



Dual Credit Faculty Liaison Guidance 2020-21

Course Observations

Faculty liaison Dual Credit course observations (site visits) will likely take a variety of forms this year depending on delivery methods, potential school closures, and limitations of visitors. Listed below are three possible scenarios and Early College Programs' guidelines for each.

Site visits for Fall semester courses should be completed by November 1.

Site visits for year-long courses should be completed by April 1.

Face-to-Face Instruction of Dual Credit Course (Visitors Allowed)

- Face-to-face observations are encouraged as long as all safety protocols are met.
- Liaisons must receive authorization to travel in conjunction with the college's (COVID) travel guidelines.
- Liaisons should wear face coverings even if the high school does not require them.
- Liaisons should call schools prior to visiting as visitation policies may have changed.
- Liaisons must inform building supervisors (main offices) of site visits in advance.
- Liaisons may opt to observe classes virtually even if face-to-face visits are allowed.

Face-to-Face Instruction of Dual Credit Course (Visitors NOT Allowed)

- If a physical site visit is not an option but the class is meeting face-to-face, liaisons should make use of Zoom (or similar technology) to observe the teacher/classroom.
- If a virtual observation is simply not feasible, liaisons must note this on the Annual Course Report.

Remote Instruction of Dual Credit Course (Class Meets Online)

- Liaisons are encouraged to use screen-sharing options available in Zoom (or similar technology) to review course content and delivery.
- If a virtual observation is simply not feasible, liaisons must note this on the Annual Course Report.
- Liaisons should report the specific technology/tool(s) used by the teacher to facilitate the online content and delivery of the course.

Dual Credit Travel to Lewis-Clark State College

In the event that Dual Credit teachers and/or students are invited to campus, all LC State protocols as noted on the institution's [COVID web page](#) must be followed.

Additional Guidance & Support for Teachers

As with on-campus classes, the key to faculty liaison oversight will be flexibility. Districts, schools, and teachers will be taking numerous approaches to face-to-face, remote, and blended models of instruction.

Liaisons should reach out to teachers (early and often) via email, phone, virtual meetings, etc. to offer guidance and support in their efforts to meet the learning outcomes of their Dual Credit courses.

Dual credit teachers use a variety of technologies to manage course content and delivery (predominantly Google Classroom). While Dual Credit teachers also have access to Canvas course shells, it is not recommended that Canvas replace Google Classroom or other learning tools used by teachers for Dual Credit instruction. However, Canvas may be used for conferences with teachers and file sharing.

High School Policies & Procedures (as of 8/20/2020)

Early College Programs has been in contact with our partner high schools regarding changes to schedules and policies. Idaho Region 2 schools are open and operating under their typical daily/weekly schedules. Washington schools are open and operating under hybrid schedules (combination of face-to-face and online instruction).

Policies on face coverings are varied. All Washington schools are requiring them for students and staff while it is a district decision in Idaho. All of the schools who responded to our inquiry are allowing visitors at this time. Please note that liaisons should follow LC State protocols and wear face coverings even if the high school does not require them.

All high school policies and procedures should be considered fluid. As such, liaisons should call schools prior to visiting as visitation policies may have changed.

Professional Development

The 2020 Dual Credit Faculty Forum has been canceled. However, we are still required by our accreditation organization to offer division-specific professional development. Like course observations, this will take a variety of forms. Early College Programs will work with Division Chairs and individual faculty liaisons to coordinate this effort.

Questions?

Please do not hesitate to inquire with Early College Programs with any questions you may have.

Ryan Gill, Director: rwgill@lcsc.edu, x2257

Sarah Willmore, Dual Credit Coordinator: skwillmore@lcsc.edu, x2209

Liz Weldy, Transition Coordinator: eaweldy@lcsc.edu, x2418