



Distance Learning Dual Credit Planning Timeline

EARLY, FREQUENT CONTACT WITH COLLEGES IS ESSENTIAL!!!

NETnet provides this basic planning outline to facilitate collaborations between our member institutions and East Texas high schools interested in offering distance learning dual credit courses to their students.

The unique circumstances at each individual ISD and college campus will ultimately determine guidelines/time frames.

NETnet Colleges: Check the High School To-Do List to make sure all issues are addressed!

Status	Optimal Time Frame	High School To-do list	Comments	NETnet Resources All PDF resources available at http://www.netnet.org/instructors/resources/PDFpage.htm
	18-24 weeks in advance of need	Conduct distance learning course needs survey with 10 th and 11 th grade students		Dual Credit Needs Assessment Survey (Sample) PDF
	18-24 weeks in advance of need	Investigate articulation information – does HS maintain an exclusive contract with any college?		Dual Credit FAQs PDF
	18-24 weeks in advance of need	Determine appropriate college to approach for distance delivery of dual credit courses (check SDA list or mouseover map)		http://www.netnet.org/students/dualcredit.htm#colleges
	18-24 weeks in advance of need	Determine desired courses based on student survey results and college offerings <ul style="list-style-type: none"> • Check NETnet’s K-12 course listing for course offerings 		http://www.netnet.org/courses.htm
	18-24 weeks in advance of need	Send HS course needs survey results to appropriate college/personnel		http://www.netnet.org/courses.htm#contact
	18-24 weeks in advance of need	Request that college send course information for each desired class for “scope and sequence” evaluation by HS personnel		



Status	Optimal Time Frame	High School To-do list	Comments	NETnet Resources All PDF resources available at http://www.netnet.org/instructors/resources/PDFpage.htm
	18-24 weeks in advance of need	Meet with college representatives to discuss <ul style="list-style-type: none"> • tuition, VCT fees, other costs • application/enrollment procedures • transportation for testing or on-campus orientation • books, required computer hardware/software • student services (email accounts, library access, etc.) • course material delivery methods • testing/proctors/room facilitators • scheduling issues (different holidays, block scheduling at HS) etc. 		Dual Credit Sample Agreement Template PDF
	18-24 weeks in advance of need	Determine course days and times		
	18-24 weeks in advance of need	Identify course delivery methods (ITV/online)		
	18-24 weeks in advance of need	Set HS distance learning policy addressing <ul style="list-style-type: none"> • student eligibility (GPA, demonstrated competency, placement test, etc.) • number of dual credit hours allowed per semester • Student Contract and Waiver 		Student Conduct Contract and Waiver PDF
	At least one full semester prior to need	Check on HS connectivity status to NETnet		Email Gordon.martin@netnet.org with questions



Status	Optimal Time Frame	High School To-do list	Comments	NETnet Resources All PDF resources available at http://www.netnet.org/instructors/resources/PDFpage.htm
	16 weeks in advance of need	Train room facilitator on HS DL equipment and procedures. View NETnet tech resources for ideas		Tech Support Roles & Responsibilities Checklist PDF Troubleshooting the NETnet Room Guide PDF
	16 weeks in advance of need	<p>Plan a Distance Learning Night promoting benefits of dual credit courses to students/parents/HS faculty and staff:</p> <ul style="list-style-type: none"> • create media/press releases for dual credit night at college; e.g. Beginner's Guide to Dual Credit brochures • check with college to secure guest speaker(s) (admission/enrollment personnel, deans, instructors, etc.) • videotape presentation for future distribution • (for ITV courses) Consider contacting NASA Live to discuss scheduling interactive videoconference to showcase DL benefits • contact local press for coverage of NASA videoconference 		<p>Dual Credit Guide PDF or Student Guide to Distance Learning PDF</p> <p>http://www.netnet.org/instructors/design/interaction/strategies/vftwebquest.htm http://www.netnet.org/courses.htm#contact</p>
	16 weeks in advance of need	Present students with course availability info: delivery method(s)/times/dates/costs		
	16 weeks in advance of need	Explain entrance requirements to students as set forth in HS DL and college admissions policy. Also explain about the alternative tests required by each college (e.g. COMPASS)		
	16 weeks in advance of need	Get <u>firm</u> commitments from interested students and set their schedules accordingly		
	16 weeks in advance of need	Contact college representative to begin registration/enrollment		http://www.netnet.org/courses.htm#contact



NOTES:

Additional Reading:

§ 130.008. Courses for Joint High School and Junior College Credit
<http://www.capitol.state.tx.us/statutes/ed/ed0013000.html>

