Welcome! *Who is here?*

In the chat please tell us your:

- Name
- Role
- High School / District
- *Favorite Easter Candy*

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Dual Enrollment Instructors & Scheduling

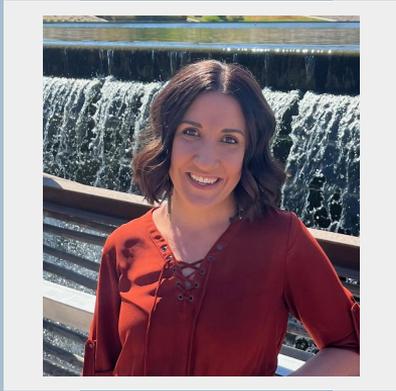CLP | Career Ladders Project

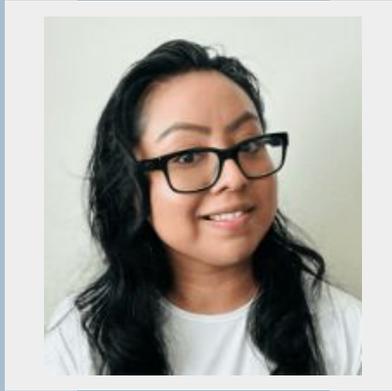*CCAP Grantee Workshop*

April 24, 2025

Recorded

Agenda

- Welcome & Introductions
- Onboarding & Supporting Dual Enrollment Instructors- *Jennifer Jett, Bakersfield College*
- *Q&A*
- Scheduling Dual Enrollment Courses- *Kylie Campbell, CLP*
- Q&A

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Introductions

Kylie Campbell
Director
Career Ladders Project

Geri Moore
Senior Program Associate
Career Ladders Project

Jennifer Jett
Dean
Bakersfield College

About CLP

Career Ladders Project promotes equity-minded community college redesign.

We collaborate with colleges and their partners to discover, develop, and disseminate effective practices. Our policy work, research, and direct efforts with colleges lead to system change—and enable more students to attain certificates, degrees, transfers, and career advancement.

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2024-2025 CCAP Grantee Technical Assistance

VIRTUAL WORKSHOPS

Promising Practices in Dual Enrollment
October 8, 2024 - 9:00am to 10:30am

Identifying Access Gaps in Dual Enrollment
December 5, 2024 - 9:00am to 10:30am

Dual Enrollment Instructors & Scheduling
April 15, 2025 - 9:00am to 10:30am

VIRTUAL OFFICE HOURS

Bi-Monthly Drop In Office Hours

September 18, 2024 - 1:00pm to 2:00pm

November 13, 2024 - 1:00pm to 2:00pm

January 15, 2025 - 1:00pm to 2:00pm

March 19, 2025 - 1:00pm to 2:00pm

May 14, 2025 - 1:00pm to 2:00pm

IN PERSON WORKSHOP

Designing Dual Enrollment Pathways
Pre-Conference Workshop at the 2025
California Dual Enrollment Equity Conference
February 23, 2025 - 1:00pm to 5:00pm
Hyatt Regency Sacramento

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Onboarding & Supporting Dual Enrollment Instructors

Dean Jennifer Jett, Bakersfield College

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Bakersfield College:
Dual Enrollment Faculty Mentors

- Tenured faculty from BC are paired with HS instructors by discipline
- Frequent Check Ins & Guidance
    - Syllabus production & textbook selection
    - College course expectations
    - Best Practices
    - Feedback & troubleshooting
- Course evaluation
- Canvas site for mentors & HS instructors

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Bakersfield College:
Hiring & Onboarding High School Instructors

- Minimum qualifications met
- Teaching Demonstration & Interview
- Mandatory Orientation
    - Mentors, department chairs & deans
    - Early College team
    - Student Support Services
    - HS Instructors
- Sample Syllabi & Rubrics

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Bakersfield College:
Creating Scheduling Models

- HS Instructors who do *not* meet minimum qualifications
- Paired with BC Instructor who teaches the class online
- HS & BC instructors collaborate
- HS Instructor facilitates and provides in-class support with online course during HS class time

