



**HIBBING**  
COMMUNITY COLLEGE

College in the Schools  
(CITS)

**High School Instructor  
&  
College Liaison  
Guidebook**

2021-2022

## Checklist for CITS Instructors and Liaisons

### Pre-Course

- ✓ Participate in the CITS Workshop (held prior to the start of the academic year). The CITS Workshop is **mandatory** for both new and returning High School Instructors and College Liaisons. During the Workshop, you will:
  - Review National Alliance for Concurrent Enrollment Partnerships (NACEP) Accreditation Standards
  - Review Non-Compliance Policies
  - Conduct a discipline-specific meeting, during which you will:
    - Review the course outline, including major content areas and course outcomes
    - Review the course syllabus
    - Review the textbook
    - Discuss course delivery, assessment, and grading, as well as other course-specific details, such as arranging classroom visits
- ✓ **College Liaison**: Provide a copy of the syllabus to the Dean of Academics

### During the Course

- ✓ Communicate regularly by phone, email, and/or in person to discuss the progress of the course
- ✓ **College Liaison**: Conduct site visits
  - **New Course/Instructor**: The College Liaison must visit the classroom a **minimum of 2 times** during the course. At least 1 of the visits must be a classroom observation. The other required visit may be a guest lecture.
  - **Repeat Course (with the same instructor)**: The College Liaison must visit the classroom a **minimum of 1 time** during the course. The visit must be an observation. Further visits, including guest lectures, may be scheduled.
  - Following each site visit, the College Liaison submits a **CITS Classroom Visit Report\*** to the Dean of Academics
- ✓ Conduct a recap meeting following any site visit. The recap meeting may be conducted by phone, email, or in person.
- ✓ **CITS Instructor**: Administer **End of Term Surveys** in each course. Toward the end of the semester, the Concurrent Enrollment Coordinator will provide hard copies of the survey to the CITS Instructor.

### Post-Course

- ✓ Confer (via phone, email, or in person) to evaluate the success of the course, including identifying strengths and areas of improvement
- ✓ **CITS Instructor**: **Submit grades** to the College Liaison
- ✓ **College Liaison**: **Submit grades** to the College Registrar and submit a **CITS End-of-Course Report** to the Dean of Academics

### End of the Academic Year

- ✓ **CITS Instructor**: Submit a **Professional Development Plan (PDP)** to the Dean of Academics

\* Visit the Concurrent Enrollment page on the HCC website ([hibbing.edu/admissions/concurrent-enrollment](http://hibbing.edu/admissions/concurrent-enrollment)) for copies of all forms and templates.

## Expectations and Non-Compliance Policy

### CITS Workshop

All CITS Instructors and College Liaisons are expected to attend the annual CITS Workshop. If a CITS Instructor misses the annual CITS Workshop, the following steps will be taken:

1. The College Liaison will contact the High School Instructor to coordinate a meeting. An individual meeting between the College Liaison and High School Instructor will serve as a substitute (on a one-time-basis) for the CITS Workshop. The primary focus of the meeting will be to review discipline-specific expectations related to course content and rigor. Once the meeting has occurred, the College Liaison will inform the Dean of Academics and report on the details.
2. If the CITS Instructor is unable or unwilling to meet with the College Liaison during the academic year, the Dean of Academics will advise the High School Administrator and CITS Instructor that the Instructor is on probation and that the course is in jeopardy of being cancelled the following year.
3. A CITS Instructor on probation **must** attend the CITS Workshop prior to the start of the next academic year. If the CITS Instructor **does not** attend the Workshop, the CITS course will be cancelled and the instructor will no longer be assigned as a CITS Instructor for that course.

**NOTE:** *If an instructor has been approved to offer CITS courses in more than one discipline, CITS Workshop attendance is tracked for each discipline. Cancellation of one CITS course due to non-compliance does not automatically cancel other CITS courses.*

### Academic Standards

All CITS Instructors are expected to adhere to HCC's course outlines, maintain academic rigor, and use comparable assessment methods. Non-compliance occurs when any of these course expectations are not adhered to.

The College Liaison will submit an End-of-Course Report for each CITS course. On the report, the College Liaison will document if there are "no concerns," "minor concerns," or "significant concerns" with the course.

If there are "minor concerns," the issues will be addressed on a case-by-case basis by the College Liaison and the Concurrent Enrollment Coordinator, with the goal of assisting the CITS Instructor in correcting the concerns.

If there are "significant concerns," the following steps will be taken:

1. The Concurrent Enrollment Coordinator will contact the High School Administrator to coordinate a meeting with the CITS Instructor, College Liaison, High School Administrator, and Concurrent Enrollment Coordinator to discuss the concerns and develop an action plan.
2. The College Liaison will follow up with the CITS Instructor, either through another meeting or through a classroom observation, to determine if the concerns outlined in the action plan have been addressed and resolved.
3. If, after following up, the concerns have not been resolved, HCC's Dean of Academics will meet with the CITS Instructor and College Liaison. If the Dean of Academics determines that the course does not maintain the necessary academic standards, the course will be cancelled for the following academic year and the High School Instructor will no longer be assigned as a CITS Instructor for that course.

**NOTE:** *If an instructor has been approved to offer CITS courses in more than one discipline or course, the College Liaison for each course will assess adherence to academic standards. Cancellation of one CITS course due to non-compliance does not automatically cancel other CITS courses.*

### Assessment of Learning Outcomes

Each course at Hibbing Community College has a course outline with clearly articulated student learning outcomes. Assessment methods are selected to directly assess the achievement of those outcomes. Similarly, learning outcomes have been mapped to the Minnesota Transfer Curriculum goal areas as well as college-wide “Core Competencies,” which are common learning outcomes for all HCC students. HCC’s assessment plan is designed to meet the standards of the National Alliance of Concurrent Enrollment Partnerships (NACEP) and HCC’s accrediting body, the Higher Learning Commission (HLC). Therefore, the CITS Instructor and College Liaison should consult on assessment methods to ensure that learning outcomes are being assessed in a comparable manner.

### Course Syllabus

A course syllabus should be distributed to students within the first five days of class (typically on the first day).

The syllabus for a CITS course should contain, at minimum, the following items:

- **College Name**
- **CITS Instructor Information:** Full name, phone number, room number, office hours, and email address
- **Course Information:** Semester and year, course prefix and number, title, prerequisites, and times/hours/location
- **Course Description:** Information about the course content—this should match the description on the course outline
- **Textbooks and Materials**
- **Assessment Methods:** Exams, papers, assignments, etc.
- **Grading Policy**
- **Academic Integrity Policy**
- **Attendance Policy**
- **Expectations of Students**
- **Disability Statement:** See language on syllabus template

### Professional Development

CITS Instructors are expected to submit an annual Professional Development Plan (PDP). Hibbing Community College maintains documentation of annual professional development for all CITS Instructors. The Concurrent Enrollment Coordinator will conduct an annual compliance review and notify those CITS Instructors who are in danger of non-compliance with the participation policy.

### HCC Contacts

#### **Charlene Norlander**

Concurrent Enrollment Advisor  
Hibbing Community College  
1515 E. 25<sup>th</sup> St.  
Hibbing, MN 55746  
charlene.norlander@hibbing.edu  
218-262-6775

#### **Jessalyn Sabin**

Dean of Academics  
Hibbing Community College  
1515 E. 25<sup>th</sup> St.  
Hibbing, MN 55746  
jessalynsabin@hibbing.edu  
218-262-6722