

# College Collaborator's Guide



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A member of Minnesota State Colleges and Universities System

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# Responsibilities of College Collaborator

College Collaborator is a qualified, credentialed, MSC Southeast discipline specific faculty. The main responsibility of the college collaborator is to mentor the high school collaborator and to help ensure that class delivered is the same class that is being taught in the college.

## Setting up a new class

- Academic Dean provides MSC Southeast course outline to high school collaborator for consideration
- Academic Dean meets with high school collaborator to review college policies, procedures, responsibilities, etc.

## Pre-course meeting

- Provide collage course materials (syllabus, assignments, tests, schedules, labs, quizzes, etc.)
- Alignment of the following:
  - course goals and learning outcomes
  - college syllabus
  - grading criteria
  - textbook
  - student assessment strategies
- Completion of the Discipline Specific Orientation & Form

## Before course begins

### Assuring Equivalency

- Review syllabus
  - Course Description must be identical
  - Must include all student learning outcomes
  - Must meet the rigor, scope, and expectations
  - Must follow the MSC Southeast syllabus template
- Suggest modifications
- Demonstrate Alignment by Highlighting both the college and high school syllabi
- Complete and submit the “Statement of Equivalency” form

## Ongoing contact, communication, and site visits

### Finalize Class List

- Communicate with high school collaborator to identify any discrepancies on class list
- Submit any discrepancies to the C2C program coordinator

### Communication

- Maintain a communication log documenting contact with the high school collaborator by phone, email, and site visits
- Submit communication log at the end of the course

### Site Visits

- First-time collaboration must make two site visits to the high school collaborator’s class during the term.
- Ongoing collaboration must make one site visit to the high school collaborator’s class during the term.
- Optional – college collaborator may ask high school collaborator to fill out the “Pre-Site Visit Form” or email from high school collaborator regarding site visit expectaions
- Submit a completed “Site Visit Form” for each site visit

### Professional Development

- Provide “Professional Development Form” to high school collaborator to be completed and returned annually by November 1
- Notify the high school collaborator of the mandatory annual C2C symposium generally held the last Wednesday in April
- Attend annual C2C symposium and potentially facilitate break out session
- Forward professional development opportunities to high school collaborator

### Course Evaluation Surveys

- Provide the high school collaborator with a link to the MSC Southeast course survey one month prior to the end of course
- Discuss survey results with high school collaborator prior to the start of the next course offering
- Submit survey results at the end of each course

## Department Assessment

- Provide the high school collaborator with the department assessment plan and all appropriate tools
- Submit the high school assessment data with the department assessment summary typically beginning of October

## After course ends

### Final Grades

- Collect, review and submit final grades to the C2C Collaborator

## Concurrent Program Timeline - See Spot Check Form

## Compliance versus Non-compliance

MSC Southeast college collaborator communicates the expectations necessary to meet course compliance.

College collaborator serves as the liaison for academic dean, as such will inform any suspected non-compliance concerns based on two areas:

### 1. Content and delivery, depth and rigor

If the C2C high school collaborator is reported as not delivering the course content at a college-level depth and rigor, the high school instructor may need to demonstrate compliance by providing documentation to be reviewed by the college and/or additional site visits carried out by various college staff, faculty and/or division chair.

### 2. Mandated professional development, site visit and course surveys

If the C2C high school collaborator is reported as not participating in professional development, site visits, and course surveys, the instructor will need to schedule a time to make up the missing mandates within a reasonable time in order to be in full compliance.

Failure to demonstrate compliance may result in one or more of the following depending on infraction or infractions, non-compliance warning letter, probation or non-compliance letter. The course may be discontinued until all areas of non-compliance are corrected.

## Student and Class Eligibility

### Student Eligibility

High School Juniors must meet one or more of the following criteria:

- GPA of 3.0 or higher
- A minimum test score from one of the following standardized tests:
  - o Next Gen Accuplacer Reading score of 250 or higher, valid for 3 years
  - o Accuplacer Reading Comprehension score of 78 or higher, valid for 3 years
  - o ACT Reading score of 21 or higher, valid for 5 years
  - o MCA Reading score of 1047 or higher, valid for 5 years
  - o SAT Reading/Writing Composite score of 480 or higher, valid for 5 years

High School Seniors must meet one or more of the following criteria:

- GPA of 2.5 or higher
- A minimum test score from one of the following standardized tests:
  - o Next Gen Accuplacer Reading score of 250 or higher, valid for 3 years
  - o Accuplacer Reading Comprehension score of 78 or higher, valid for 3 years
  - o ACT Reading score of 21 or higher, valid for 5 years
  - o MCA Reading score of 1047 or higher, valid for 5 years
  - o SAT Reading/Writing Composite score of 480 or higher, valid for 5 years

Once it is determined that the students have met one of the above requirements, they will receive a general acceptance letter welcoming them to the C2C program.

**Note: Some courses may require additional prerequisite requirements.**

### Registration of Students

Students must begin the registration process by contacting their high school counselor and applying online to MSC Southeast.

### Classroom Viability

A high school class may be a blended class of students taking for dual credit of college credit and/or high school credit. At least 51% of the students must be enrolled for college credit.

