



## **K14 Education Consortium**

### **Minutes for Friday, May 7, 2021**

8:30 am – 10:00 am

Zoom Meeting

#### **Meeting Participants**

##### **Committee Members Present**

Amanda Phillips, Antonio Rodriguez, Ashley Schantz, Beth Allan-Bentley, Brad Seiple, Brian Thompson, Carl Farmer, Cindy Juarez, Daniel Martinez, Duncan McCulloch, Gary Plunkett, Jessica Enders, Jessica VanBeers, Jini Mayer, Jose Ramirez, Kevin Bibo, Michelle Valenzuela, Oscar Espinoza-Parra (Chair), Prudence Chase, Rich Pimentel, Rosalia Mendoza, Sarit Saig, Saul Mendez, Steve Holman, Steven Aviña, Tanya Aranjó, Teresa Haga, William Moseley

##### **Recorder**

Mary Lou Marrujo

#### **Meeting Minutes**

##### **1. Call to Order**

- Meeting was called to order at 8:30 am.

##### **2. Action Items**

###### **2.1 Approval of Agenda**

- Agenda was approved as submitted.

###### **2.2 Approval of March 5, 2021 Minutes**

- The Minutes were approved as submitted.

##### **3. Group Discussion Items**

###### **3.1 College of the Desert's COVID-19 Return to Campus Task Force**

- The college has instituted a COVID-19 Return to Campus Task Force.
- The task force meets twice a month and is made up of faculty, leadership, and classified staff. They make recommendations to the Board of Trustees on any programs, course offerings, and services that want to return to campus.

- There is also a Safety Committee to make sure we follow all of the safety standards for the facilities, as well as distancing guidelines when a program, course offering, or service convenes on campus.

### **3.2 Introduction of the new Director of Admissions & Records**

- The new Director of Admissions and Records (registrar)—Cindy Juarez—was introduced. Curt Luttrell is retiring at the end of the month.
- She has over 20 years working in the community college system, and 30 years experience overall in higher education.

### **3.3 Concurrent Enrollment Registration Date – May 12**

- Open enrollment for summer and fall courses for concurrent enrollment students begins May 12 at 3:00 pm.
- Signed forms and transcripts need to be emailed prior to May 12 to have a better chance for your students to get the class they want. Email address is: [dualenroll@collegeofthedesert.edu](mailto:dualenroll@collegeofthedesert.edu)
- Students can still enroll after May 12 until the class begins.
- Concurrent Enrollment Checklist is attached.
- Sometime in July, transcripts for those students enrolled in dual or concurrent classes in spring 2021 will be sent to the high school registrar.

### **3.4 Fall 2021 Dual Enrollment Application Deadline**

- A Dual Enrollment Checklist is attached.
- It is highly recommended that students complete their applications before they leave for the summer. Complete at least Step 1: [Complete the Online Admissions Application for College of the Desert.](#)
- You can schedule sessions with Brian Thompson and he will help walk your students through the application process.
- There are two different deadlines for submitting your roster of students with ID numbers and their Dual Enrollment Authorization forms completed and submitted to Brian Thompson:
  - PSUSD – August 16
  - DSUSD and CVUSD – August 23
- A reminder that Dual Enrollment Student Authorization forms are only required once during the entire time the student is in high school. Unfortunately, this does not apply to the Concurrent Enrollment Student Authorization form.

### **3.5 Breakouts Rooms: Planning for Fall 2021 Term**

- In an effort to continue to build and strengthen the relationship between COD and the K12s, COD proceeds to take inventory of their course offerings at each district.
- Dr. Espinoza-Parra announced that COD will host a Planning Session in September between COD leadership and representatives from each K12 school district to discuss other courses the high schools want to offer in Spring 2022 and Fall 2022.
- The committee went into breakout rooms to address the following:
  - Who should be invited to the planning session from your school district or private/charter school? Who are the decision-makers who should participate?
  - Preference for in-person or virtual planning session
  - Proposed dates in September
  - Preference for morning, mid-day, or afternoon
  - Building General Education, CTE, or both
  - Questions or concerns for COD to consider
- Notes for each of the breakout rooms will be emailed to Mary Lou.

### **3.7 Dual Enrollment Report**

- Dr. Daniel Martinez presented data on COD completion rates by school districts, and EDGE/pLEDGE students. (Copy of PowerPoint attached)
- How the data was compiled:
  - The completion rates are based on a cohort of students.
  - Certificates completed with less than 16 hours are not included in this data.
  - The *rate* is the number of students who completed the course, divided by the total cohort.
  - The cohort is students who started at COD in Fall terms between 2012 and 2017.
  - Does not include dual enrolled students.
  - The students graduated high school in the same year as their first term.
  - Completions were checked for two time periods:
    - How many received a degree or certificate within three years (similar to a national report);
    - How many received a degree or certificate within six years (similar to the state Chancellor's Office reports).
- Dr. Martinez and Brian Thompson presented data on Dual Enrollment Outcomes at COD. (Copy of PowerPoint attached)

- The data presented included the growth; demographics; transition to “regular” COD student—majors; and success rates. It was pointed out that the data for 2020-2021 is not final at this time.
- COD was able to begin collecting apportionment beginning in Academic Year 2019-2020. Prior to that, they did not generate FTES.
- Brian pointed out that the number one declared major of dual enrollment students is Automotive Technology. He noted that there are well established Automotive dual enrollment pathways at Amistad and Rancho Mirage High Schools.
- On the slide, “Success by Discipline,” there was a question on the definition of the following acronyms:
  - ACR = Air Condition & Refrigeration
  - DDP = Digital Design & Production
  - TA = Theatre Arts
- There was a suggestion that dual enrollment students complete an exit survey on their experience with dual enrollment, and about their future plans.

#### **4. Good of the Order**

- Dr. Espinoza-Parra advised COD will host a Virtual Commencement Ceremony on May 28.
- Twenty-nine countries will be represented among the graduates.
- The youngest graduate, a dual and concurrent enrollment student, is 18 years old.
- This will be the largest commencement ceremony—approximately 1,650 students.
- He reported that our institution was awarded HEERF (Higher Education Emergency Relief Funds). This summer, the college will disburse a minimum of \$1 million to eligible students enrolled in a summer course at COD. Eligible students will need to apply for these emergency funds; it’s a relatively easy application process. Eligibility includes:
  - Being actively enrolled in at least one credit/non-credit course at COD during the Summer 2021 term;
  - Application is open to U.S. Citizen, Permanent Resident, Undocumented/other International students.

#### **5. Adjournment**

Meeting adjourned at 9:54 am



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Concurrent Enrollment

**Concurrent Enrollment Checklist-** Please follow these steps carefully

**STEP 1:** Complete the Online Admissions Application for College of the Desert (Only complete this step if you haven't participated in a COD course previously, otherwise skip to step 2)

To complete this application, you will need the following:

- Your full legal name and date of birth as they appear on your Birth Certificate
- Your current home address
- Your Social Security Number or Individual Taxpayer Identification Number (If you do not have these you can still complete the application by checking a box)

• New Concurrent Enrollment HS students visit this site to complete the online application process: [COD Online Application- CCCApply](#)



- Click the  button
- Once you reach the CCCApply page, you will begin by clicking create new account



- Need help?! Please check out this video for a step by step guide to completing the CCCApply application: [Video Step by Step guide](#) (Thanks to Manny Ramirez at SHHS for creating this video)
- Once you have fully submitted your application via CCCApply, you should be watching your e-mail address provided during the process for correspondence from the college regarding your COD Student ID Number. That e-mail should arrive about 24-48 hrs after application submission.

**STEP 2:** Review Available courses and select options for the term in which you will complete courses.

• While you wait to receive your COD ID number, you should review and select from available courses at COD during the term in which you wish to participate.

- Visit the [catalogs and schedules](#) page for COD
- Select the term in which you wish to participate in courses (Clickable links below)





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Concurrent Enrollment

**STEP 2 (Cont.):** Review available courses, make final selections

- Review the printed PDF catalog of courses, make sure you pay close attention to the location of the courses, times of the courses when selecting the appropriate sections (Click links below to the PDF course schedule by term)



- You can also check courses in real time for availability of seats, waitlist status, etc. To check courses via the live schedule in WebAdvisor, click the button below, **click students, then click search for sections:**



- Once you have selected your courses, please make note of the following information: Course Name, Course Code, Course Section number, Days and Times the course meets or Full Online, Instructor name, and number of units for the course.
- Example (English Composition, ENG-001A, Section: 1108, Full Online, E. Graham, 4.00)
- You will need this information when completing the Concurrent Enrollment Authorization Application in the next step.

<u>Term</u>	<u>Status</u>	<u>Section Name and Title</u>	<u>Location</u>	<u>Meeting Information</u>	<u>Faculty</u>	<u>Available/Capacity/Waitlist</u>	<u>Credits</u>
20/FA	Open	ENG-001A-1108 (1108) COMPOSITION	Online	1. 08/31/20 12/18/20  Comments: 4.5 WEEKLY HOURS Note: Students must access this fully online class at www.collegeofthedesert.edu/ on or before August 31st, to begin the course.	E. Graham	29 / 29 / 0	4.00

**STEP 3:** Prepare information for the Concurrent Enrollment Authorization Application online  
When completing this online form, you will need the following:

- All your personal information including e-mail address (preferably your myCOD e-mail)
- Parent’s e-mail address
- Counselor’s name and e-mail address
- Principal’s name and e-mail address (check with your school for the administrator assigned to give authorization for concurrent enrollment)
- Information from above for selected courses
- Your COD Student ID # (Should have been e-mailed to you, ensure you have this before proceeding)



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Concurrent Enrollment

**STEP 4:** Submit the online Concurrent Enrollment Authorization and Registration Form

- Please visit this link to complete required information submittal
- [Concurrent Enrollment Authorization and Registration Form](#)
- Use the information from above to complete all the fields required and start the e-signature process. Please be sure all e-mail addresses are correct!
- Once you submit the request please allow up to 72 hours for the document to be sent for e-signature.

**STEP 5:** Complete the electronic signature form sent to your e-mail from Adobe sign

- Once you complete the form and sign electronically, an e-mail will be sent to yourself, your parent, school counselor and principal to capture their signatures. Please complete the signature request as soon as possible. You will receive a copy of the form once done.

**STEP 6:** Submit your current High School Transcripts

- Once you sign the form, an e-mail will be generated to your counselor who will then be prompted to approve your participation in concurrent enrollment. At that time you should have your counselor e-mail a copy of your current transcript to [dualenroll@collegeofthedesert.edu](mailto:dualenroll@collegeofthedesert.edu)
- Please keep in mind you must have a 3.0 cumulative GPA to participate in concurrent enrollment at College of the Desert, if your GPA is lower than 3.0 you may be required to submit a letter of recommendation to take the courses requested.

**STEP 7:** Log into your MyCOD Portal to check your class schedule and confirm course registrations

- Visit <http://www.collegeofthedesert.edu/pages/mycod.aspx> to set up your MyCOD portal and check your schedule of classes using the WebAdvisor platform.
- If there are any registration errors, please contact [dualenroll@collegeofthedesert.edu](mailto:dualenroll@collegeofthedesert.edu)
- If you remain on the waitlist for a course once the semester begins, you may request an add code from the professor and send that add code to [dualenroll@collegeofthedesert.edu](mailto:dualenroll@collegeofthedesert.edu) to be registered officially into the course

**STEP 8:** Purchase Your Textbooks

- For textbook information, visit <https://www.bkstr.com/collofthedesertstore/home>

**STEP 9:** Attend Class (es)

- Students may be dropped if they do not attend the first day of class. If an online class, be sure to log into Canvas the first day of the class.
- Online courses are all accessed through the Canvas Learning Management System <https://collegeofthedesert.instructure.com/login/ldap>
- For more information and resources about Canvas, please visit: <http://www.collegeofthedesert.edu/students/oc/Pages/Welcome-to-CANVAS.aspx>



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Dual Enrollment

**HS Dual Enrollment Checklist**- Please follow these steps carefully

**STEP 1:** Complete the Online Admissions Application for College of the Desert (Only complete this step if you haven't participated in a COD course previously, otherwise skip to step 2)

To complete this application, you will need the following:

- Your full legal name and date of birth as they appear on your Birth Certificate
- Your current home address
- Your Social Security Number or Individual Taxpayer Identification Number
- New Concurrent Enrollment HS students visit this site to complete the online application process: [COD Online Application- CCCApply](#)



- Click the  button
- Once you reach the CCCApply page, you will begin by clicking create new account

Sign In    Forgot?

