



**4000 East 30th Avenue
Eugene, Oregon 97405**

**College Now
2011 - 2012
Program Manual**

(For Secondary & Post Secondary Administrators & Instructors)

High School Connections
Building 10, Room 207
<http://www.lanecc.edu/hsconnections>
541.463.5521

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Welcome to College Now

Welcome to College Now, the dual-credit program based upon agreements between Lane County secondary schools and Lane Community College. This program manual (also available online) will clarify program details for potential and current College Now secondary and post-secondary instructors.

This manual addresses OR State program standards as adopted on May 7, 2009 by the Joint Boards of Education. These standards, included in Appendix 11 of this document, address the areas of curriculum, faculty, students, and assessment.

This manual is primarily for you, the instructor. Students have access to their own Student Handbook, describing student expectations, course requirements and procedures. It is available on-line and in a print version.

In addition to this manual, the High School Connections (HSC) office has assigned a high school liaison to each school to help with program facilitation. We encourage you to know your liaison and to call upon him/her whenever you need assistance. See Appendix 10 for a list and contact information of all HSC staff members.

For more than 20 years this program has operated with the goal of students successfully completing post-secondary programs. As always, we continue to strive to improve opportunities for Lane County high school students. The High School Connections team at Lane Community College facilitates the relationships between the high schools and Lane Community College.

Thank you for your continued efforts and participation.

The High School Connections Office
Lane Community College
Building 10, Room 207
www.lanecc.edu/hsconnections
541-463-5521

So...you want to become a College Now instructor?

The process for becoming a College Now instructor includes both course certification and instructor certification. Both certifications may be applied for simultaneously with the same application form (see Appendix 5: High School Instructor College Now Certification Request form).

Course Certification and Syllabus Requirement for College Now Courses

Dual credit courses vary among the high schools in Lane County. The HSC office will provide specific course requirements and prerequisites/syllabi to high schools prior to application for College Now certification. High school course syllabi are reviewed in detail during the course articulation approval process. College Now courses will cover the same outcomes, content, and expectations as the LANE CC counterpart. Please see Appendix 2 for required elements of the syllabus.

High school instructors who want to articulate with LANE CC may find course information (including course and learning outcomes) by contacting the HS Connections office at 541-463-5521. If you are a current College Now instructor, you may contact your LANE CC faculty liaison (Appendix 9) for updated course information including course and learning outcomes. Syllabi are shared each year at fall and/or spring content articulation meetings.

Approval Process

Any course that is articulated with Lane Community College will be a course that is in the current LANE CC course catalog, which is available online at (www.lanecc.edu/collegecatalog/documents/1011catalog.pdf) and in print at LANE CC. While the College Now courses may not have the same name as its LANE CC counterpart, there is a catalogued correlation of the HS course name and college course name documented and maintained by the HSC office (<http://www.lanecc.edu/hconnections/collegenow/schedule.html>) and high schools. Current LANE CC descriptions can be viewed online in the LANE CC course catalog. High schools must use this description at a minimum. See Appendix 3 for an example of course descriptions. In addition, a more complete course outline for each currently articulated course is available by request. Contact your HSC liaison or your LANE CC faculty liaison.

College Now course approval is granted by the individual departments/divisions at Lane Community College. The HSC office serves as the link between LANE CC and high schools.

- After review of specific course outcomes and Lane syllabus, instructors must complete the Instructor Certification form and submit with their current course syllabus to the High School Connections office.
- LANE CC departments/divisions will review submitted syllabi to determine if the high school course meets the same standards and content and reflects the pedagogical, theoretical and philosophical orientation of the on-campus course.
- (Dis)Approval will be communicated to the high school instructor within 45 days.
- Requests for further clarification will be communicated to the high school instructor within 45 days, thus potentially delaying (dis)approval for a reasonable amount of time. The HSC office will keep the instructor informed.
- Once a course is approved AND the instructor is certified to teach that class (see below for process), instructors will receive a Faculty certification to sign and return to the HSC office.
- The articulated course will be added to the High School Articulation Agreement which is then forwarded to the high school for signatures prior to the end of the school year.
- It is recommended that instructors use the same textbook as the on-site class. However, recognizing school district budgetary issues and textbook costs, it is not required for all courses. Please verify textbook requirements with your LANE CC faculty liaison. See Appendix 9 for a list of current liaisons and their contact information.
- Textbook purchases may be facilitated through the LANE CC Bookstore. 541.463.5676. Allow time for delivery of your special order.

Certification for College Now Instructors

There are two categories of courses in post-secondary education: 1) Academic Transfer courses, and 2) Career Technical Education (CTE) courses.

The qualifications to become certified to teach courses from either category are based on state guidelines and vary according to the content area division/department at LANE CC.

Qualifications to become certified to teach a course are the same for part-time LANE CC instructors as for College Now high school instructors.

Instructors wishing to articulate with LANE CC must adhere to the following procedures:

- Contact the High School Connection (HSC) office (541.463.5521) to initiate an articulation conversation with LANE CC.
- The HSC office shall further the conversation with the appropriate department as necessary.
- Complete the High School Instructor Certification request form (Appendix 5).
- For an academic transfer course: Attach a resume, college transcript (unofficial), supporting documentation, and course syllabus. Please see Appendix 2 for syllabus requirements.
- For a career technical course: Attach a resume, college transcript (unofficial), copy of your TSPC license, supporting documentation, and course syllabus. Please see Appendix 2 for syllabus requirements.
- Make a photocopy for yourself and forward the packet to the HSC office, Lane Community College, 4000 E. 30th, Eugene, Oregon 97405. Materials may also be Faxed to 541-463-4734
- All requests for articulation are due by February 28 of the prior year.

Note: In accordance with state standard requirements, provisional certification may be available for some teachers who do not yet meet the full Master's standard. This is not a normal procedure and the final decision rests with the Lane Community College President. Your liaison in the HSC office will work with you and Lane staff to see if this is a potential route for you.

Almost there...

When both the course is approved for articulation and the high school instructor has been approved for certification, the instructor is added to the College Now database and distribution list, and notified of the fall College Now instructor Kick-off meeting and spring content area articulation meetings. All new instructors will attend a new instructor orientation in conjunction with the Fall Kick-off meeting, where training on Lane online registration and grading procedures are presented.

You've been approved...Now what?

Faculty L#s

Each College Now instructor will be assigned and E-mailed a LANE CC L# by the HSC office upon successful completion of their certification process. College Now instructors: log in and activate your L# (User ID) account as soon as possible, so you are familiar with the page and how to get to your class lists.

If you do not remember your L number, call the HSC office at 541-463-5521 and you will be assisted in getting the number.

Here are the steps to activate your account:

- Go to the Lane Community College website...www.lanecc.edu
- Click on myLane Logo. Enter your L# and PIN (DOB: mmddyy).
- The first time you log in you will get a message that your PIN has expired.
- Reenter your expired PIN (your DOB); then enter a new PIN, according to on-screen instructions, and set up your security questions and answers.
- Review each screen; you may have to verify your address or E-mail. Click on "I verify this address (or E-mail)".

CRN (Course Registration Number)

Each CN course will be assigned a unique CRN for each term offered, just as each LANE CC course is given their own. CN Instructors can access their own CRN's through the HSC website or through their personal myLane account with LANE CC.

Note: CRNs are created for the term in which a student receives a grade. (E.g. Semester classes ending January 15th=LANE CC winter term). **Remember:** *CRNs change every term.*

- To find your own CRNs, log onto myLane, click on "Faculty/Advisor" tab, and select Class Lists. You will be prompted for term and course selection.
- OR...you can go to www.lanecc.edu/hsconnections. Click on "College Now." Click on the appropriate term (e.g. Fall 2011). Scroll to find your classes.

