

Clatsop Community College

Dual Credit Programs

College Now

&

Coastal Commitment

Instructor Program Manual

2025-2026

Clatsop Community College

Our Mission:

“Empowering all students to reach their full potential.”

Our Values:

Accessibility, Collaboration, Community, Inclusivity, Integrity

Our Vision:

We envision Clatsop Community College as a diverse, dynamic center for education, workforce development, and community enrichment.

Strategic Priorities:

1. Improve Student Access: Expanding outreach, simplifying the enrollment process, and maximizing financial support to ensure more students can access opportunities
2. Increase Student Success: Enhancing support systems, improving academic resources, and fostering a sense of belonging to ensure students stay on track and achieve their goals.
3. Strengthen Our Reputation: Showcasing academic excellence and the college’s impact on enrichment and economic development in the region.
4. Increase Organizational Effectiveness: Improving internal processes and communication to support faculty and staff in delivering high quality education and services.
5. Build and Sustain Partnerships: Developing and maintaining strong collaborations with high schools, universities and industry to create successful pathways for students.

1651 Lexington Ave, Astoria, OR 97103 [www.clatsopcc.edu](http://www.clatsopcc.edu)

An affirmative action, equal opportunity institution

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# **College Now / Coastal Commitment Dual Credit Program**

## **PROGRAM MANUAL FOR HIGH SCHOOL INSTRUCTORS**

### **Introduction**

This program is designed to clarify and inform high school teachers and training center instructors about the process and requirements necessary to participate in the program.

High school students can earn college credit through **Clatsop Community College** in four ways:

### **Dual Credit Programs**

1. **College Now**
  - Primarily Career Technical Education (CTE) courses
  - Taught by high school teachers and training center instructors in the high school environment
2. **Coastal Commitment**
  - Primarily Lower Division Transfer (LDT) courses
  - Taught by high school teachers in the high school environment

### **Additional Programs**

For students attending college classes on campus or online, taught by CCC faculty:

3. **Simultaneous Enrollment**
  - High school students attending CCC classes (on campus or online) taught by college faculty
4. **Running Start**
  - For Washington State high school students attending CCC classes (on campus or online) taught by CCC faculty

### **Goals of Coastal Commitment and College Now Dual Credit Programs**

- Promote **Credits with a Purpose**
- Build student **self-confidence** in college-level courses
- Increase the likelihood of students completing a degree in four years or less
- Encourage more high school students to attend college
- Strengthen partnerships between high schools and Clatsop Community College

## **State Definitions**

### **Dual Credit:**

In Dual Credit courses, the high school instructor is qualified to act as a proxy faculty member for the college or university when teaching the course. These courses are sufficiently similar to enable the student to be described as “taking a course” from the postsecondary institution.

### **Sponsored Dual Credit:**

In Sponsored Dual Credit courses, a high school instructor partners with a sponsoring faculty member at a college or university to offer the course. These courses are sufficiently similar to enable the student to be described as “taking a course” from the postsecondary institution. Through ORS 340.310, HECC was charged with developing standards for these sponsored dual credit programs.

## **How to Become a College Now or Coastal Commitment Instructor**

For instructors in **Clatsop and other partnering counties**:

1. Discuss participation with your principal, high school administrator, or school counselor(s).
  2. Contact the Clatsop Community College- College Now/Coastal Commitment programs for details and identify possible courses.
  3. Ensure all dual credit courses align with current, state-approved courses.
  4. High school and college courses must share content, assessments, and learning outcomes and meet college-level standards.
- Classes take place at the local high school; students enroll in high school classes approved by CCC for college credit.

## **Required Qualifications for Dual Credit Instructors**

Qualifications depend on course type:

### **Lower Division Collegiate**

- **Option 1:** Master’s degree in the primary subject area taught; OR
- **Option 2:** Master’s degree in another subject + 30 graduate quarter credits in the primary subject area.

## Career-Technical

- **Option 1:** Master's degree in education or related subject area; OR
- **Option 2:** Bachelor's degree in education or related subject area + 3 years recent full-time work experience in the subject area; OR
- **Option 3:** Bachelor's degree + nationally recognized certification in the subject area.
- Must also have **state/national industry licensure/certification** essential for practice in the field.

## Sponsored Dual Credit Requirements

### Lower Division Collegiate

- Bachelor's degree in content area and:
  - Master's in any subject OR
  - Enrolled in graduate program in content area OR
  - Actively applying for graduate programs OR
  - 3+ years work experience in content area or related field.

## Career-Technical

- Professional certifications or degree in content area or related field OR
- 3+ years work experience in content area or related field.