Username    - Enter OpenCCC Username -

Password    - Enter OpenCCC Password -   

[Create a New Account](#)

- Need help?! Please check out this video for a step by step guide to completing the CCCApply application: [Video Step by Step guide](#) (Thanks to Manny Ramirez at SHHS for creating this video)
- Once you have fully submitted your application via CCCApply, you should be watching your e-mail address provided during the process for correspondence from the college regarding your COD Student ID Number. That e-mail should arrive about 24-48 hrs after application submission.

**STEP 2:** Review Available courses at your HS through your counselor or counseling office

- While you wait to receive your COD ID number, you should review and select from available courses at your High School.
  - Visit the counseling office to discuss available options in the Dual Enrollment program
  - Remember these courses will take place at your HS location with approved COD Adjunct faculty members and will be a part of your normal HS schedule. You will gain both HS and transcribed College credit.
  - These are COLLEGE courses and will remain on your permanent college transcript, so please take them very seriously.



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Dual Enrollment

**STEP 3:** Prepare information for the Dual Enrollment Authorization Application online

When completing this online form, you will need the following:

- All your personal information including e-mail address (preferably your myCOD e-mail)
- Parent's e-mail address
- Counselor's name and e-mail address
- Principal's name and e-mail address (check with your school for the administrator assigned to give authorization for dual enrollment)
- Information from above for selected courses
- Your COD Student ID # (Should have been e-mailed to you, ensure you have this before proceeding)

**STEP 4:** Submit the online Dual Enrollment Authorization and Registration Form

- Please visit this link to complete required information submittal- Be sure to Select DUAL enrollment when completing this form
- Click here → [Dual Enrollment Authorization and Registration Form](#)
- Use the information from above to complete all the fields required and submit the online form to start the e-signature process
- You will receive a confirmation e-mail with all the information completed in the submission

**STEP 5:** Complete the electronic signature form sent to your e-mail from Adobe sign

- Once you complete the form and sign electronically, an e-mail will be sent to your parent, then your counselor and finally your principal to capture their signatures
- Please follow up with the other required signers on the form to ensure they complete the e-signature process

**STEP 6:** Submit your current High School Transcripts

- Once you sign the form, an e-mail will be generated to your counselor who will then be prompted to approve your participation in dual enrollment. At that time you should have your counselor e-mail a copy of your current transcript to [dualenroll@collegeofthedesert.edu](mailto:dualenroll@collegeofthedesert.edu). \*\*\*Note some HS sites will send all transcripts for any student completing a dual enrollment course, if this is the case, skip this step\*\*\*
- Please keep in mind you must have a 3.0 cumulative GPA to participate in concurrent enrollment at College of the Desert, if your GPA is lower than 3.0 you may be required to submit a letter of recommendation to take the courses requested.



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Dual Enrollment

**STEP 7:** Log into your MyCOD Portal to check your class schedule and confirm course registrations

- Visit <http://www.collegeofthedesert.edu/pages/mycod.aspx> to set up your MyCOD portal and check your schedule of classes
- If there are any registration errors, please contact [dualenroll@collegeofthedesert.edu](mailto:dualenroll@collegeofthedesert.edu)

**STEP 8:** Textbooks will be provided by your school site

**STEP 9:** Attend Class (es)

- Students may be dropped if they do not attend the first day of class. If an online class, be sure to log into Canvas the first day of the class.
- Most Dual Enrollment classes will occur on your HS Campus sites during your regularly scheduled School day
- Online courses are all accessed through the Canvas Learning Management System <https://collegeofthedesert.instructure.com/login/ldap>
- For more information and resources about Canvas, please visit: <http://www.collegeofthedesert.edu/students/oc/Pages/Welcome-to-CANVAS.aspx>



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# COD Completion Rates

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Daniel Martinez, PhD

Director, Institutional Research

Presented to the K-14 Education Consortium

May 7, 2021

# Completion Rates

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- Rates are based on a cohort of students
- A cohort is a group of students with something in common
- The rate is the number of students who do something divided by the total cohort
- Example: 100 students start a course (cohort)
- 75 students complete the course
- Course completion rate is  $75/100 = 75\%$

# Completion Rates: Cohort

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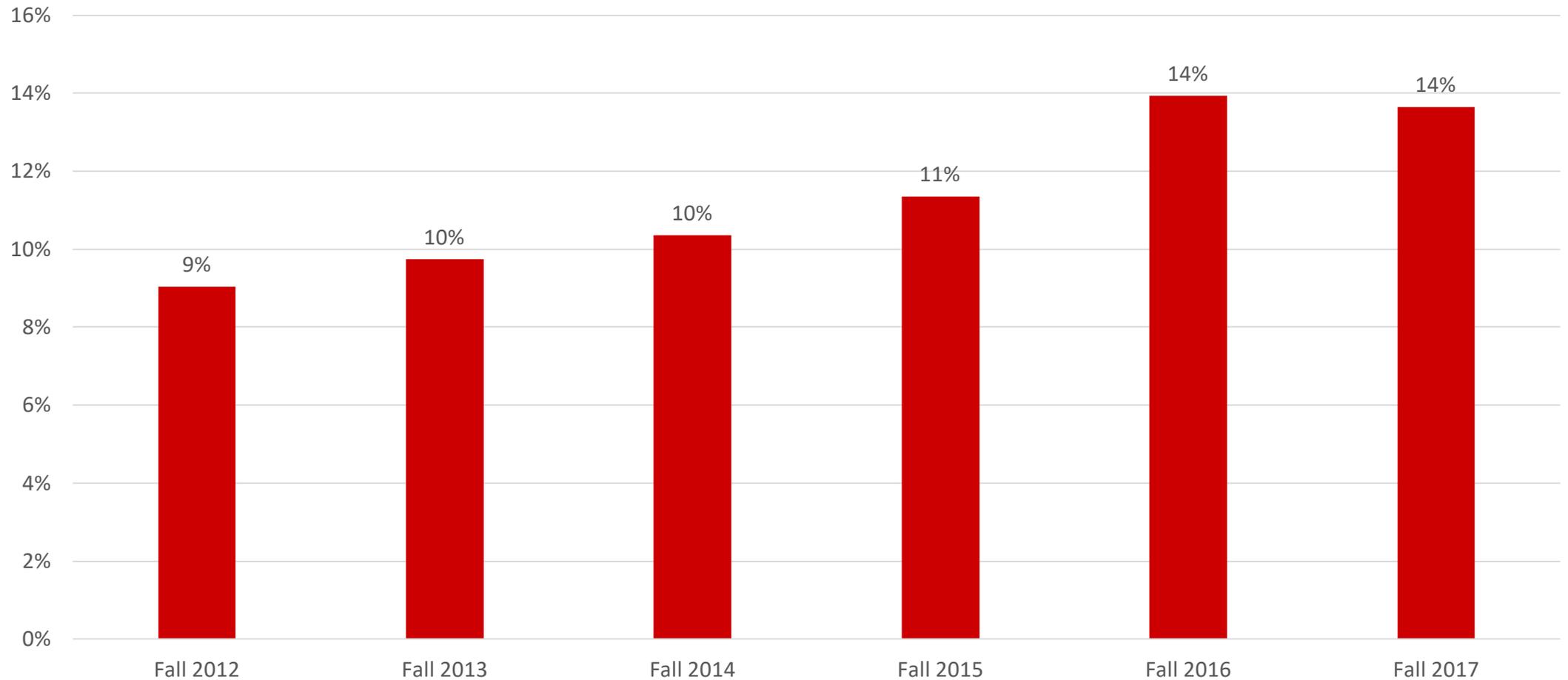
- Students who started at COD in fall terms, 2012-17
- Not dual enrolled
- Graduated high school in the same year as their first term
- EDGE/pLEDGE
- School Districts
  - Coachella Valley USD
  - Desert Sands USD
  - Palm Springs USD
  - Other (including out of district and private schools)

# COD Completion Rate

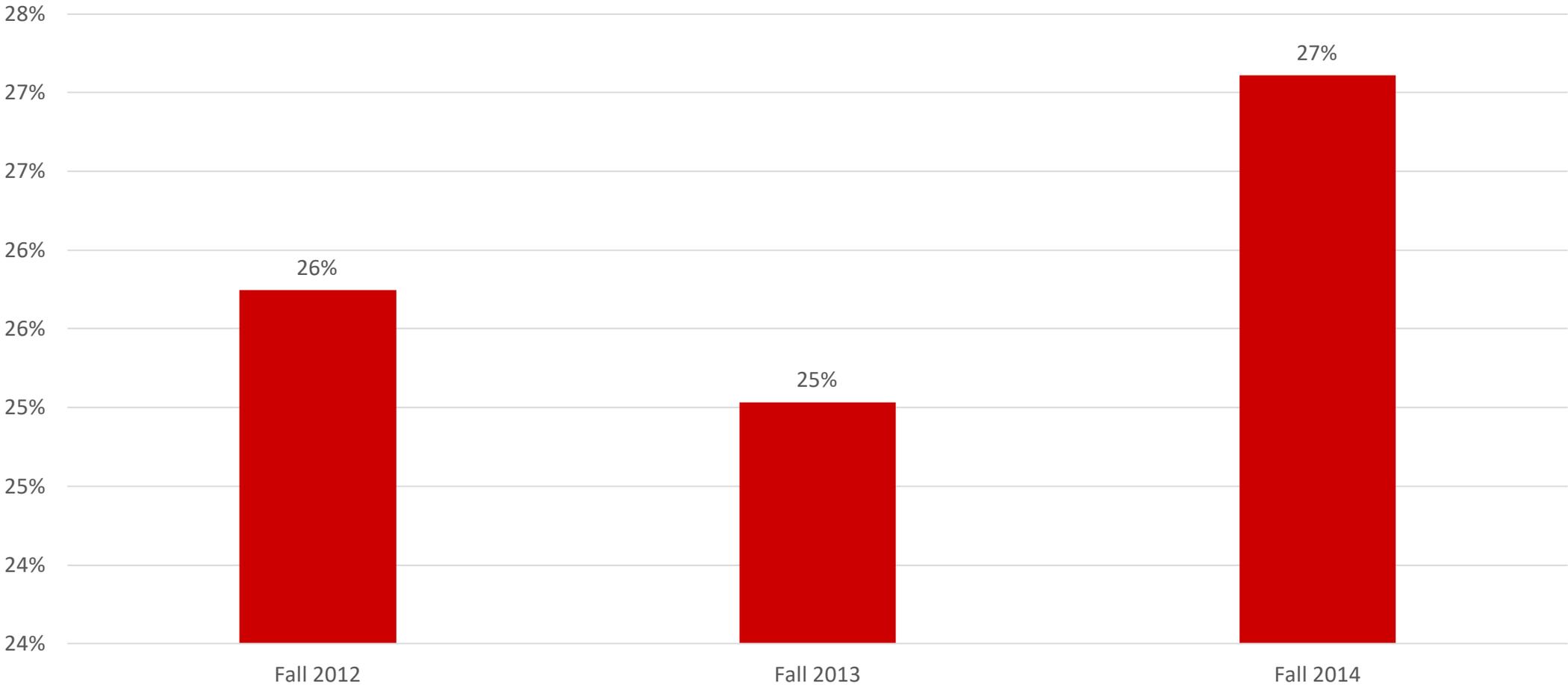
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- Completions were checked for two time periods
  - How many received a degree or certificate within three years (similar to a national report)
  - How many received a degree or certificate within six years (similar to the state Chancellor's Office reports)