For further assistance, call the High School Connections office, 541-463-5521.

Registration Process

CN instructors are expected to facilitate the student registration process for each of their CN class. For details on the registration procedures, see Appendix 7's detailed instructions. Per new state standards student registration **MUST** follow the same deadlines as on-campus courses and be completed by the 8th week of the term.

*****Late registrations will not be accepted.** College Now registration deadlines are listed in APPENDIX 11 on page 41 of this manual.

Grading

Each CN instructor is expected to enter their grades electronically through the LANE CC website and according to grading deadlines.

Here are the steps to enter grades for your course:

- Log onto myLane at www.lanecc.edu.
- Click on Faculty & Advisors Services
- Click on final grades
- Click on Term...e.g. Fall 2011 (3 terms F, W, S, so make sure you choose the correct term that your CRN should be listed in.)
- CRN should appear on the pull down menu, select a CRN by highlighting and then click on submit
- Grade list will appear, in the GRADE column enter the appropriate grade. Grades can be + or -.
- Registered students will receive an A-F grade. Use of a U is discontinued. Every student must receive a grade. Students may drop a course in myLane by choosing the drop without a refund option (as they don't pay for the class, there is no financial penalty to students.) All drops must occur by the stated deadline.
- All grades do not have to be entered at the same time, however all students must be graded by the given cut off date. If there is a need to change a grade after the grades have been processed you will need to call the HSC office at 463-5521 for assistance. All changes must be in writing with student name, L#, term, CRN and grade.
- Grades can be updated until you see a check in the rolled column.
- Most importantly, click on SUBMIT often after posting grades. The session will time out without action and changes will be lost.

Each page in myLane has a Help link in the right hand corner. Click on help and it will bring information about that page.

Final Help.....541-463-5521

Keeping in Touch...

Articulation Meetings

- The Fall Articulation Kick-off meeting is a half-day meeting held in October. The spring content-specific articulation meetings begin in early March and are held through early May.
- College Now high school instructors and at least the LANE CC faculty liaison (or designee) shall attend **BOTH** the Fall Kick-off meeting and the spring articulation meeting.
- High school and LANE CC course syllabi are collected annually at the Fall Kick-off meeting and are maintained by departments.
- Spring articulation meetings shall address specific agenda items and Lane faculty will share updated course syllabi with CN instructors.
- Instructors who do not attend **BOTH** articulation meetings may be at risk of losing College Now articulation.

Electronic Opportunities

- The post-secondary counterparts have group E-mail addresses for their high school instructors and routinely communicate about courses and policies.
- Lane provides Moodle training for instructors wishing to utilize this learning management system used by LANE CC students and staff. Contact the HS Connections office (541-463-5521) for more information.
- Eventually, Moodle will provide another way for community college and high school faculties to share course materials.

Course Visitations

- High School instructors of College Now courses are encouraged to visit the LANE CC campus and sections of the courses they teach.
- LANE CC faculty liaisons sometimes visit high school instructors at the high school site as well.
- HS Connections liaisons routinely visit the high schools.

Substitute Teachers, Student Teachers, and Personnel Changes

- A substitute teacher who teaches more than 20% of an articulated course may **NOT** offer College Now credit unless the substitute has the certification requirements in the content area and is approved for College Now certification.
- Student teachers may **NOT** teach in a College Now class without a master's degree in the content area. Such practice will result in voiding the articulation agreement for that class.
- Any change in personnel in a College Now class must be reported to the High School Connections at the time of the change. Students will **NOT** receive credit if a non-certified instructor is teaching more than 20% of the course.

FERPA statement

FERPA stands for the Family Educational Rights and Privacy Act. FERPA is a Federal law that protects the privacy of the students' educational records

Under FERPA, Lane cannot release to anyone other than the student:

- Financial records (accounts, financial aid, etc)
- Grades and GPA information
- Class schedules, times, locations
- Personally identifying information such as L numbers, Social Security numbers, and birth dates

Students may set up a Student Information Release Password so parents may call or come in to ask about certain types of protected information to help them. However, as a high school instructor, you may discuss grades in your class with all students and parents.

Summary of Responsibilities

The integrity of the College Now program is predicated on the collegial interactions between the high school teachers and the college instructors. The sharing of content, ideas/research, methods and assessment techniques all contribute to the professional development of the instructor and to the increased likelihood of success among students.

High School Classroom Instructor

1. Review and sign the articulation agreement each year.
2. Inform the HSC office of changes in teaching assignment.
3. Maintain a syllabus that is articulated with the Lane Community College syllabus.
4. Attend both required articulation meetings each year.
5. Facilitate student registration.
6. Keep students aware of required deadlines and facilitate class registration and drops as necessary.
7. Submit grades by required deadlines.
8. It is also suggested that teachers visit articulated classes at LANE CC at least once yearly.

Lane Community College Content Liaison

Oregon Dual Credit Program Standards

(F2) The post secondary institution provides high school instructors with training and orientation in course curriculum, assessment criteria, course philosophy, and dual credit administrative requirements before certifying the instructors to teach the college/university courses.

(F3) Instructors teaching dual credit sections are part of a continuing collegial interaction, through professional development, seminars, site visits, and ongoing communication with the post-secondary institutions' faculty and dual credit administration. This interaction addresses issues such as course content, course delivery, assessment, evaluation, and professional development in the field of study.

1. Meet with potential College Now teachers to discuss course curriculum, course prerequisites, assessment criteria, and course philosophy.
2. Attend both the fall articulation meeting and the spring articulation meeting.
3. Collect and review course syllabi to assure course content aligns with campus courses.
4. Prepare an agenda for each articulation meeting that includes topics of relevance to the content area (e.g. course content, pedagogy, texts, assessment, etc). This may be done in conjunction with the High School Connections staff.
5. Serve as a campus contact for College Now teachers.
6. Visit College Now teachers as time permits.

7. Extend an invitation to College Now teachers to participate in campus staff development activities.
8. Keep College Now colleagues apprised of changes in programs, courses, syllabi.
9. Work collegially with the High School Connections staff.
10. LANE CC faculty will submit changes in requirements and/or prerequisites to the High School Connections office in a timely manner

LANE CC High School Connections Office

1. Facilitate new articulations by communicating with both HS teachers and LANE CC content liaisons.
2. Assure paperwork is routed appropriately within the stated timeline.
3. Follow up with high school teachers and/or LANE CC departments as necessary.
4. Maintain the database of current and on-going articulations and certifications.
5. Maintain copies of LANE CC and high school syllabi
6. Create CRNs for all College Now classes
7. Visit schools to promote College Now, to answer questions, and to assist teachers as necessary.
8. Facilitate Fall and Spring articulation meetings, working with content liaisons to develop agenda.
9. Monitor changes to College Now programs in the high schools.
10. Present to schools as necessary (e.g. college night, 8th grade parent nights, etc).
11. Maintain program and student manuals.
12. Maintain the College Now website.
13. Be responsive to phone/email requests for help.

Benefit to Teachers

All College Now teachers may take one course at Lane Community College tuition-free during the year of the articulation. There is no limit on the number of credits. Other fees are still required. Tuition waiver forms are available in the High School Connections office or from Pam McClelland, 541-463-5521.

But what about my students...and other miscellaneous items?

Student Enrollment

Application for admission refers to a student request for an L-number (LANE CC identification number) which allows them to take classes through LANE CC.

Registration refers to each time a student enrolls in a class.

