

Morton College Dual Credit Program

Faculty, Staff, and Administrator Manual



Table of Contents

Page	Content
1	Morton College Mission Statement and Goals
2	Morton College Dual Credit Contacts
3	Welcome
4	What is Dual Credit?
5	Benefits to Students/ Benefits to Schools & College
6	Illinois Dual Credit Administrative Rules
7	New Faculty Approval
8	Dual Credit Course Approval
9	Dual Credit Roles and Responsibilities
11-13	Instructions for Midterm Verification
14-16	Instructions for Posting Final Grades
17	Informational Technology Assistance Information

Morton College Mission Statement and Goals

Morton College seeks to enhance the quality of life of our diverse community through exemplary teaching and learning opportunities, community service, and life-long learning.

Morton College will accomplish its mission by:

Maximizing the College's resources to support student learning.

Conducting ongoing assessment of student learning to discover new ways to help students succeed.

Developing responsive curricula and programs to serve community needs.

Encouraging community families to embrace the educational opportunities Morton College provides.

Morton College Dual Credit Contacts

Marlena Avalos

Associate Dean of Academic Services
Phone: 708-656-8000 x2245

M.Avalos-Thompson@morton.edu

Dr. Tom Pierce

Dean of Adult Ed & CTE
Phone: 708-656-8000 x2367

Tom.Pierce@morton.edu

Sally Delgado

Recruitment & Alumni Relations
Phone: 708-656-8000 x2325

Sally.Delgado@morton.edu

Liliana Raygoza

Administrative Assistant-Dean's Office
Phone: 708-656-8000 x2330

Liliana.Raygoza@morton.edu

Dr. Derek Shouba

Associate Provost
Phone: 708-656-8000 x2331

Derek.Shouba@morton.edu

Mailing Address

Morton College Dual Credit Program
c/o Academic Deans' Office-305B
3801 South Central Avenue
Cicero, IL 60804

J. Sterling Morton High School Dual Credit Contact

Eric Mastey

CTE Director/Director of MRDS
J Sterling Morton District 201
708-528-2517

emastey@jasmorton.org

Welcome to the Morton College Dual Credit Program

Dear High School Faculty, Staff, and Administrator:

We are delighted to welcome you to the Morton College-J. Sterling Morton High School District Dual Credit Program! Your role is crucial in fulfilling our mission of offering quality, affordable educational opportunities to students and developing seamless transition from high school to college.

This Morton College Dual Credit High School Faculty, Staff, and Administrator Manual will help guide you to work collaboratively and successfully with faculty, staff, and administrators in the Morton College Dual Credit Program. The manual outlines:

- What is dual credit?
- Illinois dual credit administrative rules
- Approval process for dual credit courses (including syllabi requirements)
- Approval process for dual credit instructors
- Dual credit faculty Panther Portal access
- Roles and responsibilities of faculty, staff, and administrators at the high school and college
- Dual credit student admission and registration processes

The Morton College Dual Credit Program strives to create a meaningful partnership between the College and J. Sterling Morton High School District. This partnership should be beneficial to both the College and High School—inclusive of students, faculty, staff, and administrators. To that end, Morton College maintains an open door policy with regards to our High School dual credit partners. Morton College considers all dual credit High School faculty, staff, and administrators as part of the extended Morton College family and welcomes your ideas, contributions, and conversations.

Please contact us with questions, suggestions, or innovative ideas that will help the Dual Credit Program better serve you and our students.

What is dual credit?

Morton College is providing the opportunity for students at J. Sterling Morton High School (East and West Campuses) to earn college credit while still in high school. Students who complete qualified and approved courses taught at the High School by qualified and approved faculty, and whose courses provide the same rigor and content as an on-campus course, can earn Morton College credit.

Students who take these courses and receive a grade of “C” or better in the course will have this grade recorded on both the high school report card and the college transcript. Only students who are serious about their studies should enroll in Dual Credit.