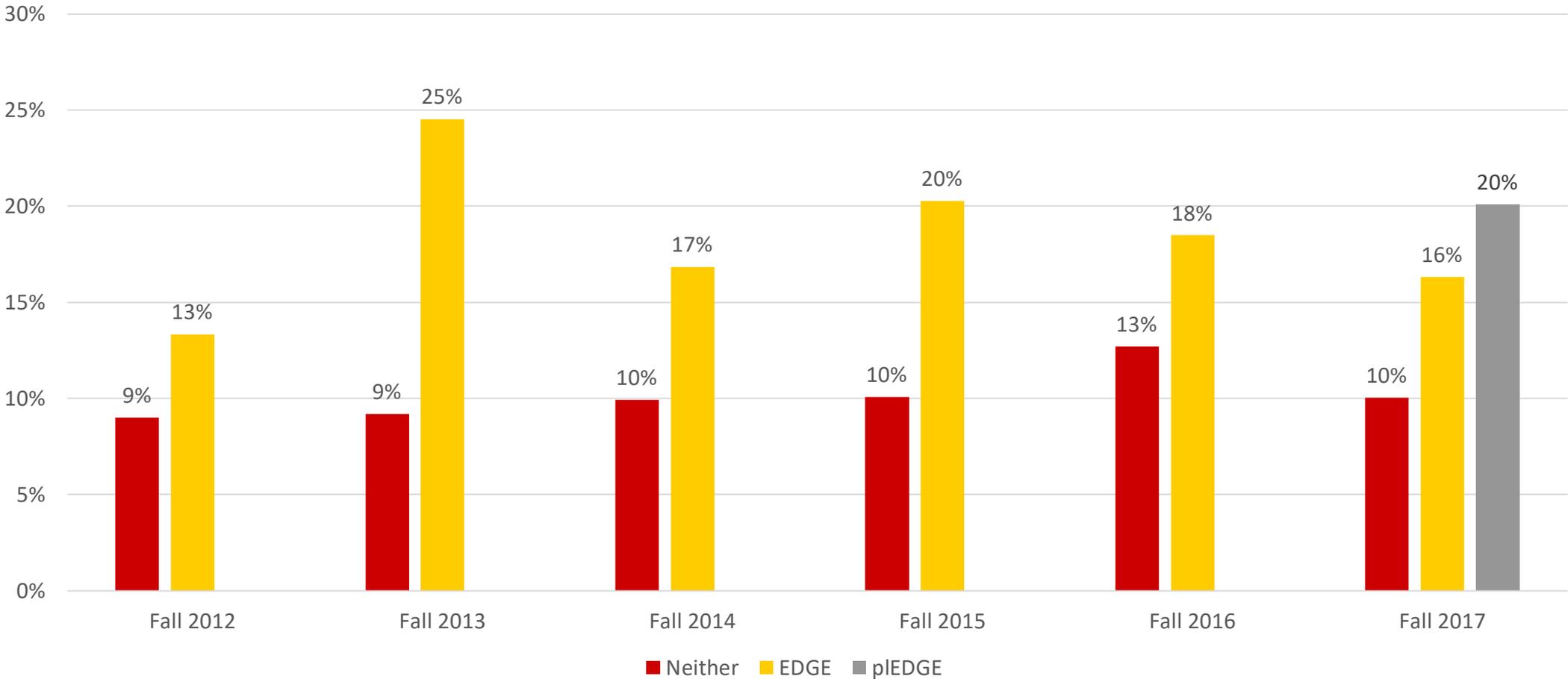
# Completions Rate Three Years from First Fall Enrollment 2012 to 2017



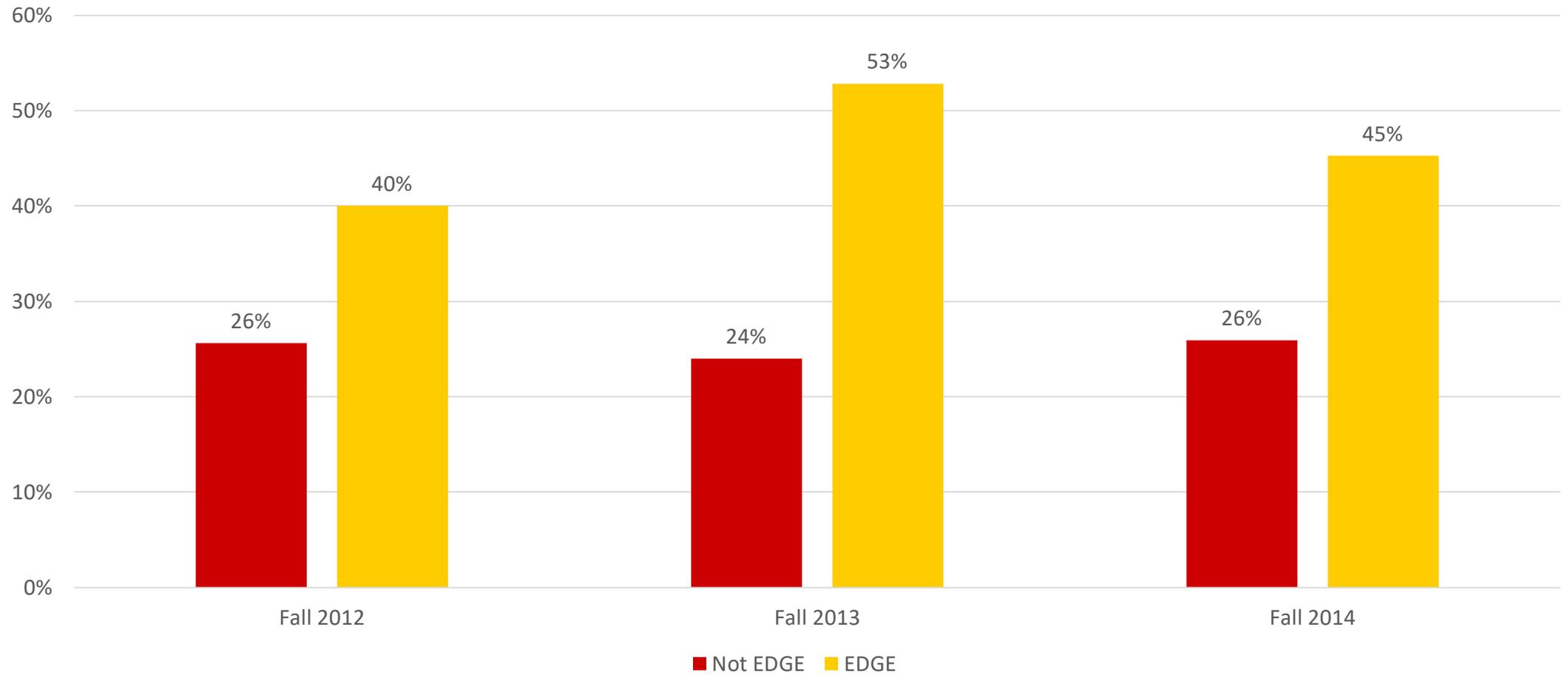
# Completions Rate Six Years from First Fall Enrollment 2012 to 2014



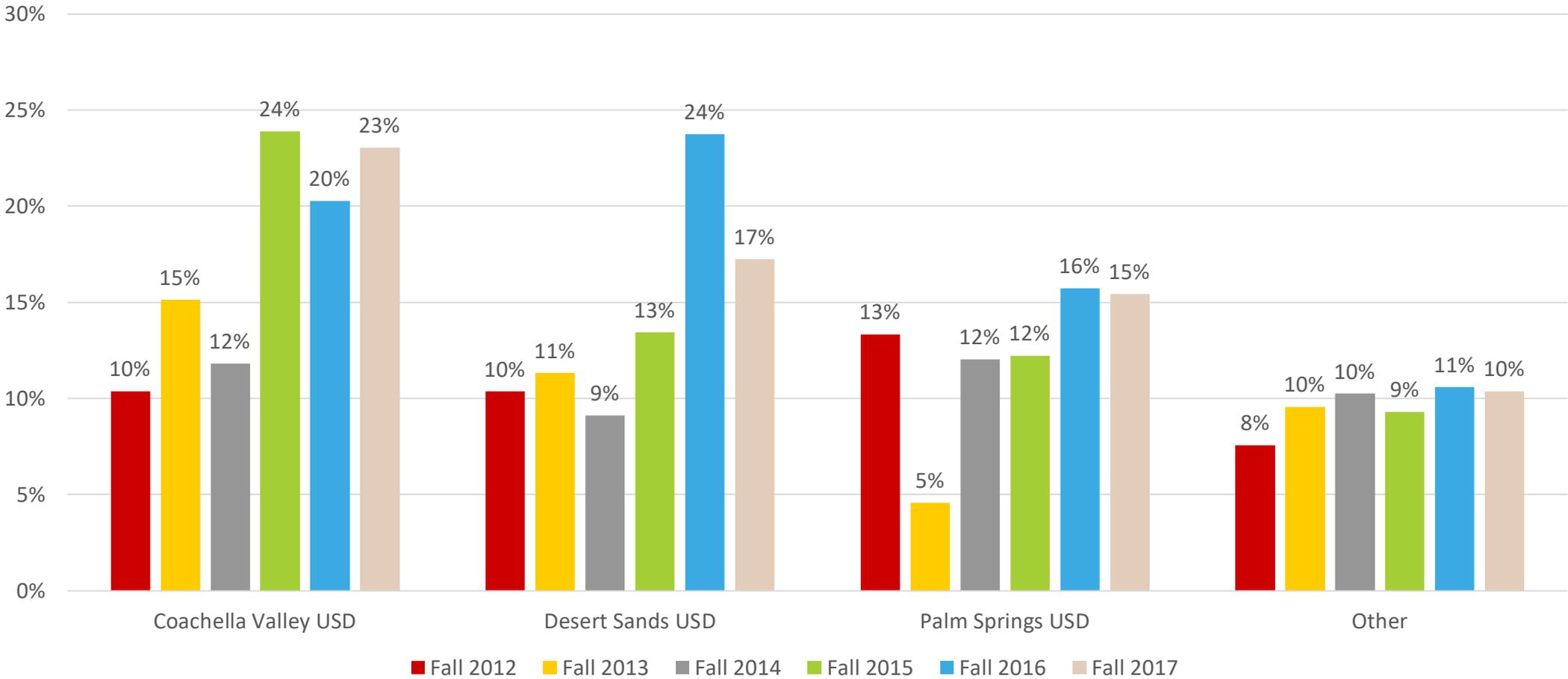
# Completion Rate Three Years from First Fall Enrollment EDGE/pEDGE vs. Neither, 2012 to 2017



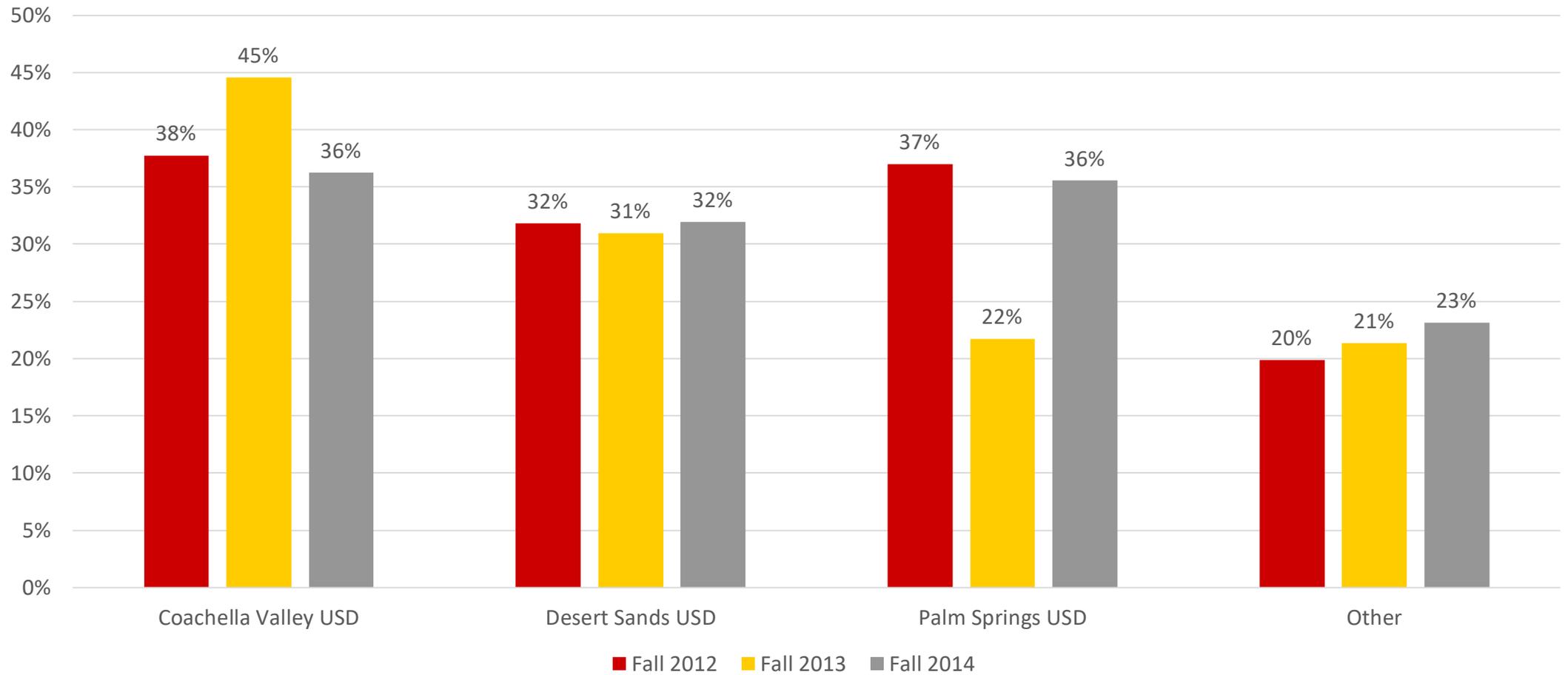
# Completion Rate Six Years from First Fall Enrollment EDGE vs. Neither, 2012 to 2014



