

Delta State University  
Academic Affairs Procedures & Guidelines

**AA.05 Academic Chair Responsibilities for Dual Credit Courses**

It is our collective responsibility to meet the SACSCOC requirement regarding Dual Credit that “the academic rigor of such coursework matches the quality of other institutional coursework, regardless of location or mode of delivery” (all quoted material in this message is from the attached SACSCOC Dual Enrollment Policy Statement, with specific and relevant SACSCOC principles listed at the end of this memorandum). [It is worth noting that the Mississippi State Legislature defines Dual Enrollment differently than SACSCOC. “Dual Credit” is the term in the Mississippi Code Annotated §37-15-38 that matches “Dual Enrollment” as defined by SACSCOC.]

Below are the specific academic areas SACSCOC requires an institution to manage. **As an academic chair, you have full authority and responsibility to manage and document adherence to each of the requirements below.**

**Faculty**

Faculty Qualifications

“The institution bears responsibility for documenting and justifying the qualifications of its dual enrollment instructors, and they are included on the Faculty Roster when appropriate for review by a SACSCOC committee.” As chair, you must confirm the qualifications of all dual enrollment faculty using the same process and form you use to confirm the qualifications of on-campus faculty.

Faculty Evaluation

“An institution offering dual enrollment courses or programs ensures that a sufficient number of full-time faculty members teach and/or provide appropriate oversight for the courses/programs. Materials submitted for review by SACSCOC explain the nature of faculty oversight that ensures the quality and integrity of the courses offered (emphasis added). The institution has clear criteria for the evaluation of faculty teaching dual enrollment courses and demonstrates the use of these criteria.”

Specifically, the academic chair must:

- a) Validate the credentials and qualifications of teachers requesting to teach Dual Credit courses using the same form and process we use to validate other faculty credentials.
- b) Identify the person from the department who provides oversight for Dual Credit courses.
- c) Monitor Dual Credit courses and faculty adherence to DSU requirements.
- d) Evaluate faculty teaching Dual Credit courses and maintain evaluation records.
- e) Use analysis of student performance and Dual Credit instructor evaluation with respect to your decision on the continuation of the dual credit instructor.

## Curriculum and Instruction

The institution must demonstrate that the “course content and rigor of Dual Credit courses are comparable to that of the same courses taught to the institution’s other students.”

Specifically, the chair must ensure that all Dual Credit instructors:

- a) Use the same syllabus as the on-campus version of the course. (The Student Learning Outcomes for the course, regardless of the location, must be identical to the same on-campus course. In reporting, disaggregate the SLO’s from the Dual Credit courses and the on-campus courses.)
- b) Use the same textbook as the on-campus version of the course, as applicable.
- c) Use a common assessment in the Dual Credit course, if a common assessment is used with the same on-campus course.
- d) Use the same instructional software in the Dual Credit course, if a common instructional software is used with the on-campus course.
- e) Complete university training for using Canvas and online pedagogy.
- f) Use the same Canvas shell for their Dual Credit course that is used in the same on-campus course. (**In addition, Chairs must ensure the Canvas course is copied and available for the Dual Credit teacher to use.**)

## Other Considerations

- a) Be familiar with the guidelines of the Dual Credit program as described in the *Procedures Manual for the State of Mississippi Dual Enrollment Accelerated Programs* and the DSU Dual Credit Handbook.
- b) You should host workshops to provide necessary information and training for your Dual Credit teachers. You should also describe your instructor evaluation processes with them. Document the meeting (meeting agendas, handouts, etc.) and describe the training you provide so you can demonstrate compliance with the requirement to “ensure both the rigor of programs/courses and the quality of instruction.”
- c) It is also the chair’s responsibility to communicate to the Office of Admissions and the DSU Dual Credit Coordinator if an instructor and/or school is out of compliance with DSU requirements and consequently is ineligible to participate in our Dual Credit program. You should do this at the earliest possible time to allow the high school to make other arrangements.

## Sources

SACSCOC, Dual Enrollment Policy Statement, revised December 2018

SACSCOC, Principles of Accreditation: Principles 6.2.a, 6.2.b, 6.2.c, 6.3, 8.2.b, 14.3