Students can earn Morton College credit in:

- Career and technical education courses which lead to an associate’s degree or career certificate in programs such as: Automotive Technology, Computer Aided Design, Computer Information Systems, and Early Childhood Education, amongst other subjects.

Students can also earn Morton College credit in;

- The Arts and Sciences. These credits can then be applied to most transfer or career programs where general education coursework is required.

Benefits to Students

- Enhances ability and skills to do college level work
- Aids students in gaining confidence for college success
- Students may earn enough credit to gain advanced standing when admitted to the College
- Shortens the amount of time, after high school, required to complete a college degree or certificate
- Brings College and High School faculty, staff, and administrators together to discuss curriculum and student transitions
- Reduced redundancy of courses between high school and college
- Increased rigor of classes
- High school students who earn college credit are more likely to finish college on time

Benefits to Schools & College

- Increased professional relations among college and high school instructors
Brings MC and JSM administrators and faculty together to develop curriculum, share Instructional methods, ideas and experiences that benefit students.
- Coordinated curriculum reduces redundancy of courses between high school and college and increases rigor of classes.
- Meets the goals of new achievement compacts for students to earn credit for college classes before graduation.
- High school students who earn credit are more likely to finish college on time.
- Research shows high school graduation rates increase when students are involved in Dual Credit.

Illinois Dual Credit Administrative Rules

ICCB Dual Credit Administrative Rules - Section 1501.507 (b) 11

11. Courses offered by the college for high school students during the regular school day at the secondary school shall be college-level and shall meet the following requirements:
- A. **State Laws and Regulations and Accreditation Standards.** All State laws, ICCB regulations, accreditation standards specified by the North Central Association, and local college policies that apply to courses, instructional procedures and academic standards at the college apply to college-level courses offered by the college on campus, at off-campus sites, and at secondary schools. These policies, regulations, instructional procedures and academic standards apply to students, faculty and staff associated with these courses.
 - B. **Instructors.** The instructors for these courses shall be selected, employed and evaluated by the community college. They shall be selected from individuals with appropriate credentials and demonstrated teaching competencies at the college level. For transfer courses, these qualifications shall include a minimum of a Master's Degree with 18 graduate hours appropriate to the academic field of study or in the discipline in which they will be teaching. For CTE courses, these qualification shall include 2,000 hours of work experience and appropriate recognizable credentials.
 - C. **Qualification of Students.** Students accepted for enrollment in college level courses must have appropriate academic qualifications, a high level of motivation and adequate time to devote to studying a college-level course. The students' course selections shall be made in consultation with high school counselors and/or principals and ordinarily are restricted to who are able to demonstrate readiness for college-level work, as determined by placement procedures. The students shall meet all college criteria and follow all college procedures for enrolling in courses.
 - D. **Placement Testing and Prerequisites.** Students enrolling in college-level courses must satisfy course placement tests or course prerequisites when applicable to assure that they have the same qualifications and preparation as other college students.
 - E. **Course Offerings.** Courses shall be selected from transfer courses that have been articulated with senior institutions in Illinois or from the first year courses in ICCB approved certificate or associate in applied science degree programs.
 - F. **Course Requirements.** The course outlines utilized for these courses shall be the same as for courses offered on campus and at other off campus sites and shall contain the content articulated with colleges and universities in the State. Course prerequisites, descriptions, outlines, requirements, learning outcomes and methods of evaluating students shall be the same as for on-campus offerings.
 - G. **Concurrent Credit.** The determination of whether a college course is offered for concurrent high school and college credit shall be made at the secondary level, according to the school's policies and practices of the district.

For the complete Illinois Community College Board Administrative Rules, see:

https://www.iccb.org/academic_affairs/dual-credit/

New Faculty Approval

Please note: The Dual Credit Quality Act ((P.A. 96-194, eff. 1-1-10.) requires that “ Instructors teaching credit-bearing college-level courses for dual credit must meet the same academic credential requirements as faculty teaching on campus...”