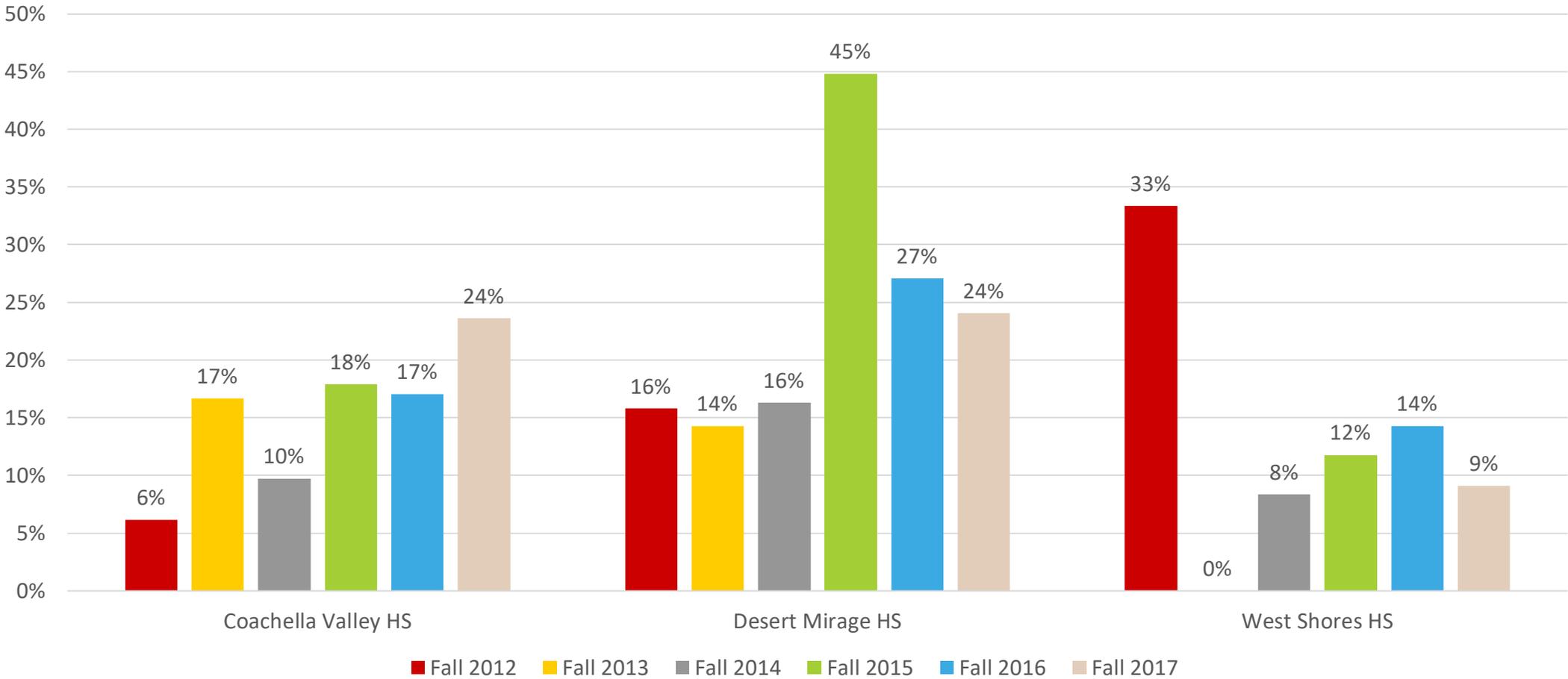
# Completion Rate Three Years from First Fall Enrollment Feeder School Districts, 2012 to 2017



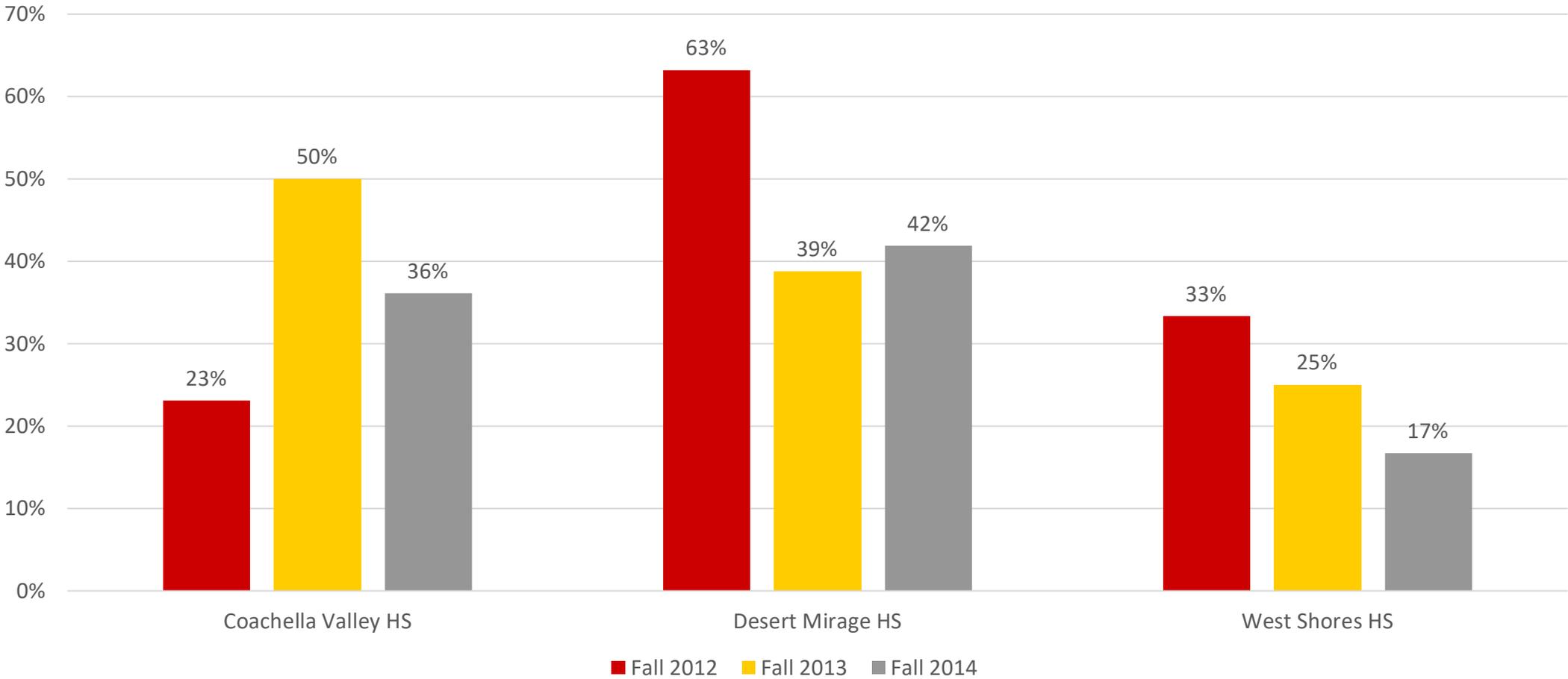
# Completion Rate Six Years from First Fall Enrollment Feeder School Districts, 2012 to 2014



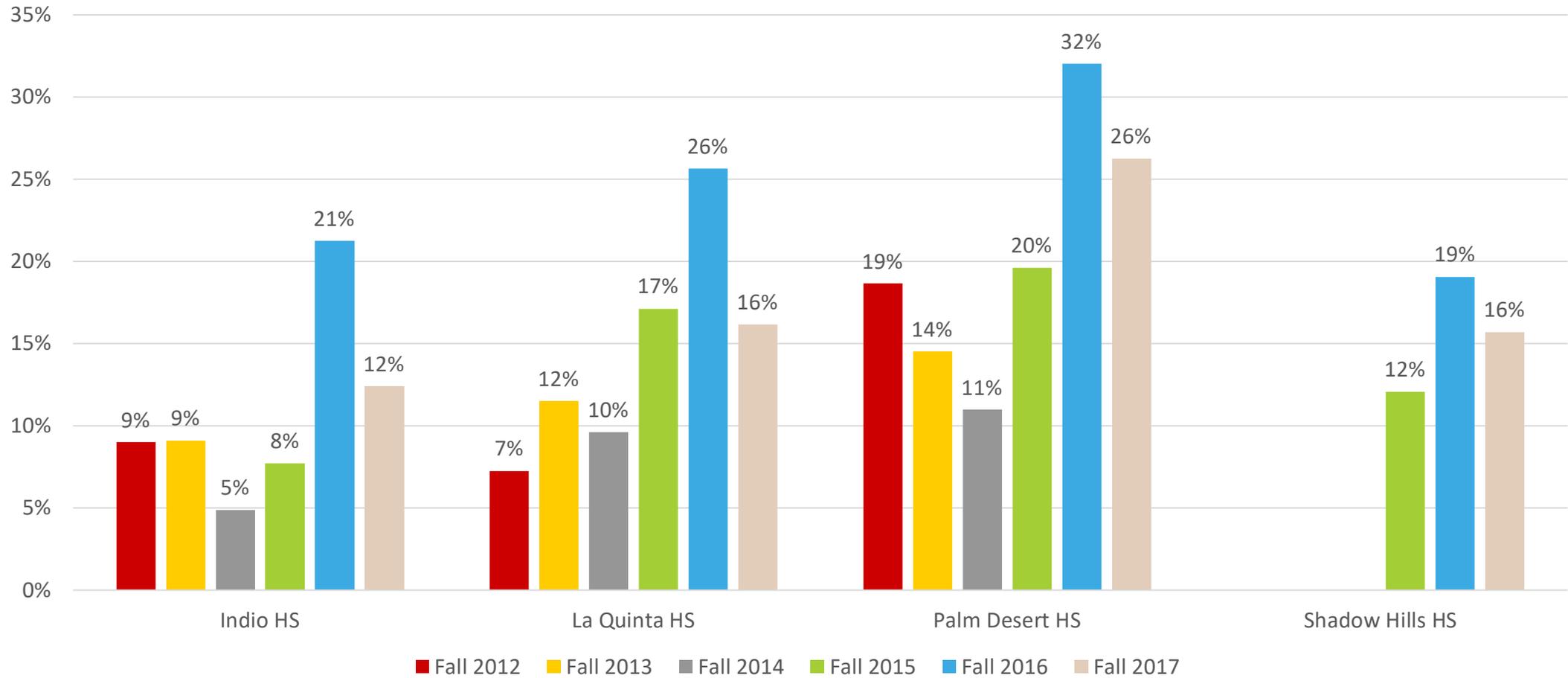
# Completion Rate Three Years from First Fall Enrollment Coachella Valley Unified School District, 2012 to 2017



