



**NORTHWEST**  
IOWA COMMUNITY COLLEGE

*Your success is our story.*

**Concurrent Enrollment  
College 4 You  
Instructor Handbook**

**Concurrent Enrollment Instructor Handbook**  
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## About NCC

### **Mission Statement**

Northwest Iowa Community College is a progressive learning college rapidly responding to the global needs of our changing community.

### **Vision Statement**

We are driven to be the community college of choice for lifelong learning, personal development, and retraining.

### **History of NCC**

Northwest Iowa Community College (NCC) was the pilot project for the state's highly acclaimed community college system. The success of this pilot test in 1964-65 led the Iowa Legislature to establish a network of 15 community colleges. NCC, governed by a seven-member board of locally elected representatives from Merged Area IV, is authorized by the Code of Iowa. The college has an enrollment of approximately 1,600 students and serves an additional 17,500 persons annually who take continuing education courses.

NCC offers nationally acclaimed vocational and technical programs that are taught in modern classrooms and labs using state-of-the-art industry equipment and tools. The college maintains a close relationship with industries via advisory committees so that students are prepared to meet the needs of the industry. At the same time, NCC administration and faculty take pride in tailoring programs that meet the individual needs of the student.

Building on the foundation of excellence established in its vocational and technical programs, Northwest Iowa Community College expanded its educational opportunities in 1988 to include Associate of Arts and Associate in Science programs for citizens of the area. Today NCC is a comprehensive community college serving the global needs of its constituents.

### **Academic Programs at NCC**

A current list of programs available at NCC can be viewed on the Programs of Study page on the NCC website:

<http://www.nwicc.edu/academics/programs-of-study/>

## Concurrent Enrollment

### **National Alliance of Concurrent Enrollment Partnerships (NACEP)**

NCC's College 4 You concurrent enrollment program is accredited through NACEP, the National Alliance for Concurrent Enrollment Partnerships. More information about NACEP can be found at [www.nacep.org](http://www.nacep.org). NACEP accreditation helps to ensure that high school students participating in concurrent enrollment courses receive education of the same quality and rigor as that of college students taking courses at NCC.

NACEP fosters student success and achievement by supporting standards of excellence that promote program and professional development, accreditation, research and advocacy.

NACEP associates believe that:

- Rigorous standards ensure program quality
- NACEP accreditation affirms excellence
- NACEP membership provides vital collegial interaction and support
- Professional development enhances successful outcomes
- All high school students who demonstrate readiness should have access to college courses
- Strong partnerships foster seamless education
- Advocacy and research build sustainability and success

### **Instructor Credentials**

Concurrent enrollment (CE) instructors must have credentials equivalent to those required of instructors teaching the same course at NCC. The appropriate dean must review and approve these credentials before an instructor begins teaching a CE course. Instructors teaching transferrable classes must have a master's degree with at least 18 credits in their discipline. Career and Technical instructors must hold a minimum of a Bachelor's degree in a related field or 6000 hours of employment in the field in which they are teaching.

All CE instructors must complete the NCC Adjunct Employment Application, found at: <https://nwicc.edu/employment-opportunities/adjunct-employment-application/>. In addition, official transcripts must be obtained. This documentation must be on file in the NCC Human Resources Department in order to meet accreditation requirements. The instructor will be notified if additional information or other forms are needed.

### **Steps for appointing, approving, and denying Concurrent Enrollment Instructors**

**Step 1:** Superintendents may suggest and/ or recommend potential concurrent enrollment instructors for appointment based on the needs of their specific school district. If a potential instructor is interested in teaching concurrent enrollment classes or has an idea for a specific college concurrent enrollment class, he or she should contact the superintendent of his or her high school.

**Step 2:** Superintendents then contact either Dr. Beth Frankenstein or Dr. Rhonda Pennings to ensure that the potential instructor meets the credentialing requirements for the Iowa Department of Education. The requirements are that instructors teaching transferrable classes must have a master's degree with at least 18 credits in their discipline. Career and Technical instructors must hold a minimum of a Bachelor's degree in a related field or 6000 hours of employment in the field in which they are teaching.