Students must apply for admission and be issued an L-number (student identification number) prior to course registration. The L# is generally applied for during the course of the high school class with instructor assistance. Specific instructions are also included in the Student Handbook.

One printed copy of the College Now Student Handbook will be given to each high school instructor. The College Now Student Handbook is also available to print additional copies online at www.lanecc.edu/hsconnections. All program details, student status and other information is clearly outlined in the handbook. Topics included are:

- What is College Now? Advantages? Dual Credit Status at LANE CC
- Student Identification Numbers (L#)
- Access to Campus Services
- Course Requirements and Prerequisites
- Student Responsibilities
- Student Accommodations
- Transcripts
- LANE CC Code of Conduct and policies
- Grading procedures
- Registration Procedures
- LANE CC website information
- LANE CC academic year calendar with important CN dates

All personal information is maintained online at www.lanecc.edu. Students must log on to myLane with their personal L# and pin to access their information. It is the responsibility of the student to keep Lane current of any changes in personal information (i.e. E-mail, address, phone).

It is the responsibility of the high school instructors, **within the first week of class, to provide a copy of their course syllabus**, and to inform students of the status of the class as a College Now offering through LANE CC. (Class syllabi should contain this information.) It is recommended that College Now instructors regularly remind students of that fact. A sample information page to be read on the first day of class can be found in Appendix 13, page 42, of this document.

Course Requirements, Syllabi and Prerequisites

Specific course requirements must be given to students in a course syllabus, which must follow the same format as the Lane Community College course syllabus, including course objectives, student outcomes, grading expectations, required materials and activities. Outcomes must match LANE CC stated course outcomes, although classroom activities may differ. See Appendix 4 for syllabus examples.

LANE CC faculty will submit changes in course information (e.g., credits, title or prerequisites) to the High School Connections office in a timely manner. Text book and/or syllabus changes will be communicated to all high school instructors during the articulation meetings.

Prerequisites:

Students enrolled in a series course (such as CH 101, 102 and 103) must pass each course with a minimum grade of C- prior to enrolling in a subsequent level. (Students may remain in the class for high school credit even if the minimum grade is not achieved). Selected courses require students to take the LANE CC placement exams **and** meet minimum score requirements (e.g. WR 121) prior to registration. Please refer to Appendix 6 for current course requirements and recommendations.

Transcripting College Now Courses

All students who are registered for College Now classes shall receive a grade that is transcribed to Lane Community College.

The grade a student receives in a College Now class will appear on a transcript from Lane Community College, and may be transferred to other academic institutions. Instructors must post their grades by deadlines given each academic year through the College Now office. See Appendix 12 (on back) for a calendar of important dates.

It is not the intention of LANE CC to award students D's or F's which would result in academic probation prior to entry to Lane Community College.

It is the responsibility of the student to drop the class by the stated deadline if (s)he does not want the grade. Instructors should remind students of approaching deadlines.

Students have access to view their LANE CC transcripts online as soon as the class is graded. Students must verify that all their College Now grades have been posted by looking at their LANE CC free unofficial transcript before they request an official transcript for a fee. Any changes to the transcript must be submitted in writing by the high school instructor to the High School Connections office within 12 months of course completion.

To Help A Student Verify LANE CC Transcript (free):

- Go to www.lanecc.edu
- In the left column, click on [myLane](#)
- Type in your L# and PIN
- Click on [myEnrollment](#)
- Under Student Records click on [Unofficial Academic Transcript](#)

To Request an Official LANE CC Transcript: (\$5.00 fee)

- Go to www.lanecc.edu
- In the left column, click on [myLane](#)
- Type in your L# and PIN
- Click on [myEnrollment](#)
- Under Student Records click on [Official Academic Transcript](#)
- All official transcripts require a small fee. **Note:** Non payment of transcript fee will block future registration.

Student transcript policies are also identified in the College Now Student Handbook.

Assessment Standards

- College Now instructors will submit a course syllabus for approval during the instructor certification process to the High School Connections office.
- College Now instructors will mirror statements of course learning outcomes on course syllabi (obtained from LANE CC syllabi).
- College Now instructors must include grading standards on course syllabi. Grades will vary A+ to F.
- College Now instructors are required to participate in fall and spring articulation meetings to review and update course syllabi, as well as other agenda topics.
- Further discussions about assessment practices and methods are shared at articulation meetings.

Course Assurances

During the fall and spring articulation meetings, CN instructors and LANE CC faculty will meet to review and update course learning outcomes and grading standards.

College Now instructors are required to update course syllabi and course content to reflect grading standard revisions to meet or exceed changes in on-campus standards.

Student Assessment

During the fall and spring articulations meetings, LANE CC faculty will review and update assessment methods.

College Now instructors are required to include assessment methods and criteria in course syllabi.

College Now instructors shall accommodate IEP and 504 students with appropriate alternative assessments, determined by the high school.

APPENDICES

APPENDIX 1

Division requirements for Instructional Certification

Career Technical Courses:

The minimum requirement is a TSPC license in the area of instruction. The content areas and course prefixes include:

Advanced Technology (AM, CST, DRF, EET, MFG, WLD)

Art and Applied Design (GD, MUL)

Business (BT)

Child and Family Education (ECE, HDFS)

Computer Information Technology (CIS)

Cooperative Education (APR101, GWE)

Culinary Arts and Hospitality Management (CA, HRTM)

Health Careers (HO)

Academic Transfer Classes:

In general, the requirement is a master's degree in the field of primary teaching assignment; however, requirements vary among LANE CC divisions/departments.

Art and Applied Design (Art, Dance, Journalism, MUS, TA): MS, MA, MAT, MEd, with graduate credit in field (or 18 quarters or 12 semester graduate credits.)

Business (BA): Masters in Business Education, Finance, Business, *or* Masters in closely-related field with at least 30 quarter hours/20 semester hours of graduate credit in academic courses relating to business.

Computer Information Technology (CS): Masters in Computer field, MAT or MEd with experience or transcripts and proof of experience.

Health and PE: A bachelors and Masters Degree in Health and/or Physical Education and/or Dance from an accredited college or university. In certain circumstances and for certain PE activities approved certification and/or experience appropriate to the specific instructional assignment shall be accepted.

English: Masters in English *OR* MAT, MEd, MFA with 30 quarter hours/20 semester hours of graduate credits in English.

Writing: MA or MFA in English or Composition or Creative Writing *OR* MAT, MEd, MFA with 30 quarter hours/20 semester hours of graduate credits in English, composition or creative writing.

French: MAT, MA in French *OR*

Masters in relevant field with appropriate education and experiences or 30 quarter hours/20 semester graduate hours in French.

Spanish: MA, MAT in Spanish *OR*

Masters in relevant field with appropriate education and experience or 30 quarter hours/20 semester graduate hours in Spanish. Must demonstrate proficiency appropriate to the level(s) taught.

Mathematics: Masters in Math, Math Ed., *OR*

Masters in related field with 30 quarter/20 semester graduate credits in mathematics.

Biology: MA, MS in Biology *OR*

MEd or MAT in related field with 30 quarter/20 semester graduate credits in relevant courses.

Chemistry: MA, MS in Chemistry *OR*

MEd or MAT in related field with 30 quarter/20 semester graduate hours in relevant courses.

Environmental Sciences: MA, MS in related field *OR*

MEd or MAT in related field with 30 quarter/20 semester graduate hours in relevant courses.

Physics: MA, MS in Physics *OR*

MEd or MAT in related field with 30 quarter/20 semester graduate hours in relevant courses.

Sustainability: MA, MS, in related field *OR*

MEd or MAT in related field with 30 quarter/20 semester graduate hours in relevant courses.