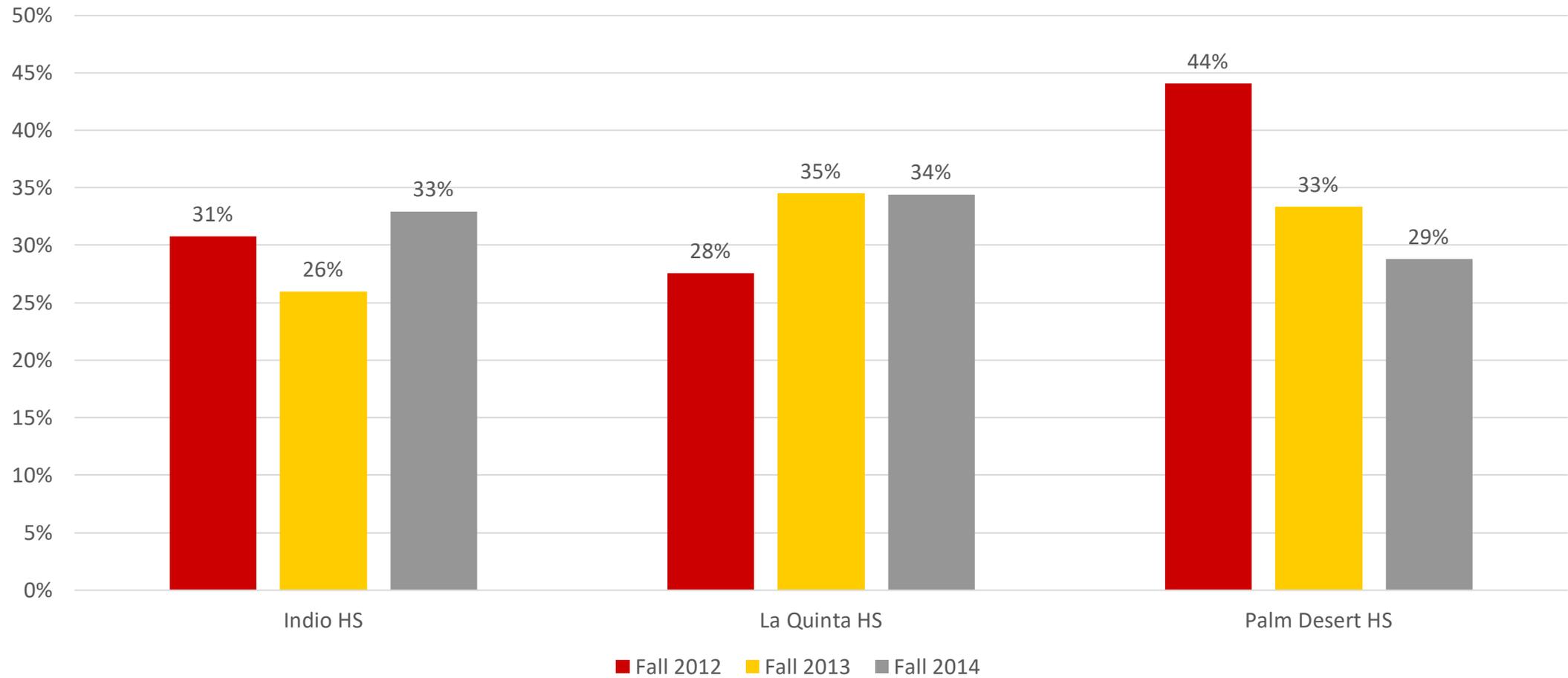
# Completion Rate Six Years from First Fall Enrollment Coachella Valley Unified School District, 2012 to 2014



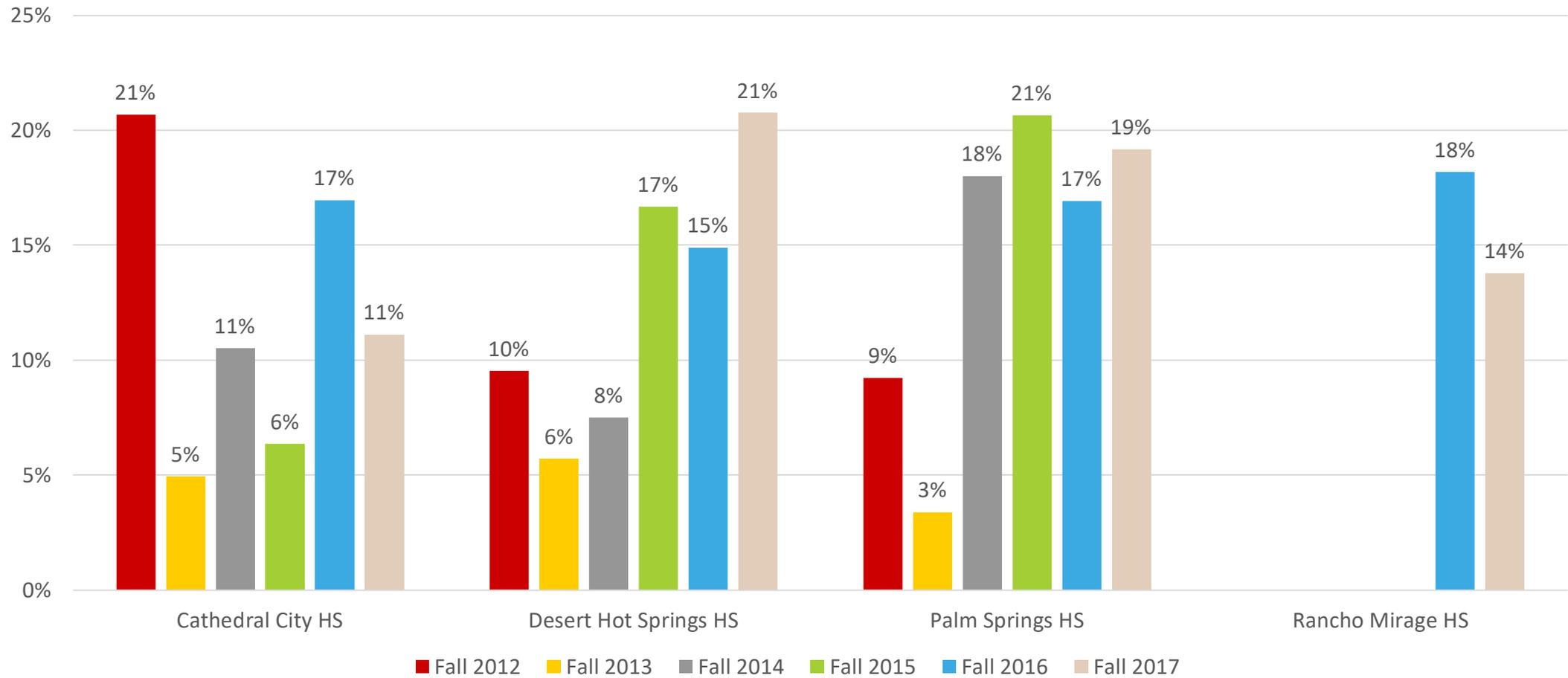
# Completion Rate Three Years from First Fall Enrollment Desert Sands Unified School District, 2012 to 2017



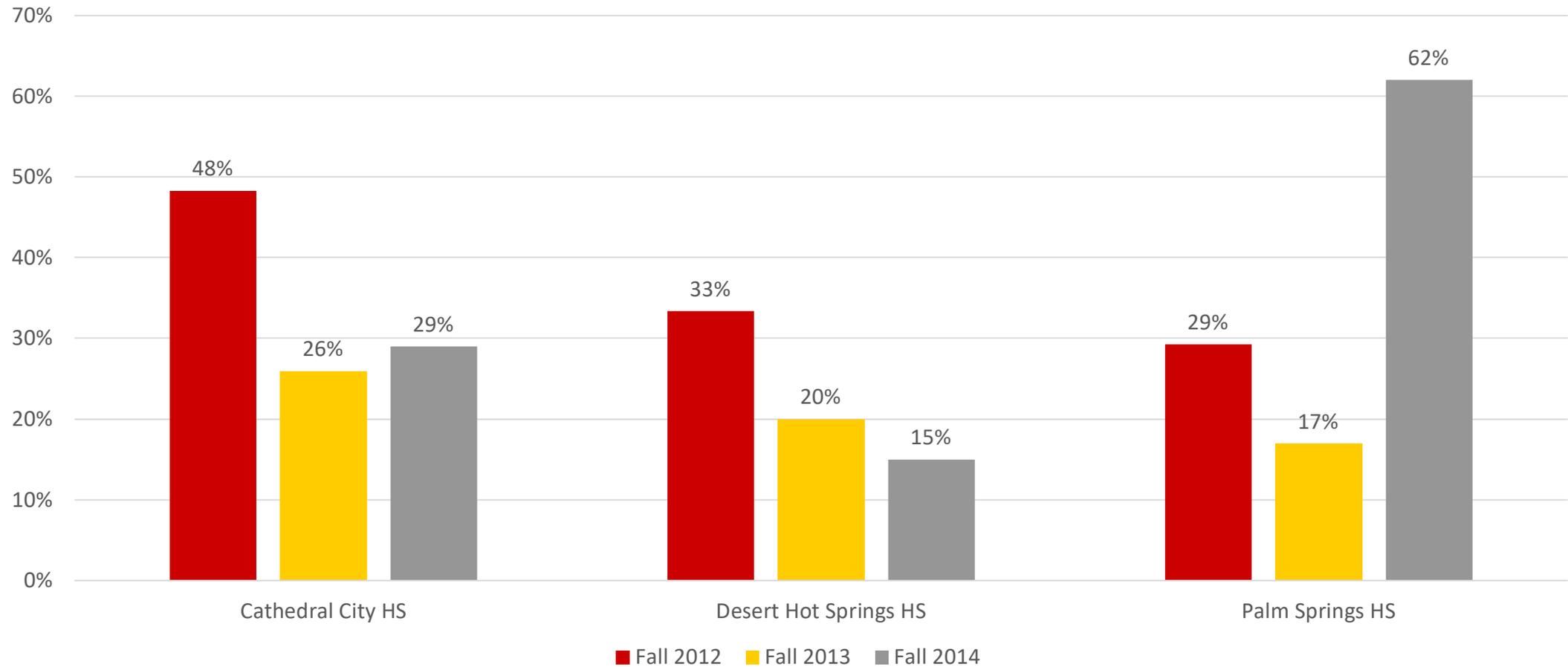
# Completion Rate Six Years from First Fall Enrollment Desert Sands Unified School District, 2012 to 2014



# Completion Rate Three Years from First Fall Enrollment Palm Springs Unified School District, 2012 to 2017



# Completion Rate Six Years from First Fall Enrollment Palm Springs Unified School District, 2012 to 2014



Thank you!