For CTE instructors who do **not** meet full dual credit instructor qualifications:

- Must work toward meeting required qualifications **within 3 years** of initial approval.
- If not met within 3 years, the college may discontinue offerings.
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## Sponsored Faculty/Instructor Partnership Responsibilities

The **Higher Education Coordinating Commission (HECC)** defines the role of the Sponsoring Faculty in the Sponsored Dual Credit Standards:

The sponsoring faculty member from the sponsoring college or university is responsible for the college credit offered and awarded. They oversee orientation, training, and implementation to ensure the sponsored dual credit course aligns with the colleges or university's courses. The institution is responsible for identifying a sponsoring faculty member who has the qualifications and experience to provide appropriate leadership and oversight and who is committed to connecting, communicating, and collaborating with high school teachers and other faculty in the partnership.

## Responsibilities in Alignment with HECC Standards

The Coastal Commitment / College Now program at Clatsop Community College outlines these responsibilities:

- Ensure course alignment through exchange and review of syllabi.
- Act as a mentor and collaborator in curriculum development.
- Share instructional resources and professional development opportunities relevant to course content and instructional practices.
- Interact regularly with the sponsored dual credit instructor.

## Application Process

The application process for Dual Credit and Sponsored Dual Credit (under “Articulated Instructors”) is available on the main CCC website:

1. Go to the CCC homepage and click “Jobs at CCC” at the bottom of the CCC homepage.
2. This will take you to the CCC Human Resources job openings page.
3. Click on Job Openings.
4. In the categories, select “Articulated Instructor” and apply.

## Required Documentation:

- Resume
- Transcripts
- Background, education, and employment experience
- Professional certificates, endorsements, or other materials to substantiate qualifications

## Need help?

Contact CCC Human Resources at **503-338-2406** or email [ajensen@clatsopcc.edu](mailto:ajensen@clatsopcc.edu)

## After Submission

Once you submit your application, please contact:

- Dual Credit – College Now / CTE:  
Mary Jackson – [mjackson@clatsopcc.edu](mailto:mjackson@clatsopcc.edu) phone number, 503-338-2506
- Dual Credit – Coastal Commitment:  
Teena Toyas – [ttoyas@clatsopcc.edu](mailto:ttoyas@clatsopcc.edu) phone number, 503-338-2445  
Rinda Johansen – [rjohansen@clatsopcc.edu](mailto:rjohansen@clatsopcc.edu) phone number, 503-338-2347

## Review Process:

Your application will be reviewed by:

- College Now CTE Director: Mary Jackson
- Coastal Commitment – CCC VP/Provost: Teena Toyas

## **Course Approval Process**

The approval process for Coastal Commitment and College Now courses involves collaboration between high school and college representatives to ensure curriculum alignment and compliance with state standards.

### **Key Participants:**

- High school administrators, counselors, and instructors
- CCC Instructional Department representatives
- College Now / Coastal Commitment program representatives
- College faculty and sponsoring faculty for dual credit courses

### **Discussion Topics:**

- Curriculum alignment and any necessary revisions to high school curriculum
- Textbooks and learning materials
- Prerequisites and assessment practices
- Registration and grading processes

## **Curriculum and Assessment Alignment for Dual Credit**

State requirements mandate that dual credit courses and assessments be comparable to college courses. To maintain alignment:

- **Annual Meeting:**
  - Mandatory for all dual credit and sponsored dual credit instructors, sponsor faculty, and selected CCC faculty.
  - Virtual attendance via Zoom is available.
  - Instructors must bring syllabi, major assessments, and relevant curriculum materials.
  - If misalignment is found, adjustments must be made **before the course begins**.
- **Sponsored Dual Credit Additional Meetings:**
  - Required once per term (in addition to Fall and Spring meetings).
  - Virtual option provided.
  - Focus on course success, growth areas, curriculum changes, resources, and professional development.
  - Documented using the Curriculum Alignment Form and submitted to CCC Office of Instruction

## College Support for Alignment

Faculty, deans, and CCC staff will:

- Provide course outlines, sample syllabi, and assessments.
- Review dual credit curriculum and give feedback.
- Suggest adjustments to curriculum and assessments.

## Grading Standards for Dual Credit Courses

Dual credit courses follow the same grading standards as Clatsop Community College (CCC) courses, as outlined in **AP 4230 Grading and Academic Record Symbols**.

### Evaluation Symbols

- **A** – Excellent
- **B** – Commendable
- **C** – Satisfactory
- **D** – Minimal (Less than satisfactory)
- **F** – Unacceptable

## Assessment and Alignment

- Student assessments mirror those used in on-campus courses.
- Assessments are reviewed during alignment meetings and through ongoing communication between dual credit instructors and sponsoring faculty.

