SENCAP Adjunct Instructor Handbook
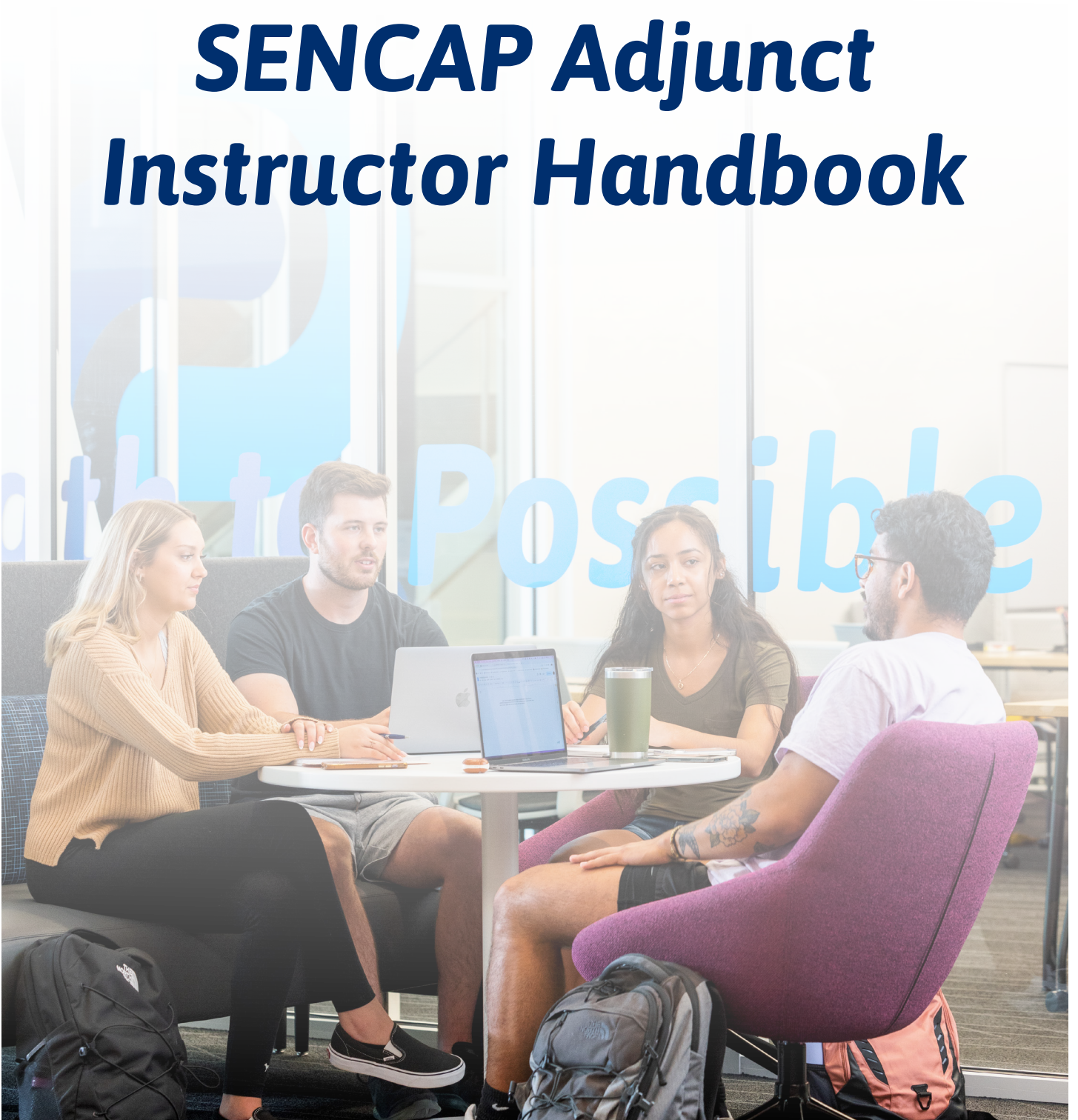
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Welcome to Southeast Community College, Dual Credit

Dear Adjunct Instructors.

Thank you for choosing Southeast Community College to share your knowledge, skills, and talents with dual-credit students. You are a key player in helping us further educate our high school students and prepare them for their next steps. We are excited to welcome you to our team!

