Lecturers in collaboration with the WCCC Director of Student Services and Academic Program Faculty Liaison.
- Promote assessment of student learning outcomes across all methods of delivery.
- Support Academic Program Faculty Liaison in meeting HSS program policies and procedures and oversee his/her activities.

7. Vice President for Academic Affairs

- Sign off on all coursework that is associated with an academic program as well as technical coursework that is part of any career ladder.
- Ensure integrity and consistency of course delivery.
- Arrange for CEU to be awarded through the Center for Teacher Education in coordination with the WCCC Director for Student Services.
- Conduct annual evaluation of High School Scholars program with Academic Department Heads, Program Faculty Liaisons, WCCC Director of Student Services, and the Vice President for Community College Affairs.

8. Vice President for Community College Affairs

- Uphold the goals, policies and procedures of the High School Scholars Program.
- Communicate, in coordination with the WCCC Director of Student Services, concurrent course requirements to ensure integrity and consistency of course delivery. This includes, but is not limited to, course resources and academic policies (e.g., course completion schedule; acceptable use of calculators; AP and IB credit courses cannot overlap with concurrent coursework).

Part IV. Courses/Programs Delivered via Distance Formats

A. Online Course Delivery Overview:

Colorado Mesa University staff and faculty are invested in student success and ensuring high quality course design, learning experiences, and student services for our online learners. With the ever-changing landscape of online teaching and learning, it is important we continue to assist faculty in re-conceptualizing the learning environment in higher education. Ensuring that instructors are well prepared to operate in the online classroom is key to having comparable quality, regardless of course delivery mode. This summary outlines the necessary components and recommendations for the consideration of the consistency and congruency of online courses to their site-based versions.

B. Roles and Responsibilities:

1. Student

a. Preparedness

- Score 80% or better on the Online Orientation Course their first time attempting a blended/online course.

b. Content Outcomes, Assessment, and Alignment

- Read and adhere to course syllabus
- Obtain assigned textbook, course materials, equipment, etc.

c. Course Delivery

- Retain access to the recommended technology. Colorado Mesa University recommends that online students use the following minimum technology standards: DSL/Cable modem or wireless and high-speed Internet connection, Microsoft Windows XP or later, Mac Mountain Lion or higher, Microsoft Office 2003 or later (Or Word-compatible Open Office or Pages), Java Runtime Environment 7.0 update 15, or later).
- Communicate with instructor as directed in syllabus.
- Email only through CMU email addresses.
- Contact CMU Help Desk if problems with technology occur.
- Communicate with instructor if the student has a question about content or is unable to complete assignment(s).
- Seek out additional services as needed (i.e. mentoring, tutoring, etc.)

d. Faculty Evaluations

- Complete class evaluation at the end of the course.

2. Instructor/Lecturer

a. Preparedness

- Create course syllabus that clearly communicates pertinent aspects and expectations of the course, program, and institution. Instructors are encouraged to review the syllabus with students at the beginning of a course. The optional CMU course syllabus template can be found at: [CMU Syllabus Template](#).
- Design course site(s) and upload complete content using D2L and any other technologies required to teach in the online environment prior to the start date of the course.
- Register for and successfully complete required Online Teaching Essential course prior to teaching in the online environment. Course shell access is not assigned to instructors who do not complete the required online training or do not have an online mentor assigned.

b. Content Outcomes, Assessment, and Alignment

- Create student learning outcomes for the course that fall within the scope of the program level or Essential Learning outcomes
- Develop content, activities, and assessments that are appropriate to the stated learning outcome(s) and are comparable to campus-based equivalent
- Develop and facilitate their courses according to Quality Matters standards.

c. Course Delivery

- Decide when a student has failed the Online Orientation whether they will be allowed to override and have access to the online course.
- Provide virtual (chat, video conference, phone, etc.) office hours to accommodate students that do not physically reside on campus or do not have the ability to come to campus.
- Coordinate efforts with the Testing Department, students, and proctors to ensure proctoring needs are understood and met.
- Submit final grades according to CMU's published schedule

d. Faculty Course Evaluations

- Complete a self-evaluation at the end of each academic year.
- Receive their evaluation from the Department Head each academic year

