2020 - 2021

High School CTE Dual Credit / Articulation Workshop

Guidelines-Comparison, FAQ, and Alternative Credentialing Process

* South Plains College plan over the next year is to continue the transition from CTE Articulated Credit to a CTE Dual Credit model.
* Teachers interested in teaching dual credit for 2020/2021 school year should bring credentials (Transcripts/Resume) to summer workshop, where documentation will be collected by Program Coordinator, Chair, or Dean Blair for evaluation (based on SACS Criteria).
* During workshops, programs will provide all teachers a list of sequential courses, which will count toward program certificate/degree (Chair/Dean need course list as well).
* During workshops, programs will provide teachers with all course content for every course that an instructor has been approved to teach, in order to guarantee course equivalency (same as articulated model).
* Dual Credit Teachers must teach college-level material and cover all required content, which will then prepare students to be successful in advanced SPC courses (same as articulated model).
* Differences between CTE Dual Credit & CTE Articulated Credit

\*CTE Dual Credit: \* CTE Articulated Credit:

\*Cost $50 per year /per student \*$Free

\*Teachers attend workshops every year \*Teachers attend workshops every other year

\*Counts toward ISD - CCMR \*Does not count toward ISD - CCMR

\*Immediately Transcripted \* Transcripted upon enrollment at SPC

\*Transcripted with course grade \* Transcripted as CTE Credit “CR”

\*Transfers as WECM credit (colleges) \*Transfers only to SPC (college discretion)

\*TSI Waived (excluding Fire Academy) \*TSI Waived

\*Teachers are provided Stipends \* Teachers are not provided Stipends

\*Accrue toward Counselor Stipends \* Counselor Stipends not provided

\*Teachers must meet SACS credentials \* Teachers must meet TEA credentials

Teachers interested in teaching CTE Dual Credit for their district should contact either Rob Blair, Dean of Technical Education at [rblair@southplainscollege.edu](mailto:rblair@southplainscollege.edu) or at (806) 716-2336 or Ryan Fitzgerald, Dean of Dual Enrollment & Distance Education at [rfitzgerald@southplainscollege.edu](mailto:rfitzgerald@southplainscollege.edu) or at (806) 716-2542.

**Frequently Asked Questions**

Note: CTE Dual Credit and Transfer Dual Credit, function identically. Differences consists of only course cost and teacher stipend amount…otherwise, process is the same for any high school teacher teaching dual credit courses on a high school campus.

Summarized “Bullet List” Process

* Teachers must attend summer CTE Dual/Articulated Credit Workshop
* Teachers must be approved by appropriate Chair/Dean to teach course(s)
* SPC must have Teacher’s “Official” Transcripts and Resume on file with Human Resources
* Teachers must complete SPC Adjunct Payroll documentation
* Students will need to complete a Dual Credit Admissions Application
* High School representative will request CTE course(s) to be added to semester schedule through the Dual Credit Office
* **Districts participating in 2020/2021**, CTE courses will be added to High School’s Dual Credit schedule in Colleague for spring 2021 semester by the Dual Credit Office
* **Districts participating in 2020/2021**, CTE students will be enrolled in CTE coursework for only the spring 2021 semester, by the Dual Credit Office
* **Districts participating in 2020/2021**, will follow established payment deadlines for spring 2021 semester – as provided by the Dual Credit Office or the SPC Business Office
* Coordinator/Teacher stipends will be calculated and paid through the Dual Credit Office.

How do teachers know if they are credentialed to teach CTE Dual Credit classes?

Teachers can submit copies of their resume and transcript(s) to either Rob Blair, Dean of Technical Education or Ryan Fitzgerald, Dean of Dual Enrollment & Distance Education for evaluation, in comparison to following SACS Guidelines:

Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor’s degree in the teaching discipline, or associate’s degree and demonstrated competencies in the teaching discipline.

Once approved, teachers request “official” transcripts to South Plains College Human Resource Office, 1401 College Ave. Levelland, TX. 79336

How do the stipends for teachers work?  Do teachers get a stipend per 12 students? Our class sizes are 30, so they would get more than one stipend for that section?

Teachers: CTE Stipends are based on College course limits. Example: ITSC 1309 has a course limit of 24; therefore, for every 24 students, teachers will be awarded $100 stipend. Enrollment of 25 students will compensate teacher with a stipend of $200.

Therefore, calculation exist of…High School students enrolled in course section(s)/SPC course limit = total section(s) enrollment rounded to greater whole number.

Example: 65 BIM I (ITSC 1309) H.S. students/ITSC 1309 course limit is 24; 65/24=2.7, which 2.7 rounds up to 3 sections, which compensates teacher $300.

Example: 20 Agricultural Mechanics (WLDG 1307) H.S. students/WLDG 1307 course limit is 16; 20/16=1.25, which 1.25 rounds up to 2 sections, which compensates teacher $200.