This handbook includes information about the Dual Credit program. I hope you find your teaching experience with us rewarding and fulfilling! If you have questions along the way, please contact us.

Sincerely,

The Dual Credit Team

Roles and Responsibilities of Dual Credit Staff and Extended Learning Division

Dean of Extended Learning
- Overall program oversight of dual credit

Associate Dean, SENCAP
- Oversee Memorandum of Understanding (MOU) and School Partnerships
- Oversee new/future pathway options
- Requests for tuition refunds
- Oversee college Certificate Opportunities
- Partner with Business and Industry
- Supervise SENCAP Coordinators

Administrative Director, SENCAP
- Supervise SENCAP facilitators
- Oversee portfolio
- Create class schedules
- Oversee registration
- Coordinate credentialing of new dual-credit instructors
- Pre-Junior permission for enrollment

SENCAP Coordinators - **Schools and Contact Information**
- Advise students about the benefits of taking dual-credit courses
- Inform students & counselors of registration deadlines, disseminate dual-credit information to school administration, students & parents
- Verify all students enrolled in their courses/registration/application
- Build relationships with assigned schools' personnel
- Support students with online registration and add/drop forms
- Emphasize resource guides to students and school personnel

SENCAP Facilitators

- Oversee portfolio, field trips/job shadows, and career days.
- Organize and facilitate professional day
- Track students for matriculation

Resource Contacts

Task/Duties	Primary Contact
Teaching requirements/hiring process	Caleb Berg
Canvas support	Help Desk and Program Chair
Scheduling of dual credit courses	Caleb Berg
Dual Credit Faculty Agreement/Compensation	SENCAP Team
Number of students in course/reviewing numbers	Program Chair
Textbooks	Program Chair
Course Content	Program Chair
No show Rosters-Certified	Instructor>Program Chair>SENCAP Team
Grades Submitted	Instructor>Program Chair>SENCAP Team
Waitlist	Caleb Berg
Plagiarism	CCR
Classroom Observations	Program Chair
Review of high school facilities/equipment	Program Chair
Title IX	CCR– https://www.southeast.edu/reportcomplaintconcern/
Academic Integrity	CCR
Grading Response Times	Program Chair
Information Sharing regarding High Schools	Caleb Berg
Cancellations to Registration	Program Staff + Caleb Berg
Portfolio	SENCAP Facilitators
Grades Updated	Instructor
FERPA	Registration/Records
NDE Numbers	Caleb Berg
Registration and Applications	Dual Credit Coordinators
Canvas Assistance	Program Chair
CIDs questions and assistance	Program Chair
No Show Roster questions and assistance	Program Chair
Classroom Observations	Program Chair and instructional staff
NDE Certs	Theresa Puente
Onboarding paperwork	Theresa Puente
Approving of instructors to teach dual credit	Chairs/Deans
Textbook approvals and questions	Chairs
Faculty Agreements	Theresa Puente

Credentialing requirements

Faculty Credentials for Dual Credit Instructors

Below are the faculty teaching requirements for SCC dual-credit courses. All requirements are subject to change at the discretion of the academic department and align with HLC standards. Before enrolling in any graduate program for the purpose of teaching SCC dual enrollment courses, teachers should first contact Caleb Berg *cberg@southeast.edu* to ensure the course meets department requirements.