3. Office of Distance Education

e. Preparedness

- Develop strategies to ensure that CMU online offerings are delivered with the same quality as traditional, site-based programs.
- Manage required online training and confirm registration for faculty who are new to online/blended teaching. This course provides instructors with the necessary tools to offer a quality experience to students (i.e. technology, alignment, pedagogy, etc.)
- Notify instructor and the department head of any course site(s) not open at the start of term.
- Provide ongoing professional development opportunities and support to faculty in the areas of quality instructional design and development, pedagogy, and related instructional technology.
- Create and maintain online technology and pedagogy resources to assist faculty in the CMU Online tab in MavZone.
- Provide workshops and individual training to assist faculty members with instructional technologies.

b. Content, Outcomes, Assessment, and Alignment

- Include Quality Matters standards during the design, redesign, and development of online courses
- Provide a syllabus template that can be used for any modality, but specifically includes components for online and blended classes.
- Provide the *Choosing the Right Assessment* tool which facilitates instructors determining the best assessments for their stated outcomes. (Found on the Course Design & Development channel on the CMUOnline tab in MavZone.)
- Provide the *Outcomes Mapping Worksheet* developed to align program level outcomes with course level outcomes.

c. Course Delivery

- Provide D2L platform and course shells within the Learning Management System for faculty to teach online and blended courses.
- Notify Academic Department Heads of any appropriate student issues/student complaints regarding the blended/online course or faculty

d. Faculty Course Evaluations

- Conduct online course design reviews upon request by instructor or Academic Department Head

4. Academic Department Head

a. Preparedness

- Determine needs for online course(s) and arrange with Registrar Office
- Notify Office of Distance Education of new online/blended instructors upon assignment.
- Assign online instructor mentor to instructor(s) assigned to course(s) after the training has occurred in the semester
- Ensure new instructors complete required training in the expected timeframe.
- Follow up with instructor regarding course site(s) not open at the start of term.

b. Content, Outcomes, Assessment, and Alignment

- Approve textbook designations in their respective areas to ensure comparability.
- Ensures that outcomes are the same for online courses and their campus based equivalents.
- Ensures that assessments and content are comparable for online courses and their campus based equivalents.

c. Course Delivery

- Supports instructor in being prepared to teach online.

d. Faculty Course Evaluations

- Incorporate online standards into the evaluation process for instructors that teach in the online and blended environments.

5. Vice President for Academic Affairs

- Approve coursework associated with an academic program as well as technical coursework that is part of a career ladder.
- Ensure CMU academic compliance with accrediting and governmental agencies.
- Ensure integrity and consistency of course delivery.
- Conduct annual evaluation of faculty with Academic Department Heads.

APPENDICES



**Requirements for CMU Coursework Delivered
at the CMU-Montrose and WCCC Campuses**

To ensure that course delivery at the CMU-Montrose and WCCC campuses has the same integrity and meets the same expectations as those delivered on the main campus, this form outlines the requirements specific to the course identified below. The Academic Faculty Liaison for this course should either attach a copy of the syllabus template for this course or provide a link from which an online version can be accessed.

Course (prefix, number):	
Course Name:	
CMU Academic Program Responsible for Credit:	
Text/ Other Resource Materials Needed	Title: Author(s): Publisher: ISBN: Year:
Additional Faculty Requirements/ Responsibilities (Specific to this Course):	Specific samples of student work must be submitted by the lecturer for review by the Faculty Liaison at the end of the semester to assess that CMU outcomes are being met as measured by assessments developed for this course.
Other:	
CMU Department Head Signature:	
CMU-Montrose Director or WCCC Director of Student Services:	
Lecturer Signature:	