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Bakersfield College: Lessons Learned

- Plan ahead and offer courses deliberately
- Ensure that there is rapport between HS instructors and BC instructors/mentors
- Work to include HS instructors in college/department culture
- Regular interaction and feedback

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Q & A

Scheduling Dual Enrollment Courses

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The Challenge

Scheduling dual enrollment courses **during the high school day** while meeting **time requirements** from two governing agencies, maintaining **trust and collaboration** between high school and college faculty, and, most importantly, ensuring that the opportunities are **equitable and created with student access and success as the top priority**.

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High School Requirements

Minimum Day Requirement (1)

A day of school shall only count towards the instructional time requirements and for ADA purposes if it has been scheduled for at least the minimum day (not applicable to charter schools).

High School Requirements

Minimum Day Requirement (2)

Grade/Setting	Minimum Schoolday	*EC* Section
TK/Kindergarten	180 minutes	46117
Grades 1-3	230 minutes	46112
Grades 4-8	240 minutes	46113
Grades 9-12	240 minutes	46141
ECHS & MCHS	180 minutes (Dual Enrollment)	46146.5
ECHS & MCHS	240 minutes (Non-Dual Enrollment)	46146.5

High School Requirements

Minimum Day Requirement (3)

Instructional Settings	Minimum Schoolday	*EC* Section
Community Day School	360 minutes	48663
Continuation High	180 minutes	46170
County Community School	240 minutes	1984 and 46141
Juvenile Court School	240 minutes (average over 10 days)	48645.3
Opportunity School	180 minutes	46180

What does 240 minutes look like?

Period	Start Time	End Time	Period Minutes	Passing Period
0 (Before School)	7:00 am	8:25 am	*85 Minutes*	
1	8:30 am	9:28 am	*58 Minutes*	
2	9:33 am	10:31 am	*58 Minutes*	*5 Minutes*
3	10:36 am	11:34 am	*58 Minutes*	*5 Minutes*
4	11:39 am	12:37 pm	*58 Minutes*	*5 Minutes*
Lunch	12:37 pm	1:23 pm	*46 Minutes*	
5	1:28 pm	2:26 pm	*58 Minutes*	*5 Minutes*
6	2:31 pm	3:29 pm	*58 Minutes*	*5 Minutes*
7 (After School)	3:35 pm	5:00 pm	*85 Minutes*	

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Defining "Instructional Minutes"

"Instructional time for in-person instruction is calculated based on **time scheduled under the immediate physical supervision and control of a certificated employee of the LEA**. LEAs would use their **bell schedules, school calendars, and any other instructional time documentation** as they always have to determine instructional time for in-person instruction."

What does 240 minutes look like?

Period	Start Time	End Time	Period Minutes	Passing Period
0 (Before School)	7:00 am	8:25 am	*85 Minutes*	
1	8:30 am	9:28 am	*58 Minutes*	*5 Minutes*
2	9:33 am	10:31 am	*58 Minutes*	*5 Minutes*
3	10:36 am	11:34 am	*58 Minutes*	*5 Minutes*
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Lunch	12:37 pm	1:23 pm	*46 Minutes*	
5	1:28 pm	2:26 pm	*58 Minutes*	*5 Minutes*
6	2:31 pm	3:29 pm	*58 Minutes*	
7 (After School)	3:35 pm	5:00 pm	*85 Minutes*	

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What about passing periods?

"Passing time is used in a departmentalized in-person instruction setting where **pupils are changing instructors and/or courses**. Passing periods between classes can be included as long as they are the actual time it takes to physically move from class to class and do not include time for going to a locker or the bathroom. Passing periods should not exceed 10 minutes between classes. There is **no passing period before the first period of the day** and **one passing period between the period before lunch break and the period that meets after the lunch break**. Lunch or break time is excluded."

What does 240 minutes look like?