Department	Code	Teacher Requirements for Dual Credit Courses
Accounting	ACCT	Bachelor's degree in Accounting or related field. Two (2) years' experience in the field of Accounting.
Agriculture	AGRI	Bachelor's degree in Agriculture, Business, or closely related field. Two (2) years of recent verifiable work experience in agriculture business.
Art	ARTS	Master's Degree that includes a minimum of 18 graduate hours in an art discipline.
Automotive	AUTT	Associate degree in Automotive Technology. Two (2) years of experience in an automotive field related to the area of assigned instruction in the Automotive program. ASE Certification in areas of instruction.
Biology	BIOS	Master's degree with at least 18 hours of graduate credit in Biological sciences.
Business	BSAD	Master's Degree in Business Administration or related field with 18 graduate hours in business courses or business-related topics.
Chemistry	CHEM	Master's degree with at least 18 hours of graduate credit in Chemistry discipline.
Construction	CNST	Associate degree in Building Construction Technology. Three (3) years of on-the-job/hands-on experience in residential and/or light commercial building construction and framing, concrete and masonry construction as well as manual drafting, CAD drafting, estimating, cabinet construction and installation, and blueprint reading.
Criminal Justice	CRIM	Master's degree with at least 18 hours of graduate credit in Criminal Justice discipline.
Culinary and Hospitality	FSDT	Associate of Applied Science Degree in Culinary Arts, Hospitality or related areas of study. Meet the Culinary Federation requirements to be certified as a Chef de Cuisine or Working Pastry Chef, with the completion of the certificate within four years. Three (3) years of recent work experience in culinary/hospitality industry. Most possess or be able to obtain Food Protection Managers Permit by date of hire. For Basic Nutrition, instructors must have a Master's degree with 18 graduate credit hours in Nutrition. Minimum of three (3) years of professional work experience as a dietitian in a clinical setting. Registered Dietitian.
Early Childhood Education	ECED	B.S. or B.A. degree in Early Childhood Education, Child Development, Human Development and the Family or related field with an emphasis in Early Childhood Education. Two (2) years' work experience in early childhood group setting.
Economics	ECON	Master's Degree in Economics, Finance, or related field with a minimum of 18 graduate credit hours in economics, or a combination of 18 graduate hours in finance and economics. Two (2) years' experience in the business world.
Education	EDUC	Master's Degree in Education or a closely related field with a minimum of 18 graduate hours in Education.
Energy	ENER	An Associate of applied Science Degree in Energy Generation, Electronic Systems, or Electrical/Electromechanical. Two (2) years' work experience in a technology field, energy generation, electronics, mechanical, electrical, HVAC or closely related industry.
English	ENGL	Master's degree with at least 18 hours of graduate credit in English discipline.
Entrepreneurship	ENTR	Master's degree with entrepreneurial experiences.
Geography	GEOG	Master's Degree with at least 18 hours of graduate credit in Geography.

Department	Code	Teacher Requirements for Dual Credit Courses
Geographic Information Systems	GIST	Associate of Applied Science degree in Geographic Information Systems or related field with a GIS Certification. Two (2) years' recent industry work experience in Geospatial Technology related to the areas of assigned instruction.
History	HIST	Master's degree with a minimum of 18 graduate hours in History.
Health Sciences	HLTH	Bachelors of Health Science & 3 years of experience in profession of discipline specific courses. For Nursing courses, a Bachelors of Science in Nursing and 3 years of Nursing experience.
Human Services	HMRS	Bachelor's degree in Human Services, Human Relations, Social Work, Psychology, or related field of study. Two (2) years of recent direct work experience in the human services field
Horticulture	HORT	Baccalaureate Degree in Horticulture, Agronomy, or Ag Business. Two (2) years of recent verifiable employment experience in Horticulture or Agronomy.
Information Technology	INFO	Associate degree in Computer Information Technology or related degree. Two (2) years recent industry experience in Computer Information Technology.
Mathematics	MATH	Master's Degree with a minimum of 18 graduate hours in Mathematics.
Medical Assisting	MEDA	Associate's Degree in Medical Assisting, Nursing or Allied Health. Current certifications or licensure depending on the degree/field. Three (3) years' experience in a medical office or clinic. Current and competent in the MAERB Core Curriculum objectives as evidenced by education and/or experience.
Medical Laboratory Technology	MEDT	Associate Degree in Medical Laboratory Technology. Current National Certification through the American Society of Clinical Pathology (ASCP) to include MLT, MLS, or MT. Two (2) years recent work experience in a clinical/medical laboratory. Meet and maintain health requirements for clinical site.
Music	MUSC	Master's Degree that includes a minimum of 18 graduate hours in Music.
Office Professional	OFFT	Bachelor's degree in Business Education, Business Administration, Education, or related field. Two (2) years of work experience in a business/office setting or secondary or post-secondary teaching experience in business education.
Philosophy/Religion	PHIL/RELS	Master's Degree in Philosophy, or a related field (i.e. Religious Studies) with at least 18 graduate hours in Philosophy.
Physics	PHYS	Master's degree with at least 18 hours of graduate credit in Physics or Engineering.
Political Science	POLS	Master's degree with a minimum of 18 graduate hours in Political Science.
Psychology	PSYC	Masters in Psychology which includes at least 18 graduate hours in the content area.
Sociology	SOCI	Master's degree with a minimum of 18 hours of graduate coursework in Sociology.
Speech	SPCH	Master's degree in speech communication or in a related field with at least 18 graduate credit hours in speech.
Truck Driving	TRUK	High school diploma or GED. Minimum of two (2) years recent work experience as an over-the-road driver of a commercial tractor/trailer. Must possess and maintain a valid commercial driver's license, Class A.
Welding	WELD	Associate Degree in Welding Technology. Two (2) years of welding experience related to the area of assigned instruction in the Welding Technology Program. Must obtain CWE Certification or higher (CWI) within three (3) years of employment date.

