CONCURRENT ENROLLMENT (CE) MASTER LIST

4 W's and 1 H

WHAT….. is the Master List?

- It is a reference for all CE stakeholders.
- It shows all CE courses that are
  - available for funding
  - being placed on hiatus
  - no longer available for credit
  - new to the Master List that year

WHO…….is responsible for the master list?

AT THE STATE LEVEL…….

For the USOE

- Moya Kessig, Early College Specialist

working with

- USOE Curriculum Specialists

and

- District CE Directors and Coordinators

For the USHE

- Cyd Grua, USHE Director for Instructional Technology

working with

- College and University CE Departments

AT THE DISTRICT LEVEL…..

For the District

- CE Directors and Coordinators

working with

- Moya Kessig, USOE Early College Specialist

and

- College and University CE Departments

For the College or University

- College and University CE Departments

working with

- Cyd Grua, USHE, Director of Instructional Technology

and

- CE Directors and Coordinators

WHY.....does the master list exist?

It is an assurance that the course

- Is a rigorous college level course that follows the postsecondary syllabus
- Meets the USOE curriculum standards

WHY…..does the master list exist?

It is also the CE "funding" document.

- The district's annual USOE Clearinghouse Report and the USHE report of all students completing concurrent courses are the tools used to collect concurrent information
- From this data audit, only CE courses that are on the USOE Master List for that school year are eligible to receive funding.

WHEN.....should the Master List be checked?

- In the fall as new courses for the coming year are discussed . New courses must be submitted for Master List consideration by November 30.
  http://www.schools.utah.gov/CURR/earlycollege/Concurrent-Enrollment/Forms.aspx
- In the spring when a district is determining their Course Offerings for the next year, the course must appear on the Master List.
- It never hurts to double check and make sure that the course is on the Master List before the first student is registered for the course.

HOW.....would a district check CE courses on the master list?

HOW…..

For the High School Course

- Gather the following
  - USOE Course Name
  - USOE Standards
  - USOE Core Code
  - CIP Code, if a CTE Course

For the College Course

- Gather the following
  - College Course Name
  - College Syllabus
  - College Course Identifiers
    - i.e. SST2443 Advertising Methods

HOW…..

Next

- Using the information you have gathered
  - Visit the USOE Early College Website

    http://www.schools.utah.gov/CURR/earlycollege/Concurrent-Enrollment/Higher-Education-Public-Schools.aspx

  - Open the Master List for the School Year you are offering the course.

- Check
  - HS course core code, CIP code and title

    against

  - Postsecondary course title and identifiers

HOW…..

If there is an EXACT match

- The course is all clear to offer for Concurrent Enrollment if all partnership agreements are in place.
- It will be funded.

If there is NOT an EXACT match

- The course will NOT be funded.
- The course partners will need to determine if the course will continue to be offered.

EXAMPLE OF MATCHING COURSE THAT WILL BE FUNDED.

High School Course

- Title - Advertising/Promotion
- Core Code – 37-01-00-13-001
- CIP Code – 08.9904

Postsecondary Course

- SST2443
- Advertising Methods
- College Syllabus Used
- Teacher Inservice Completed
- Teacher Approved for Course

During the fall semester 2012, the Marketing teacher, as a period in her schedule, will be teaching the USOE curriculum, Advertising and Promotion. She will teach the course using the SST2443 syllabus which has been approved by the USOE Marketing Specialist as meeting the USOE standards. She will be giving the CTE Competency Test to her students at the end of the course. At the appropriate time she will be registering the students for the CE class and will be awarding CE grades on the Banner system. This is a MATCH on the Master List and funding criteria are met.

EXAMPLE OF A COURSE THAT WILL NOT BE FUNDED

High School Course

- Title – Fashion Merchandising
- Core Code – 37-01-00-13-060
- CIP Code – 08.0101

Postsecondary Course

- SST2443
- Advertising Methods
- College Syllabus Used
- Teacher Inservice Completed
- Teacher Approved for Course

When the Marketing teacher came back in the fall, her Advertising/Promotion class had been moved to another teacher and she was teaching an extra section of Fashion Merchandising. She decided that, since she had done the work to teach the Advertising Methods course and was approved to teach it, she would add to the Advertising unit to her Fashion Merchandising classes and still give the CE credit to the students. Neither she nor anyone else checked the Master List. Students registered for the CE class and received final grades on the Banner System. They took the CTE Competency Test for Fashion Merchandising. During the summer when the data was compared, there was no match on the Master List and funding did not flow.