**Step 3:** Potential instructors send transcripts (official or unofficial) to Dr. Rhonda Pennings for review. This is a way to prescreen potential applicants. Instructors will be notified whether or not they have the necessary credentials.

**Step 4:** If the credentials are in order, potential instructors are instructed to fill out the employment application located on the website and request that official transcripts be sent to the HR department at Northwest Iowa Community College.

**Step 5:** The employment application packet is sent to the respective dean for approval. The CEP Academic Administrator Dr. Rhonda Pennings then sends notification of approval or denial to teach concurrent enrollment classes to the superintendent and the instructor.

**Step 6:** If approved, the CE instructor is assigned an NCC liaison and invited to the new instructor orientation and training session by the CEP Academic Administrator.

### **Adjunct Orientation**

Adjunct orientation sessions are held at the beginning of the fall and spring terms. New instructors are required to attend. Continuing instructors are strongly encouraged to attend. Contact the Dean's office for additional information.

### **Professional Development**

NCC is committed to providing quality professional development opportunities for CE instructors. The relationship with NCC Liaisons provides the greatest opportunity related to course content and methodology.

CE instructors are required to complete the written professional development activity provided to them each school year. During a site visit, instructors should discuss the material with the NCC Faculty Liaison.

In addition to collaboration with NCC Liaisons, CE instructors may also request to receive training to use the NCC learning management system. Instructors are also invited to attend any NCC professional development days, new instructor workshops, etc.

### **Collaboration and Site Visits**

NCC faculty are available to assist CE instructors with questions regarding curriculum, assignments, textbooks, and any other class related activities. Site visits must be conducted each time a CE course is taught. This is a chance for the CE instructor and Faculty Liaison to share ideas and ensure that the curriculum and rigor of the CE course matches that of the same course taught on campus. High school class observations are necessary in order for NCC to maintain NACEP accreditation for concurrent enrollment classes.

A site visit takes place in the CE instructor's school building on a regular secondary school day. The visit is defined as the time spent observing a class and conferring with the teacher. In an observation site visit, the Faculty Liaison observes the class period. During the conference, the Faculty Liaison and CE teacher discuss topics related to what was observed in the visit and any other relevant information concerning the class.

Site Visit Guidelines:

- Observations should be made during the class period to gain insight on how the instructor starts, teaches, and concludes a lesson.
- Faculty Liaisons will be asked to use the Site Visit form to document their visit and conference. Both the CE instructor and Faculty Liaison will be required to sign and date the form at the conclusion of the conference after the site visit occurs.

**Assessment**

NCC has an established assessment program campus wide. Each year on campus faculty members are asked to write an assessment plan for the upcoming year and an assessment report from the previous year for their specific program. Concurrent enrollment instructors may be asked to assist in this process by gathering data and working with on campus faculty on the assessment report.

**Surveys**

Every time a CE course is taught, the instructor is required to administer the course improvement surveys near the end of the term. The completed surveys should be returned to NCC; the compiled results will be provided to the instructor. Additionally, all CE instructors, guidance counselors, and principals will be given a survey approximately every three years discussing concurrent enrollment programming. This survey must be administered in order to meet NACEP accreditation requirements.

### **Faculty Liaison Responsibilities**

A Faculty Liaison provides support to CE instructors in developing course content to help make sure the curriculum and rigor of the class are consistent with the same course as taught at NCC.

The Faculty Liaison will:

- Meet with the CE instructor at least once to share information and discuss course content, confirming use of the approved:
  - Course competencies
  - Textbook(s)
  - Equipment
  - Materials and supplies
- Observe the CE instructor's classroom through site visits and continue to collaborate on course matters.
- Provide documentation of site visits using the proper forms provided by the Dean's office.

### **Teaching a Concurrent Enrollment Course**

#### **Expectations**

All instructors are expected to carry out the tasks and duties assigned below. Compliance will be monitored through participation, met deadlines, student evaluations, and site visits by Faculty Liaisons and Academic Deans. If instructors have any concerns, they may contact the NCC Academic Dean for assistance. Instructors will be provided with resources, tools, and direction to help them improve on any unmet expectations. Please see the Noncompliance Policy for further information.

