



Washington Dual Credit Workshop Series – Administration Session

April 19, 2022

AGENDA



Overview of CTE Dual Credit Administration in WA



Panel Discussion



Breakout groups



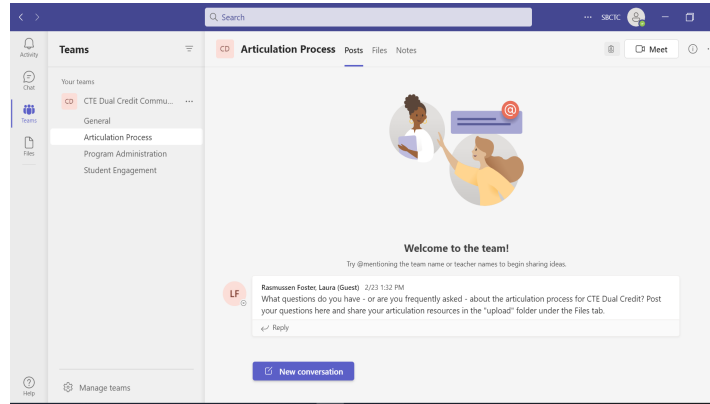
Discussion and Q&A



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?!?

TEAMS Site

The screenshot shows a Microsoft Teams interface. At the top, there is a search bar and navigation icons. The left sidebar contains 'Activity', 'Chat', 'Teams', and 'Files' sections. The 'Teams' section is expanded to show 'Your teams' with a list: 'CTE Dual Credit Commu...', 'General', 'Articulation Process' (highlighted), 'Program Administration', and 'Student Engagement'. The main area displays the 'Articulation Process' team chat. It features a header with 'CD Articulation Process' and tabs for 'Posts', 'Files', and 'Notes'. A 'Meet' button is visible. The chat content includes a welcome message: 'Welcome to the team!' with a subtext 'Try @mentioning the team name or teacher names to begin sharing ideas.' Below this is a message from 'Rasmussen Foster, Laura (Guest)' dated '2/23 1:32 PM' with the text: '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.' A 'Reply' button is present under the message. At the bottom, there is a 'New conversation' button and a 'Manage teams' link.

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 Site: Channels and Subtopics

TEAMS Channel Structure

Tab	Purpose	Actions
Posts	<ul style="list-style-type: none">• Discuss CTE Dual Credit practices and questions• Share ideas and examples from your district/institution	<ul style="list-style-type: none">• Ask questions of your colleagues about their CTE Dual Credit practices• Respond to your colleagues' questions and share your resources
Files	<ul style="list-style-type: none">• Access state CTE Dual Credit policy and guidance• Access local CTE Dual Credit examples and resources	<ul style="list-style-type: none">• Review the materials in the CTE Dual Credit Guidebook• Upload your materials on the "posts" tab to share examples and templates
FAQs	<ul style="list-style-type: none">• Access state CTE Dual Credit policy and guidance• Discuss CTE Dual Credit practices and questions	<ul style="list-style-type: none">• Find answers to common questions about CTE Dual Credit• Add your own FAQs in the "posts" tab

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



CTE Dual Credit Guidebook

Washington CTE Dual Credit Project

*Funded by a Perkins Special Grant Project from the
Washington State Board of Community and Technical Colleges*

June 2021



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 administering 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