Criminology: Masters of Criminal Justice

Economics: Masters in Economics *OR*

MEd or MAT with 30 quarter/20 semester graduate hours in Economics. *OR*
Bachelors in Economics with 30 quarter/20 semester graduate hours toward Economic doctorate.

Geography: Masters in Geography *OR*

Minimum of 30 quarter/20 semester graduate courses in Geography

History: Masters in History

Political Science: Masters in Political Science *OR*

Masters with 30 quarter/20 semester graduate hours in Political Science

Appendix 2 Syllabus Template

COURSE TITLE & NUMBER:

Course Credits:

Class Time:

Lecture:

Lab

Classroom:

Building, Room

INSTRUCTOR:

E-mail:

Office Phone#:

Office Room#:

Bldg. , Room

Office Hours:

COURSE DESCRIPTION: *The College Now class must use the same course description as found in the LANE CC Course Catalog.*

PREREQUISITES:

REQUIRED TEXTS:

EQUIPMENT, TOOLS AND SUPPLIES:

GENERAL COURSE OBJECTIVES:

SPECIFIC STUDENT OUTCOMES:

Upon successful completion of this course, the student will be able to:

1.

GENERAL ASSIGNMENTS:

METHODS OF INSTRUCTION:

COURSE CONTENT OUTLINE BY MAJOR TOPICS:

ASSESSMENT: *This should include the following elements:*

1. Methods of assessment

2. Grading policies

3. Standards of Achievement

ATTENDANCE POLICY:

ACCESSIBILITY STATEMENT:

Appendix 3

Sample Course Descriptions

[WR 121 - Composition: Introduction to Academic Writing](#)

Prerequisite: Appropriate scores on Lane's Writing Placement Test or a passing grade (C- or better) in WR 115. This fundamental course for all writing students introduces students to the conventions of academic writing. It emphasizes defining and developing a significant topic and using principles of clear thinking to support an assertive or argumentative thesis. Students will gain an understanding of their subject matter, audience, purpose, and point-of-view, and demonstrate that understanding through the organization and development of their essays. Students will learn how to analyze and evaluate other writers' work to sharpen their critical abilities as readers and writers. The course also introduces students to skills in source analysis, documentation, and beginning research methods. May be offered through Distance Learning.

4.000 Credit hours

40.000 TO 48.000 Lecture hours

Levels: Credit

Schedule Types: [Lecture](#)

[APR 101 - Trade Skills Fundamentals](#)

This course provides an introduction into the apprenticeship industry and the necessary skills required for selection into a specific trade career. Students will explore current trends in Apprenticeship and basic requirements to enter apprenticeship programs. Students will become familiar with licensing and certification in a chosen trade. General topics include: employment opportunities and an introduction to construction and maintenance skills used in various crafts. Basic concepts in safety, construction math, hand and power tool use, construction drawings, communication skills, basic rigging, and materials handling are examined in this course. Note: This class may be taken to satisfy the ET 121 Shop Practices requirement in the Electronic Technology Program.

4.000 Credit hours

30.000 TO 36.000 Lecture hours

30.000 TO 36.000 Lab hours

Levels: Credit

Schedule Types: [Lecture plus Lab](#)

BI 101 - General Biology

Fulfills a science requirement for non-science majors. General biology is taught either as a survey or through term-long special emphasis classes. For each quarter, several emphasis classes are available. Note: BI 101, BI 102, BI 103 course numbers have suffixes to indicate different special emphasis topics. The general concepts covered in ALL BI 101 classes include the topics of atoms and molecules, cellular processes, genetics, photosynthesis, respiration, cell division, and protein synthesis. Therefore, BI 101A, BI 101B, BI 101C, BI 101D, etc., are considered to be equivalent courses. Thus, only one of the BI 101's and one of the BI 102's and one of the BI 103's can be used to meet the science requirement, and any additional course credits will be used as electives for a Lane degree.

4.000 Credit hours

30.000 TO 36.000 Lecture hours

30.000 TO 36.000 Lab hours

Levels: Credit

Schedule Types: Lecture plus Lab

ECE 120 - Introduction to Early Childhood

Required course for ECE majors-no prerequisite. Course is designed to overview the field of early childhood education. It explores career options, types of programs, history, advocacy and personal qualities of successful child care professionals.

2.000 Credit hours

20.000 TO 24.000 Lecture hours

Levels: Credit

Schedule Types: Lecture

Appendix 4 Syllabus Examples

LANE COMMUNITY COLLEGE

Early Childhood Education

Introduction to Early Childhood Education

ECE 120 2 credits

CHILD AND FAMILY EDUCATION

Instructor Name

Phone # Office Hours

E-mail

COURSE SYLLABUS

Course Description

This is a beginning course in Early Childhood Education focusing on facilities, staffing and programs for preschool children. Lecture, videos and field assignments, along with class discussions and group activities will be the primary methods of instruction. This is a recommended elective for non-majors if space is available.

Course Objectives

Students who successfully complete this course should be able to:

1. List the characteristics of the person who works successfully with young children.
2. Describe the general characteristics and qualities of facilities and staffing for different types of programs for preschool aged children.
3. Describe the historical background of early education for young children and have a basic understanding of major theorists who contributed to the growth in the field.
4. Describe the importance of an inclusive environment in an early childhood environment and the kinds of special needs that are addressed in such an environment.
5. Name and give the focus of organizations and professional journals in the field.
6. Begin to understand the impact of personal values and biases on young children in the classroom settings.
7. Clearly state the ethical issues related to the education of young children.
8. Cite major trends in the field of early childhood education.

Text

The text for this class is Who Am I in the Lives Of Children?, the 8th edition, by Feeney, Christensen & Moravcik. The reading schedule listed here is designed to help you gain more from lectures, videos and activities in class.

Please do the reading assignments prior to class. This will maximize your educational benefit and understanding of the topics we will cover. You do not need to bring your text to class.

READ BY WEEK OF:

Week 1 Chapter 1, The Instructor

Week 2 Chapters 2 & 9, The Field of Early Childhood Education & Care and Understanding and Supporting Play

Week 3 Chapters 7 & 8, Health, Safety and Well Being and The Learning Environment, & Appendix B

Week 7 Chapter 3, History and Educational Models

Week 8 Chapter 12, Inclusion of Children with Disabilities

Week 9 Chapter 14, Becoming an Early Childhood Professional, Appendix A

Some of the chapters are not assigned as they are better addressed in other program classes. You may benefit from reading them both now and when you are in the other classes.

Grades

Grades are determined by a total point system. Each assignment and exam has a specific point value. Letter grades will be determined by totaling the maximum possible points. Students who have earned 90% of those points will earn an A, 80% a B, 70% a C and 60% a D. Less than 60% of the total points will result in a failing grade. Plus and minus grades are not used.

ATTENDANCE IS VERY IMPORTANT. Students earn five (5) points for each class they attend. Attendance will be taken at the beginning of each class period and late arriving students are marked late. See additional hand-out Strategies For Success for more information about late arrival and leaving early. Students are encouraged to keep a record of their own attendance also.

Assignments

The first assignment for the class is a brief autobiography. Instructions will be given in class on the first class meeting. This is an ungraded assignment.