- The same course competencies and assessment methods of the on campus course must be used in the CE course.
- Records of student progress must be maintained by instructors for each CE class.
- Instructors must verify rosters and submit grades in the timeframe requested by the Registrar's Office at NCC. Syllabi for CE courses must be submitted to NCC at the beginning of each semester.
- High schools and CE instructors will permit NCC representatives to visit CE classes for the purpose of classroom observation.
- Professional development events/activities must be completed by instructors.
- Instructors are expected to attend all sessions of a concurrent enrollment class. If serious illness or emergency necessitates missed classes, instructors should notify the high school immediately.
- In the high school setting, classes must be supervised at all times. Students are expected to remain in class for the entire allotted class time.

**Noncompliance Policy**

In order to maintain accurate and up-to-date records, it is important that all concurrent enrollment instructors meet deadlines for submitting syllabi, turning in grades, sending in course improvement surveys, and completing professional development activities. If the instructor does not meet these deadlines, a reminder will be sent to the instructor to submit the requested information within a specified timeline. If the instructor still does not comply with submitting the requested information, the dean of that division will contact the principal or superintendent of the high school as a follow-up. If the instructor is still negligent, the instructor will receive a failure-to-comply letter which states that if the instructor does not complete all of these activities for two consecutive years, he or she will be unable to continue teaching in the concurrent enrollment program. These activities are important as ongoing collegial discussions about curriculum, assessment, and course philosophy ensure that concurrent enrollment instructors deliver quality courses to their students.

**Course Competencies and Syllabus**

Course competencies are used by instructors at NCC to ensure that the same content is taught in each section of a course. Changes can only be made to course competencies with the approval of the NCC Curriculum Committee.

Concurrent enrollment instructors must submit a syllabus to NCC at the beginning of the semester for each course taught. An email with information about formatting a syllabus will be sent to all instructors near the beginning of each semester. All instructors are required to include the following information on their syllabus:

- The course number, name, and description need to match exactly what is listed in the current college catalog. Click [here](#) for a link to the catalog.
- The course objectives/learning outcomes on the syllabus must match those on file at NCC.
- Each syllabus must be in the correct format. (will be sent as an email attachment)
- Each syllabus must include the required statements for ADA Accommodations, Electronic Grading Information, Academic Dishonesty, and Nondiscrimination and Disclaimer Statements.
- Credit hours, including a lecture and lab breakdown must be included. These hours are specified by NCC and cannot be altered.
- Grading criteria, including a grading scale, should be listed.

It is expected that the CE instructor will follow the policies and procedures listed in the course syllabus as given to the students.

**Textbooks**

Concurrent enrollment courses are required to use the textbooks approved by NCC. Dean approval is required if an instructor wants to use a textbook other than the one used at NCC.



Instructor Resources are mostly available only online through the textbook publisher's website. The Dean's office at NCC can assist with accessing resources.

### **Faculty Email**

All CE faculty are assigned an NCC email account. It is the instructor's responsibility to check his/her email account on a regular basis as important information from NCC is communicated this way. Email can be accessed from any computer via My Place. If the instructor is unsure of his/her email address, user name and password, please contact the Dean's office or the NCC Coordinator of High School Partnerships.

### **Canvas**

Canvas is a web shell (just like online classes) that the instructor can use for the electronic gradebook and for sharing other information with students. Please login at <https://iowaconline.instructure.com/login/canvas>. For assistance please contact the NCC Coordinator of High School Partnerships.

### **Reviewing Rosters**

NCC works with high school guidance counselors to enroll students into courses each semester. Approximately one month after the course has begun, an NCC representative will contact instructors with a roster for their class as worked through by the counselor and NCC. Instructors are asked to review this roster and alert NCC of any changes that need to be made. NCC bills high schools for the students listed on this roster after the instructor's review is completed.

