



QUALITY ASSURANCE CHECKLIST

Dual Credit

Completed by DACC Academic Dean

Introduction

In accordance with Illinois SB2838 and the federal Dual Credit Act, all state policies specified by the Illinois Community College Board, accreditation standards specified by the Higher Learning Commission, and DACC policies that apply to courses, instructional procedures, and academic standards which apply to college-level courses offered by DACC on campus will apply to DACC courses offered at the high school. DACC has the appropriate academic control of the curriculum that is consistent with any State or federal law, and as required by the Higher Learning Commission, or other applicable accrediting agency. Course content must be equivalent to credit-bearing, college-level courses offered at the College. Learning outcomes for the course must be the same as credit-bearing, college-level courses and be appropriately measured. To maintain course rigor, only students who meet the course prerequisites may be enrolled in the course. Every dual credit course must be reviewed annually by DACC administration/faculty through the appropriate department to ensure consistency with campus courses. If College representatives are not satisfied that content/delivery rigor is met, then the College will not transcript the course.

PROPOSAL SUBMISSION (conducted by High School)

- Complete the Dual Credit Course Proposal Form found at <https://www.dacc.edu/dual-credit>
- Provide Official Transcripts for proposed faculty member to hr@dacc.edu with a request that they be shared with the Academic Dean
- For consideration, provide a contingency plan if approved Dual Credit Instructor is no longer able to teach the course.
- Dual Credit Instructor contacts hr@dacc.edu to complete an application for Dual Credit with a request to share it with the Academic Dean. Please specify the course.
- Dual Credit Instructor attends Blackboard training session and setups initial Blackboard Shell. Academic team can assist with initiating the meeting.
- Dual Credit Instructor attends a minimum of three meetings with mentor to review curriculum and processes.
- Dual Credit attend PT Academy.

PROPOSAL REVIEW (conducted by Academic Dean after Registrar delivers proposal form)

- Conduct Credential Review
- Submit the Faculty Qualification Review Documentation Form to HR
- Submit MIS form to HR
- Assign Cooperating Instructor and email the following:
 - Provide the Cooperating Instructor with the Dual Credit Manual
 - Provide the Cooperating Instructor with the Dual Credit Orientation Checklist

- Provide the Cooperating Instructor with the Dual Credit Site Visit Report
- Provide the Cooperating Instructor with the Dual Credit Mentoring Communication Checklist
- Provide the Cooperating Instructor with the Faculty Mentoring and/or Performance Rubric
- Complete Partners in Education Form for \$500 stipend for both fall and spring semester
- Send email of introduction to Cooperating and Dual Credit Instructors
- Email Qualified Dual Credit Faculty member to welcome them to the team and inform of syllabus and placement requirements, providing
 - Dual Credit Manual
 - Dual Credit Orientation Checklist
 - Dual Credit Site Visit Report
 - Dual Credit Mentoring Communication Checklist
 - MOU (blank) referencing Exhibit B.III and Exhibit C.1.C)
- Review textbook needs with Cooperating Instructor and inform HS instructor of responsibilities

COURSE REVIEW (conducted by DACC Cooperating Instructor and/or Academic Dean)

- Collect the Course Documents
 - Course Outline (due no later than thirty (30) days prior to the scheduled first day of the course)
 - Credit Hour Form (due no later than thirty (30) days prior to the scheduled first day of the course)
 - Final Exam (due no later than fifteen (15) days prior to the scheduled last day of the course)
 - Orientation Checklist
 - Site Visit Report
 - Mentoring Communication Checklist
 - DACC Faculty Evaluation Form
 - Completed Partnership in Education Form
- Conduct a course visit at least once each semester for the first three semester. At which point, class visits can be reduced to annual visit by the Academic Dean or Lead Instructor. Please note that the Cooperating Instructor visit may continue per semester if needed.