## Grade Entry Process

- Grades are entered at the end of each term in Colleague.
- A quick tutorial for entering grades will be provided to each dual credit instructor.

## Accessing “MyCCC” Account

1. You will receive a Welcome email from CCC IT with your account email and password.
2. Log in and access your classes via the Employee Portal at the bottom of the CCC homepage.
3. For login issues, contact:
  - **Rinda Johansen:** [rjohansen@clatsopcc.edu](mailto:rjohansen@clatsopcc.edu)
  - **CCC Helpdesk:** [helpdesk@clatsopcc.edu](mailto:helpdesk@clatsopcc.edu)

## **Deadlines and Academic Calendar**

- Grading deadlines will be communicated at the annual meeting.
- The **Dual Credit Academic Calendar** will include:
  - Student registration dates
  - Drop/withdraw deadlines
  - Grade submission deadlines (aligned with CCC Academic Calendar)

## **Student Responsibilities**

Dual Credit students should review the Coastal Commitment Student/Parent Handbook for detailed guidance on starting the program. Updated handbook links will be sent annually to high school instructors, counselors, and administrators.

### **General Responsibilities:**

- Register using the google link provided by the dual credit instructor before the deadline.
- Drop or withdraw from classes by the published deadlines.
- Understand course requirements and expectations outlined in the syllabus.
- Follow policies and procedures of both the college and the high school.
- Maintain academic honesty at all times.

## **Instructor Non-Compliance**

If an instructor fails to meet responsibilities for dual credit or sponsored dual credit courses, or does not comply with Oregon standards for accelerated college credit partnerships (as adopted by the Higher Education Coordinating Commission), the following steps will occur:

### **Steps Taken**

1. **Initial Contact**
  - CCC will contact the high school dual credit instructor to explain concerns and potential repercussions, including possible denial of future course articulation.
  - A high school administrator may be included if necessary.
2. **Action Plan**
  - A plan of action and timeline will be implemented to address the issue.
  - CCC Office of Instruction will monitor progress toward resolution.
3. **If Unresolved**
  - If the issue is not resolved within the agreed timeframe, the instructor's course articulation will be suspended until compliance is achieved.

## **Change of Instructor**

- **If an approved College Now or Coastal Commitment instructor relinquishes their class (due to illness, schedule change, retirement, etc.), the replacement instructor is not automatically approved.**



- The new instructor must:
  - Submit an instructor application.
  - Complete the approval steps outlined elsewhere in the manual.

## **Instructor Requirements & Expectations**

### **Course Requirements**

- College Now / Coastal Commitment courses must cover the same student learning outcomes, content, and expectations as the corresponding CCC course.

### **Instructor Qualifications**

- High school instructors must meet CCC's part-time articulated instructor hiring criteria.
- Requirements vary by course and department.

### **Required Paperwork**

- Submit course syllabi in the approved CCC format for review and approval by the corresponding CCC Instructional Department.
- Both the instructor and the course must be approved before offering the college course at the high school.

### **Textbook Requirements**

- Coastal Commitment courses must use the same or similar textbook(s) or supplemental materials as the CCC course.
- Alternative texts may be used only if approved by the CCC department.

### **Maintaining Current Course Content**

- Instructors are responsible for updating course content whenever CCC updates the course.
- CCC will communicate updates; instructors must revise syllabi and resubmit to College Now/Coastal Commitment representatives.

### **Meeting Attendance**

- Attendance at annual and quarterly meetings is expected.
- Meetings are coordinated by College Now/Coastal Commitment programs in partnership with high school administrators and CCC departments.
- Notifications will be sent via email; additional meetings may be scheduled as needed.

## Student Registration

- High school or training center instructors will coordinate dual credit student registration as directed by CCC College Now/Coastal Commitment representatives.

## Articulation Agreements

- **Purpose:** Signifies the high school's intent to offer dual credit courses for an academic year. Ideally processed the previous year.
- **Contents:**
  - CCC course name and number
  - High school equivalent course
- **Signatures Required:**
  - High school instructor
  - College dual credit sponsor faculty
  - High school principal
  - College administration
- **Commitment:** All parties acknowledge responsibility for maintaining State Standards and supporting the high school/college partnership.

## Credit with a Purpose: A Smart Start for High School Students at Clatsop Community College

Credit with a Purpose is a guided opportunity for high school students to earn college credit while still in school—helping them take meaningful steps toward their future. At Clatsop Community College, this program encourages students to choose college courses that align with their interests, career goals, and graduation requirements.