Period	Start Time	End Time	Period Minutes	Passing Period
0 (Before School)	7:00 am	8:25 am	85 Minutes	
1	8:30 am	9:28 am	58 Minutes	5 Minutes
2	9:33 am	10:31 am	58 Minutes	5 Minutes
3	10:36 am	11:34 am	58 Minutes	5 Minutes
4	11:39 am	12:37 pm	58 Minutes	5 Minutes
Lunch	12:37 pm	1:23 pm	46 Minutes	
5	1:28 pm	2:26 pm	58 Minutes	5 Minutes
6	2:31 pm	3:29 pm	58 Minutes	
7 (After School)	3:35 pm	5:00 pm	85 Minutes	

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Dual Enrollment

Dual Enrollment & Independent Study

LEAs can offer dual enrollment offerings through IS.

The instructional time and ADA computation conditions described in *EC* sections 46146, 46146.5, and 76004 apply to IS.

Dual Enrollment

Apportionment

EC Section 76004(r): A district or COE shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.

In other words:

- Both entities (school district and community college) cannot be funded for the same course, nor can courses at the community college that generate FTEs for community college be used towards meeting TK/K-12 instructional time requirements or be used to generate ADA.

Dual Enrollment

Funding

TK/K-12 LCFF

- LEAs are funded through the LCFF.

- LCFF funding is allocated through the Principal Apportionment and based on ADA reported at different points throughout the FY.

- Students generate ADA through either in-person instruction or independent study.
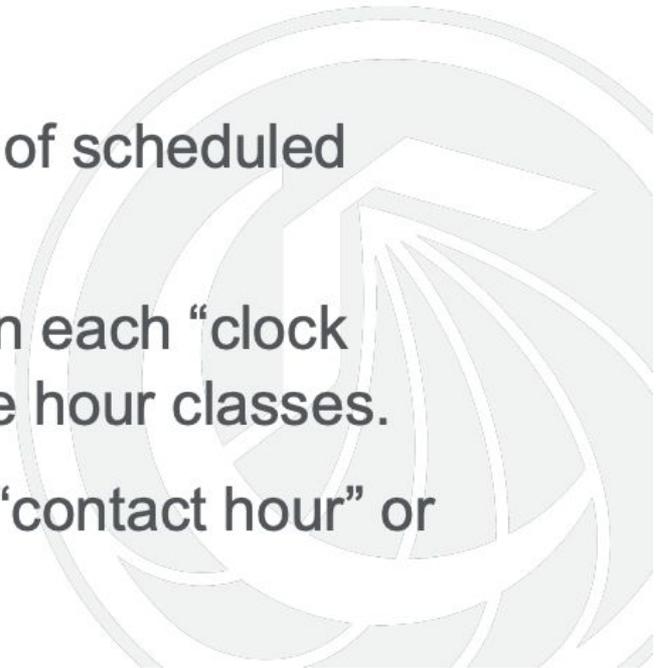
Community College

- CCC funding is separate and distinct from TK/K-12 education.

- CCCs claim FTE students for funding.

- For more information on how CCCs generate funding, contact the Intersegmental Support Unit at the CCC Chancellor's Office at 916-322-1440.

College Requirements- Contact Hours

Class Hour

- A period of not less than 50 minutes of scheduled instruction or examination

- There can be only one "class hour" in each "clock hour," except as provided for multiple hour classes.

- A "class hour" is commonly called a "contact hour" or "Student Contact Hour."