Hiring Process Start to Finish

1. The first initial step is the potential instructor will send in unofficial graduate transcript(s) to Caleb Berg at *cberg@southeast.edu*
2. Transcripts are then reviewed by SCC program staff for approval
3. Some program chairs will require an informal interview with the potential instructor before approval is given
4. Internal form is completed that states the SCC program staff approves
5. Theresa Puente will send onboarding paperwork that will need to be completed
6. SCC payroll and HR will enter you in the system and you will have an SCC email along with ID number. You will be directly paid from SCC for Dual credit courses following the MOU and faculty agreement.
7. SCC program staff will reach out to go over next steps of their onboarding
8. Schedule upcoming course (this one could be earlier depending on a few factors)

Resource Guide

We have developed a resource guide for students and school counselors that walks individuals through the entire process of dual credit. The latest resource guide can be found at **2023-24 Resource Guide**

Billing and Payment for Instructors

Process listed out

Each instructor will be paid based off the MOU with each individual high school and the number of students in the course. If the course has fewer than eight students, then compensation will be prorated.

If you have questions on your pay agreement, please contact:
Theresa Puente, *tpuente@southeast.edu*

Fall courses will be paid in October, November, and December. Spring courses will be paid in March, April, and May. Yearlong courses paid in October, November, December, January, February, March, April, and May.

Billing for Students

Students will be billed directly unless the school district pays for their dual-credit course(s).

E-bill statements are emailed to students on the 20th of the month, except if the 20th falls on a Friday or weekend, then it will be on Monday. E-bills go to their SCC emails, unless they have logged into the payment site (Nelnet, through The Hub) and updated their preferred email address.

Dual credit faculty agreement

All adjunct staff teaching for Southeast Community College for dual-credit courses will need to have a dual-credit faculty agreement signed and on file. Signatures will be required from the new faculty member, high school administrator, and Associate Dean on an annual basis.

The dual-credit faculty agreement outlines the expectations clearly, so everyone is aware of the partnership.

SCC will pay qualified high school instructors 60% of the established SCC adjunct pay rate for 8 or more students enrolled in a dual-credit course/or a prorated amount per pupil rate for fewer than 8 for the current academic year. This amount will be paid by SCC directly to the instructor. SCC will pay the remaining 40% of the established SCC adjunct rate to the School District. SCC encourages the School District to use this amount for SCC books, SCC student supplies, SCC faculty credentialing for future dual-credit instructor opportunities or give additional compensation to the instructors for teaching SCC dual-credit courses.

Financial Resources for Students

Here is additional information on grant and scholarship opportunities.

Financial Aid

Scholarships

If you have additional questions on grants and scholarships, please contact the **Dual Credit Coordinator** assigned to your high school and we will put you in touch with individuals that will be able to answer your questions.

Family Educational Rights & Privacy Act (FERPA)

Southeast Community College has developed policies and procedures in compliance with the Family Educational Rights & Privacy Act (FERPA) of 1974.

Generally, students have the following rights: to inspect and review their educational records; to a hearing to challenge the contents of their records; and to receive copies of all or part of their educational records upon request.

All requests for student records and information must be in writing and directed to the campus Student Services Office. Questions relating to the release of records and information should be directed to the campus Student Services Office. SCC may provide directory lists of graduates to senior institutions that have an articulation agreement with SCC.

The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under FERPA. The College will be privileged to distribute that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA. Questions regarding FERPA should be directed to the campus Registration and Records Office.