1. Minimum Education Requirements

All approved dual credit courses must be taught by an instructor who meets the minimum qualifications required for each subject area. Qualifications vary depending on the type and/or subject matter of course offered. As part of the dual credit course approval process, Morton College will assess the qualifications of each dual credit instructor based on the College’s established adjunct faculty minimum qualifications.

2. Instructor credentials in each discipline will be reviewed in the following manner:

INITIAL REVIEW —

J. Sterling Morton High School District Dual Credit Program or Dual Credit faculty applicant forwards a copy of his/her transcripts and a completed Morton College Dual-Credit Instructor Information Form to the Associate Dean of Academic Services at Morton College for initial review.

If the applicant has the minimum required credentials:

The applicant has the needed credential to teach the course, then the process moves forward.

If the applicant does not have the minimum required credentials:

Applicant will be notified that he/she does not meet the minimum requirement to teach a dual credit course for the College.

FINAL REVIEW-

Applicant will be contacted by the Associate Dean or designated College representative and informed they must complete the Dual Credit instructor packet. This packet must include official transcripts, the Dual-Credit Program Information Form (P. 19), State of IL Teaching license, current resume and any documents related to their professional experience such as certifications and awards. All documentation will then be reviewed with the Dean of Career and Technical Education.

If the candidate has met all requirements and is recommended:

The applicant will be notified and assigned a Morton College email account and ID#. Further instructions will follow.

If the candidate is not recommended :

The applicant will be informed.

For the complete Illinois Community College Board Faculty Qualification Requirements, see:

<https://www.iccb.org/cte/dual-credit/>

Dual Credit Course Approval

Dual credit courses are offered in this manner:

- A Morton College course will be offered during the regular school day at the high school and will be taught by a high school teacher. Students earn college credit and high school credit.

Dual Enrollment credit courses are offered in this manner:

- A Morton College course will be offered on the college campus during a time agreeable to both the college and the high schools. Students earn only college credit.

Approval of dual credit/dual enrollment courses is achieved through mutual agreement of both Morton College and J. Sterling Morton High School District. Approved dual credit courses must meet the same prerequisite, descriptions, outlines, student learning objectives, and methods of assessment as on-campus courses. **The dual credit/dual enrollment course approval process will be as follows:**

Step 1	High school faculty initiates conversation with high school Director of CTE and the college Associate Dean of Academic Services <i>or</i> college faculty initiates conversation with college Dean of CTE and Associate Dean of Academic Services regarding potential of new dual/dual enrollment credit course offering.
Step 2	High school and/or college faculty begin the Morton College Dual Credit/Dual Enrollment Course & Faculty Approval process.
Step 3	Dual Credit: High school and college faculty coordinate to develop aligned curriculum that reflects parallel course objectives, student learning outcomes, textbooks, and other instructional support. Dual Enrollment: High school and college Administration/faculty coordinate to develop semester, course schedule.
Step 3	High school Director of CTE and college Dean of CTE review Dual Credit Course Request, and discuss with appropriate faculty, staff, and/or other administrators. High school and college approves or denies Dual Credit Course Request.
Step 4	<p>If approved:</p> <ul style="list-style-type: none"> • College compiles complete dual credit instructor file • College creates dual credit section • College initiates open registration for dual credit section through Academic Dean's & Admission and Records office. <p>If denied:</p> <ul style="list-style-type: none"> • Suggestions for improvement of Dual Credit Course Request will be shared • Course may be resubmitted for a future semester
Step 5	Dual credit/ course added to schedule and offered. Faculty are responsible for submitting roster verifications (10 th day & midterm) and grades (midterm & final).

Dual Credit Roles & Responsibilities

High School Students

- Review and understand the information provided by the Morton College Dual Credit program regarding dual credit registration, courses, and commitments.
- Complete the online New Student Information Form if a new student to Morton College.
- Register for the appropriate college courses and credits. The College Associate Dean of Academic Services and Office of Admission and Records will assist with this.
- .