College Requirements- Contact Hours

Contact Hours Computation Table

Class Meeting Time	Clock Time Hrs : Mins	Example Start/End Time	Contact Hours	# of 10 Min. Breaks	Comments
50 Minutes	00:50	8:00 - 8:50	1.0	NA	1 CH
65 Minutes	01:05	8:00 - 9:05	1.3	NA	1 CH + 15-minute PCH
70 Minutes	01:10	8:00 - 9:10	1.4	NA	1 CH + 20-minute PCH
75 Minutes	01:15	8:00 - 9:15	1.5	NA	1 CH + 25-minute PCH
80 Minutes	01:20	8:00 - 9:20	1.6	NA	1 CH + 30-minute PCH
85 Minutes	01:25	8:00 - 9:25	1.7	NA	1 CH + 35-minute PCH
90 Minutes	01:30	8:00 - 9:30	1.8	NA	1 CH + 40-minute PCH
95 Minutes	01:35	8:00 - 9:35*	1.9	NA	1 CH + 45-minute PCH
110 Minutes	01:50	8:00 - 9:50	2.0	1	2 full CH
125 Minutes	02:05	8:00 - 10:05	2.3	1	2 CH + 15-minute PCH
130 Minutes	02:10	8:00 - 10:10	2.4	1	2 CH + 20-minute PCH
135 Minutes	02:15	8:00 - 10:15	2.5	1	2 CH + 25-minute PCH
140 Minutes	02:20	8:00 - 10:20	2.6	1	2 CH + 30-minute PCH
145 Minutes	02:25	8:00 - 10:25	2.7	1	2 CH + 35-minute PCH
150 Minutes	02:30	8:00 - 10:30	2.8	1	2 CH + 40-minute PCH
155 Minutes	02:35	8:00 - 10:35*	2.9	1	2 CH + 45-minute PCH

College Requirements- Open/Closed Sections

(o) (1) A community college district **may limit enrollment** in a community college course solely to eligible high school pupils if the course is offered at a high school campus, either in person or using an online platform, **during the regular schoolday** and the community college course is offered pursuant to a **CCAP partnership** agreement.

(2) For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus pursuant to paragraph (1) shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils.

(p) A community college district may allow a special part-time student participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a **maximum of 15 units per term** in courses offered at the community college campus or the participating high school campus, if all of the following circumstances are satisfied:

(1) The units constitute no more than four community college courses per term.

(2) The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article.

(3) The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

Source: Section 76004 of the Education Code

Adding in Dual Enrollment

252 Minutes

Dual Enrollment (Closed)

Period	Start Time	End Time	Period Minutes	Passing Period
0 (Before School)	7:00 am	8:25 am	*85 Minutes*	
1	8:30 am	9:28 am	*58 Minutes*	*5 Minutes*
2	9:33 am	10:31 am	*58 Minutes*	*5 Minutes*
3	10:36 am	11:34 am	*58 Minutes*	*5 Minutes*
4	11:39 am	12:37 pm	*58 Minutes*	*5 Minutes*
Lunch	12:37 pm	1:23 pm	*46 Minutes*	
5	1:28 pm	2:26 pm	*58 Minutes*	*5 Minutes*
6	2:31 pm	3:29 pm	*58 Minutes*	
7 (After School)	3:35 pm	5:00 pm	*85 Minutes*	

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Adding in Dual Enrollment

242 Minutes

Dual Enrollment (Closed)

Period	Start Time	End Time	Period Minutes	Passing Period
0 (Before School)	7:00 am	8:25 am	*85 Minutes*	
1	**8:30 am**	**9:28 am**	*58 Minutes*	*5 Minutes*
2	**9:33 am**	**10:31 am**	*58 Minutes*	*5 Minutes*
3	**10:36 am**	**11:34 am**	*58 Minutes*	*5 Minutes*
4	**11:39 am**	**12:37 pm**	*58 Minutes*	*5 Minutes*
Lunch	12:37 pm	1:23 pm	*46 Minutes*	
5	**1:28 pm**	**2:26 pm**	*58 Minutes*	*5 Minutes*
6	**2:31 pm**	**3:29 pm**	*58 Minutes*	
7 (After School)	3:35 pm	5:00 pm	*85 Minutes*	

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*Community college may have local policies that allow you to close some of these sections.