High school students, parents and their counselors or principals all sign a "Permission for Enrollment" form before the high school student is enrolled in a class at SCC. The student signature grants permission for SCC to "release information relative to my progress at Southeast Community College to my high school student records office and to my parents/guardians." This release is for the duration of the particular term only. Parents are encouraged to contact the student's high school for information on the student's progress in the college classes.

Program Contacts

Below is a list of the program chairs for individual areas:

Area	Name	Email	Email
ACCT, BSAD, ECON, ENTR	Linda Hartman, Beth Deinert	lhartman@southeast.edu	bdeinert@southeast.edu
AUTT	Barry Smith	bsmith@southeast.edu	
AGRI, HORT	Jessica Young	jyoung1@southeast.edu	
BIOS, CHEM	Gabrielle Johnson, Michael Mellon	gjohnson@southeast.edu	mmellon@southeast.edu
CNST	Jason Adams	jadams@southeast.edu	
CRIM	Rita Dondlinger	rdondlinger@southeast.edu	
ECED	Crystal Kozak	ckozak@southeast.edu	
EDUC, GEOG, PHED, POLS, PSYC, SOCI	Nicole Trevena-Flores	ntrevenaflores@southeast.edu	
ENER	David Madcharo	dmadcharo@southeast.edu	
ENGL	Amy Doty	adoty@southeast.edu	
FSDT	Vicki Rethmeier	vrethmeier@southeast.edu	
GIST	Kim Waswick	kwaswick@southeast.edu	
HIST, PHIL, THEA	Cara Benedict	cbenedict@southeast.edu	
SPCH	Jacob Bonander	jbonander@southeast.edu	
MUSC	Nicolas Salestrom	nsalestrom@southeast.edu	
HLTH	Jill Sand, Natasha Holly	jsand@southeast.edu	nholly@southeast.edu
HMRS	Michelle Hawco	mhawco@southeast.edu	
INFO	Kim Waswick, Jo Schuster	kwaswick@southeast.edu	jschuster@southeast.edu
MATH	Jennifer Euteneuer, Carrie Campbell	jeuteneuer@southeast.edu	ccampbell@southeast.edu
MEDA	Kathy Zabel	kzabel@southeast.edu	
WELD	Mark Hawkins, Danny McCullock	mhawkins@southeast.edu	dmccullock@southeast.edu
TRUK	Robert Stokes	rstokes@southeast.edu	
MEDT	Lynnett Paneitz	lpaneitz@southeast.edu	

SCC Email

As an adjunct employee of Southeast Community College, it is expected that all employees check their SCC email on a regular consistent basis. If you need assistance with forwarding your SCC emails to your personal email address, please contact SCC Help Desk (*helpdesk@southeast.edu* or 402-437-2447). The Help Desk will provide further assistance if needed. The expectation is instructors will use their SCC email when contacting SCC staff and students.

Checklist before start of Course

Textbooks, CID, syllabus, homework hours documented on CID, course developed with appropriate start and due dates, gradebook set up, office hours listed on home page, GELO Outcomes imported in Canvas, CID uploaded to Canvas shell and SharePoint, Major Assignments submitted to SharePoint.

Course Information Document (CID)

Please work with your program chair from your specific area on obtaining a CID template and specific CID questions should be directed to them. Each CID will need to be on a specific canvas shell and uploaded to The Hub.

Book Information

All book information for your course(s) will be coordinated by the program chairs and they will be your best contact regarding any questions you have about your textbooks. All courses will need to utilize SCC-approved textbooks.

Canvas Training

At SCC, we utilize Canvas as our learning management system that supports our teaching for all our courses. Here is a **link** to access our Canvas orientation course for faculty, and it provides information 24/7 and includes the monthly newsletter. At this time Canvas training is not required for all adjunct staff members, but if your course is 100% WEB, then it will be required by your program staff. Hybrid courses also require the full online training. It is **highly encouraged** to become more familiar with Canvas because this will be used heavily in your adjunct position. Program staff will provide support, such as sharing a canvas shell, and the Help Desk will answer technical-related questions as they apply.

No-Show Roster Process

We certify our rosters for all courses, and this is done through Colleague Self-Service. Even if all your students have attended, you DO STILL NEED to submit the report. Any students who are reported for non-attendance will be dropped from the course. This is required to comply with federal financial aid regulations. If you have a course listed with zero enrollment, please contact your program chair to request the class be cancelled.

