

**SB 1070 LA Ring College Consortium Steering Meeting  
Minutes – May 18, 2016  
Rio Hondo College - Quiet Cannon, Montebello, CA**

**Attendees**

<b>College/Affiliation</b>	<b>Name</b>	<b>College/Affiliation</b>	<b>Name</b>
Burbank Unified School District	Diane Dysthe	Glendale Community College	Emma Sanchez
CALCP	Jimmy Benavides	Glendale College	Tzoler Oukayan
Cerritos College	Davis Roper	Mt SAC	Marie Tyra
Citrus College	Marti DeYoung	Rio Hondo College	Lyla Eddington
El Camino College	Virginia Rapp	Rio Hondo College	Yolanda Emerson
El Camino College	Tiffany Miller	Rio Hondo College	Lea Martinez
El Camino College	Linda Clowers	Santa Monica College	Maria Leon-Vasquez
Glendale Community College	Jan Swinton	Santa Monica College	Maral Hyeler

<b>Agenda</b>	<b>Discussion</b>	<b>Follow-up</b>
I. Welcome and Introductions	Welcome and Overview – Lyla Eddington, Ed.D., Project Director, Rio Hondo College	
II. Review of Approval of Minutes	Review and Approval of Minutes of March 23, 2016 Meeting – <b>Approved Unanimously</b>	
III. Review of Documents related to Dual Enrollment	<p>1. Review of documents related to Dual Enrollment Policies and Procedures – Lyla</p> <ul style="list-style-type: none"> <li>• Toolkit 1 page</li> <li>• Group developed Policies and Procedures</li> <li>• Discussion regarding Dual Enrollment Procedures. The following reflects suggested changes and additions to the Dual Enrollment Procedure. The Board Policy remains unchanged.</li> </ul> <p style="text-align: center;"><b>Community College Board Policy Dual Enrollment</b></p> <p>The (Superintendent/Presidents) shall establish procedures to provide dual enrollment through agreement with Local Education Agencies (LEA term defined as Unified School District/USD)</p>	<p><b>Attached Board Revised Policy and College Procedure (also posted at <a href="http://www.laccwc.com">www.laccwc.com</a>)</b></p>

to offer students an opportunity to earn college credit while they are pursuing their high school diploma.

Dual enrollment is an effective means of improving the educational outcomes for a broad range of students. Through dual enrollment partnerships, school districts and community college districts will create aligned pathways with sequenced coursework that provides students a seamless transition to college credit coursework. This may lead to an associate degree, transfer to the four-year University, or a career technical education credential/certificate and meaningful employment.

Individual special admit students (concurrent enrollment student) taking college courses outside of their high school coursework are eligible through previous established policies.

*This policy, and related procedure, are compliant with California Code of Regulation Sections 48800 Advanced Scholastic and Vocational Work, 48800.5 Guardian's Right to Petition, 48801 Special Admit Students, 48802 Apportionment, 49061 Pupil Record, 76000 Apprentice, 76001 Special Admit Students, 76002, 76003, and 76004 (result of AB 288.)*

## **Community College Board Procedure Dual Enrollment**

The Chancellor's Office of California Community College's will develop guidance in pursuant to AB 288 to support community colleges and school districts, in creating Dual Enrollment College and Career Access Pathway Agreements. These agreements are an effective means of improving the educational outcomes for a broad range of students. This strategic opportunity: provides critical support for all students, including students underrepresented in postsecondary education, students seeking advanced studies while in high school, and students seeking a career technical education credential or certificate. It expands and strengthens partnerships between school districts and community college districts; therefore, saving students and districts valuable time and resources.

The Community College District governing board and the Unified School District governing board are authorized to enter into a College and Career Access Pathway Agreement through a Memorandum of Understanding with the goal of developing seamless pathways from high

school to community college. The partnership agreement will outline the terms of the partnership and establish the protocols and procedures for information sharing, joint facilities use, and parental consent for high school pupils to enroll in community college courses.