Adding in Dual Enrollment

242 Minutes

Period	Start Time	End Time	Period Minutes	Passing Period
			Dual Enrollment (Open*)	Dual Enrollment (Closed)
0 (Before School)	7:00 am	8:25 am	*85 Minutes*	
1	8:30 am	9:28 am	*58 Minutes*	*5 Minutes*
2	9:33 am	10:31 am	*58 Minutes*	*5 Minutes*
3	10:36 am	11:34 am	*58 Minutes*	*5 Minutes*
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5	1:28 pm	2:26 pm	*58 Minutes*	*5 Minutes*
6	2:31 pm	3:29 pm	*58 Minutes*	*5 Minutes*
7 (After School)	3:35 pm	5:00 pm	*85 Minutes*	

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CLP's Dual Enrollment Scheduling Tool

Request your free copy!

Part 1. High schools can input their bell schedules to **total their instructional minutes** outside of their dual enrollment class times. This will help verify that they are meeting minimum requirements for apportionment purposes.

Part 2. Colleges can use the term-by-term template to factor high school non-instructional days into their **calculation of required contact hours** for the course. (Classes meet for less than 50 minutes on non-instructional days such as holidays, rally days, non-student days, etc.) By adjusting factors such as class meeting days, start dates, and end dates, colleges can use this tool to create a schedule for the dual enrollment class that is within the required amount of contact hours.

MONDAYS

	Start Time	End Time	HS Class Period Instructional Minutes		HS Passing Period Instructional Minutes	
Before School	7:45 AM	8:39 AM	0:54	Non-Instructional Time		
1	8:45 AM	9:42 AM	0:57	Dual Enrollment	0:00	Non-Instructional Time
Break	9:42 AM	9:52 AM	0:10	Non-Instructional Time	0:06	Non-Instructional Time
2	9:58 AM	10:58 AM	1:00	HS Instructional Minutes	0:06	HS Instructional Minutes
3	11:04 AM	12:01 PM	0:57	HS Instructional Minutes	0:06	HS Instructional Minutes
4B	12:07 PM	1:04 PM	0:57	HS Instructional Minutes	0:00	Non-Instructional Time
4B Lunch	1:04 PM	1:34 PM	0:30	Non-Instructional Time	0:06	HS Instructional Minutes
5	1:40 PM	2:37 PM	0:57	HS Instructional Minutes	0:06	HS Instructional Minutes
6	2:43 PM	3:40 PM	0:57	HS Instructional Minutes		
7			0:00			
After School			0:00			

Total HS Class Period Instructional Minutes	288
Total HS Passing Period Instructional Minutes	24
Total HS Instructional Minutes	312

CLP's Dual Enrollment Scheduling Tool

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MONDAYS

	Start Time	End Time	HS Class Period Instructional Minutes		HS Passing Period Instructional Minutes	
Before School	7:45 AM	8:39 AM	0:54	Non-Instructional Time		
1	8:45 AM	9:42 AM	0:57	Dual Enrollment	0:00	Non-Instructional Time
Break	9:42 AM	9:52 AM	0:10	Non-Instructional Time	0:06	Non-Instructional Time
2	9:58 AM	10:58 AM	1:00	Dual Enrollment	0:06	Non-Instructional Time
3	11:04 AM	12:01 PM	0:57	HS Instructional Minutes	0:06	HS Instructional Minutes
4B	12:07 PM	1:04 PM	0:57	HS Instructional Minutes	0:00	Non-Instructional Time
4B Lunch	1:04 PM	1:34 PM	0:30	Non-Instructional Time	0:06	HS Instructional Minutes
5	1:40 PM	2:37 PM	0:57	HS Instructional Minutes	0:06	HS Instructional Minutes
6	2:43 PM	3:40 PM	0:57	HS Instructional Minutes		
7			0:00			
After School			0:00			

Total HS Class Period Instructional Minutes	228
Total HS Passing Period Instructional Minutes	18
Total HS Instructional Minutes	**246**