For students, it is a chance to explore college-level learning, build confidence, and get a head start on a degree or certificate. For parents, it is a way to support their child's growth while saving time and money on future college costs. Every course taken through Credit with a Purpose is selected intentionally, ensuring that students are not just earning credit—but building a foundation for success.

Whether your student is interested in healthcare, business, trades, or the arts, Credit with a Purpose helps them make informed choices and begin their journey with clarity and confidence.

## FERPA Privacy Policy

**FERPA** (Family Educational Rights and Privacy Act) is a federal law protecting student educational records.

Under FERPA, CCC **cannot release:**

- Financial records

- Grades and GPA information
- Class schedules, times, and locations
- Personally identifying information (e.g., ID numbers, SSNs, birth dates)

## **Commitment to Equity**

Clatsop Community College (CCC) actively uses the **Oregon Equity Lens** to guide outreach and support for underserved students and learners. This approach emphasizes that:

**“Equity is both the means to educational success and an end that benefits us all.”**

### **Our Commitment**

- Partner with local high schools to offer dual credit courses that promote college readiness.
- Provide opportunities for students who may not see themselves as college-bound.
- Ensure that post-secondary education and training serve as pathways to:
  - Higher lifetime incomes
  - Family-wage careers
  - Economic mobility

This commitment is integrated into all aspects of dual credit course support—for students, teachers, administrators, and the college community.

### **Definition of Underserved Students**

Refer to the **Oregon Equity Lens** for the official definition:

<https://www.oregon.gov/highered/policy-collaboration/Documents/equity/HECC-Equity-Lens-2021.pdf>

## **Questions & Support**

Clatsop Community College is committed to providing clear guidance and support for all dual credit programs. If you have questions or concerns, please contact:

- **College Now**  
Mary Jackson – [mjackson@clatsopcc.edu](mailto:mjackson@clatsopcc.edu) | 503-338-2506
- **Coastal Commitment**  
Rinda Johansen – [rjohansen@clatsopcc.edu](mailto:rjohansen@clatsopcc.edu) | 503-338-2347  
Teena Toyas – [ttoyas@clatsopcc.edu](mailto:ttoyas@clatsopcc.edu) | 503-338-2445

## Promote the Programs

High school teachers and training center instructors play a key role in encouraging students to participate in dual credit courses. These programs are especially valuable for students who may lack home support for higher education. By promoting dual credit opportunities, you help:

- Expand academic horizons for all students.
- Provide equitable access to college-level learning.
- Support students who may question their ability to succeed in college.

Your advocacy is essential to helping students explore their options and build confidence in their academic future.

## Non-Discrimination Statements

Non-Discrimination Declaration: It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, gender, marital status, religion, national origin, age, sexual orientation, gender identity or expression or disability in any educational programs, activities, or employment. Questions or complaints should be directed to Anita Jensen, Affirmative Action/Gender Equity (Title IX) Officer, Lower Library, Suite 102, [ajensen@clatsopcc.edu](mailto:ajensen@clatsopcc.edu) (503) 338-2450; TDD : Oregon Relay- Dial 711. For Student Access Services, contact Faith Forster, Columbia Hall, Room 111, [fforster@clatsopcc.edu](mailto:fforster@clatsopcc.edu) (503) 338-2313.

Accommodations: Students having questions about or a request for classroom accommodations should contact Faith Forster, Columbia Hall, Room 111, [fforster@clatsopcc.edu](mailto:fforster@clatsopcc.edu) (503) 338-2313. Community members having questions about or a request for special needs and accommodation should contact Anita Jensen, Lower Library, Suite 102, [ajensen@clatsopcc.edu](mailto:ajensen@clatsopcc.edu) (503) 338-2450; TDD: Oregon Relay- Dial 711. Please send special needs and accommodations requests here. Contact should be made at least two business days in advance of the event.

Declaración de no-discriminación: Es la política de Clatsop Community College que no habrá ningún tipo de discriminación o acoso por razón de raza, color, sexo, género, estado civil, religión, origen nacional, edad, orientación sexual, identidad de género o expresión de discapacidad en los programas educativos, actividades o en la contratación. Preguntas o quejas deben ser dirigidas al Anita Jensen, Oficial de Acción Afirmativa / Título IX localizada en la biblioteca, oficina número 102 , [ajensen@clatsopcc.edu](mailto:ajensen@clatsopcc.edu) número de teléfono (503) 338-2450, TDD (discapacidad auditiva) marcar 711 en su teléfono. Para servicios de acceso para estudiantes, comuníquese con Faith Forster localizada en Columbia Hall, oficina número 111, [fforster@clatsopcc.edu](mailto:fforster@clatsopcc.edu) (503) 338-2313.