**Autobiography - Due Monday, January 11, not graded
25 points**

For the second and third assignments you are to visit two child care programs. One of your visits must be at the LANE CC Child Development Center. The other must be in a community program. Site visits may not be done in centers you have previously been involved with or visited. Everyone will benefit more from up-to-date program information. You may select a center near your home or anywhere in the local area for the community program. Specific instructions will be given for these assignments in class. The date your reports are **due** are:

Written Site Visit Report # 1 MW section DUE Wed. February 3 75 points

Written Site Visit Report # 2 MW section DUE Wed. March 3 75 points

There will also be an oral sharing of **one** of your site visits with the class in small groups at the end of the term. The date for the oral sharing is **MW section Wed. March 10. A one to two typed page paper must be turned in on this day comparing your two visits. (double spaced, 12 point font) 25 points.** There is also a midterm exam and a final exam in this course.

Midterm Exam is MW section WED. February 10 100 points

Final Exam is Wednesday, March 17 from 10:00 a.m. to 11:50 a.m. in 19/119 100 points

Attendance Points MW 18 x 5 = 90

Holidays Monday, Jan. 18 and Monday, Feb. 15

IMPORTANT NOTE: If you miss class, you need to get notes from another student. You are responsible for material that you miss.

My office is in. My office hours this term are;

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

If you cannot see me at any of these times, I will be happy to make an appointment with you for another time. If you need to leave something for me and I am not in my office, please take it to Building 24, the Child and Family Education office, between 8:00 a.m. and 5:00 p.m. **My phone number is 463-5530 and my e-mail is hickeyb@lanecc.edu**

Autobiography	25 points	441-490 points = A
Site visit #1	75 points	392-440 points = B
Midterm	100 points	343-391 points = C
Site Visit #2	75 points	
Oral presentation and paper	25 points	
Final	100 points	
Attendance	<u>90 points</u>	
Total possible points	490	

American With Disabilities Act

If you need support or assistance because of a disability, you may be eligible for academic accommodations through Disability Services. For more information, contact Disability Services at (541) 463-5150 (voice) or 463-3079 (TTY), or stop by Building 1, Room 218.

ENVS 182, Atmospheric Environment and Population**Course Number:** ENVS 182 CRN 30798**Instructor:****Course Hours:** MWF 10-11:50 AM**Office Hours:** MW 2:50-3:40, F 1:05-1:25**Course Credit:** 4**Office Location:** Rm 190A, Bldg 16**E-Mail Address:** .**Telephone/Voice Mail:****Required Text:**

Bookstore's listing: The Good Earth Intro Earth ENVS 182 Author: McConnell ISBN: 9780390678669 (CUSTOMIZED from McConnell, and others: *The Good Earth: Intro. to Earth Science* Published by McGraw Hill.);

AND Bookstore's listing: Environmental Science: Custom GS182, Author: Cunningham ISBN: 9780390618825 (CUSTOMIZED from Cunningham, *Environmental Science: A Global Concern*, Published by McGraw Hill;

OR the whole text: Cunningham, Cunningham, *Environmental Science: A Global Concern*, 10th ed. or 11th ed.

Course Description: Environmental Science 182 is a lab science course that stresses the interactions between humans and the atmosphere. We will study weather systems, the greenhouse effect, climate, El Niño and other short term climate variability, distribution and sustainability of plant and animal biomes, natural population biology, human population patterns, and human influences on climate change. Topics also include carbon cycle, air pollution, ozone depletion, global heating and other global climate changes, and ice and glacier loss. We will study how to improve our shared and personal effects on atmospheric systems that help sustain life.

Course Objectives: (additional objectives will be posted on the class website: classes.lanec.edu)

To interpret and compare some basic characteristics of the atmosphere and processes that influence weather and climate

To analyze the nature, characteristics and causes of air pollution, global warming and ozone depletion

To explain, classify and analyze the distribution, characteristics, and changes of the world's biomes and human population

To be able to judge and justify courses of action that help alleviate atmospheric and population problems

To develop your skills in critical thinking, especially in connection with making detailed observations, gathering and assessing information, formulating hypotheses, and thinking creatively about atmospheric issues

Grading Policy: Grades are based on lab, homework, class activities, projects, and exams.

	Option 1	Option 2*
Lab/Homework/class activities and projects	40%	35%
Midterms	40%	25%
Final	20%	40%

Exams include 2 midterms and a cumulative final, with multiple choice, short answer, and essay questions. The final exam is comprehensive. *For students who show improvement on the final, it will automatically count more; see Option 2 above. Exams can only be made up under exceptional documented circumstances.

Lab/Homework/class activities and projects: Many activities require the use of materials and assistance only available during class time and in some cases in the Science Resource Center (SRC), Bldg 16, Rm 193. If you miss lab or class activities, you are still responsible for the material covered. Lab/Homework due dates will be announced in class, some assignments on the class Website at moodle.lanec.edu will be required.

Additional Credit:

Extra Credit Paper: up to 4% extra credit Write a 4-page paper, using correct citation and referencing, regarding air pollution or other environmental atmospheric issues. Check topic with Claudia first.

Current Events/Progress: up to 4% extra credit. See Current Events Forum on Moodle. ½% per item.

Share Extra Credit in class: You will have the opportunity to share the most interesting of your current events and examples of environmental progress in class on dates indicated in the Course Schedule.

Students with Disabilities: If you need support or assistance because of a disability, you may be eligible for academic accommodations through *Disability Resources*. For more information, contact Disability Services at (541) 463-5150 (voice), or 463-3079 (TTY), or stop by Building 1, Room 218.

In case of emergency (including medical) call Public Safety, x5555.
Courtesy phones are located on the second floor of the Science building.

ENVS 182 Course Schedule:

Wk	Date	Day	Topic	Lab/Homework and Exams	Reading
1	4-Jan	M	Part 1 Atmosphere Structure and Makeup Intro., atmospheric makeup	Lab/Homework 1 Atmosphere Makeup	McC 14.1-14.2; Cunn 3.1-3.2, 15.1
	6-Jan	W	Ozone layer, and ozone depletion	Lab/Homework 2 Ozone Layer	McC 17.1-17.3; Cunn 16.4
	8-Jan	F	Part 2 Climate Energy, Earth/sun relationship, seasons, heat budget, albedo	Lab/Homework 3 Seasons	McC 14.3, 14.8, 16.1; Cunn 3.2-3.3
2	11-Jan	M	Air motions, air pressure, Coriolis effect	Lab/Homework 4 Coriolis Effect Share Extra Credit	McC 14.5-14.6
	13-Jan	W	Global circulation Hadley, Ferrel and Polar cells	Lab/Homework 5 Global Circulation	McC 14.7, 16.2
	15-Jan	F	El Niño and teleconnections	Lab/Homework 6 El Niño	Cunn 15.3
3	18-Jan	M	MLKing Jr Day Holiday		
	20-Jan	W	Part 3 Climate Change Past climates, Milankovitch cycles	Lab/Homework 7 Ice Age and interglacial events Share Extra Credit	McC 16.5-16.7, 17.8; Cunn 15.3-15.4
	22-Jan	F	Natural greenhouse effect	Lab/Homework 8 Milankovitch cycles	McC 14.3; Cunn 15.1
4	25-Jan	M	Carbon cycle and greenhouse gas sources Groups for Global Warming Displays	Global Warming PowerPoint Preparation	McC 17.4; Cunn 3.5, 19.1-19.4
	27-Jan	W	Midterm 1	Midterm 1 Prep. <i>cont.</i>	
	29-Jan	F	Global warming and climate modeling, Climate feedback	Global Warming PowerPoint Preparation <i>cont.</i> , Share Extra Credit	McC 17.5
5	1-Feb	M	Global warming consequences and action plan	Lab/Homework 9 Share Global Warming PowerPoints	McC 17.6-17.8; Cunn 15.5, 20.1, 22.5, 23.4
	3-Feb	W	Part 4 Weather Air pressure, hydrologic cycle, humidity, latent heat	Lab/Homework 10 Humidity	McC 14.4-14.6, 15.1-15.2, 15.8; Cunn 3.5, 15.2
	5-Feb	F	Clouds, air masses, fronts	Lab/Homework 11 Weather Maps Share Extra Credit	McC 14.6, 15.3-15.5
6	8-Feb	M	Winds, Thunderstorms and tornadoes, Hurricanes	Lab/Homework 12 Biome PowerPoint Preparation	McC 15.6-15.8
	10-Feb	W	Part 5 Climate and Biomes Climate and latitude	Biome Preparation, <i>cont.</i>	McC 16.1-16.4; Cunn 3.4
	12-Feb	F	The world's biomes	Biome Prep. <i>cont.</i> , Share Extra Credit	Cunn 5.1, 12.1-12.2
7	15-Feb	M	Presidents Day Holiday		
	17-Feb	W	Biome degradation and restoration	Lab/Homework 13 Biome Degradation Virtual Poster Session	Cunn 5.4, 12.3, 13.1-13.4
	19-Feb	F	Part 6 Air Pollution Air Pollution chemistry and processes	Lab/Homework 14 Air pollution	Cunn 16.1-16.4
8	22-Feb	M	Midterm 2	Midterm 2 Lab/Homework 14 <i>cont.</i>	
	24-Feb	W	Acid Deposition	Lab/Homework 15 Air Pollution and Acid Rain	Cunn 3.5, 16.4
	26-Feb	F	Air pollution effects	Lab/Homework 15 <i>cont.</i> Share Extra Credit	Cunn 16.5-16.7, 23.4
9	1-Mar	M	Part 7 Population Natural populations & carrying capacity	Lab/Homework 16 Plant and Animal Populations	Cunn Ch 6
	3-Mar	W	Population dynamics	Share Extra Credit	
	5-Mar	F	Human population	Lab/Homework 17 Human Population	Cunn Ch 7
10	8-Mar	M	Human population and environmental effects	Lab/Homework 18 Population and Environment	
	10-Mar	W	Population action options	Lab/Homework 18 <i>cont.</i> , Share Extra Credit	Cunn 23.2
	12-Mar	F	What Now?	Lab/Homework 19 What Now?	Cunn Ch 25
Fns	15-Mar	M	M 10:00-11:50 a.m.	FINAL	Final is cumulative