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MONDAYS

	Start Time	End Time	HS Class Period Instructional Minutes		HS Passing Period Instructional Minutes	
Before School	7:45 AM	8:39 AM	0:54	Non-Instructional Time		Non-Instructional Time
1	8:45 AM	9:42 AM	0:57	HS Instructional Minutes	0:00	Non-Instructional Time
Break	9:42 AM	9:52 AM	0:10	Non-Instructional Time	0:06	Non-Instructional Time
2	9:58 AM	10:58 AM	1:00	Dual Enrollment	0:06	Non-Instructional Time
3	11:04 AM	12:01 PM	0:57	HS Instructional Minutes	0:06	HS Instructional Minutes
4B	12:07 PM	1:04 PM	0:57	HS Instructional Minutes	0:00	Non-Instructional Time
4B Lunch	1:04 PM	1:34 PM	0:30	Non-Instructional Time	0:06	HS Instructional Minutes
5	1:40 PM	2:37 PM	0:57	Dual Enrollment	0:06	Non-Instructional Time
6	2:43 PM	3:40 PM	0:57	HS Instructional Minutes		
7			0:00			
After School			0:00			

Total HS Class Period Instructional Minutes	228
Total HS Passing Period Instructional Minutes	12
Total HS Instructional Minutes	**240**

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Term	FALL 2024		Term Start Date (MONDAY)		8/26/2024					
High School	SAMPLE		DuE Class Meeting Days		HS Start Time	HS End Time	DuE Minutes	DuE Contact	DuE Start Time	DuE End Time
Course	SAMPLE		☑	Monday	9:33 AM	10:35 AM	00:50	1.0	9:35 AM	10:25 AM
HS Period	2	▾	☑	Tuesday	9:33 AM	10:35 AM	00:50	1.0	9:35 AM	10:25 AM
Course Start Date	8/26/2024		☐	Wednesday						
Course End Date	12/13/2024		☑	Thursday	9:33 AM	10:35 AM	00:50	1.0	9:35 AM	10:25 AM
Required Contact Hours	54.0		☑	Friday	9:33 AM	10:35 AM	00:50	1.0	9:35 AM	10:25 AM
Current Contact Hours	56.0		☐	Saturday						
Current Difference (Contact Hours)	2.0		☐	Sunday						
Current Difference (Percent)	3.70%									

Day	Date	DuE Start Time	DuE End Time	Contact Hours	Non-DuE Day	
Monday	8/26/2024	9:35 AM	10:25 AM	1.0	☐	
Tuesday	8/27/2024	9:35 AM	10:25 AM	1.0	☐	
Wednesday	8/28/2024				☐	
Thursday	8/29/2024	9:35 AM	10:25 AM	1.0	☐	
Friday	8/30/2024	9:35 AM	10:25 AM	1.0	☐	
Saturday	8/31/2024				☐	
Sunday	9/1/2024				☐	
Monday	9/2/2024				☑	Holiday
Tuesday	9/3/2024	9:35 AM	10:25 AM	1.0	☐	
Wednesday	9/4/2024				☐	
Thursday	9/5/2024	9:35 AM	10:25 AM	1.0	☐	
Friday	9/6/2024	9:35 AM	10:25 AM	1.0	☐	
Saturday	9/7/2024				☐	
Sunday	9/8/2024				☐	

Day	Date	DuE Start Time	DuE End Time	Contact Hours	Non-DuE Day	
Monday	11/4/2024	9:35 AM	10:25 AM	1.0	☐	
Tuesday	11/5/2024	9:35 AM	10:25 AM	1.0	☐	
Wednesday	11/6/2024				☐	
Thursday	11/7/2024	9:35 AM	10:25 AM	1.0	☐	
Friday	11/8/2024	9:35 AM	10:25 AM	1.0	☐	
Saturday	11/9/2024				☐	
Sunday	11/10/2024				☐	
Monday	11/11/2024				☑	Holiday
Tuesday	11/12/2024	9:35 AM	10:25 AM	1.0	☐	
Wednesday	11/13/2024				☐	
Thursday	11/14/2024	9:35 AM	10:25 AM	1.0	☐	
Friday	11/15/2024	9:35 AM	10:25 AM	1.0	☐	
Saturday	11/16/2024				☐	
Sunday	11/17/2024				☐	

CLP's Dual Enrollment Scheduling Tool

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Q & A