

TAOS MUNICIPAL SCHOOL DISTRICT DUAL CREDIT PROGRAM OVERVIEW

Presented to:
Legislative Education Study Committee

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TAOS MUNICIPAL SCHOOLS

Number of students

The number of students who participated in our dual credit program from 2014-2015 and 2015-2016:

TAOS HIGH SCHOOL	
Dual Credit Enrollment @ UNM Taos	
Term	Headcount
Fall 2014	353
Spring 2015	217
Summer 2015	1
Fall 2015	405
Spring 2016	238
Summer 2016	21
Fall 2016	Approx. 400

(Data provided by UNM Taos)



Number/Area Dual Credit Courses

Taos High School (THS) Dual Enrollment Classes with UNM Taos at THS (Data verified by UNM Taos)

- **AAC 293 (Arts and Crafts 293 Topics Courses: Subjects include Drawing, Painting, Drama, Media, Photography, Animation)**
- **ARSC 198: Universidad Preparacion**
- **BIOL 110/112L, 123/124L, BIOL 136, BIOL 299
Topics: Forestry, Internships**
- **BSTC 293 (Business Technology Topics: Introduction to Business, Introduction to Business Computers)**
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Cont.

- **CHEM 101, CHEM 111, CHEM 115, CHEM 121/123L, CHEM 122/124L**
- **CS 108L**
- **CT 102 (Introduction to Microcomputers)**
- **CT 109L (Desktop Publishing on a Mac)**
- **CT 114L (Intro to WWW Publishing)**
- **CT 116L (Fundamentals of Graphic Design)**
- **CNST 108 3D CAD**
- **CNST 109 (Construction Technology) Plumbing Theory**



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- **CNST 114 Solar Adobe**
- **CNST 116L Fundamentals of Graphic Design**
- **CNST 174 (Construction Technology) Design for Green Building**
- **CNST 175 (Construction Technology) Blueprint Reading**
- **CNST 184 (Construction Technology) General Carpentry**
- **CNST 293 (Topics in Construction Technology: Sustainable Systems Lab, Introduction to Welding, Metal Shop, Green Leadership)**
- **CART 293 (Culinary Arts Topics: ServSafe Manager Course, Culinary Arts)**
- **ECME 101, 193**



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- **ENVS 101/102L**
- **EPS 110**
- **FREN 101, FREN 102**
- **GNST 293 (General Studies Topics)**
- **MA 111, MA 216**
- **MUS 116, 293**
- **PSY 250SPAN 101**
- **THEA 130**

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Taos High School (THS) Dual Enrollment Classes with UNM Taos at UNM Taos (Friday Early College Program)

- ANTHRO 110, 130, 150
- AAC 293 Topics (Arts and Crafts Topics)
- CJ 110, 130
- CLASSICS 205, 107
- CS 105L, 108
- CART 293: Intro to Hospitality
- ENGL 110, 120
- CLASSICS 205, 107
- CS 105L, 108L
- CART 293: Intro to Hospitality
- ENGL 110, 120



Cont.

- ECME 193, 101
- CRJS 221, 111
- HHA 150
- HS 109, 101, 102
- DMA 100
- UNIV 101
- PSY 105
- NATV 150
- RELG 107
- PHIL 101
- POLS 110
- COMP 222



Taos Staff Student Advisement

THS counseling staff meet with students to develop sequential course offerings throughout their high school experience during each of their four years. Counselors meet with students and review the THS Program of Studies and Course Information Guide. In the POS/CIG students are able review three schools at THS titled STEM, Health and Human Services, and Business and communications (THS is currently refining career inventory data to aide counselors, students, and parents for POS development). Within the three schools are programs of study tailored to student interests in college and career.



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Many programs of study contain classes with dual credit classification and students are made aware of these courses through the Next Step Plan process, as well as advisement from THS college navigator, and dual credit instructors. During this process students are also made aware of all certifications within a program of study as well. (Data verified by TMS Dean)

Note: THS is also currently one of four schools participating in NMPED sponsored High Schools That Work/SREB, and one of many focus areas is the advisement, certification process, course offerings, workforce readiness, etc. (via business partnerships).