Application for CMU Coursework and Lecturer at CMU-Montrose and WCCC

Department: Name of Department Head
Department

Date: Request Date

Course Number/Title: CRN, Title

Course Credit Hours: Number of Credits

Location of Offering: CMU-Montrose Campus
 Western Colorado Community College Bishop Campus

Semester Course to be Taught: Semester

Proposed Lecturer: Name of proposed lecturer

Letter of interest, resume, transcripts (attached)

- Education: list degrees/credentials
- Describe other relevant experience and/or coursework
- Additional education/coursework/experiences suggested

Proposed lecturer is

Renewing

If so, semester and year when course taught:

New

Please check all that apply:

A meeting with the proposed lecturer and the department head is required prior to approval.

Approve to teach the course listed above.

Approve to teach the course listed above on a trial basis, under observation/supervision.

Not approved to teach the course(s) listed above.

Requested by: _____

Date: _____

Approved by: _____

Date: _____

Department Head

Approved by: _____

Date: _____

Vice President for Academic Affairs

If approved, Lecturer agrees to the following:

1. Application, Qualifications and Follow-up

- Meet the academic qualifications (see previous page). The preferred qualification is a master's degree in the field or a related field from a regionally accredited institution but can vary by program. Teaching experience at the postsecondary level is preferred. Credentials will be evaluated by the appropriate academic department head for approval.
- Participate in an interview process prior to receiving final approval to teach course.
- Complete a self-evaluation at the end of the term. The appropriate Academic Department Head and/or designee will make a classroom visit each term to meet with the Lecturer as part of the course evaluation.
- Participate in CMU program activities as specified by the Academic Department Head.

2. Course Delivery

- Uphold the goals, policies and procedures of the University and academic program. This includes conducting the course with college-level expectations for academic achievement and demonstrated skills. It is expected that all courses will meet the same academic requirements as those courses taught by full-time faculty members, and that Lecturers agree to teach according to the course expectations (e.g., syllabus, schedule, content, assessment of student learning outcomes, pedagogy, grading system, administrative responsibilities) articulated by CMU academic program faculty. At a minimum, students are expected to complete two hours of assigned work outside of class for each hour in class. In so doing, all sections of a course will meet the same level of academic rigor, classroom behavior, and curriculum standards. Texts and other instructional materials are identified by CMU faculty members for each course; a complimentary desk copy can be obtained by contacting the program's administrative assistant.
- Use the assigned CMU email address for correspondence with students.
- Understand accountability for maintaining the privacy of student records as covered by the Family Educational Rights and Privacy Act (FERPA).
- Check the course roster at the beginning of each semester to ensure that students are in appropriate courses and report any discrepancies to the program's administrative assistant.
- Use the University's course evaluation each semester, either using the paper form or arranging to use the online evaluation tool. These will also be considered in the decision for re-appointment in subsequent semesters.
- Submit final grades according to CMU's published schedule.

3. Agreement

Because the course taught by a lecturer awards CMU course credit, it is important to understand that courses offered by lecturers must be comparable to that offered at all other CMU locations. By signing this agreement, I acknowledge that I have read, understand, and accept the expectations of CMU courses and agree to meet the requirements as described by the appropriate CMU Academic Department Head. Failure to comply with these requirements can result in non-approval for future offerings. This form must be returned to the appropriate CMU Academic Department Head prior to the beginning of the course.

Lecturer Signature

Date



CMU Academic Program Faculty Liaison Agreement

Academic Program Faculty Liaison: _____

Academic Program/Department: _____

I. Responsibilities:

The responsibilities of the Academic Program Faculty Liaison, as part of the relationship with Concurrent Lecturers (high school teachers offering CMU courses) in the High School Scholars/concurrent enrollment program, are:

- Serve as an academic resource for the Concurrent Lecturer, providing guidance for the curriculum to be aligned with the college course. Faculty Liaisons should promote a positive working relationship between CMU faculty members and the Lecturer.
- Coordinate with Academic Department Head and Concurrent Lecturer on courses with concurrent enrollments. The Faculty Liaison may make suggestions, advise, and promote appropriate rigor as discussions evolve and classroom observations are made.
- Distribute a syllabus template and description of needed instructional materials for each course offered concurrently that will be signed-off by the Academic Department Head. Liaisons also should discuss course expectations (e.g., content, student learning outcomes, assessments, textbooks) with Concurrent Lecturers. Academic Department Heads must approve any exception(s) to any of the course expectations.

