

Dual Enrollment Committee - Minutes

Date: February 6, 2025
 Time: 1:00 p.m. – 2:00 p.m.
 Location: CCR 233

Members:

- Keith Wurtz, VPI Chair
- Willie Blackmon, Stu. Serv. Dir.
- Jonathan Anderson, Faculty
- Ashley Hayes, Faculty
- Julie McKee, Faculty

- Danielle Bell, Faculty
- Sara Butler, Dean LAAM
- Delmy Spencer, VPSS
- Jeff Smith, Dean SINS
- Souts Xayaphanthong, Faculty

- Larry Aycock, Director A&R
- Belinda Navarrete, Faculty
- Rick Hogrefe, Faculty
- Breanna Brighton, Faculty
- Sabrina Jimenez, Faculty

Action Items

Item, Presenter, Time	Minutes	SD#	SEG#	Proposed Action
Review Dual Enrollment Committee Charge, Membership, and Committee Norms (10 min)	<ul style="list-style-type: none"> • Keith reviewed the charge, membership and norms 	2,4		
Discuss day and meeting time (10 min)	<ul style="list-style-type: none"> • Keith reviewed poll information with committee members. 	2,4		Keith to send out poll. Add Cheryl to poll
Review the IEPI submitted documents, process, and February 28, 2025 schedule (20 min)	<ul style="list-style-type: none"> • Keith reviewed IEPI documents. Committee members were divided into groups to review the questions in the area document. 	2,4		Keith will edit the area document with input from committee and send to IEPI PRT.
Review dual enrollment objectives in EMP and Enrollment Strategies Plan (10 min)	<ul style="list-style-type: none"> • Keith reviewed dual enrollment objectives. 	2,4		
Future Agenda Items (10 minutes)	<ul style="list-style-type: none"> • Dual Enrollment Handbook • Overarching scheduling principles – Look at developing, Friday? Reinvent the senior year. Look at bell schedule. 	2,4		

5. Increase the percentage of Hispanic/Latinx students transferring to a four-year institution.

DUAL ENROLLMENT COMMITTEE CHARGE

The Dual Enrollment Task Force’s primary focus is to recommend a process into the successful and efficient implementation of dual enrollment at Crafton Hills College while ensuring compliance with local, state, and federal guidelines for dual enrollment programs. The Task Force will be formed for two years. If at the end of two years, the task force believes that it needs to be a permanent committee a proposal will be taken to Crafton Council.

- Using qualitative and quantitative data to inform recommendations on implementing dual enrollment processes including persistence data, barriers to student access that may prevent students from participating (e.g.: financial, geographic, academic obstacles, etc.), increasing student success, and goal attainment.
- Make process recommendations to increase student success among Disproportionately Impacted groups: Latinx and Black / African American students.
- Make recommendations to ensure that college processes are followed consistently.
- Make recommendations to ensure that equitable teaching environments are being maintained.
- Make recommendations to ensure that scheduling practices align with college practices.
- Make recommendations on dual enrollment processes to address closures, rules and processes at the high schools, parking, etc.
- Evaluating on-going dual enrollment trends.
- Collect and incorporate feedback from faculty, students, administrators, and high school districts to inform the process for the scheduling of dual enrollment classes.

DUAL ENROLLMENT COMMITTEE MEMBERSHIP

- Up to 6 Managers (to be determined)
- Up to 6 Faculty (Academic Senate will recommend the faculty chairs of departments with dual enrollment classes; recommending at least two from both Math and English)
- Up to 6 classified professionals (three appointed by CSEA; three appointed by Classified Senate)
- 1 Student (appointed by Student Senate)

DUAL ENROLLMENT COMMITTEE NORMS for Spring 2025

- We will start and end meetings on time.
- We will follow the agenda.
- We will read materials, minutes, etc. and be prepared to discuss at meetings.
- We will listen to our colleagues without interruption and will show mutual respect.
- We will operate on consensus and seek agreements all can “live with;”
- We will make decisions based on clear information.
- We will bring closure to decisions.
- We will support committee recommendations.
- We will accept the fact that there will be differing opinions.
- We will use the best interest of our stakeholders (especially students) as the basis for our decision making.
- We will honor brainstorming without being attached to our viewpoint.
- We will give the opportunity for all members to contribute.
- We will be free to speak our minds without fear of reprisal.
- We will be transparent with our colleagues and our positions on issues.
- We will identify pending issues, agreements, and action steps at the end of the meetings.
- We will stay focused on topics under the charge of the committee
- We will report back to and seek input from constituents
- We will work to support equity and inclusion in our decision-making