UNM Taos Student Advisement

UNM Taos provides academic advisement for THS Friday Early College Program students. Degree audits and advisement are provided to all participating students. The Dual Enrollment advisor is on campus each Friday of the program and is available for same day advising. All THS dual enrollment students' transcripts are reviewed by the Dual Enrollment staff of UNM Taos to provide accurate placement of students into classes and to make sure courses are not repeated and prerequisites are met. Students are strongly encouraged to take courses in the general education core and that lead to certificate or degree attainment, however, the student is ultimately responsible for making those choices.



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Students are provided their college transcripts at the end of each academic year. UNM Taos has a liaison at THS that they closely work with to collect dual enrollment applications, for curriculum advisement, and faculty monitoring. THS provides additional advisement at their school via the counseling staff at THS, the UNM Taos Dual Enrollment liaison, and their new college preparation counselor. (Data verified by UNM Taos)



Requirements for Dual Credit Teaching

The requirements for teachers teaching a dual credit course in high school. Explain the fiscal impact of paying for the training Faculty interested in teaching dual credit, concurrent enrollment or in the FECF must meet the following criteria:

All faculty will meet the minimum requirements to teach as specified by the Higher Learning Commission (HLC). Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degree or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree.



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When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.





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The following are required from faculty:

Current Resume/CV

- **Official or Unofficial Transcripts**
- **Syllabi for all courses requesting to teach**
- **Approval by UNM-Taos**

UNM-Taos shall select and supervise, and evaluate faculty for courses, which result in the award of dual credit, concurrent enrollment, and the FECF. Faculty teaching dual credit courses will be required to meet the same standards, reviews, and approval procedures used by the college to select all college faculty.

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Resumes, transcripts, and syllabi of all faculty will be kept at UNM-Taos.

Additionally, THS provides Title II funding for instructors in order to attain a MA degree and therefore comply with HLC guidelines. (Data verified by UNM Taos)



Awards for Textbooks

	<u>2014-2015</u>	<u>2015-2016</u>	<u>2017-2018</u>
Initial	\$26,625.31	\$15,161.52	\$15,471.93
Total	\$33,784.00	\$20,638.00	-0- balance
Sent back	\$1,239.27	\$54.00	\$10,000 needed
Add funding	-0-	\$6,000.00	\$10,000

(Data verified by TMS Finance Director)

How Textbooks Are Managed

Dual Credit books at Taos High are managed by each teacher that teaches dual credit courses and are responsible for their own books. Teachers are instructed to number their books. Each student is assigned a book. Each student then initials or signs their name next to that book for the year. At the end of the year the student is responsible for returning the correct book. If the book is not returned, the student is then handed a bill and they are responsible for the cost of that book or replacing that book. A list of books owed to the instructor are turned into the office at the end of every school year. (Data verified by TMS Dean)



How Friday Program Textbooks Are Managed

In the Friday Program, textbooks are ordered, checked out, and returned to UNM-Taos. UNM Taos is then reimbursed by THS for the textbooks. The Dual Credit Coordinator numbers the books and assigns each student a book that corresponds to his/her course. Each student initials next the book that they are responsible for in a spreadsheet. Students are made aware the books belong to their school district and that it is their responsibility to take care of the book. At the end of the semester the books are collected back and kept in a locked cabinet for future semesters, organized by school district.

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Area schools districts are contacted about those students who did not return the book and they determine what the responsibility is for loss of the textbook.

UNM Taos strives to utilize books that minimize the cost to the school district whenever possible (i.e., less expensive vendors, used books, loose leaf versions, online textbooks, etc.). UNM Taos additionally schedules courses in their Friday Early College Program to cycle through courses that textbooks have been already purchased for. (Data verified by UNM Taos)



Recommendations For Improvement

- Will eventually need more funding for articulation with UNM Taos to develop certification programs for Culinary Arts and other vocational programs.
- Too many restrictions on funding. For instance, students need funding for testing fees to earn certifications in their respective career fields (Culinary Arts, etc.).
- Assistance with funding for supplies and equipment such as specific science programs (lab requirements, etc.).
- Since we have implemented 'High Schools That Work', there needs to be more textbook funding available. For example, the Hospitality textbooks cost \$13,000 and took most of the funding, so there are limited funds for the rest of the program.



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- **Summer courses would be considered if there were additional funding for textbooks.**
- **The needs in our district are approximately \$30,000 for the next 5 years (High Schools that Work) and then it could taper down from there because our programs would be fully developed and we would re-use textbooks, etc.**
- **Increased funding for Friday Early College Program**
- **Dual Enrollment advisor at the area high schools provided by PED funding.**



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