Things to Know Before You Start

1. If you have a course listed with zero enrollment, please contact your Program Chair/Director to request the class be cancelled.
2. If at any point during this process you receive an error message, refresh your browser and continue.
3. If you are teaching a cross-listed class, you will need to certify both sections.
4. This process must be completed even if all students have participated.
5. Options to confirm attendance may include:
   » Attendance at a class meeting before the class no-show date.
   » Completion of an assignment in Canvas before the class no-show date.
     • A suggested assignment could be a CID/syllabus quiz in Canvas. Notifying your students via email of this assignment will alert them to this expectation.
6. If you are teaching a lecture/lab class, both the lecture roster and the lab roster will need to be certified. Only students that failed to attend both lecture and lab will be dropped.

Student Academic Integrity

All coursework is essential to the integrity of the College and your credentials. Be mindful of your integrity as you prepare assignments and tests. Behaving in an immoral or unethical manner in the completion of your academic work is dishonest and jeopardizes your integrity, the integrity of the College and a violation of the SCC Student Code of Conduct. The core principles of integrity create a foundation for success in all of life's endeavors. Integrity in academic settings is a fundamental component of success and growth in the classroom. It prepares students for personal and professional challenges as well as providing a blueprint for future fulfillment and success. Please see more at the link **Academic Integrity | Southeast Community College**

Report a Complaint or Concern

- **CCR Link**

- Southeast Community College is committed to promoting a safe and welcoming environment which recognizes and is respectful of diversity and which improves the quality of campus life for students, faculty and staff.

- These forms can be used by students, employees, or community members to alert the College of incidents and concerns. Please provide detailed information regarding the behavior or concern you are reporting. You are not required to complete the entire form in order for the report to be submitted. Though anonymous reports are permitted, doing so may limit the College's ability to investigate and respond to a report. Once the form is received, a staff member will review the information and take appropriate action.

- Occasionally, individuals may encounter a college-related problem, conflict, concern, or issue that negatively impacts them or others. If this happens, individuals are encouraged to attempt to resolve the issue directly with the involved parties. If you have questions or concerns about attempting to resolve your issue with the involved parties or groups, please contact your college advisor, Dean of Students, Associate Dean or Safety & Security for assistance.

- **Please Note: This is not a 911 or emergency reporting site**. If you witness an incident in progress, medical emergency, or have been a victim of a safety or security incident, call 911 immediately. Making this report to the College should never take the place of calling 911 should a person feel threatened or that one's safety or the safety of others is at risk.

- **Academic Concern**: Use this form to submit a report related to academic dishonesty, disruptive classroom behavior, etc.

- **Accident/Injury Reporting**: Complete this form for any accidents, injuries, medical or related issues.

- **Accommodations Concern**: Use this form to submit issues related to disability accommodations or accessibility.

- **Campus Safety & Security**: This form is for reports related to general campus safety & security concerns or crimes/incidents committed on SCC property or during SCC-sponsored events/activities.

- **Student Care**: To assist our students in maintaining their well-being and maximizing their intellectual growth, it is important to identify difficulties as early as possible and connect the student with the needed resources. Use this form to report difficulties you or another student may be experiencing.

- **Student Conduct Incident**: Use this form to report behavior that is a violation of SCC's **Student Code of Conduct**.

- **Title IX Reporting**: Use this form to report an incident related to Title IX/Sexual Misconduct Violations. Please note: This form is not submitting a formal Title IX complaint. For more information refer to the **Title IX Resources** webpage.

- **General Incident or Concern**: This form is for all problems that are not related to any of those identified above.

- **Counseling Assistance Program for Students (CAPS)**

SCC Help Desk

The SCC Help Desk's contact information is listed below. If you experience technical issues, please contact them for further assistance.