In the case of a course being offered for the first time in the high school, and particularly when a laboratory section is involved, the Faculty Liaison will need to evaluate high school equipment and facilities to ensure they are adequate for the class and discuss the assessment. Visits for this purpose should take place prior to the start of the class and must be pre-approved by the Academic Department Head.

- Communicate monthly (at a minimum) by phone or email to assess progress, address questions, and discuss problems with the Concurrent Lecturer. The Liaison should keep Concurrent Lecturers informed of general information related to concurrent enrollments, department events, professional development opportunities, etc.
- Visit the concurrent lecturer at the lecturer's high school at least once per semester. Whenever possible, the visit should be early in the semester, particularly if the lecturer is teaching the course for the first time. The Liaison may make fewer visits with the department head's approval. When a class is observed, but not for

evaluation, the Liaison should stay for the entire class and offer general feedback to the Concurrent Lecturer but does not complete an evaluation. The Liaison should, however, document the visit, noting results of the visit.

- Evaluate each Concurrent Lecturer once per year using the CMU Lecturer Evaluation Form. The Liaison will observe the entire class period and evaluate the Lecturer's performance using the Lecturer Evaluation form, ranking the instructor from 1 to 5 in each of the four areas on the form. Before leaving the site after a class observation, the Faculty Liaison must complete the form, have the Concurrent Lecturer read the evaluation, obtain the Lecturer's signature, and request that the Lecturer make a copy.

All Faculty Liaison visits must be pre-approved by the Academic Department Head.

- Participate in professional development workshops for Concurrent Lecturers in collaboration with the WCCC Director of Student Services and Academic Department Head.
- Provide CMU recruiting materials to interested students, and offer to speak about the discipline and the college experience in general when visiting the high school.

II. Reimbursement Process:

Academic Program Faculty Liaisons will be reimbursed only for site visits and approved related projects, based on the current rate of reimbursement approved by the State of Colorado. If two courses such as lecture and lab are observed in one class period, payment is made for only one visit, even if multiple faculty are observed in the same school, as is a class observation followed by a conference. Liaisons should obtain the form from the WCCC Director of Student Services and submit it to the Director within a week of completing a visit.

III. Signatures:

[] I have read, understand, and agree to the requirements of this Faculty Liaison agreement.

Program Faculty Liaison	Date
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Academic Department Head	Date
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Requirements for Coursework Delivered through the High School Scholars Program

To ensure that course delivery in the high schools has the same integrity and meets the same expectations as those delivered on the main campus, this form outlines the requirements specific to the course identified below. The Academic Faculty Liaison for this course should either attach a copy of the syllabus template for this course or provide a link from which an online version can be accessed.

Course (prefix, number):	
Course Name:	
CMU Academic Program Responsible for Credit:	
Text/ Other Resource Materials Needed	Title: Author(s): Publisher: ISBN: Year:
Equipment/Facilities Required for Delivery in the High School:	
(Additional Student Requirements Specific to this Course):	
Additional Faculty Requirements/ Responsibilities (Specific to this Course):	
Other:	
CMU Department Head Signature:	
School District Representative Signature:	
Concurrent Lecturer Signature:	

Application for High School Scholars Course and Concurrent Lecturer

Part I: Nomination Form (Due Dates: March 15 for Fall semesters/October 15 for Spring semesters)

Proposed Lecturer: Name of proposed lecturer

Attach letter of interest, current curriculum vita (resume), all graduate & undergraduate transcripts. Materials must include:

- Education: list degrees/credentials
- Describe other relevant experience and/or coursework
- Additional education/coursework/experiences suggested

Semester Course to be Taught: Semester

Location of Offering: School District and Location

School Phone Number: School Phone

Social Security Number: SSN

Date of Birth (MM/DD/YYYY): Date of Birth

Home Mailing Address (Street/City/State/Zip): Address

Personal Phone Number: Personal Phone **Email:** Email

Number and Title of Proposed Course: Course Information

Applicant should read Part II, and if in agreement, the Concurrent Lecturer and School Principal must sign before returning.