### **Submitting Grades:**

CE instructors do not need to submit midterm grades. However, they are requested to contact their counselor or NCC's Director of Secondary Programs when they have students in their class who appear to be at-risk of not successfully completing the course. Early intervention is advised so students can be informed and behaviors can be encouraged to change.

Final grades are required to be submitted to NCC. Instructors should email final grades to [studentservices@nwicc.edu](mailto:studentservices@nwicc.edu) once the class is complete. When entering a grade of F, the last date of attendance must also be included.

### **Library**

The NCC Library provides access to a wide variety of materials, information, and services that support the educational and general information needs of NCC students, faculty, staff and community residents. Personal assistance is available to individuals or small groups with research assignments within the library, by email, chat or telephone.

The library collection includes over 16,800 physical books, 65 print subscriptions to magazines, journals and newspapers, 605 audio books on CD, and nearly 1,300 DVDs and VHS tapes.

Library users have online access to nearly 140,000 electronic books, over 20,500 streamed videos, a variety of online databases that provide thousands of full-text newspaper, journal and magazine articles, and a growing collection of e-books and audiobooks that are available for

download to computers or other devices. Access to the library catalog and online resources is available to NCC students, faculty and staff from the library webpage. Registered users can reserve materials online, renew items and access their account information through the online catalog. Remote access to a majority of the online resources is available to current students, staff, and faculty; please contact the library staff for passwords and instructions.

In addition to the resources provided by the NCC Library, students may borrow books, videos and articles from libraries throughout the state and nation by requesting interlibrary loan services.

Library services include computers, two small-group study/ video viewing rooms, wireless access, internet, a black & white printer, a color printer, a scanner, a fax machine and a photocopier. Students, faculty and staff may use their ID cards as their library card. Library users without a student ID may obtain a library card at the reference desk any time the library is open.

NCC CE instructors have full access to library materials.

Library website: <http://www.nwicc.edu/about/resources/library/>

Email: [librarygroup@nwicc.edu](mailto:librarygroup@nwicc.edu)

### **Learning Center**

The Learning Center is available for students who need additional help with classes, especially in the areas of Math and English. For additional information, please see the Learning Center webpage: <https://nwicc.edu/academic-support/learning-center/>

## **Administrative Procedures**

### **Course Drops/Additions**

Students must request from their high school counselor to be formally added or dropped from a course. Counselors will communicate the request to NCC.

All concurrent enrollment students must follow the refund and withdrawal deadlines as outlined by NCC. There are specific timelines associated with when students can drop with no penalty (refund date) and when they can drop with a “W” (withdrawal but no refund on their NCC transcript). Generally, the refund date falls within the first two weeks of the term and the last day to withdraw and receive a “W” is the date that falls two-thirds into the class time. Because course terms vary, each counselor may consult NCC for the deadline dates which apply at his or her high school.

### **Refund Deadlines for Academic Year 2020-2021**

September 6, 2020, Last day for 100% refund for fall semester classes

January 24, 2021, Last day for 100% refund for spring semester classes

The above Refund Schedule is applicable only to regular semester enrollment periods. A similar pro-rated Refund Schedule will be applied to courses with different enrollment periods (i.e. FasTrack courses, online courses, 8 week courses, etc.). Refund procedures, percentages, and amounts may differ for students receiving financial aid. Classes that are dropped within the refund period do NOT show on a student's transcripts nor do they count against them when calculating their completion rate.

#### Withdrawal Deadlines for Academic Year 2020-2021

October 29, 2020, Last day for withdrawal of fall semester classes

March 26, 2021, Last day for withdrawal of spring semester classes

Classes that are dropped within the withdrawal deadline are not eligible for a financial refund. They will appear on the student's transcripts with a grade reflected of "W." W grades do not affect a student's overall GPA or academic standing. However, "W" grades do count against a student when calculating their completion rate.

