

## New Course Checklist

### Initial Approval of Course/Teacher

- Early College Programs collects and submits all course/teacher materials to Division Chair (instructor application, vita, transcripts, course syllabus).
- Division Chair/Faculty Liaison reviews course/teacher materials.
- If teacher does not meet the criteria to teach the course, Division Chair contacts the Early College Programs Director (via email) who will inform the teacher via letter.
- If teacher is approved to teach the course, Division Chair informs the ECP Director (via email) of course subject, number, and assigned Faculty Liaison.
  - ECP emails teacher and sends program orientation packet.
  - Division Chair/Faculty Liaison contacts the teacher to coordinate course alignment and curriculum review.

### Orientation and Curriculum/Syllabus Review (initial meeting with teacher)

- Ensure that course objectives/learning outcomes are the same as the college course.
- Ensure that grading and assessment standards are comparable to the college course.
- Review all departmental policies, procedures, and expectations.
- Approve course textbook and other materials.
- Sign and submit Dual Credit Training Checklist to ECP Director.

### Site Visit and Support (classroom observation and continued professional-development)

- Provide discipline-specific professional development.
- Observe the Dual Credit classroom at least once per offering (year or semester).
- Provide guidance and support to teacher as needed.

### Annual Course Report

- Submit an Annual Course Report to ECP for each Dual Credit class by mid-May.