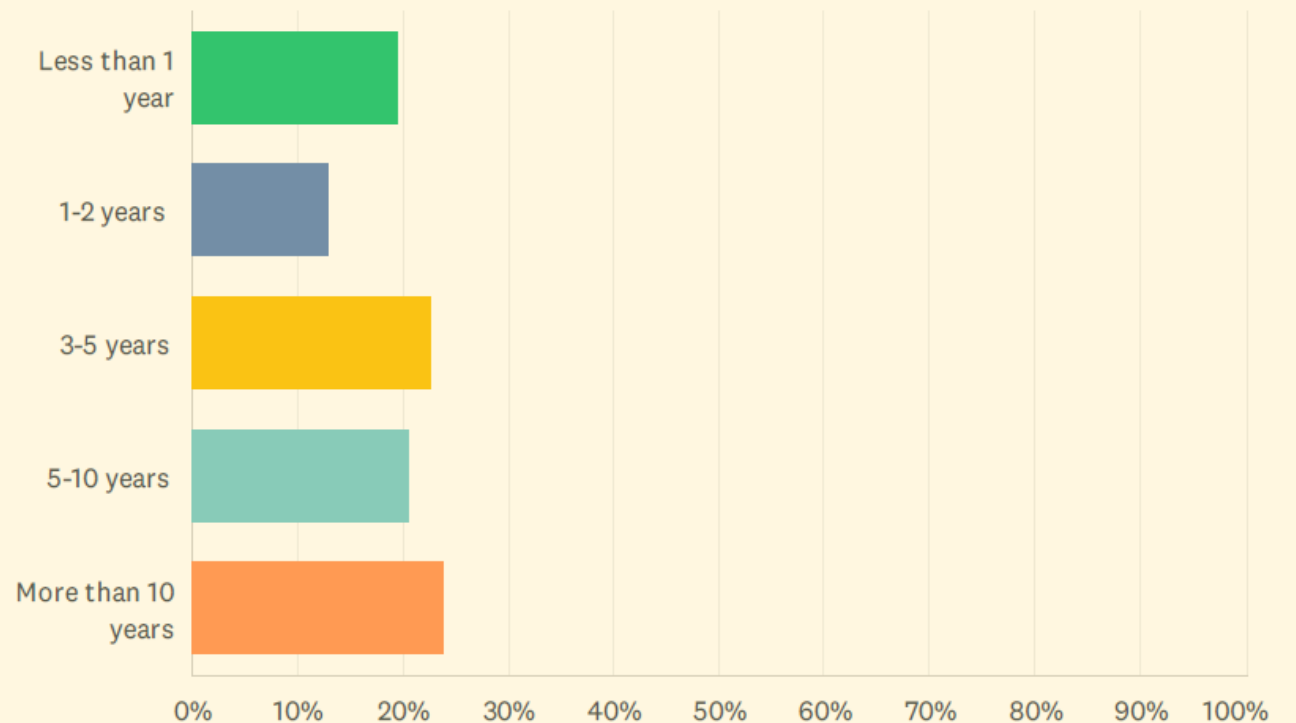
Credit Transcription and Transfer

- 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

Q1 For how many years have you coordinated CTE Dual Credit?



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...

The screenshot shows a Jamboard interface within a web browser. The browser's address bar displays the URL: `jamboard.google.com/d/16pU8uS-8ZEqg9GJ7y8mbVYLJPSxuAz_kopmOJiqjTRI/viewer?f=1`. The Jamboard title is "WA CTE Dual Credit - administration (#1)". The interface includes a toolbar on the left with icons for drawing, erasing, moving, and inserting. The main workspace contains two text boxes:

- I notice ...**
What are some important considerations/conditions for administration?
[Insert](#)
- I wonder ...**
What practices have others found helpful around administration?
[Insert](#)

The interface also features a "Share" button and a "2/4" indicator, suggesting a multi-page document.

Breakout Group Instructions...

The screenshot shows a Google Jamboard interface with the following elements:

- Browser Tab:** WA CTE Dual Credit - administrat
- Address Bar:** jamboard.google.com/d/16pU8uS-8ZEqq9GJ7y8mbVYLJPSxuAz_kopmOJiqjTRI/viewer?f=2
- Jamboard Title:** WA CTE Dual Credit - administration (#1)
- Navigation:** Back, Forward, and a thumbnail indicator showing 3/4 slides.
- Tools:** Undo, Redo, Search, Set background, Clear frame.
- Diagram Content:**
 - Three large white boxes with black borders, arranged horizontally. The first is labeled "State 'Standards'", the second "State 'Guidance'", and the third "Local 'Flexibility'".
 - Below these boxes is a horizontal bar containing three colored boxes:
 - Yellow box: INSERT DATA REPORTING ADMINISTRATIVE PRACTICE
 - Light blue box: INSERT DUAL CREDIT PERSONNEL ADMINISTRATIVE PRACTICE
 - Light green box: INSERT PROGRAM COST/FEE ADMINISTRATIVE PRACTICE
- Left Sidebar:** A vertical toolbar with icons for drawing, erasing, moving, copying, pasting, image insertion, lasso selection, and text insertion.

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

Up next...

Session	Date/Time
Session 4: Student Engagement	May 10, 12:00-1:30 PT
Session 5: Conclusion	May 24, 12:00-1:30 PT

Thank you for
participating!