High School Faculty

- Dual Credit courses are taught by instructors with credentials appropriate for the delivery of the course. Whether the instruction is provided by a college employee or a high school employee, the course must meet the same level of rigor as any other course on the college campus, including expectations regarding attendance, participation, level and pace of instruction, and assessments. All instructors are expected to maintain college records including use of the college portal, Blackboard learning management system, college email for communications, Retention Alert messages regarding student progress throughout the semester and Final Grade reporting in Panther Portal. Instructors are responsible for deploying Course Evaluations to students enrolled in the class as directed by the college.

Course Scheduling and Duration

- College courses offered at the high school meet according to the school district's instructional calendar. That is, they adhere to the vacation schedule, snow days, etc. of the high school, and they are offered in the traditional or block scheduling format adopted by their high school. However, regardless of the type of schedule followed in a particular high school, college courses must meet for the required number of contact hours specified on the course outline. Before a course is offered at the high school, the Dean of CTE will work with the Director of Career and Technical Education to ensure that it meets the minimum number of contact hours specified.

Midterm Roster Verification

- Morton College adheres to electronic verification of Mid-Term Academic Rosters. As you may already know, midterm verification is used to develop the apportionment claim whereby Morton College receives funding from the State of Illinois. A verified Mid-Term Academic Roster is required for each course taught at the College

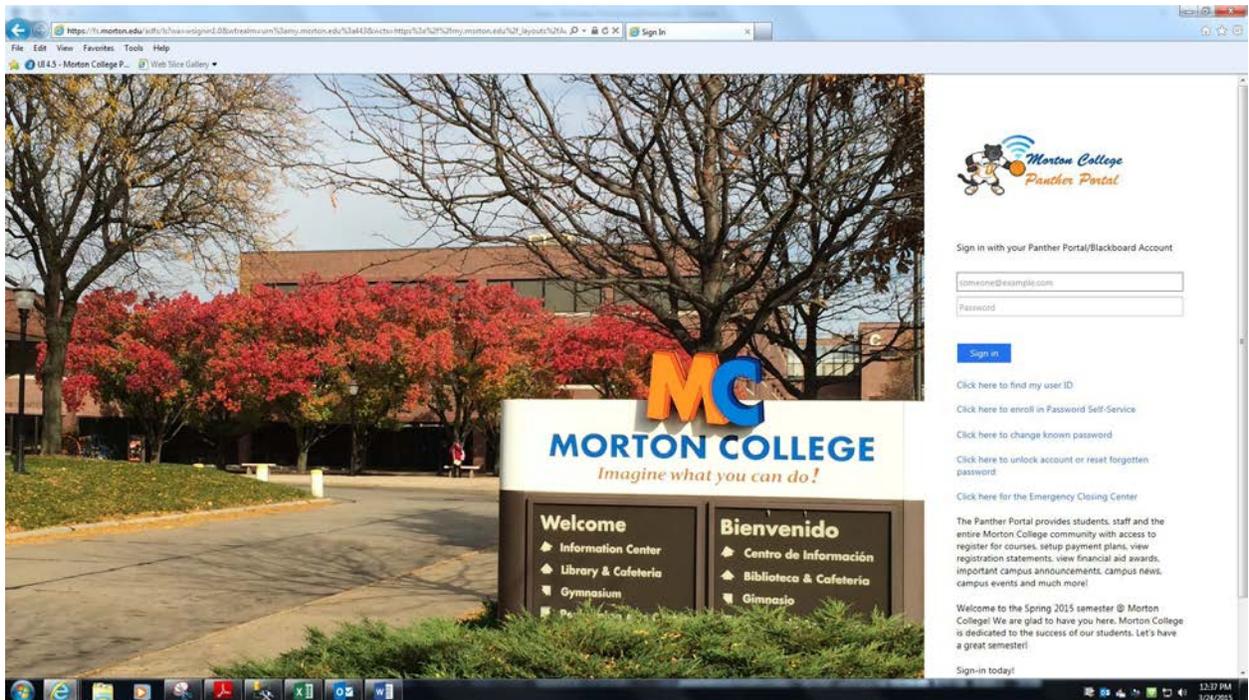
In accordance with ICCB rules (1501.501):