Appendix 5



HIGH SCHOOL CONNECTIONS
COLLEGE NOW • RTEC EXPANDED OPTIONS • PATHWAYS
Lane Community College
4000 East 30th Avenue Eugene, OR 97405
Phone: (541) 463-5521 Fax: (541) 463-4734

New High School Instructor College Now Certification Request

_____	_____	
First and Last Names	High School Name	
_____	_____	
Date of Birth	Social Security Number	_____
		Work E-mail Address
_____	_____	_____
Home address	Home Phone	Work Phone

Indicate what course(s) you would like to be certified to teach:
(Note: You may find a list of currently articulated College Now courses on the LANE CC website at www.lanecc.edu/hsconnections/ under the College Now link.)

LANE CC Course Number/Name	High School Course Number/Name
_____	_____
_____	_____
_____	_____
_____	_____

Attach a copy of your current TSPC license, a current resume, transcripts (unofficial is fine) and any other documentation that pertains, e.g., subject area relevant conferences, Instructor In-service certificates, native-speaker experience, or other content-specific qualifications/trainings that would help LANE CC faculty evaluate your request for certification.

Include a syllabus for each course you would like to be certified to teach. The course will also be evaluated for "equivalency" during the instructor certification review.

If you have any questions, please contact Patty Hine at the LANE CC High School Connections office at 541-463-3442 or hinep@lanecc.edu.

Return this request with attachments to:
Lane Community College
High School Connections Attn: Patty Hine
4000 E. 30th Avenue
Eugene, OR 97405
Fax: (541) 463-4734

For official use only:

Database entry

Groupwise

Appendix 6

Currently Articulated Courses with Prerequisites and Recommendations

Current Course Offerings (Other courses may be added in the future)

Advanced Technology		
AM	143	Brakes
AM	145	Engine Repair
AM	147	Suspension and Steering
AM	149	Manual Drive Trains and Axles
AM	242	Automatic Transmissions/Transaxles
AM	243	Electrical and Electronic Systems
CST	110	Blueprint Reading 1
CST	111	Construction Orientation and Environment
CST	116	Construction Estimating
CST	118	Building Construction
DRF	121	Mechanical Drafting
DRF	137	Architectural Drafting-Plans
DRF	141	Engineering Information
DRF	142	Graphic Concepts
DRF	167	CAD 1
DRF	168	**CAD 2
DRF	170	CAD 3D
DRF	245	Solid Modeling
EET	121	Shop Practices for Electronics
EET	129	Electrical Theory 1
EET	130	**Electrical Theory 2
EET	280	Electrical and Electronic Systems
MFG	197	Manufacturing Technology
WLD	111	Blueprint Reading for Welders
WLD	112	Fabrication/Welding 1
WLD	121	Shielded Metal Arc Welding 1
WLD	122	**Shielded Metal Arc Welding 2
WLD	143	Wire Drive Welding 1
Cooperative Education		
APR	101	Trade Skills Fundamentals
GWE	180	General Work Experience
Art & Applied Design		
ART	111	Introduction to Visual Arts
ART	115	Basic Design: Fundamentals
ART	131	Introduction to Drawing
ART	204	History of Western Art
ART	205	History of Western Art
ART	206	History of Western Art
ART	216	Digital Design Tools

ART	250	Ceramics – Hand Building
ART	253	**Ceramics: Intermediate
ART	261	Photography 1
ART	288	Introduction to Web Design
D	152	Dance Basics
D	188	Jazz Dance 1
J	216	News Writing 1
MUS	201	Introduction to Music and Its Literature
MUS	202	Introduction to Music and Its Literature
MUS	203	Introduction to Music and Its Literature
GD	110	Introduction to Graphic Design
MUL	212	Digital Imaging
Business		
BA	101	Introduction to Business
BA	218	Personal Finance
BT	117	MS Excel for Business
BT	118	MS POWERPOINT for Business
BT	120	MS WORD for Business
BT	129	Business Web Pages
BT	149	Team Building Skills
BT	165	Introduction to the Accounting Cycle
Child and Family Education		
ECE	120	Introduction to Early Childhood
ECE	150	Creative Activities for Children
ECE	140	Early Childhood Practicum
HDFS	226	Child Development
HDFS	233	Parenting
HDFS	298	Independent Study: Child Development
Computer Information Technology		
CS	120	Concepts of Computing: Information Processing
CS	133G	Beginning C++ Programming for Games
CS	195	Web Authoring 1
CIS	101	Computer Fundamentals
CIS	125G	SW Tools 1: Game Development
CIS	125H	Software Tools 1: XHTML
CIS	125SL	Software Tools 1: Second Life
CIS	140	Operating Environments: Managing Windows
Culinary Arts and Hospitality Management		
HRTM	104	Introduction to Travel and Tourism
HRTM	105	Restaurant Operations
HRTM	106	Introduction to Hospitality Management
HRTM	280	Cooperative Education: Hospitality Management
Health Careers		
HO	100	Medical Terminology 1
HO	101	Introduction to Health Occupations
HO	110	Administrative Medical Office Procedures

