



College Credit Now
Faculty Mentor Handbook

College Credit Now Faculty Mentor Handbook

Contents

College Credit Now (CCN) at OCC	3
What is the CCN program at OCC?.....	3
How does this program benefit students?	3
NACEP Accreditation.....	3
NACEP Accreditation Standards	3
Faculty Mentors	4
CCN Faculty Mentor Responsibilities- per the OCC Faculty Contract	4
Mentor Assignments- per the OCC Faculty Contract	4
Mentor Stipends- per the OCC Faculty Contract.....	5
Lead Mentor.....	5
Mentor Non-Compliance per OCC Faculty Contract	6
Site Visits – What to Expect?	6
CCN Instructors	6
CCN Instructor Expectations/Responsibilities.....	7
Non-Compliance by CCN Instructors.....	7
Qualifications for CCN Instructors	8
Training New Instructors	8
Administering Instructor/Course Evaluations.....	8
CCN Contact Information.....	9

College Credit Now

Faculty Mentor Handbook

College Credit Now (CCN) at OCC

What is the CCN program at OCC?

College Credit Now is an exciting and unique opportunity for high school students to begin earning college credits prior to high school graduation.

- Approximately 40 districts around Central New York participate each year
- Over 3,500 students take one or more CCN class each year
- Courses are delivered by college credentialed high school instructors
- Courses are offered at the high school during normal school hours
- Accredited by the National Alliance for Concurrent Enrollment Partnerships (NACEP)

How does this program benefit students?

- ✓ Perfect start to earning an OCC degree
- ✓ Opportunity to explore career options
- ✓ Students gain familiarity with college-level courses and academic rigor
- ✓ No cost is incurred to students who reside in Onondaga County or students who submit a Certificate of Residence
- ✓ Transfer-friendly course offerings
- ✓ Provides an additional academic challenge

NACEP Accreditation

The CCN program is accredited by the National Alliance for Concurrent Enrollment Partnerships (NACEP). NACEP ensures that college courses offered by high school teachers are as rigorous as those offered on the sponsoring college campus. Additionally, NACEP helps these programs adhere to the highest standards so students experience a seamless transition to college, and teachers benefit from meaningful, ongoing professional development. Four Faculty Standards have been included in the new 2017 NACEP standards to focus on the necessity of the faculty commitment and participation in the success of concurrent enrollment.

Resource: <http://www.nacep.org/about-nacep/>

NACEP Accreditation Standards

- These standards are available at: <http://www.nacep.org/accreditation/standards/>
The standards promote the implementation of policies and practices to ensure that:
- Concurrent enrollment courses offered in the high school are the same as the courses offered on-campus at the sponsoring college or university.
- Students registered in concurrent enrollment courses are held to the same standards of achievement as students taking on-campus courses.

College Credit Now

Faculty Mentor Handbook

- Instructors teaching college courses through the concurrent enrollment program meet the credentialing requirements for faculty and instructors teaching in the sponsoring postsecondary institution.

Faculty Mentors

Each high school instructor teaching in the CCN program is paired with a faculty mentor. This mentor has experience teaching the course on campus and can provide valuable insight into the institutional and course specific learning outcomes.

CCN Faculty Mentor Responsibilities- per the OCC Faculty Contract

1. Develop, participate in and/or lead a department professional development session for high school instructors near the beginning of the academic year (Approximately one to two hours in duration). Documentation of the professional development session shall be provided to the College's concurrent enrollment office.
2. Establish and maintain communication between the mentor and the assigned high school instructor, as appropriate.
3. Review the course syllabus from each assignment to ensure consistency with on-campus offerings and file a report of the findings to the College's concurrent enrollment office.
4. Make a site visit to observe one section of each assignment in the high school setting and complete a report to be submitted to the College's concurrent enrollment office.
5. Collect a minimum of one assessment item from each mentor assignment and perform a comparison of the assessment's grading methodology between the concurrent enrollment offering and a comparable assessment of an on-campus offering and file a report detailing the findings to the college's concurrent enrollment office.

Mentor Assignments- per the OCC Faculty Contract

- By the final on-hand day of the prior academic year, those full-time and permanent part-time faculty interested in being a concurrent enrollment mentor the following academic year shall express their interest in writing to their respective academic department chairperson. Faculty must have completed an introductory orientation training by this date to be deemed qualified to be mentor. Those faculty who have already served as mentors shall be considered qualified.
- The full-time and permanent part-time faculty within a department shall select concurrent enrollment assignments in seniority roster order. For the first round of selection, each faculty member may select up to and including a number of assignments determined by the department's total annual concurrent enrollment assignments divided by the number of interested, qualified department mentors for that academic year (rounded to the nearest whole number, not to be less than one). If any assignments remain, they shall continue to be offered in roster order with each faculty member only allowed to select one additional mentor assignment in each subsequent round.

College Credit Now

Faculty Mentor Handbook

- Once a full-time and/or part-time faculty have selected or declined assignment(s), and assignments remain available, such assignments may be offered to qualified adjunct faculty.

Mentor Stipends- per the OCC Faculty Contract

- Faculty mentors are paid a stipend amount as shown below and outlined in the OCC Faculty Contract:
 - The compensation for each concurrent enrollment assignment shall be one-third the prevailing post-probationary per-credit rate plus the prevailing Federal mileage rates for round-trip travel between the College's street address and the site visit location's street address
 - The compensation for each subsequent follow-up site visit and report shall be one-tenth the prevailing post-probationary per-credit rate plus the prevailing federal mileage rate for round-trip travel between the College's street address and the site visit location's street address.
- Mentors must complete all mentor responsibilities as outlined in the OCC Faculty Contract (also listed under CCN Faculty Mentor Responsibilities on page 4 of this guide) in order to receive the stipend payment.
- The CCN staff will track mentor requirements and complete stipend payment documentation:
 - The forms are signed by the Director of Concurrent Enrollment and are reviewed and signed by the Associate Vice President of Enrollment Management before being submitted to the Human Resources Office.
- Stipend forms and mileage reimbursement forms are completed at two separate times based on fall assignments or spring/full year assignments. These deadlines can be found on the CCN Timeline.
- Stipend and mileage reimbursement forms will not be accepted after their respective deadlines.

Lead Mentor

- Any department that has a significant number of district assignments and department mentors will have the opportunity to identify a Lead Mentor.
- Responsibilities include:
 - Training new instructors
 - Creating mentor assignments
 - Supporting the CCN office with collection of NACEP documents, as needed (specifically facilitating the workshop creation for the annual Professional Development)
 - Providing mentors with support pertaining to questions on mentor requirements or documents
 - Provide mentors with support if they have challenges with their CCN instructor meeting instructor requirements

College Credit Now

Faculty Mentor Handbook

- The Lead Mentor payment will be made at a rate of one additional assignment per semester

Mentor Non-Compliance per OCC Faculty Contract

- Faculty mentors must fulfill all required duties in order to receive the stipend payment for being a CCN mentor.
- Should a mentor fail to fulfill his/her obligations, due to fault(s) of his/her own, such mentor shall not be eligible to participate as a concurrent enrollment mentor for the subsequent academic year, and he/she shall recomplete an introductory orientation training session before reestablishing eligibility.
- Should a mentor incur a gap in assignments of more than one academic year, he/she may be required to recomplete an introductory orientation training session before reestablishing eligibility.

Site Visits – What to Expect?

- Site visits are a regular part of OCC's adjunct evaluation process and are required for all courses taught by CCN faculty and probationary adjuncts. These visits are designed to ensure consistency in learning outcomes and academic rigor across the numerous course sections that are taught each semester.
- In most high schools, the process for admitting visitors is similar. Upon arrival, ring the doorbell at the front door, provide photo ID, and receive a visitor's pass. Mentors will then be escorted to the classroom by a staff member or resource officer.
- Site visits should occur within the first 10 weeks of a semester long course, and within the first 25 weeks of a full year course.
- Sometimes scheduling site visits can be a challenge
 - Discuss ideas on how to schedule your site visits with your Department Chair if you have conflicts with your regular OCC teaching schedule.
 - Inform the CCN department if you are unable to complete your site visit within the specified time period of the course.
- All high schools require a photo ID at the door or in the Main Office.
- The faculty mentor should spend time with the CCN instructor on the day of their classroom observation to address any feedback, collect required documents, and answer any questions.
- Once the visit is complete, Faculty Mentors must complete the Site Visit report in myCCN

CCN Instructors

Concurrent enrollment courses are college-level courses. Instructors accept the responsibility to maintain institutional and course-specific learning standards, academic integrity, and high expectations.

College Credit Now

Faculty Mentor Handbook

CCN Instructor Expectations/Responsibilities

- Instructors agree to keep their course materials, textbooks, and course outlines in alignment with the course syllabus or course outline of the matching OCC course.
- A current course syllabus must be submitted to the mentor each year that the instructor is teaching a CCN course.
- A syllabus must be given to each student no later than the end of the first week of classes.
- There will be a minimum of 12.5 contact hours per one credit hour of instruction. All lab time requirements must be met.
- High school instructors must work with their faculty mentor to schedule their site visits.
- Site visits should take place on a day where instruction by the CCN instructor occurs, not on a project or presentation day.
- New CCN instructors will participate in a New Instructor Orientation and course specific training prior to teaching their CCN course.
- Instructors submit grades online via OCC's WebAccess following OCC grading system.
- Course grades must be entered electronically within one week after the conclusion of the course.
- Instructors can use the College Board Guide to convert GPA to a 4.0 scale.
 - <https://pages.collegeboard.org/how-to-convert-gpa-4.0-scale>
- OCC does not grant A+ grades, the highest grade available for OCC credit is an A.
- Instructors will ensure that students have a textbook and all required course materials.
- Additional assessment materials may be requested by the CCN office based on the NACEP Accreditation Standards requirements.

Non-Compliance by CCN Instructors

CCN instructors are responsible for adhering to the guidelines established by the College Credit Now Program. These requirements include:

- Attending professional development at OCC each year
- Following the course outlines
- Meeting course learning outcomes
- Participating in site visits
- Providing data when required

If the college identifies a pattern of absence from professional development or non-compliance with the OCC Faculty Mentor suggestions and plans for improvement within a reasonable amount of time, a CCN administrator will meet with the instructor to discuss continued participation in the program. The meeting may include a department chair, a dean, and/or the provost.

If instructors are unable to attend the annual CCN sponsored professional development workshops, they should contact College Credit Now Office to determine an alternative plan

College Credit Now

Faculty Mentor Handbook

which may include professional development provided by the mentor during a site visit or a campus visit that includes professional development activities.

If a faculty mentor has a concern with a course or an instructor, they must bring it to the attention of the Assistant Director of Concurrent Enrollment as soon as possible.

Qualifications for CCN Instructors

College Credit Now instructors must meet the same qualifications as OCC College Faculty. These qualifications are outlined in the Faculty Credential Guidelines manual located on the Employee Website under Faculty → Faculty Reference → Faculty Credential Guidelines.

New instructor requests are completed by the high school and submitted to the College Credit Now office. These credentials will be sent to the Department Chair for review, and, once a decision has been made, the College Credit Now office will be notified. Both the applicant and the principal of the applicant's institution will receive a written confirmation of the applicant's approval.

Instructor request applications include the following:

1. Completion of an application request by the high school instructor
2. Submission of a current resume
3. Submission of the unofficial undergraduate and graduate transcripts

Training New Instructors

New CCN instructors are required to attend course content training prior to the start of their teaching semester. The CCN staff will notify the department chair for the discipline of all training requests and the department chair will work with faculty mentors to assign coverage.

Faculty mentors will be offered the option to train new instructors. Most course specific trainings will take 1-2 hours to complete with the instructor. Mentors will be compensated at the hourly rate for a post probationary adjunct. The stipend will be processed by the CCN Office during the payment periods outlined in the timeline.

New instructors are also required to attend a College Credit Now orientation led by the CCN office, which provides an administrative and pedagogical overview of teaching in the CCN program. This is offered through D2L – Brightspace.

Administering Instructor/Course Evaluations

Students must evaluate every CCN course to comply with NACEP Standard E1. The instructor and course evaluations will be completed several weeks before the end of the course. The CCN instructor will receive a copy of the evaluations; additionally, a copy will be kept on file in the College Credit Now Office.

College Credit Now

Faculty Mentor Handbook

CCN Contact Information

Please feel free to reach out to us at any time!

College Credit Now

Gordon Student Center

4585 W. Seneca Turnpike

www.sunyocc.edu/collegecreditnow

Amber Ingalls

Director of Concurrent Enrollment

a.ingalls@sunyocc.edu

Vickie Rizzo

Coordinator of Concurrent Enrollment

rizzov@sunyocc.edu