Students shall be certified by their instructors as being in attendance at midterm by including a certification statement on their midterm class roster, signed, and dated by the instructor.

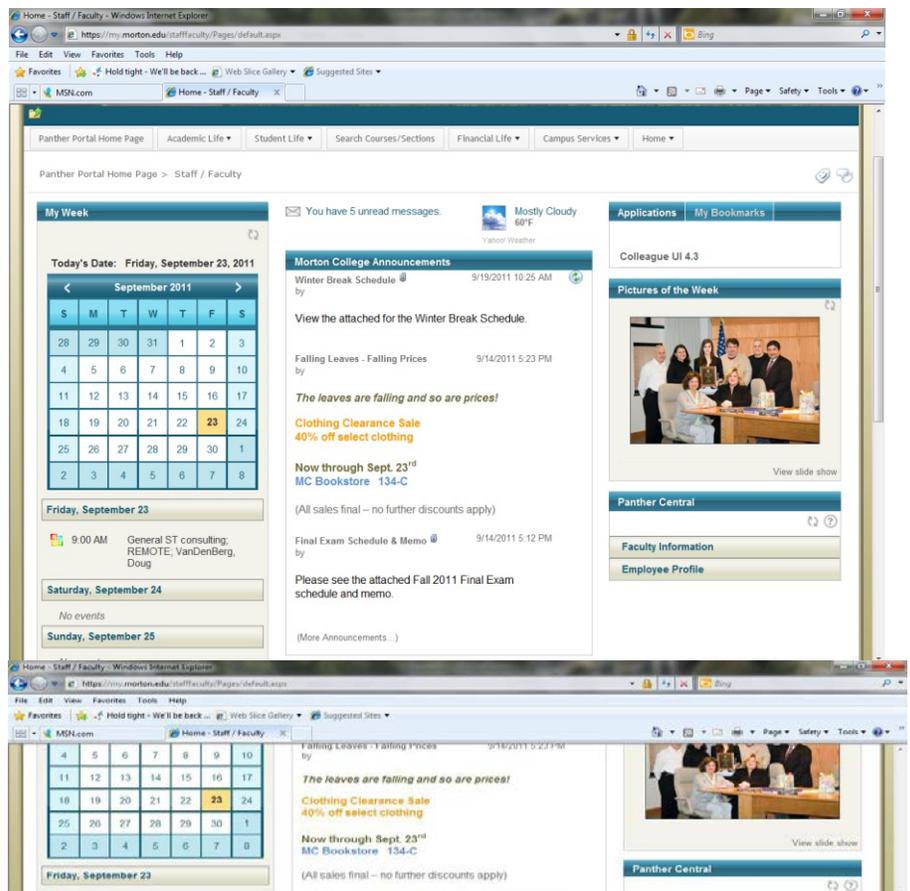
Please follow the instructions on the following page for completing the Mid-Term Academic Roster electronically.

Instructions for Midterm Verification

1. Go to <https://my.morton.edu> and click on Panther Portal
2. Enter your credentials
To ensure the credibility of our records, we ask that you not share your login information with anyone and that you solely certify your midterms.