Part II: If approved, the Concurrent Lecturer agrees to the following

A. Application, Qualifications, and Follow-up:

- Apply to teach in concurrent program (see prior page). Application is due date for fall semesters is March 15 and October 15 for spring semesters.
- Meet the academic qualifications. The preferred qualification is a master's degree in the field or a related field from a regionally accredited institution but can vary by program. Concurrent Lecturers with alternative credentials will be considered, but in these cases, the lecturers must document and/or demonstrate their qualifications. A minimum of five years of teaching experience at the secondary and/or postsecondary level is required. Credentials will be evaluated by the appropriate academic department head for approval. Concurrent Lecturers are expected to meet the same qualifications as all other lecturers teaching for CMU.
- Participate in an interview process prior to receiving final approval to teach course.
- Complete a self-evaluation at the end of the term. A CMU program faculty liaison will make a classroom visit each year and the Academic Department Head will meet with the Concurrent Lecturer each semester as part of the course evaluation.
- Enroll/audit in same course being taught, at no cost, if available through an on-line format.

- Attend a session at CMU each semester. A mandatory workshop will be scheduled for mid-April for those teaching in the subsequent fall semester; the required session for those teaching in the spring term will be scheduled for mid-November. CMU will reimburse Concurrent Lecturers for their mileage to attend these workshops.

B. Course Delivery

- Uphold the goals, policies and procedures of the High School Scholars Program. This includes conducting the course with college-level expectations for academic achievement and demonstrated skills. It is expected that all courses taught in the High School Scholars program will meet the same academic requirements as those courses taught at their on-campus counterparts, and that Concurrent Lecturers agree to teach according to the course expectations (e.g., syllabus, schedule, content, assessment of student learning outcomes, pedagogy, grading system, administrative responsibilities) articulated by CMU academic program faculty. At a minimum, students are expected to complete two hours of assigned work outside of class for each hour in class. In so doing, HSS courses will meet the same level of academic rigor, classroom behavior, and curriculum standards as their on-campus counterparts. Texts and other instructional materials are identified by CMU faculty members for each course; a complimentary desk copy can be obtained by contacting the WCCC Director of Student Services. Finally, High School Scholars are expected to follow the CMU Code of Conduct, found at <https://www.coloradomesa.edu/student-services/conduct.html>. Lecturers are encouraged to review the code at the beginning of a course with students.
- Use the assigned CMU email address for correspondence with the High School Scholars.
- Understand accountability for maintaining the privacy of student concurrent records as covered by the Family Educational Rights and Privacy Act (FERPA).
- Check the course roster at the beginning of each semester to ensure that students are in appropriate courses. You should sign the roster when you have approved it and return it to the high school liaison or high school counselor.
- Arrange for a course evaluation each semester, either using the University's paper form or arranging to use the online evaluation tool. These will also be considered in the decision for re-appointment in subsequent semesters
- Submit final grades according to CMU's published schedule, following the instructions found later in this document.
- Facilitate visits by Academic Program Liaison and Academic Department Head.

C. Agreement

Because the High School Scholars program awards CMU course credit, it is important to understand that courses offered by concurrent lecturers must be comparable to that offered at all other CMU locations. By signing this agreement, I acknowledge that I have read, understand, and accept the expectations of CMU courses and agree to meet the requirements as described by the CMU Academic Department Head. Failure to comply with these requirements can result in non-approval for future offerings. This form must be returned to the Western Colorado Community College's Office of Student Services, functioning on behalf of CMU, prior to the beginning of the course.