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# Dual Enrollment Outcomes at College of the Desert

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Daniel Martinez, PhD

Director, Institutional Research

Brian Thompson, Manager  
College and Career Access Pathways

Presented to the K-14 Education Consortium

May 7, 2021

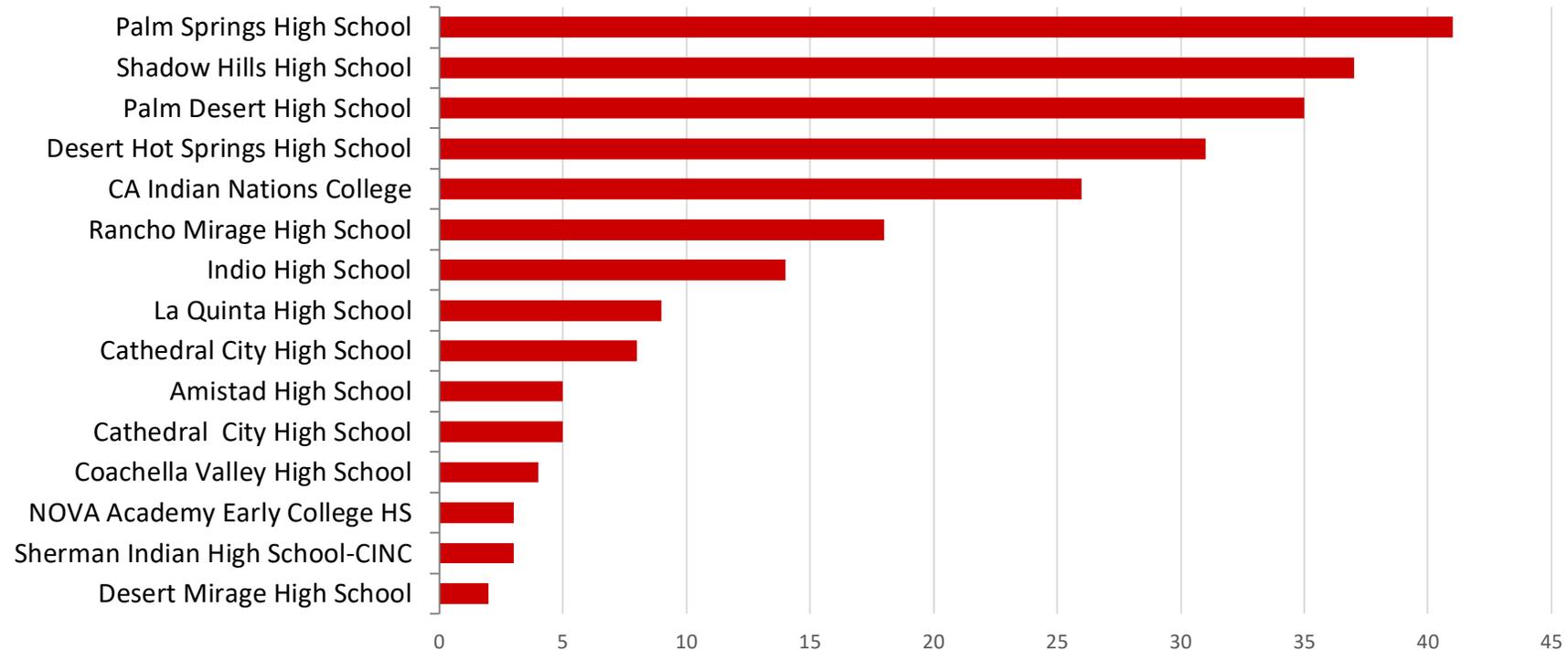
# Institutional Data- Dual Enrollment

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- Growth
  - Enrollment Data
  - FTES
- Demographics
- Transition to “Regular” COD Student
  - Majors
- Success Rates

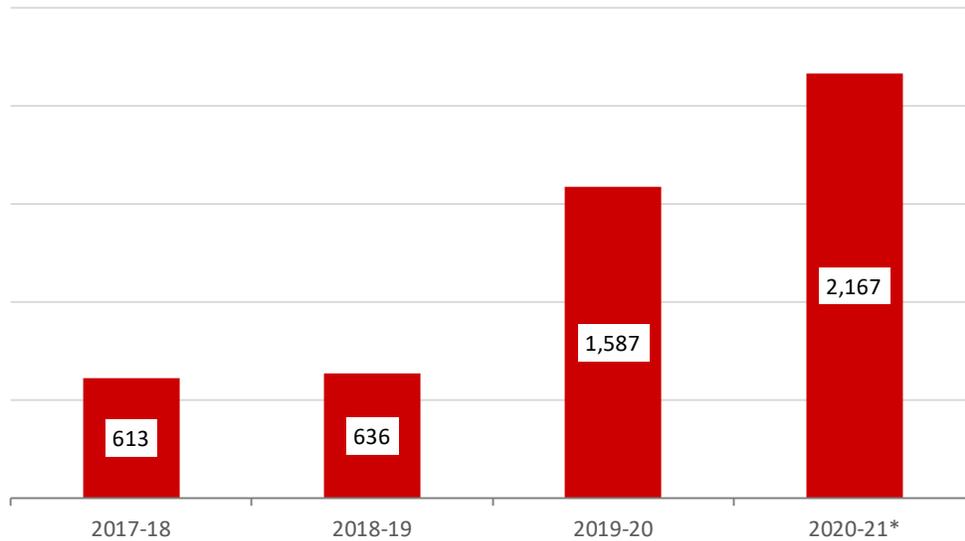
# DuE Classes by HS Site Data

Dual Enrollment Classes by High School Location

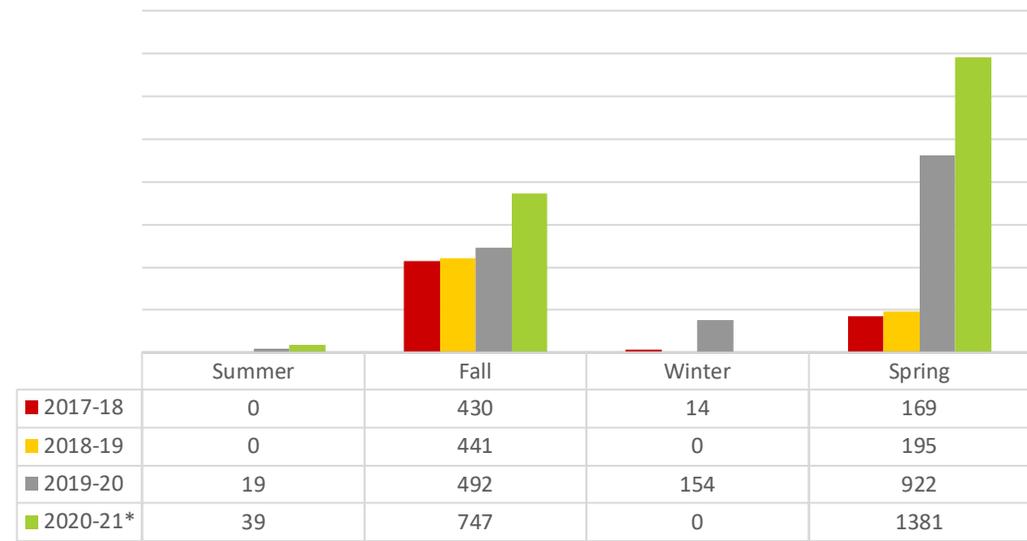


# Total Enrollment in CCAPP DuE

Dual Enrollments by Academic Year  
- duplicated headcount -



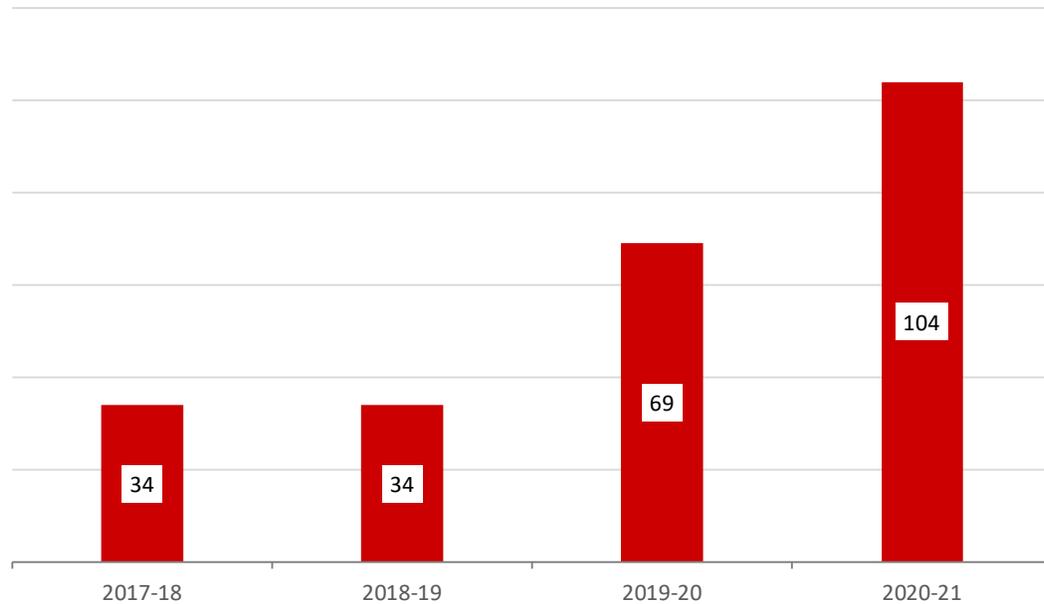
Dual Enrollments by Term  
- duplicated headcount -



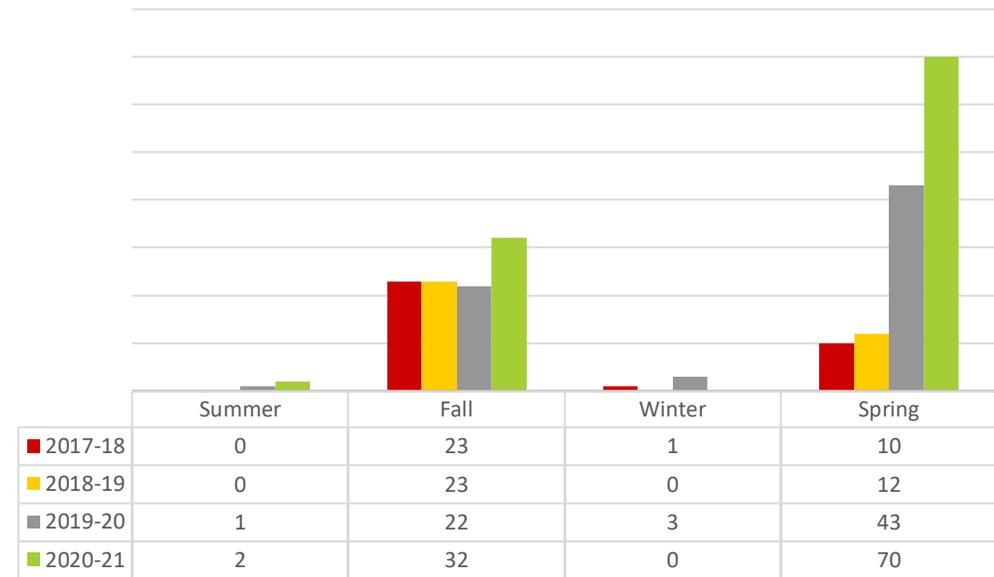
*\*Note: 2020-21 enrollment data is not final; positive attendance hours for spring 2021 still to be reported.*