3. Click on Faculty Information under Panther Central heading:



4. Click on Midterm Roster Verification

5. Choose the term you wish to verify attendance for and submit.

FACULTY

Midterm Roster Verifiication

Term

SUBMIT

6. Choose the course you wish to verify and submit.

FACULTY

Midterm Roster Verifiication

Midterm Roster Verification For Midterm Report

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	OMT-140-24 Office Orientation	01/14/14	05/15/14	B	320	07:30PM - 08:40PM	TTH	MC	2014SP

SUBMIT

7. Enter an "X" for those students who are **NOT** actively pursuing completion of the course. This includes students who have stopped attending.

8. To complete the verification and certify attendance, enter your initials in the box specified. Any submission prior to the date listed will not be accepted. Verification should be completed on the date specified in this box. . Submit once complete. Any changes will need to be made at OAR.

FACULTY

Midterm Roster Verification

* = Required

Class Name: OMT 140.24
 Title: Office Orientation
 Location: Main Campus
 Term: Spring 2014

Instructor: Mr. Steven V. Ruiz

Midterm Date: NOTE: Please Do Not Submit Prior to Midterm

I hereby certify that the below listed students, except those noted otherwise, are currently enrolled and actively pursuing completion of the course and I have proper documentation to support this certification.

Enter Your Initial to Certify This Midterm Roster:

Student	ID	Enter "X" For Inactive as of Midterm Date
Alarica, Reyna	0167065	X
Jimenez-Olivares, Yessica	0143193	
Leon, Jasmin	0063760	X
Masales, Lisa E.	9077139	X
Medina, Martha I.	0106996	
Paredes, Bianca	0102039	
Ramos, Doralis	0104268	
Urea, Jacqueline	0092180	

SUBMIT

Instruction for Final Grading

Faculty are required to enter final grades through the Panther Portal for all courses and all students enrolled in the dual credit course. Please note that grades entered on high school transcripts do not transfer over to the college transcript. Faculty are responsible for submitting grades to each campus. The steps on how to submit final grades on the Panther Portal appear below.

