Washington Dual Credit Workshop Series – Administration Session

April 19, 2022
AGENDA

- Overview of CTE Dual Credit Administration in WA
- Panel Discussion
- Breakout groups
- Discussion and Q&A
- Closing
Have you asked to join the “TEAM”?

Poll...

- **Yes** – I have requested to join the WA CTE Dual Credit TEAMs COP site!
- **No** – I have NOT asked to join the TEAMs COP site, but plan to!
- **No** – I have NOT asked to join the TEAMs COP site. Thanks anyhow.
- What are we talking about?!!
Welcome to the team!

Try @mentioning the team name or teacher names to begin sharing ideas.

Rasmussen Foster, Lauren (Guest) 2/23 1:32 PM

What questions do you have - or are you frequently asked - about the articulation process for CTE Dual Credit? Post your questions here and share your articulation resources in the "upload" folder under the Files tab.

📝 Reply

New conversation
1. General
- CTE Dual Credit Guidebook and Research
- Webinar Materials

2. Articulation Process
- Program and Course Articulation
- Grading Policies
- Pathway or POS Mapping

3. Program Administration
- Data Collection and Reporting
- Dual Credit Personnel
- Program Costs and Fees
- Credit Transcription and Transfer

4. Student Engagement
- Recruitment and Advising
- Postsecondary Financial Aid Eligibility
## TEAMS Channel Structure

<table>
<thead>
<tr>
<th>Tab</th>
<th>Purpose</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posts</td>
<td>• Discuss CTE Dual Credit practices and questions</td>
<td>• Ask questions of your colleagues about their CTE Dual Credit practices</td>
</tr>
<tr>
<td></td>
<td>• Share ideas and examples from your district/institution</td>
<td>• Respond to your colleagues’ questions and share your resources</td>
</tr>
<tr>
<td>Files</td>
<td>• Access state CTE Dual Credit policy and guidance</td>
<td>• Review the materials in the CTE Dual Credit Guidebook</td>
</tr>
<tr>
<td></td>
<td>• Access local CTE Dual Credit examples and resources</td>
<td>• Upload your materials on the “posts” tab to share examples and templates</td>
</tr>
<tr>
<td>FAQs</td>
<td>• Access state CTE Dual Credit policy and guidance</td>
<td>• Find answers to common questions about CTE Dual Credit</td>
</tr>
<tr>
<td></td>
<td>• Discuss CTE Dual Credit practices and questions</td>
<td>• Add your own FAQs in the “posts” tab</td>
</tr>
</tbody>
</table>
Tips for Using the Teams Site

Chat
- Chat with your colleagues
  - Use the “Posts” tab in the general or topical channels
  - Reply to a post or start a new conversation

Share
- Share your resources
  - Upload examples to the “Posts” tab in the general or topical channels and include a description of what the resource is and how it’s used

Add
- Add your FAQs
  - Share questions that you are commonly asked (or that you ask) to the “Posts” tab in the general or topical channels with the tag #FAQs

Tell
- Tell us what else you need!
Introduction to Administering CTE Dual Credit Programs

Kimberly Ingram, SBCTC
Sandra Staklis, RTI
Guidebook

- Summarizes the state context for CTE Dual Credit
- Provides state policy guidance where available
- Offers examples drawn from national research and local practice
- Addresses Frequently Asked Questions (FAQs) on key programmatic topics
- Includes sample materials for administrating CTE Dual Credit
Administration Overview: Subtopics

Data Collection and Reporting
- State policy on the use of data reporting systems and data reporting requirements, and local practice for data entry and use

CTE Dual Credit Program Personnel
- Staff responsibilities and local approaches for staffing programs

Program Costs and Fees
- State policy allowing student fees and the different types of fees and amounts typically charged students and districts

Credit Transcription and Transfer
- State recommendations and local processes for credit transcription and transfer
CTE dual credit program administration updates

- Adding information on staff turnover and training/onboarding of new staff
- Like Washington, comparable states typically do not charge tuition for dual credit, but fees vary locally
WA CTE Dual Credit Administration: Panel Discussion

Arielle Matthews
Seattle Colleges

Kelsey Parke
CTE Director for University Place School District, Assistant Principal of Curtis Senior High School

Lynn Hansmeyer
Olympic College, West Sound Education Consortium

Brenda Schreiber
Spokane Falls Community College
Breakout Group Discussion
Breakout Group Instructions...

Small group discussions

Each group will be assigned a room moderator

Use of Jamboard to document and share ideas

~25 minutes – Detailed Timing:

- ~3 min: individually record your responses to the “I Notice, I Wonder...” questions on Frame 2 of the Jamboard (if unable to access, chat your room moderator)
- ~5-8 min: moderator will facilitate introductions with each participant providing their name, school/district, and response to one of the prompt questions
- ~5-8 min: open discussion around administration
- ~5-8 min: moderator will facilitate a final activity on Frame 3 of the Jamboard
Breakout Group Instructions...

I notice...
What are some important considerations/conditions for administration?

I wonder...
What practices have others found helpful around administration?
Breakout Group Instructions...

- State "Standards"
- State "Guidance"
- Local "Flexibility"
Breakout Groups...

Group 1: Kimberly
Group 2: Arielle
Group 3: Bill
Group 4: Sandra
Group 5: Laura
Group 6: Jessie
Group 7: Kevin
Discussion and Q&A...

• Did you **learn something** during the breakouts that you think the rest of the group would benefit from knowing too?

• Did the today raise any **questions** about WA CTE Dual Credit Administration?
Keep the Conversation Going!

✓ Complete the Google form to request access to the Teams site
✓ Navigate to the Articulation and/or Administration Process channels
✓ Respond to the posts:

1. What FAQs should be added to the FAQ tab? Post your questions with the tag #FAQ.

   OR

2. Upload and tell us about any resources that you have found helpful
### Session 4: Student Engagement
- **Date/Time:** May 10, 12:00-1:30 PT

### Session 5: Conclusion
- **Date/Time:** May 24, 12:00-1:30 PT
Thank you for participating!