The college will determine sequence based on institutional needs but all procedures will follow legislative mandates (*California Code of Regulation Sections 48800 Advanced Scholastic and Vocational Work, 48800.5 Guardian's Right to Petition, 48801 Special Admit Students, 48802 Apportionment, 49061 Pupil Record, 76000 Apprentice, 76001 Special Admit Students, 76002, 76003, and 76004 (result of AB 288.)*)

#### 1. Foundational Activities

- a. Determine point of contact and coordinator responsible.
- b. Identify students to be served.
- c. Identify coursework (Career Pathway, course, etc.)
- d. Develop College and Career Access Pathway (CCAP) partnership
- e. Create MOU and forms

#### 2 Implementation

- a. Instructional Services
  - i. Schedule specific Course
  - ii. Identify Faculty
    - a. Recruitment/Hiring of faculty who meet the minimum qualifications.
    - b. Provide professional development
- b. Administrative Services
  - i. Review Student Fee Exemption (*CA Education Code Section 49001*).
  - ii. Determine Apportionment (*CA Education Code Section 48802 or 76002*).
- c. Student Support Services
  - i. Conduct Outreach/Recruitment to target students
  - ii. Follow Admissions Procedures and Priority Registration (*CA Education Code Section 11300 & 76001*).
  - iii. Identify Student Assessment
  - iv. Provide Counseling
  - v.

#### 3 Compliance

	<p>d. Local/District Board of Trustees</p> <p>i. Conduct Self-Assessment (Student Retention &amp; Completion).</p> <p>ii. Evaluate Procedures and Partnership Agreement</p> <p>e. CA Community College Chancellor's Office</p> <p>i. Collect Data in Compliance with CCAP Partnership Requirements and Report to CA Community College Chancellor's Office Annually.</p>	
IV. Distribution of Policy and Procedures in LA County	<p>Distribution of Policy and Procedures in LA County – Lyla Eddington, Ed.D., Project Director, Rio Hondo College</p> <p>a. Dual Enrollment (under AB 288) – CCCO Legal Opinion</p> <ul style="list-style-type: none"> <li>• Copy of Chancellors handout distributed.</li> <li>• CCAP Track must be approval by both high school and community college boards.</li> <li>• Concurrent enrollment no change needed.</li> <li>• CCAP impacted classes. Process to follow. Cannot impact faculty jobs.</li> <li>• No Student fees or charge for textbooks to student.</li> <li>• Defines State Apportionment.</li> </ul> <p>b. Alternative Method for Granting Credit (Articulation)</p> <ul style="list-style-type: none"> <li>• Citrus shared new policy and procedure with campus. Positive response.</li> <li>• Santa Monica – High schools would rather do Dual Enrollment. Issue of who will track and follow-up.</li> </ul> <p>c. Development of Career Pathways</p> <ul style="list-style-type: none"> <li>• Challenge for many. Using Dual Enrollment and Articulation to link career pathways with high school students.</li> </ul>	Lydia will post to website
VI. Invoicing	<p>Invoicing and Reporting Due Dates for Mini Grants - Dr. Lyla Eddington, Project Director, Rio Hondo College</p> <p>a. April 15, 2016</p> <p>b. July 15, 2016</p> <p>c. October 15, 2016</p> <p><b>d. December 15, 2016 – Final Invoicing</b></p>	
VII. ID of Activities for Remainder of Year	Identification of activities for remainder of the year	Lydia will send evaluations from Brad Pollak training to Lyla

	<ul style="list-style-type: none"> <li>a. Brad Pollak training – Offer training to graduating class and will be paid from SB1070 grant. June 30 deadline for training. Cohort that completes and needs a job.</li> <li>b. Other suggestions <ul style="list-style-type: none"> <li>• Have a meeting regarding Dual Enrollment and bring your college information? Help each other out.</li> <li>• Discussion on work based learning – CWE/Internship</li> </ul> </li> </ul>	
VIII. Next Meeting	Next Meeting <ul style="list-style-type: none"> <li>• May 18, 2016 – Dual Enrollment</li> <li>• July 13, 2016</li> <li>• September 21, 2016</li> <li>• November 16, 2016</li> </ul>	
X. Adjournment	Adjournment	

**Not Approved**

Draft - Approval Pending