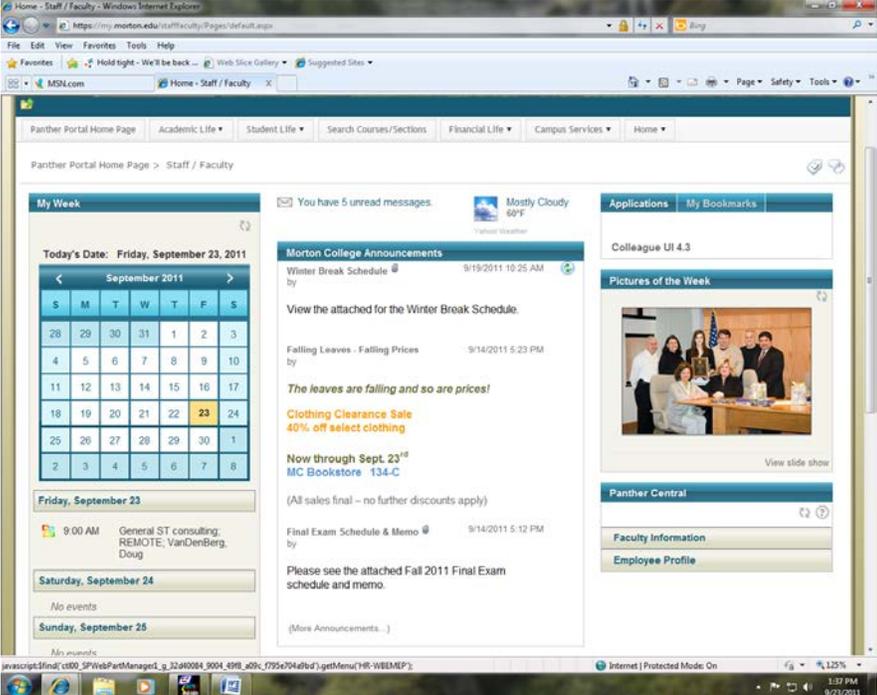
Instructions for FINAL GRADING

1. Go to <https://my.morton.edu>

2. Enter your credentials

3. Click on Faculty Information under the Panther Central heading:

4. Click on Grading:

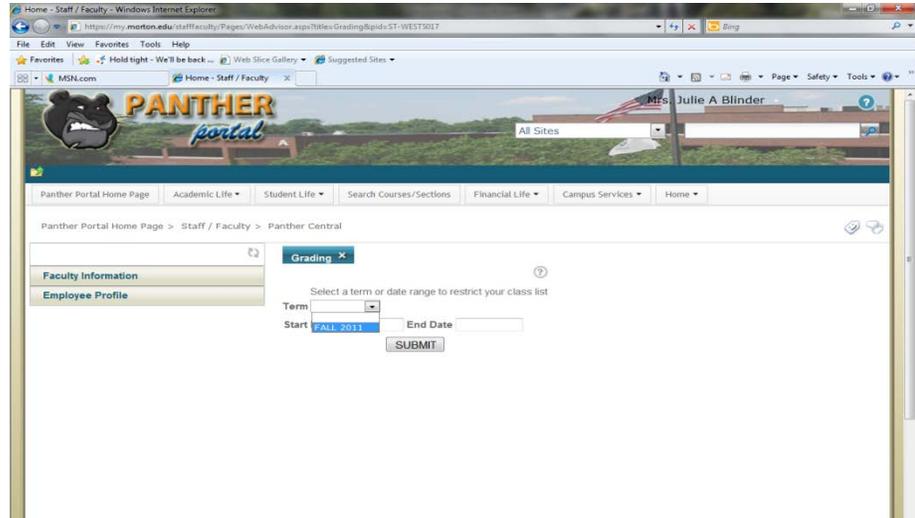


The screenshot shows the Morton College Panther Portal website. The page is titled "Panther Portal Home Page > Staff / Faculty". The main content area is divided into several sections:

- My Week:** A calendar for September 2011, with the date Friday, September 23, 2011, highlighted. Below the calendar, there are event listings for Friday, Saturday, and Sunday.
- Morton College Announcements:** A list of recent announcements, including "Winter Break Schedule", "Falling Leaves - Falling Prices", "Clothing Clearance Sale 40% off select clothing", and "Final Exam Schedule & Memo".
- Applications:** A section for "Colleague UI 4.3".
- Pictures of the Week:** A section for "Panther Central" featuring a photo of a group of people.
- Panther Central:** A section for "Faculty Information" and "Employee Profile".

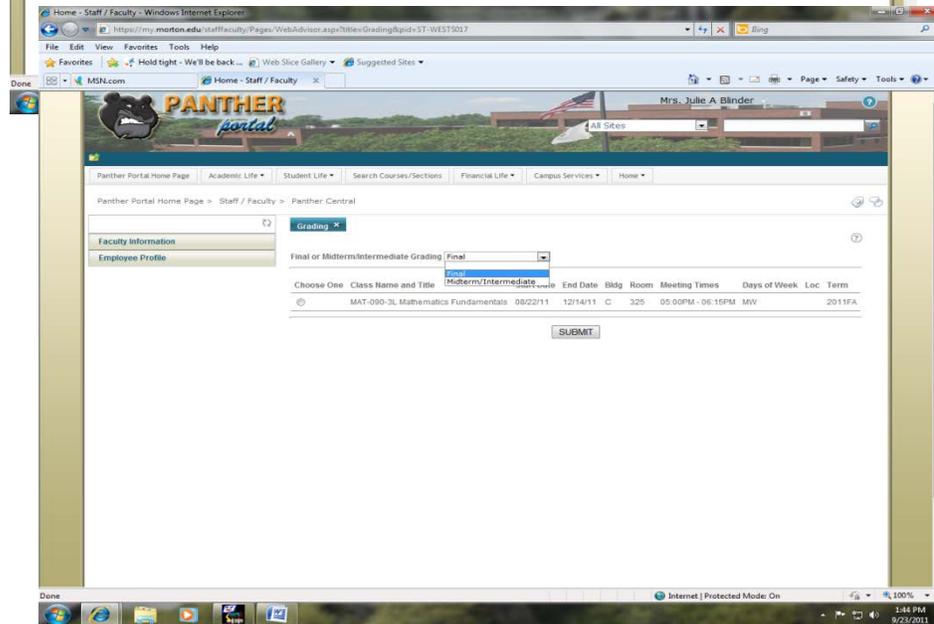
The website is displayed in a Windows Internet Explorer browser window. The address bar shows the URL <https://my.morton.edu/staff/faculty/Pages/default.aspx>. The system tray at the bottom of the screen shows the date and time as 1:37 PM on 9/23/2011.