HO	150	Human Body Systems 1
HO	152	**Human Body Systems 2
Health and P.E.		
PE	196	Anatomy of Movement
PE	185Y	Yoga Beginning
Languages, Literature & Communication		
English		
ENG	104	Introduction to Literature
ENG	105	Introduction to Literature: Drama
ENG	106	Introduction to Literature: Poetry
Writing		
WR	115	Introduction to College Writing
WR	121	*English Composition: Exposition and Intro to Argument
WR	122	**English Composition: Style & Argument
French		
FR	103	First-Year French
FR	201	**Second-Year French
FR	202	**Second-Year French
FR	203	**Second-Year French
Spanish		
SPAN	103	Spanish, First-Year
SPAN	201	**Spanish, Second-Year
SPAN	202	**Spanish, Second-Year
SPAN	203	**Spanish, Second-Year
Mathematics		
MTH	105	Intro to Contemporary Mathematics
MTH	106	**Intro to Contemporary Math 2
MTH	111	College Algebra
MTH	112	**Trigonometry
MTH	243	***Introduction to Probability and Statistics
MTH	251	Calculus 1 (Differential Calculus)
MTH	252	**Calculus 2 (Integral Calculus)
Science		
Biology		
BI	101F	General Biology – Survey of Biology
BI	102D	General Biology – Survey of Biology
BI	103E	General Biology – Survey of Biology
Chemistry		
CH	221	Introductory Chemistry 1
CH	222	**Introductory Chemistry 2
CH	223	**Introductory Chemistry 3
Environmental Science		
ENVS	181	Terrestrial Environment
ENVS	182	Atmospheric Environment and Population
ENVS	183	Aquatic Environment

Physics		
PH	201	General Physics
PH	202	**General Physics
PH	203	**General Physics
Sustainability		
SUST	101	Introduction to Sustainability
Social Science		
CJA	100	Introduction to Criminology
ECON	200	Principles of Economics: Intro to Econ
GEOG	142	Introduction to Human Geography
HST	101	History of Western Civilization
HST	102	History of Western Civilization
HST	103	History of Western Civilization
HST	201	History of the United States
HST	202	History of the United States
HST	203	History of the United States
PS	201	American Government and Politics
PS	202	American Government and Politics
PSY	201	General Psychology

*Writing 121: Students must meet WR 121 placement test requirement prior to registration.

**Sequence Courses: A grade of C- or better is required before advancing to the next level of any sequence course.

*** MTH 243: MTH 105 is a prerequisite class to MTH 243.

Note: Not all classes with consecutive numbers are sequence classes, i.e. Biology, History.

Appendix 7

Student Registration Procedures

Admission to LANE CC: Applying for your L#

- 1) Go to www.Lanecc.edu.
- 2) At the top of the left column, click on Apply Now.
- 3) In the center column, scroll down and click on Apply online.
- 4) Scroll to the bottom and click on First Time User Account Creation.
- 5) **Leave blank** the section “**Create a Login ID**.”
- 6) Use your date of birth (mmddy) as your initial PIN, as you will need to remember this at the end of the application process to be able to register.
- 7) Click LogIn.
- 8) You will receive a Generated ID number. Write it down on scratch paper. Click Continue.
- 9) From the scroll down menu at the bottom of the page, select College Now High School Class. Click Continue.
- 10) From the pull down menu, select your term. Type in your first and last names. Click Fill out Application. It will take you to a screen with 4 items. Click on Name to begin.
- 11) As you finish each page, click on Continue until you have provided all required items. Once you finish the Application Checklist you will see a screen with 4 checkmarks. (If any of the sections does **NOT** have a checkmark, click on that section and complete it.) Click Application is Complete.
- 12) **Your L# will appear in bold type in the middle of the page. WRITE IT DOWN** on one of the blue cards provided, and continue on to direction #13. If you do **NOT** see your L#, tell your instructor. *(S)He will need the generated ID number you received in instruction #8.*
- 13) Click on Access Web for Student. You will be asked to change your pin number. Follow instructions for creating a new PIN. Click on Login.
- 14) You will be asked to provide two Verification Security Questions. Select questions with an answer that you will **NOT FORGET**. Continue to verify your address and/or email.
- 15) After clicking on I Verify this Address (or email), you will be taken to ExpressLane Main Menu.
- 16) Click on Enrollment and Student Financial Services.
- 17) Click on Registration and Books.
- 18) Click on Add/Drop Classes.
- 19) Select correct term from drop down menu.
- 20) Enter the correct CRN#.
- 21) Click on Submit Changes. Be sure that you see that you are registered for the correct class. If you see another class listed **Raise Your Hand**.
- 22) Log off and close your browser.

I already have my L# and just need to register for classes.

- 1) Go to www.lanecc.edu.
- 2) In the left column, click on myLane.
- 3) Type in your L# (Begin with Capital L) and PIN.
- 4) Click on the myEnrollment tab from the menu across the top of the page.
- 5) Select Add or Drop Classes
- 6) Select the correct term from the drop down menu.
- 7) Enter the correct CRN# and Click on Submit Changes. Be sure that you see that you are registered for the correct class.

Getting a message and not sure what to do?

Message	Correction
Student status prohibits registration	Your L# is inactive. You need to fill out the application again as if you are a new student.
You are not allowed to register at this time.	You have selected the incorrect term. You will have to log out and log in again. Select the correct term.
You have a hold on your record.	<p>There are a variety of reasons:</p> <p>1) You owe money to LANE CC. That must be paid before you can register. The amount you owe will appear in the upper right corner of the screen after you log in.</p> <p>2) Testing hold: If you are registering for WR 121, you must take Lane Placement tests first. If you are not taking WR 121 and get this message, tell your teacher. S/He will need to call for assistance.</p> <p>3) Under-18. If you are a senior who has already applied for entrance to Lane as a degree-seeking student, you may have this hold on your record. Tell your teacher. S/He will need to call for assistance.</p>
You did not receive your L-number	The computer system looks for you as a prior student and it may find someone with a similar name OR your name with another address. If this happens, the record must be verified by a person in the office before the L# is issued. Tell your teacher. S/He will need to call for assistance.
Over the 18 credit per term limit	You are only allowed to register for 18 credits in a single term without special permission. Tell your teacher. S/He will need to call for assistance.
<p>If you need to update an address, phone or email, the system will take you out of myLane and into ExpressLane (the old system). Once you have corrected your information, click on <u>Enrollment and Student Financial Services</u> from the menu bar, then click on <u>Registration and Books</u>, <u>Add/Drop Classes</u>, select the correct term, and finally enter the correct CRN.</p>	

Appendix 8

Accessing Student Information through myLane

Finding your student status at Lane

- 1) Go to www.Lanecc.edu.
- 2) In the left column, click on myLane.
- 3) Type in your L# and PIN.
- 4) Click on myEnrollment from the menu across the top of the page.
- 5) Select the desired information from the Student Status box.
- 6) Select the correct term from the pull down Term menu.

Updating your personal information

- 1) Go to www.Lanecc.edu.
- 2) In the left column, click on myLane.
- 3) Type in your L# and PIN.
- 4) Select desired information from the Personal Information box.
- 5) Click on View/Update Address/phone.
- 6) Click on View/Update E-mail (**All Lane business is conducted by E-mail. The E-mail must be current!!!**)
- 7) Follow on-line instructions to make any corrections.

Checking out your transcripts:

- 1) Go to www.Lanecc.edu.
- 2) In the left column, click on myLane.
- 3) Type in your L# and PIN
- 4) Click on myEnrollment from the menu across the top of the page.
- 5) Select desired information from the Student Records box.

Requesting an official LANE CC Transcript (\$5.00 fee)

- 1) Go to www.Lanecc.edu.
- 2) In the left column, click on myLane.
- 3) Type in your L# and PIN.
- 4) Click on myEnrollment from the menu across the top of the page.
- 5) Select desired information from the Student Records box.
- 6) Follow online instructions.
- 7) Verify that all information is correct prior to ordering an official transcript.