- Phone: 402-437-2447

- *helpdesk@southeast.edu*

- **https://helpdesk.southeast.edu/**
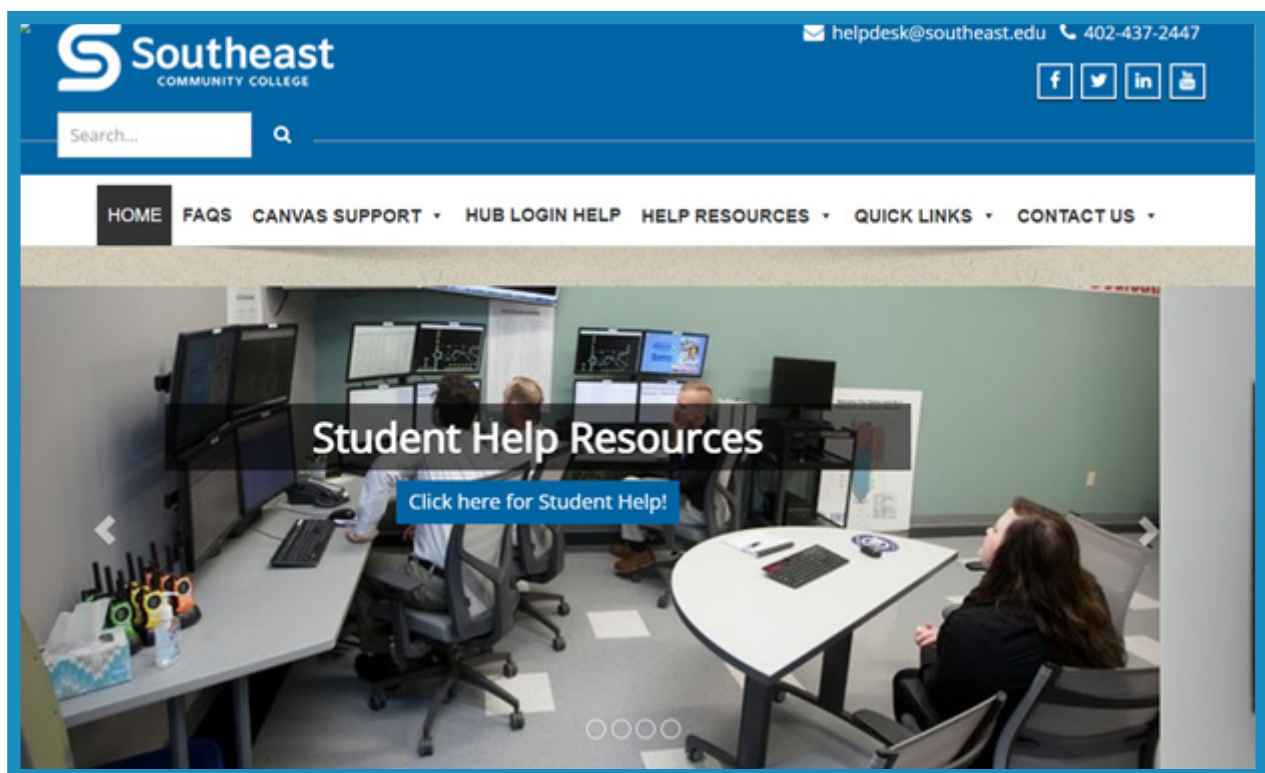
Mid-Course Grades

Please make sure all mid-term grades are submitted into Canvas. Registration staff will send outlook calendar invitations with all of the key dates for the term. If you have specific questions on mid-term grades, please reach out to your program chair. If you run into technical issues, then please reach out to SCC Help Desk.

Submit Final Grades

All final grades will need to be on canvas by the deadline. Final grades are due by SCC's due date regardless of the exam week and deadline of the high school. You will receive emails leading up to the due date. It is imperative that we do not miss this deadline.

Checklist at conclusion of Course

Final grades submitted via Canvas, GELO Outcomes scored in Canvas

Please check with your program chair to make sure all items are completed at the end of a course.

Onsite Observation Visits

Southeast Community College program staff will periodically join all courses (in person, WEB, and Fiber) to observe the overall course and provide feedback and support to adjunct instructors. The intent of these observations is to make sure the college coursework is followed and to provide any additional support and assistance to instructors. We are required by the Higher Learning Commission to conduct onsite classroom observations.

Working with dual credit students and SENCAP coordinators

- While we require the course standards and rigor of dual-credit courses to equal the college classes, we also recognize these are high school students and collaboration with coordinators, facilitators, and high school staff are essential pieces to the success of this program.

- At times students may require additional assistance, and SENCAP coordinators may reach out to you to collaborate and discuss potential obstacles for specific students.