5. Choose correct semester and click submit



6. Choose FINAL

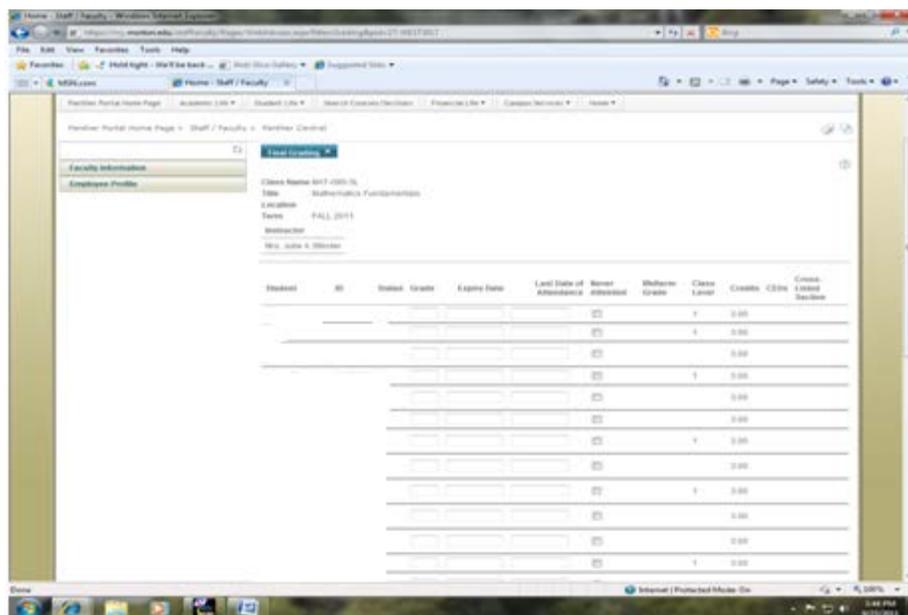
Then choose the course you want to grade from those listed and click submit.



8. Every student enrolled in the course appears on the roster. If the student was reported at 10th day or Midterm then they have been dropped from the course and would not appear on the final roster.

Students who have earned below a grade of "C" would not earn dual credit and should not receive a final grade. You may leave the grade column blank for these students. Grades can be submitted for all other students.

12. Once you have entered all of your grades simply click on Submit! You may make changes to the grades submitted as long as they have not yet been verified by Admission and Records.



Please note: If grades are submitted successfully you will see a message appear near the top of the screen that states "Your changes have been saved. Modified records are shown below."

Information Technology

By sending an email to helpdesk@morton.edu you will be automatically creating a trouble ticket for all computer related questions including Blackboard, Panther Portal Login and Morton College email. Please put in as much information in your email as possible especially a call back phone number. You can also call the Hotline at 708-656-8000 ext. 2444, but the fastest response would be by email at the above email address. Hours of MIS operation are 8:00 a.m. until 9:00 p.m. Monday through Thursday, 8:00 a.m. until 8:30 p.m. on Friday and 9:00 a.m. until 1:00 p.m. on Saturday. Email problems? Bring a photo ID to the MIS department (Room 205B) to have your password reset/un-locked.