

**FIRST FOLLOW-UP REPORT:  
A RECORD OF PRESIDENTIAL APPROVAL  
TO TASK FORCE RECOMMENDATIONS FOR  
The Dual Enrollment Program, 10/06/09**

With input from the Cabinet, the President makes final approval of program review recommendations. This report articulates those decisions. Approval of task force recommendations requiring funds beyond the base budget of the reviewed unit is not tantamount to receipt of additional funds. Those funding requests must be channeled through the institutional budget process. Nonetheless, special consideration will be given to requests stemming from program review recommendations.

A progress report toward implementation of recommendations must be drafted one year following completion of the task force report by the chairperson. The report will be sent electronically to the Special Assistant to the President for Strategic Planning & Analysis for college-wide distribution and archiving. Recommendations not achieved within a year are to become "objectives" in the corresponding unit plan to ensure a continued focus on their achievement.

The President approves the seven recommendations of the task force and adds an eighth as indicated in ***bold and italics***.

**Approved Recommendations**

**Recommendation #1**

Develop a comprehensive communication plan for the dual enrollment program. Suggested strategies to include are as follows: involve the supervisor of guidance services from the district to better understand school district constraints; develop articulation between the supervisor of guidance service as well as guidance staff; provide more frequent visits to or communication with high schools to discuss DE with both faculty and students at faculty meetings and assemblies; partner with a school board member to directly lobby for DE within the district; increase communications with legislators about the value of dual enrollment; provide quotes on the website and brochures about the value of dual enrollment; provide information about dual enrollment on college nights; ensure that communication about dual enrollment requirements is consistent at the district and campus contact points; and administer the dual enrollment survey developed by the task force to high school guidance counselors and teachers to determine additional communication needs.

**Recommendation #2**

Increase marketing of the dual enrollment program. Suggested strategies to include are as follows: create large posters to market the DE program and distribute them to the high schools; include a flyer that compares dual enrollment with AP when marketing the dual enrollment program; request additional funds for marketing; encourage SGA leaders to promote dual enrollment; and involve students through their volunteer hour commitments to promote dual enrollment.

**Recommendation #3**

Expand the dual enrollment program. Suggested strategies to accomplish this recommendation are as follows: identify resource needs from Dr. Ginger Clark to expand career/technical offerings and to target career/technical students; develop online and hybrid dual enrollment courses; provide off-site classes at the high school after hours if funding permits; determine how many high school students

who took the CPT but did not pass would have been eligible based on their GPA; contact the state dual enrollment list serve to identify potential programs or operations that HCC could adopt; and explore charter schools as an opportunity for additional growth of dual enrollment.

**Recommendation #4**

Provide incentives to teach and take dual enrollment courses. Suggested strategies to accomplish this recommendation are to explore different methods of paying the instructors or the high school to provide greater incentives to teach dual enrollment and to develop incentives for students in terms of additional certifications they can earn while taking dual enrollment courses.

**Recommendation #5**

Better prepare students prior to taking the CPT by including the CPT prep program to all eligible students through high school guidance counselors.

**Recommendation #6**

Improve processes by developing an online application and reducing coding errors.

**Recommendation #7**

Meet the Council of Presidents Compliance Standards. Each area of partial or non-compliance is detailed below.

a. F5 - Ensure that all adjunct faculty teaching Early College/Dual Enrollment classes shall be provided with a full-time faculty contact or liaison in the same discipline. Adjunct faculty have access to communication with full-time faculty in the same discipline. A more active strategy to provide this contact will be part of the dual enrollment portion of the academic master plan.

b. A2 - Ensure that HCC provides course/instructor evaluation analyses with the high schools. Information is shared on an as-needed basis if evaluations indicate that the instructor is not adequate.

c. A4 - Compare student performance (to include final grade and exam, per C4-Final Exam) of Early College/Dual Enrollment course offerings on high school campuses and college campuses to ensure that results are comparable to non-EC/DE sections. Results will be shared with the principal, local school district and the Division. Institutional research is needed to fulfill this recommendation.

d. A5 - Every 5 years the Division of Community Colleges will conduct a thorough program review of all Early College/Dual Enrollment programs

e. S 1 - Provide an updated interinstitutional articulation agreement (IAA) with the School District of Hillsborough County.

f. \$3 - outline strategies in the IAA for collaborative professional development to improve instructional efficacy, encouraging teacher utilization of instructional technologies, addressing critical needs, and supporting in-service initiatives

**Recommendation #8**

***Conduct a cost/benefit analysis of the Dual Enrollment Program to include consideration of costs associated with Dual Enrollment classes offered at the high school in comparison to those offered at an HCC campus.***