Concurrent Lecturer Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Part III: Proposal to Academic Department

Department: Name of Department Head
Department

Date: Request Date

Course Number/Title: CRN, Title

Course Credit Hours: Number of Credits

Location of Offering: School District and Location

**Semester Course
to be Taught:** Semester

Proposed Lecturer: **Name of proposed lecturer**
Proposed lecturer is:
 Renewing
If so, semester and year when course taught:
 New

Please check all that apply:

- A meeting with the proposed lecturer and the department head is required prior to approval.
- Approve to teach the course listed above.
- Approve to teach the course listed above on a trial basis, under observation/supervision.
- Not approved to teach the course(s) listed above.

Requested by: _____ Date: _____
WCCC Director of Student Services

Approved by: _____ Date: _____
Department Head

Student and Parent Concurrent Enrollment Memorandum of Agreement

I am enrolling in a Colorado Mesa University (CMU) High School Scholars (HSS) course which is offered at a college level and requires rigorous academic work. Learning outcomes, curriculum, and grading for the course will be at the college level, and no late or makeup work will be accepted unless I have made prior arrangements with my instructor. I am responsible for officially withdrawing from the HSS course if I am unable to finish the class; not doing so can result in receiving a grade of 'F' or 'W.' I also understand that a course in which I earn a 'C' or higher will transfer to another institution.

I am responsible for being familiar with the CMU Student Code of Conduct. Because this is a college level course, I will be expected to show the same level of participation and preparation, class attendance, mature behavior, and level of responsibility as that of a college student. Failure to meet expectations may affect my course grade. Some course content may be controversial, and I should engage with the material objectively. If, however, I am uncomfortable with the content for this reason, I can request an alternative assignment from the instructor. I understand, however that the instructor is not required to substitute an alternate activity or assignment.

By enrolling in a HSS course, I am creating a permanent college record that will be available to any higher education institution upon my graduation. This record can affect my future applications for financial aid.

I am responsible for completing all information required by my school district related to both academic and financial matters. I will communicate if I have any disability or special need that may require accommodation to my instructor who will follow CMU policies and procedures regarding appropriate accommodation.

By signing this agreement, I acknowledge that I have read, understand, and accept the terms of the CMU Student Agreement. This form must be returned to the school representative for the High School Scholars Program.

Student Signature: _____ Date: _____

I agree to comply with all rules, regulations, and requirements of Colorado Mesa University. In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, I give permission to Colorado Mesa University and Western Colorado Community College to report absences and disciplinary issues, and to release grades, transcripts, student identification number, class schedules, and billing information to the School District for the courses covered under the Concurrent Enrollment Program.

Parent Signature: _____ Date: _____

Course Objectives vs. Student Learning Outcomes

Source: Rensselaer Polytechnic Institute

Objectives	Outcomes
<p>Objectives represent valuable skills, tools, or content that enable a student to engage a particular subject.</p> <p>Objectives describe the goals and intentions of the professor who teaches the course.</p>	<p>Student Learning Outcomes catalog the overarching products of the course. Learning Outcomes are statements that describe or list measurable and essential mastered content-knowledge—reflecting skills, competencies, and knowledge that students have achieved and can demonstrate upon successfully completing a course.</p>
<p>Objectives focus on content and skills important within the classroom or program.</p> <p>Objectives describe what the staff and faculty will do.</p> <p>Objectives, often termed the input in the course, state the purpose and goals of the course.</p>	<p>Outcomes express higher-level thinking skills that integrate course content and activities and can be observed as a behavior, skill, or discrete useable knowledge upon completing the course. Outcomes are exactly what Assessments show that the student is able to do upon completing the course.</p>
<p>Objectives can often be numerous, specific, and detailed. Assessing and reporting on each objective for each student may be impossible.</p>	<p>An assessable outcome is an end-product that can be displayed or observed and evaluated against criteria. Outcomes are clear and measurable criteria for guiding the teaching, learning, and assessment process in the course.</p>