# Program Listing

## Business and Management

<b>AAS, D</b>	<b>Accounting</b>	W	O
D	Accounting Assistant	W	O
<b>AAS</b>	<b>Accounting and Networking Specialist</b>	W	
C	Bookkeeper	W	O
C	Business Systems	R	W O
<b>AAS</b>	<b>Administrative Assistant</b>	W	O
C	Business Software	W	O
<b>AAS</b>	<b>Customer Service Specialist</b>	W	O
D	Customer Service Representative	W	O
C	Office Assistant	W	O
D	Office Specialist	W	O
<b>AAS</b>	<b>Business Management</b>	R	W
C	Leadership and Supervision	R	W
C	Project Management	R	W
C	Quality Improvement	R	W
<b>AAS</b>	<b>Hospitality Management</b>	R	W
<b>AAS</b>	<b>Retail Management</b>	W	
D	Retail Merchandising Sales Associate	W	
<b>AAS</b>	<b>Sales Management</b>	W	
D	Sales Representative	W	

## Health and Medicine

<b>AAS</b>	<b>Biomedical Equipment Technology</b>	W	
<b>AS</b>	<b>Health Sciences Broad Field</b>	R	W
C	Integrated Medicine and Healing	R	
<b>AAS, D, C</b>	<b>Massage Therapist</b>	W	
D	Medical Assistant	R	
<b>AAS</b>	<b>Medical Administrative Assistant</b>	W	O
D	Medical Administrative Specialist	W	O
C	Healthcare Documentation Specialist	W	O
C	Health Unit Coordinator	W	O
<b>AAS</b>	<b>Medical Laboratory Technician</b>	W	
C	Phlebotomy	W	
D	Practical Nursing	R	W
<b>AAS</b>	<b>Radiography</b>	W	

## Human Services

<b>AAS, D</b>	<b>Cosmetology</b>	W	
C	Esthiology	W	
C	Nail Care Technology	W	
<b>AS</b>	<b>Criminal Justice</b>	R	W
<b>AAS, AS</b>	<b>Early Childhood Education</b>		O
D, C	Early Childhood Development		O

<b>AA</b>	Associate of Arts Degree
<b>AAS</b>	Associate of Applied Science Degree
<b>AS</b>	Associate of Science Degree
<b>C</b>	Certificate
<b>D</b>	Diploma

W - Winona    R - Red Wing    O - Online

## Liberal Arts

<b>AS</b>	<b>Accounting Transfer Pathway</b>	W	O
<b>AS</b>	<b>Business Transfer Pathway</b>	W	O
<b>C</b>	<b>Creative Writing</b>		O
<b>AS</b>	<b>Exercise Science Pathway</b>	W	
<b>AS</b>	<b>History Transfer Pathway</b>	R	W
<b>AS</b>	<b>Individualized Studies</b>	R	W
<b>AA</b>	<b>Liberal Arts and Sciences</b>	R	W
<b>N/A</b>	<b>Minnesota Transfer Curriculum Package</b>	R	W O
<b>AS</b>	<b>Pre-Social Work Transfer Pathway</b>	R	W
<b>AA</b>	<b>Psychology Transfer Pathway</b>	R	W

## Musical Instrument Repair

<b>AAS, D</b>	<b>Band Instrument Repair</b>	R	
D	Guitar Repair and Building (1st Year)	R	
D	Guitar Development and Production (2nd Year)	R	
C	Electric Guitar Building	R	
D	Violin Repair	R	

## Technology

<b>AAS</b>	<b>Bicycle Design and Fabrication</b>	R	
<b>AAS, D, C</b>	<b>Computer Aided Design (CAD) Drafting Technologies</b>		O
C	Basic Drafting Technologies		O
<b>AAS</b>	<b>Computer Engineering Technology</b>	W	
<b>AAS</b>	<b>Cyber and Information Security</b>		O
<b>AAS, D</b>	<b>Electronics Technology</b>	W	
C	Automation Electronics	W	
C	Electronics Lab Assistant	W	
<b>AAS</b>	<b>Electrical Engineering Technology</b>	W	
<b>AAS, D</b>	<b>Network Administration and Technology</b>	W	
C	Network Administration and Technology/Microsoft	W	
<b>AAS</b>	<b>Software and Web Development</b>		O
C	Software and Web Development	R	O
<b>AAS, D</b>	<b>IT Support</b>	R	O

## Trade and Industrial

D	<b>CNC Machine Tool</b>	W	
D	Precision Machining	W	
C	Prototype Engineering	R	W
C	Machining Basics	W	
C	Machining Skills Right Now	W	
<b>AAS, D</b>	<b>Construction Technology</b>	W	
D	<b>Welding Technology</b>	W	

## Transportation

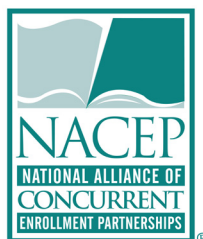
<b>AAS, D</b>	<b>Auto Body Collision Technology</b>	W	
C	Auto Body Refinishing	W	
C	Auto Body Sheet Metal Repair & Replacement	W	
D	<b>Automotive and Light Duty Diesel Technology</b>	W	
C	Automotive Technology Foundations	W	
C	Undercar Specialist	W	
D, C	<b>Heavy Diesel Maintenance</b>	W	
<b>AAS</b>	<b>Transportation Management</b>	W	
C	<b>Truck Driving</b>	W	

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## Appendices

These documents can be downloaded from the College Collaborators tab of the MSC Southeast website at:  
[http://southeastmn.edu/academic\\_programs/ConnectToCollege.aspx](http://southeastmn.edu/academic_programs/ConnectToCollege.aspx)

- I. **C2C Course List with ID Numbers 2003-2019**
- II. **C2C Discipline-Specific Orientation**
- III. **C2C Spot Check Template**
- IV. **C2C Course Syllabus Form**
- V. **Statement of Equivalency Form**
- VI. **C2C Pre-Site Visit Form**
- VII. **C2C Site Visit Form**
- VIII. **Professional Development Form**
- IX. **NACEP Standards**



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