# DuE Section Growth- last 4 years

Number of Dual Enrollment Classes by Academic Year

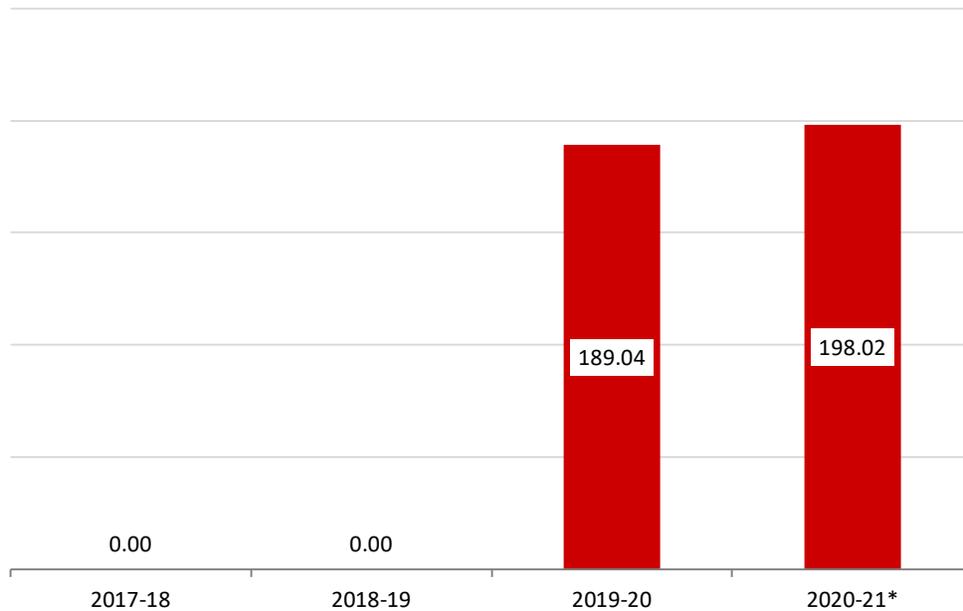


Number of Dual Enrollment Classes by Term

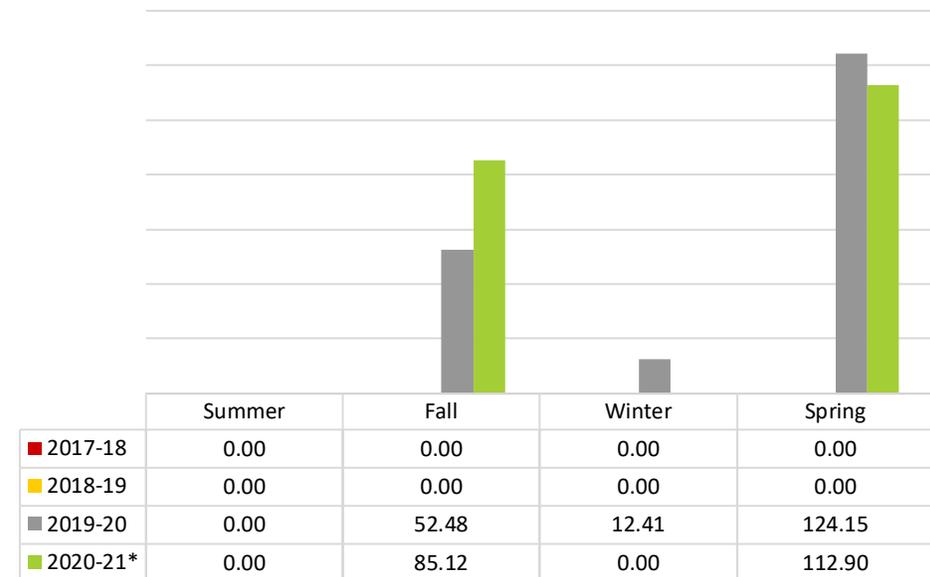


# FTES Apportionment from DuE

FTES Generated by Dual Enrollment by Academic Year



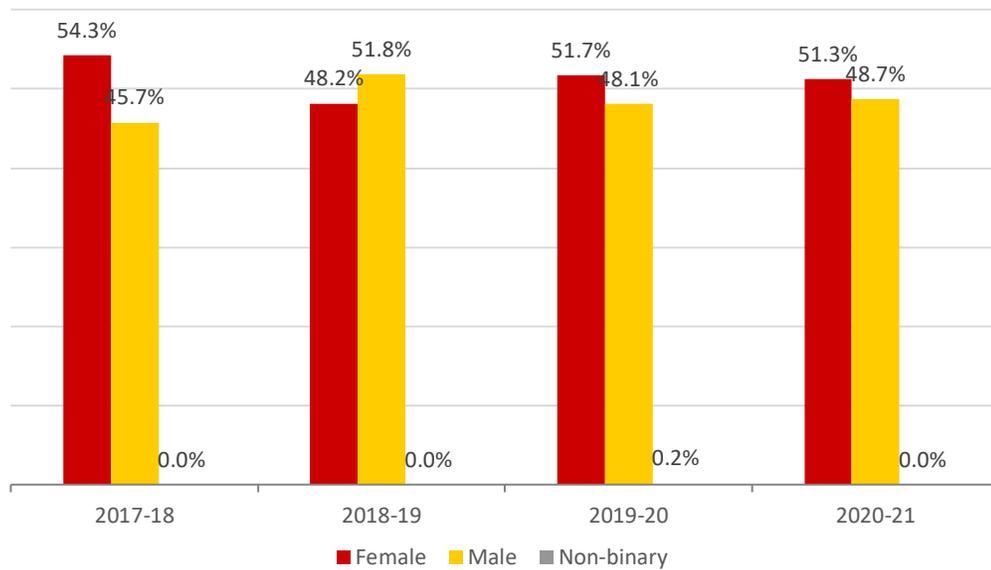
FTES Generated by Dual Enrollment by Term



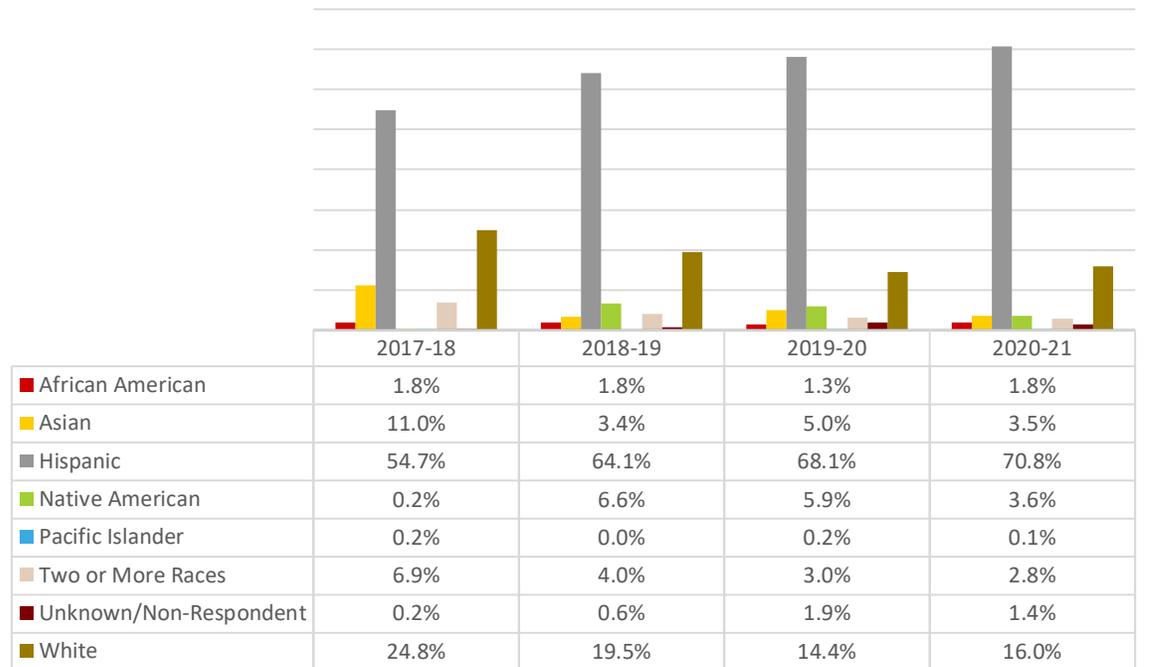
*\*Note: 2020-21 FTES data is not final; positive attendance hours for spring 2021 still to be reported.*

# Demographic data of DuE students

Dual Enrollment Student Gender

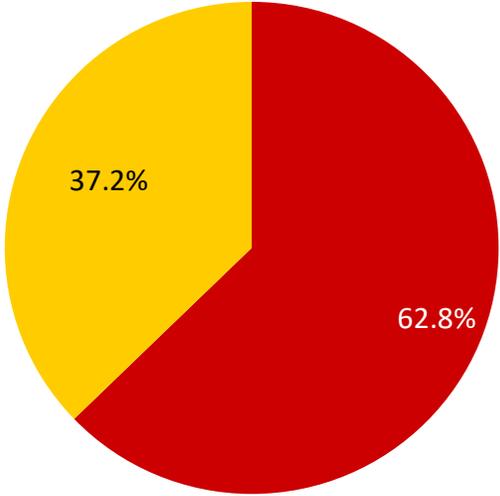


Dual Enrollment Student Ethnicity



# Transition to “Regular” COD Student

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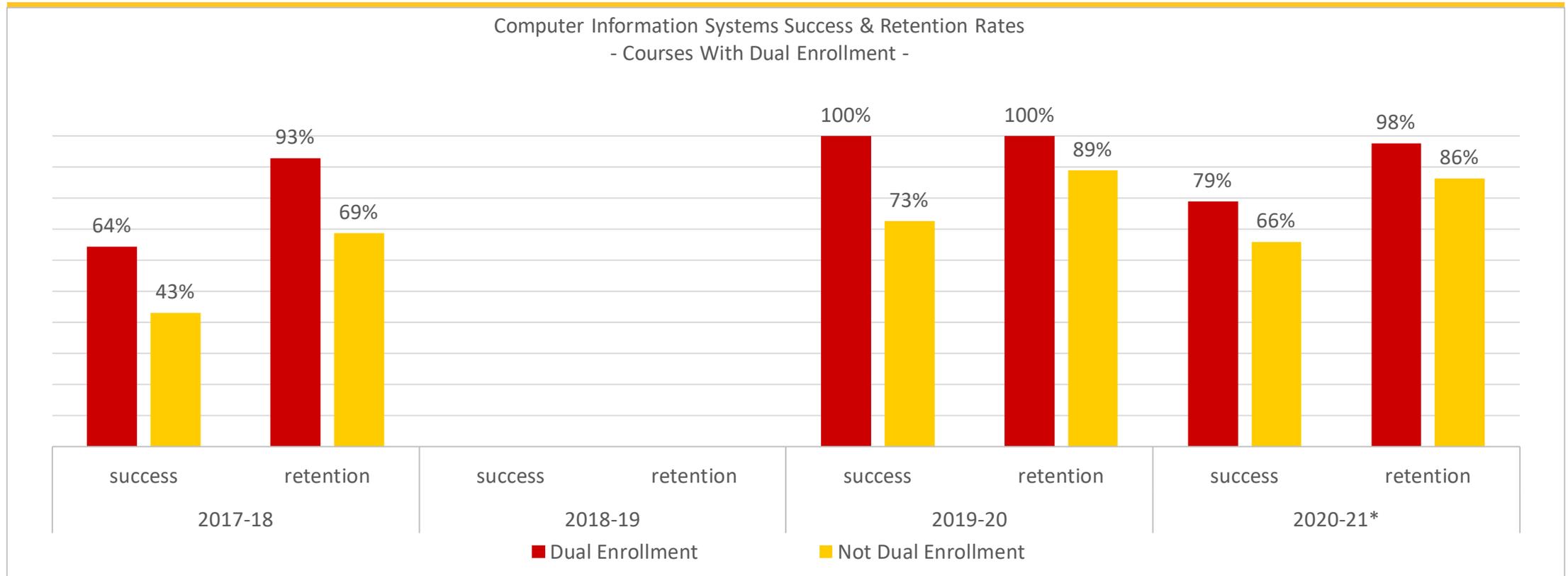
■ No ■ Yes

# Majors of DuE Students

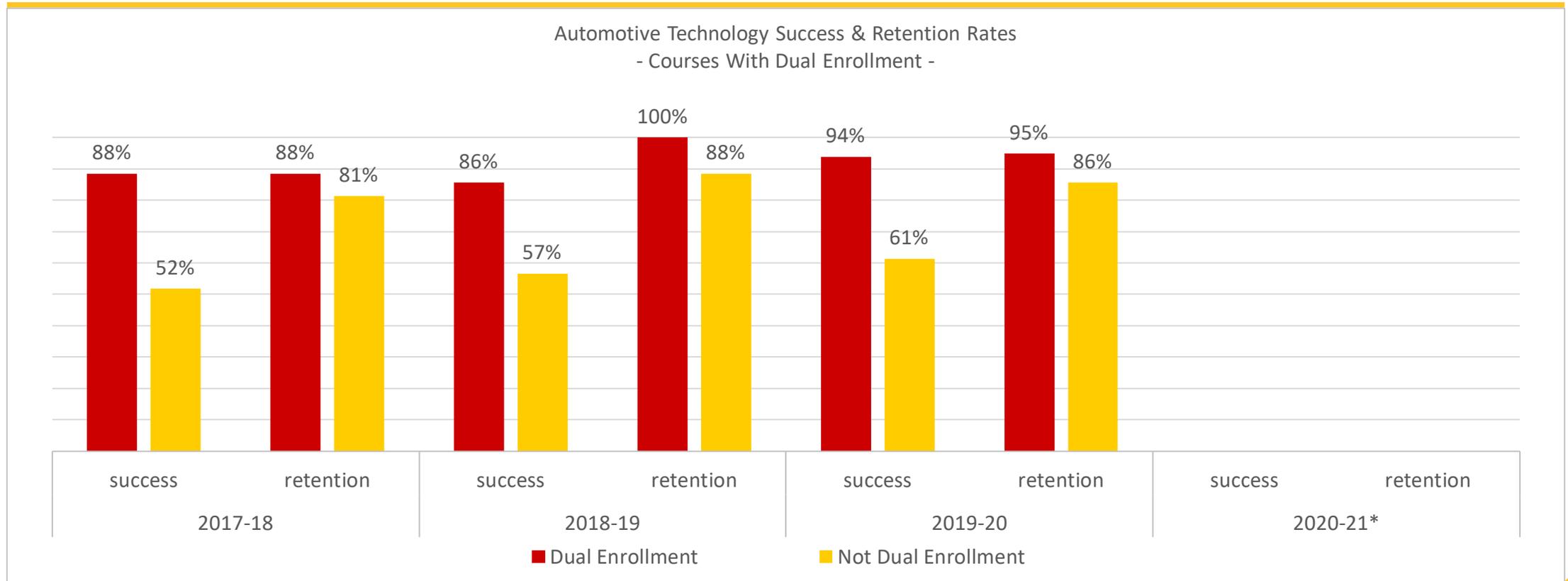
Automotive Technology	54	8.61%
Biology	36	5.74%
Psychology	35	5.58%
Health Science	32	5.10%
Business Administration	30	4.78%
English	30	4.78%
Liberal Arts	28	4.47%
Kinesiology	21	3.35%
Music	17	2.71%