Ensure the Quality of Community College Dual-Credit Offerings
<http://www.e-texas.org/recommend/ch06/ed11.html>

Austin Community College Texas School Performance Review
<http://www.window.state.tx.us/tspr/acc/ch02f.htm>

Allow Four-year Colleges and Universities to Waive Tuition and Fees for Concurrently
Enrolled Students
<http://www.window.state.tx.us/etexas2003/ed07.html>

Exemption for Students Dual-Enrolled in High School and Community College
<http://www.collegefortexans.com/cfbinc/tofa2.cfm?PrinterFriendly=1&ID=20>

STCC Instruction and Student Services Governance Policies
<http://www.stcc.cc.tx.us/policy/ch3/3235.pdf>

Weatherford College Dual Credit Program
<http://www.wc.edu/DualCreditProgram/guidelines&procedures.htm>



NETnet Colleges: Check the High School To-Do List to make sure all issues are addressed!

Status	Optimal Time Frame	NETnet Member School To-do list	Comments	NETnet Resources All PDF resources available at http://www.netnet.org/instructors/resources/PDFpage.htm
	At least one full semester prior to need	Update technical, room, and administrative contact records		Email Darlene.flournoy@uthct.edu with questions
	At least one full semester prior to need	<ul style="list-style-type: none"> Schedule connectivity test between ISDs, your school, and NETnet Test operational status of video conferencing equipment and inter-network connections with NETnet 		Email info@netnet.org with questions and for Videoconference Request form
	At least one full semester prior to need	Verify conference event scheduling for semester		
	At least one full semester prior to need	<ul style="list-style-type: none"> Add instructor login ids and passwords as necessary for online resource access Ensure student login ids and passwords can be entered after students are registered 		
	At least one full semester prior to need	Test necessary web resources for appropriate access (instructor and student) using login ids and passwords		
	At least one full semester prior to need	<ul style="list-style-type: none"> Establish tech support rules/responsibilities Update room use procedures to minimally include start up, shut down, basic operations, and emergency activities. 		Tech Support Roles & Responsibilities Checklist PDF
	At least one full semester prior to need	Train faculty and staff on NETnet Room Operation		Email dl@mail.netnet.org to schedule on-site, on-demand, free training



Status	Optimal Time Frame	NETnet Member School To-do list	Comments	NETnet Resources All PDF resources available at http://www.netnet.org/instructors/resources/PDFpage.htm
	At least one full semester prior to need	Train faculty on instructional design/course conversion for distance learning delivery		http://www.netnet.org/instructors Complete: Introduction, Course Design, Course Development, NETnet Room, and Resources Modules
	At least one full semester prior to need	Train faculty and staff on appropriate courseware delivery platform (WEBCT, Blackboard, etc.)		
	3 weeks before semester begins	Provide User's Guide and troubleshooting guides at the NETnet workstation		User's Guide to NETnet Room Operation PDF Troubleshooting the NETnet Room Guide PDF Troubleshooting Guide: MSCI Classroom Equip PDF
	3 weeks before semester begins	Develop contingency plans for technological glitches and share them between instructor, tech support, and each remote site facilitator		http://www.netnet.org/instructors/coursedev/itvcourse/index.htm
	2 weeks before semester begins	<p>Provide this information (including the URL for course home page) either in a packet sent to enrolled students, or on the course home page</p> <ul style="list-style-type: none"> • appropriate welcome letter • study schedule • Student Guide to DL/Dual Credit Guide • student contract and waiver • contact information of DL services • course hardware/software requirements • course skills prerequisites • how to order/obtain books • accessing the online syllabus • course delivery platform (WebCT/Blackboard) training/tutorial • course calendar with test dates • remote site contact information • guidelines for submitting assignments (email, fax, mail, in person) • obtaining/changing passwords • campus map with directions • FAQ 		Sample Welcome Letter for an ITV Course PDF Sample Welcome Letter for an Online Course PDF Student Study Schedule/Time Mgmt Guide PDF Student Guide to Distance Education PDF Dual Credit Guide PDF Student Conduct Contract and Waiver PDF



Status	Optimal Time Frame	NETnet Member School To-do list	Comments	NETnet Resources All PDF resources available at http://www.netnet.org/instructors/resources/PDFpage.htm
	2 weeks before semester begins	Create site name placards to post in each remote site room to help instructor identify sites		
	2 weeks before semester begins	Create name tent templates for each class		Name Tent Template PDF
	2 weeks before semester begins	Prepare a seating chart for each site		Seating Chart PDF
	2 weeks before semester begins	Prepare an orientation class session for ITV and online students		Student Orientation to Interactive Videoconferencing (ITV) PDF

NOTES: