MINNESOTA STATE COLLEGE
SOUTHEAST
Connect to College (C2C)

College Collaborators Guide

877.853.8324 | southeastmn.edu

A member of Minnesota State

Responsibilities of College Collaborator

The College Collaborator is a qualified, credentialed, Southeast discipline specific faculty. The main responsibility of the college collaborator is to mentor the high school collaborator and to help ensure that the class delivered is the same class that is being taught in the college.

Setting up a new class

- Academic Dean provides Southeast course outline to high school collaborator for consideration
- College Collaborator meets with high school collaborator to review college policies, procedures, responsibilities, etc.

Pre-course meeting

- Provide college course materials (syllabus, assignments, tests, schedules, labs, quizzes, etc.)
- Alignment of the following:
  - course goals and learning outcomes
  - college syllabus
  - grading criteria
  - textbook
  - student assessment strategies
- Completion of the "Discipline Specific Orientation & Form"

Before course begins

Assuring Equivalency

- Review syllabus
  - Course description must be identical
  - Must include all student learning outcomes
  - Must meet the rigor, scope, and expectations
  - Must follow the Southeast syllabus template
- Suggest modifications
- Demonstrate alignment by highlighting both the college and high school syllabi
- Complete and submit the "Statement of Equivalency" form

Ongoing contact, communication, and site visits

Communication

- Maintain a communication log documenting contact with the high school collaborator by phone, email, and site visits
- Submit communication log at the end of the course

Site Visits

- First-time collaboration must make two site visits to the high school collaborator's class during the term.
- Ongoing collaboration must make one site visit to the high school collaborator's class during the term.
- Optional – college collaborator may ask high school collaborator to fill out the "Pre-Site Visit Form" or email from high school collaborator regarding site visit expectaions
- Submit a completed "Site Visit Form" for each site visit

Professional Development

- Provide "Professional Development Form" to high school collaborator to be completed and returned annually by November 1
- Notify the high school collaborator of the mandatory annual C2C symposium generaly held in April
- Attend annual C2C symposium and potentially facilitate break out session
- Forward professional development opportunities to high school collaborator

Course Evaluation Surveys

- Provide the high school collaborator with a link to the Southeast course survey one month prior to the end of course
- Discuss survey results with high school collaborator prior to the start of the next course offering
- Submit survey results at the end of each course

Department Assessment

- Provide the high school collaborator with the department assessment plan and all appropriate tools
- Submit the high school assessment data with the department assessment summary typically beginning of October

After course ends

Final Grades

- Collect, review and submit final grades to the C2C Collaborator

Concurrent Program Timeline - See Spot Check Form

Compliance verses Non-compliance

Southeast college collaborator communicates the expectations necessary to meet course compliance.
College collaborator serves as the liaison for academic dean, as such will inform any suspected non-compliance concerns based on two areas:

1. Content and delivery, depth and rigor

If the C2C high school collaborator is reported as not delivering the course content at a college-level depth and rigor, the high school instructor may need to demonstrate compliance by providing documentation to be reviewed by the college and/or additional site visits carried out by various college staff, faculty and/or division chair.

2. Mandated professional development, site visit and course surveys

If the C2C high school collaborator is reported as not participating in professional development, site visits, and course surveys, the instructor will need to schedule a time to make up the missing mandates within a reasonable time in order to be in full compliance.

Failure to demonstrate compliance may result in one or more of the following depending on infraction or infractions, non-compliance warning letter, probation or non-compliance letter. The course may be discontinued until all areas of non-compliance are corrected.

Student and Class Eligibility

Student Eligibility

High School **Juniors** must meet one or more of the following criteria:

- GPA of 2.6 or higher
- A minimum test score from one of the following standardized tests:
  - Next Gen Accuplacer Reading score of 250 or higher, valid for 3 years
  - Accuplacer Reading Comprehension score of 78 or higher, valid for 3 years
  - ACT Reading score of 21 or higher, valid for 5 years
  - MCA Reading score of 1047 or higher, valid for 5 years
  - SAT Reading/Writing Composite score of 480 or higher, valid for 5 years

High School **Seniors** must meet one or more of the following criteria:

- GPA of 2.5 or higher
- A minimum test score from one of the following standardized tests:
  - Next Gen Accuplacer Reading score of 250 or higher, valid for 3 years
  - Accuplacer Reading Comprehension score of 78 or higher, valid for 3 years
  - ACT Reading score of 21 or higher, valid for 5 years
  - MCA Reading score of 1047 or higher, valid for 5 years
  - SAT Reading/Writing Composite score of 480 or higher, valid for 5 years

Once it is determined that the students have met one of the above requirements, they will receive a general acceptance letter welcoming them to the C2C program.

Note: Some courses may require additional prerequisite requirements.

Registration of Students

Students must begin the registration process by contacting their high school counselor and applying online to Southeast.

Classroom Viability

A high school class may be a blended class of students taking for dual credit of college credit and/or high school credit.

Appendices

These documents can be downloaded from the College Collaborators tab of the Southeast website at: www.southeastmn.edu/C2C.

1. C2C Discipline-Specific Orientation
2. C2C Spot Check Template
3. C2C Course Syllabus Form
4. Statement of Equivalency Form
5. C2C Pre-Site Visit Form
6. C2C Site Visit Form
7. Professional Development Form
8. NACEP Standards

Contact Information

Current program director and other contact information can be found on the Connect to College webpage at www.southeastmn.edu/C2C.

Degrees at Minnesota State College Southeast

Minnesota State College offers programs in a wide variety of career areas. For a current list of majors go to www.southeastmn.edu/academics.

Nationally Accredited by NACEP.

Minnesota State College Southeast is an affirmative action/equal opportunity educator and employer.
If you need an accommodation to participate in this event, please call 507-453-2700.