#### **Services for Students with Disabilities**

In accordance with the America Disabilities Act & the Vocational Rehabilitation Act, Northwest Iowa Community College is committed to providing an accessible environment which supports students with disabilities to reach their full potential. Accommodations are available for students who have visual, hearing, mobility, learning or other types of disabilities to insure equal access to educational opportunities. NCC employs an Accommodations Coordinator to work with students to develop and coordinate services based on individual student need. If you are a student with a disability, who requires reasonable accommodations to participate at NCC, follow the steps listed below:

1. Contact the Accommodations Coordinator at 800-325-4907, ext. 118 or see NCC's website for an application for accommodations.
2. Submit the completed application and supporting documentation to: Northwest Iowa Community College, 603 West Park Street, Sheldon, IA 51201, Attn: Accommodations Coordinator. An application is required each semester.
3. Schedule a time to meet with the Accommodations Coordinator to discuss coordination of these services.
4. Contact the Accommodations Coordinator with any questions during the process.

#### **Nondiscrimination in Education**

It is the policy of Northwest Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by federal and state civil rights statutes and all other applicable federal and state laws, regulations and orders. The Board of Trustees shall monitor progress on this policy through the President's appointed Affirmative Action/Equity Coordinator(s).

If you have any questions or complaints related to compliance with this policy, please contact one of the Equity Coordinators at Northwest Iowa Community College, [603 West Park Street, Sheldon, Iowa](#), room D403b or room A101D, email [equity@nwicc.edu](mailto:equity@nwicc.edu), phone number 712-324-5061, extension 113 or extension 137, fax 712-324-4136; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, [500 W. Madison, Suite 1475, Chicago, IL 60661](#), email [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov), phone number 312-730-1560, fax 312-730-1576.

### **Student Grievance Procedure**

If the student has a grievance because of a grade received, academic related problem, or other grievable situation, they may follow a step-by-step process that could include the instructor, Program Director, Academic Dean, a Vice President and the President. The President shall serve as the final arbiter. Definition—working day: any day when the Administrative Offices are open.

#### **LEVEL I—Instructor**

A student with a grievance should first discuss it with his/her instructor in an effort to resolve the problem.

#### **LEVEL II—Program Director**

When the grievance is not resolved at Level I, the student should discuss it with the Program Director (where applicable) with the objective of resolving the grievance informally.

#### **LEVEL III—Academic Dean**

When the grievance is not resolved at Level II, the student should discuss it with his/her Academic Dean with the objective of resolving the grievance informally.

#### **LEVEL IV—Vice President**

When the grievance is not resolved at Level III and the student wishes to pursue the grievance, the student shall file a formal complaint in writing and submit the written grievance to the appropriate Vice President. Grievances concerning grades, or other academic-related issues, shall be submitted to the Vice President of Student & Academic Services. Grievances concerning billing or other financial arrangements shall be submitted to the Vice President of College Operations and Finance.

The filing of the formal, written complaint at Level IV must be within fifteen (15) working days from date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Vice President. A minor student may be accompanied at the meeting by a parent or guardian.

The Vice President shall investigate the grievance and attempt to resolve it. A written report from the Vice President regarding action taken will be sent within fifteen (15) working days after receiving the formal complaint.

**LEVEL V—President**

When the grievance is not resolved at Level IV, the grievant may process it to Level V by presenting a written appeal to the President of the College within ten (10) working days from the date the grievant receives the report from the Vice President. Within fifteen (15) working days after receiving the written grievance, the President will render a written decision. The decision of the President is final.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, other agencies available for mediation or recertification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination.

For a complete listing of NCC's policies and procedures access NCC's catalog at:

<https://nwicc.edu/catalog/>

**Family Educational Rights and Privacy Act of 1974 (FERPA)**

Northwest Iowa Community College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. The Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

**Disclosure To Parents**

1. Family Educational Rights and Privacy Act permits postsecondary institutions to disclose any and all information from a student's education records, without consent, to that student's parents if the student is a dependent for tax purposes under IRS rules.
2. Family Educational Rights and Privacy Act allows institutions to disclose information to appropriate officials in a health or safety emergency, including parents if the emergency involves their child. Parents are often in the best position to help their children during these crises.
3. Family Educational Rights and Privacy Act permits a postsecondary institution to tell parents of students under the age of 21 when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

**Contact Information**

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