Engineering	16	2.55%
Computer Science	15	2.39%
Theatre Arts	14	2.23%
Undecided/Undeclared	14	2.23%
Energy Systems Technology	13	2.07%
Film, TV, & Electronic Media	13	2.07%
Early Childhood Education	12	1.91%
Political Science	12	1.91%
Administration of Justice	10	1.59%

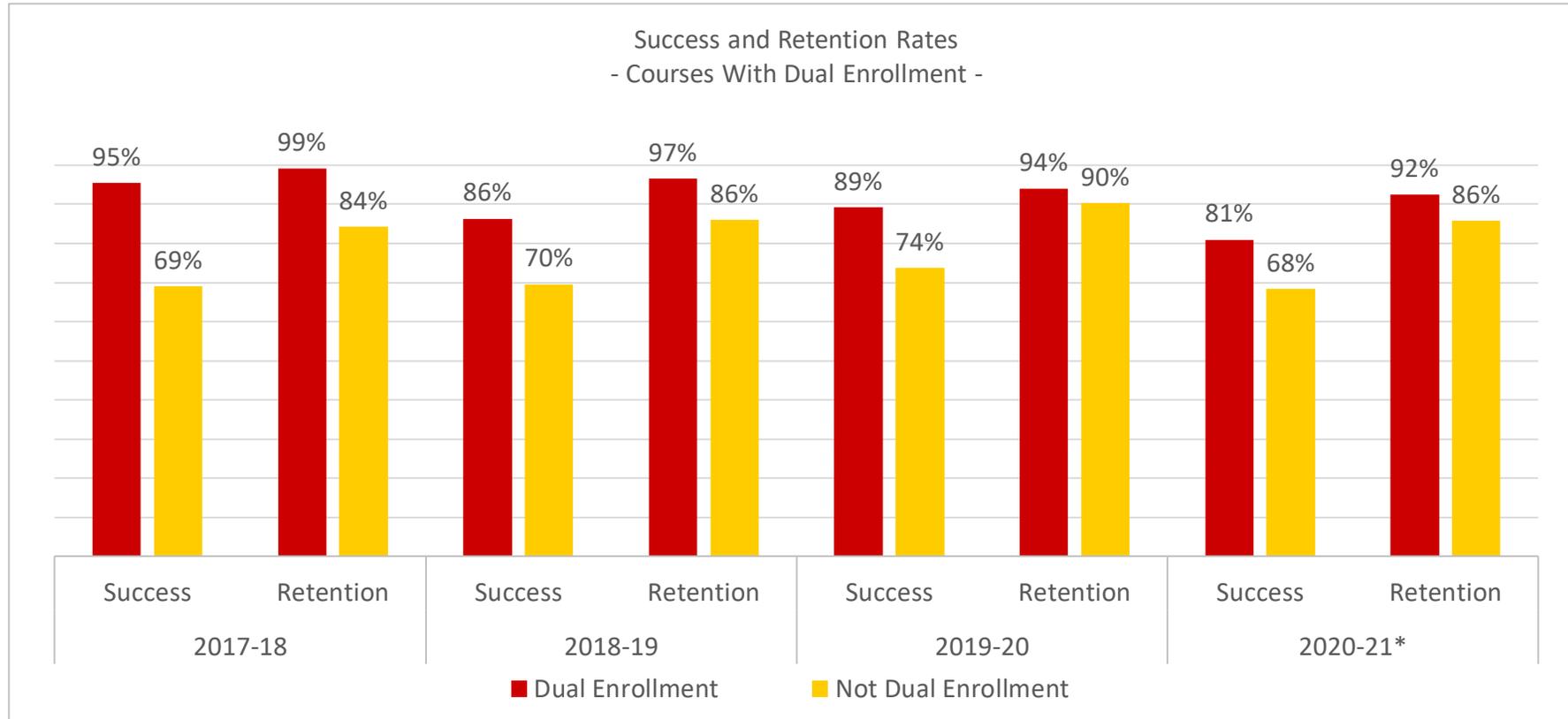
# Success Rates for CIS DuE Courses



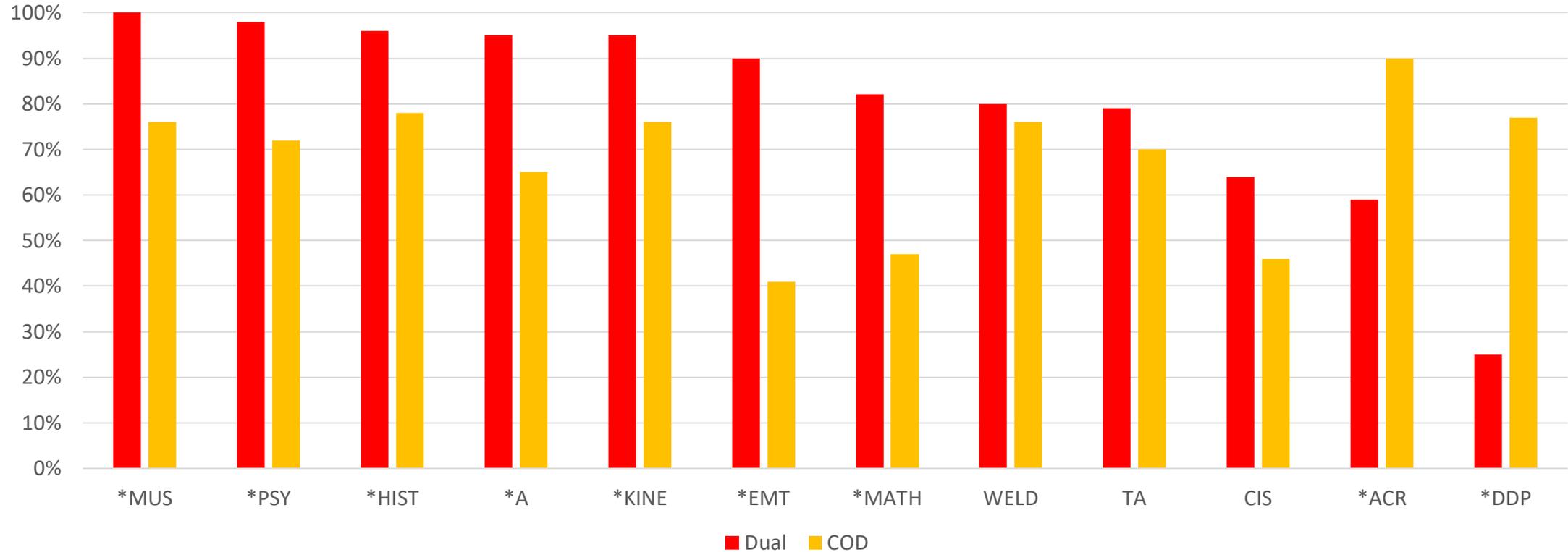
# Success rates in Automotive DuE Courses



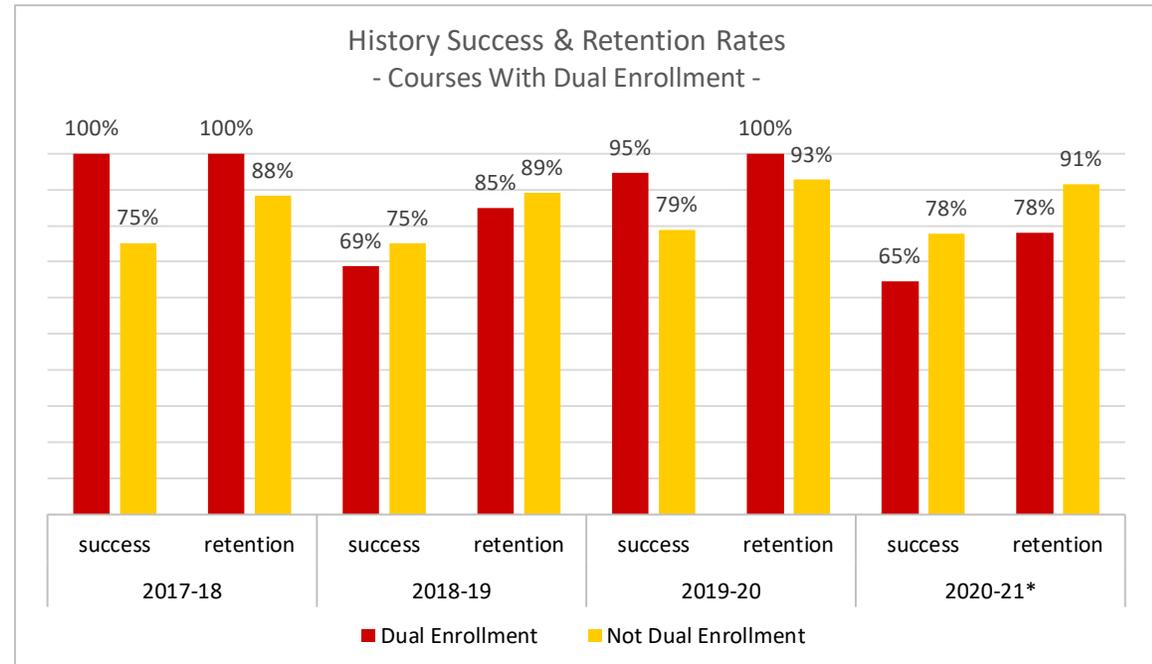
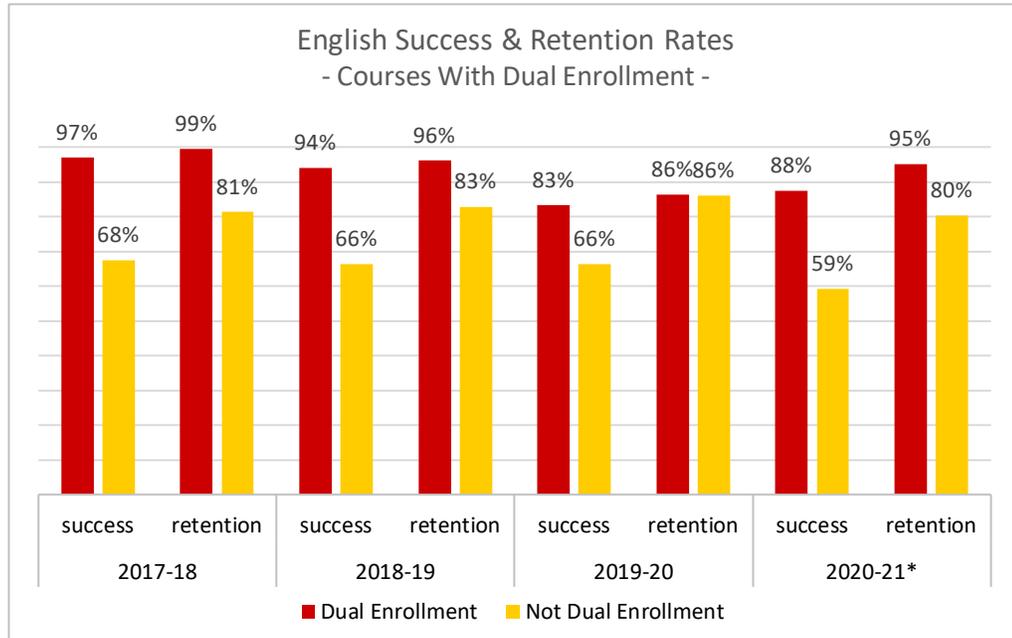
# Overall Success Rates of all DuE Courses



# Success by Discipline, Dual vs. Other



# Success rates of specific courses



# Thank you!

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