 Is it the campus coordinator who will get the stipend?

Coordinator: Coordinators are paid a stipend based on the attached dual credit student ranges. CTE Dual Credit Students combined with Transfer Dual Credit Students will establish total range and stipend amount to be awarded.  Coordinators will need to play an active role in communicating with SPC staff in order to insure a successful experience for students and parents.

The student cost is $50.  Who collects that money and how does all of that work?

CTE courses cost $50 per student per year. Some districts pay for dual credit and some districts do not. Just like transfer dual credit, either district or student is responsible for tuition cost.  Tuition may be paid as a lump sum payment from the district to SPC or could be paid individually by the student via our online payment system.  Although high school teachers teach course content all year, students enroll in CTE Dual Credit coursework at spring semester; therefore, students are admitted, enrolled, and paid prior to spring 2021 semester.

What happens if a teacher misses summer training?

Workshop attendance is a critical part of the transition phase and accreditation process.

**CTE Articulated Credit:** Workshop attendance plays an important part of articulated credit, and even more critical role in dual credit. Accreditation requires establishment of course

equivalency between high schools and college. Articulated Credit requires teacher attendance every other year. Therefore, a teacher who attended summer 2018 CTE Dual/Articulated Credit workshop, but did not attend summer 2019 workshop could still articulate credit during 2020/2021 school year.

**CTE Dual Credit:** In order to comply with accreditation requirements, CTE workshop attendance remains critical to ensure equivalent course content between high school and South Plains College. Therefore, teachers must attend CTE summer workshops every year in order to teach CTE dual credit.

Do school districts need a MOU, or any other agreements on file?

1. South Plains College currently possesses an MOU with every school district that partners with the College for dual credit.

2. Faculty Credentials: All CTE Dual Credit teachers must have their resumes and transcripts evaluated and approved by Chairperson, Dean, and the Vice President, in order to teach in the dual credit program.

Who schedules CTE Dual Credit courses?

CTE Dual Credit courses are scheduled specifically through a school district representative (Counselor, Principal, and Superintendent) and the South Plains College Dual Enrollment Office (through either Ryan Fitzgerald or Jim Ann Batenhorst).

**Alternative Credentialing Process: Teachers with Business, Education, or similar degree(s) teaching BIM I**

ITSC 1309 Integrated Software Applications I = BIM I

SACS Guidelines state: Bachelor in Teaching Discipline **OR** Associate Degree in Teaching Discipline with Demonstrated Competencies.

Since SPC perceives Industry Certification will count toward Demonstrated Competencies, the following represents a process for teachers with related **Business, Secondary Education, or other similar degree(s)** to attain Microsoft (MOS) Expert Industry certification and become eligible to teach ITSC 1309.

* ITSC 1309 covers four main computer topics, Word, PowerPoint, Excel, and Access
* Microsoft provides industry certification in each area, which equate to Microsoft Office Specialist (MOS) Master Certification
* SPC purchases **“MOS”** exam vouchers at $40 per exam
* SPC will comp **“MOS”** vouchers for non-credentialed teachers with Business related degrees to test **“MOS Expert and Specialist”** Industry Exams, based on following process:
  + If teacher passes “MOS Expert” Word, SPC will comp “Expert” exam for Excel.
  + If teacher passes “MOS Expert” Excel, SPC will comp MOS test for Access.
  + If teacher passes “MOS” Access, SPC will comp test for Powerpoint.
  + If teacher passes “MOS” Powerpoint, teacher concludes Microsoft Office Specialist (MOS) Master Certification.
* All 4 (“MOS Expert Word, Expert Excel and MOS Access, Powerpoint”) Certifications must be passed and Microsoft Office Specialist (MOS) Master Certification attained in order for teacher to become eligible to teach ITSC 1309 as CTE Dual Credit

Accounting Associate: Quickbooks Certification also represents an Industry Certification, which **may be** used as a possible credentialing method for teachers with **Business, Secondary Education, or other similar degree(s)**.

**Teachers requesting to participate in Microsoft Office Specialist (MOS) Master Certification or Quickbooks Certification should contact Rob Blair, Dean of Technical Education at** [**rblair@southplainscollege.edu**](mailto:rblair@southplainscollege.edu) **806-716-2336, or Ann Gregory, Business Administration Department Chairperson at** [**agregory@southplainscollege.edu**](mailto:agregory@southplainscollege.edu)**, 806-716-2250.**

Graphic Arts: [Adobe Certified Expert - Adobe Photoshop CC 2015](https://spark.adobe.com/page/hbJnir2rBU4FG/) also represents an Industry Certification, which **may be** used as a possible credentialing method for teachers with **Education, Secondary Education, or other similar degree(s)**.