Remember!! Check your Student Account Balance to pay for the transcript fees. Non payment of transcript fee will block future registration.

Appendix 9

Division Deans and Faculty Liaisons by Department

2011-2012 College Now Faculty Liaisons by Division & Subject:		
Division & Subject	Liaison Contact Person	Contact Information
Advanced Technology	Paul Croker Division Dean	(541) 463-5710 crokerp@lanecc.edu
*Automotive Technology	Egan Riordon	(541) 463-5092 crokerp@lanecc.edu
*Construction Technology	Leonard Keen	(541) 463-5504 keenl@lanecc.edu
*Electronics	Doug Weiss	(541) 463-5890 weissd@lanecc.edu
*Fabrication & Welding	Mark Huntington	(541) 463-5498 huntingtonm@lanecc.edu
*Technical Drafting	Jon Bridges	(541) 463-5274 bridgesj@lanecc.edu
Apprenticeship	Division Dean Paul Croker	(541) 463-5710 crokerp@lanecc.edu
*Apprenticeship	Joy Crump	(541) 463-5843 crumpj@lanecc.edu
Art & Applied Design	Rick Williams Division Dean	(541) 463-5139 williamsr@lanecc.edu
*Art-Fundamentals	Satoko Motouji	(541) 463-5416 motoujis@lanecc.edu
*Art-History	Satoko Motouji	(541) 463-5416 motoujis@lanecc.edu
*Art-Web Design	Jeff Goolsby	(541) 463-5371 goolsbyj@lanecc.edu
*Ceramics	Andy Salzman	(541) 463-5809 salzmana@lanecc.edu
*Dance	Sarah Nemecek	(541) 463-5303 nemeceks@lanecc.edu
*Drawing	Satoko Motouji	(541) 463-5416 motoujis@lanecc.edu
*Graphics	Susan Lowdermilk	(541) 463-5413 lowdermilks@lanecc.edu
*Journalism	Paige Frank	(541) 463-5474 frankp@lanecc.edu
*Multimedia Design	Jeff Goolsby	(541) 463-5371 goolsbyj@lanecc.edu
*Music	Barbara Myrick	(541) 463-5642 myrickb@lanecc.edu
*Photography	Satoko Motouji	(541) 463-5416 motoujis@lanecc.edu
Business	Larry Scott Division Dean	(541) 463-5305 scottl@lanecc.edu
Lead Business Liaison	Tulsi Wallace	(541) 463-5336 wallacet@lanecc.edu

*Business-Accounting	Judy Boozer	(541) 463-5765 boozerj@lanecc.edu
*Business-Finance	Chris Culver	(541) 463-5153 culverc@lanecc.edu
*Business-Marketing	Judy Boozer	(541) 463-5765 boozerj@lanecc.edu
*Business-Presentation Software	Judy Boozer	(541) 463-5665 boozerj@lanecc.edu
*Business-Spreadsheets	Kaaren O'Rourke	(541) 463-5173 orourkek@lanecc.edu
*Business-Team Building	Judy Boozer	(541) 463-5765 boozerj@lanecc.edu
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*Criminal Justice	John DelNero	541-463-5286 delneroj@lanecc.edu

Appendix 10 High School Connections Staff

Core Staff:		
<u>Lane Community College</u>		
Deron Fort	HS Connections Director	(541) 463-5535 fortd@lanecc.edu
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Tricia Lytton	HS/LANE CC Liaison A3, Harrisburg, Junction City, McKenzie, Mohawk, Springfield, Thurston, Triangle Lake, Willamette	(541) 463-5699 lyttonp@lanecc.edu
Kip Vandenoever	HS/LANE CC Liaison Creswell, Cottage Grove, Al Kennedy, Lowell, Oakridge, Pleasant Hill, Riverfront	(541)-463-5008 vandenoeverk@lanecc.edu
Andrea Newton	Executive Dean, Academic Affairs / Career Technical	(541) 463-5494 newtona@lanecc.edu
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Kristin Gunson	CTE Regional Coordinator	(541) 461-8275 kgunson@lesd.k12.or.us

Appendix 11

Recommendations for Improving and Expanding Dual Credit Programs

Motion to approve by Unified Education Enterprise: January 16, 2009
UEE motion approved by Joint Boards of Education May 7, 2009

The Unified Education Enterprise (UEE) recommends that the Joint Boards of Education endorse the state standards proposed by the Dual Credit Task Force and adopt a work plan for implementing these standards.

Oregon's Dual Credit programs create the opportunity for our students to take college-level courses while still in high school. The Dual Credit Task Force found that, in 2005-06, one in seven Oregon juniors and seniors took advantage of this opportunity, saving some \$9 million in tuition. Through its pilot analysis of the subsequent academic performance of these students, the Task Force also found that "in most cases, Dual Credit students match or outperform their college-prepared counterparts in both community college and university settings."

Thus, Dual Credit is currently a viable option for qualified students to begin post secondary learning early, and it can contribute significantly to meeting Oregon's 40-40-20 goal. As Dual Credit programs grow, it is important to have a consistent set of standards and ways to ensure the standards are met. This is the impetus for adopting the attached Oregon Standards for Dual Credit/College Now Programs (Appendix A). Guided by those standards over the next 5 years, the Task Force specifically recommends

Strengthening faculty connections

- Regular, collegial interactions between high school faculty and their counterparts at sponsoring colleges and universities are key to the success of these programs. Such interactions characterize some programs already, but they need to be developed and maintained throughout the state.
- The pool of high school instructors qualified to participate in Dual Credit programs should be expanded.

Adopting systematic application and review processes for Dual Credit programs

- A standardized application process for new programs is needed
- Individual programs should take advantage of system-level (CCWD and OUS) studies of the subsequent academic performance of Dual Credit students. These biennial studies, which were piloted in AY2007-08, will be supplemented on the "off year" by more focused analyses of questions or trends that emerge from the data (for example: persistence of dual credit students in math or writing).
- A sustainable means for verifying program quality is needed.

Enhancing public understanding of Dual Credit programs

- Dual Credit programs should be continued and effectively publicized. They should be recognized as one of the key paths for academic acceleration.
- Evidence of best practices and student success should be gathered systematically and shared regularly – both with faculty in the programs and with the public.

College Now State Standards

Curriculum 1 (C1)	College or university courses administered through a dual credit program are catalogued courses and approved through the regular course approval process of the sponsoring college or university. These courses have the same departmental designation, number, title, and credits as their college counterparts, and they adhere to the same course descriptions.
Curriculum 2 (C2)	College or university courses administered through a dual credit program are recorded on the official academic record for students at the sponsoring college or university.
Curriculum 3 (C3)	College or university courses administered through dual credit programs reflect the pedagogical, theoretical and philosophical orientation of the colleges' and universities' sponsoring academic departments.
Faculty 1 (F1)	Instructors teaching college or university courses through dual credit meet the academic requirements for faculty and instructors teaching in postsecondary institutions as stipulated by the respective academic departments.
Faculty 2 (F2)	The post secondary institution provides high school instructors with training and orientation in course curriculum, assessment criteria, course philosophy, and dual credit administrative requirements before certifying the instructors to teach the college/university courses.
Faculty (F3)	Instructors teaching dual credit sections are part of a continuing collegial interaction, through professional development, seminars, site visits, and ongoing communication with the postsecondary institutions' faculty and dual credit administration. This interaction addresses issues such as course content, course delivery, assessment, evaluation, and professional development in the field of study.
Students 1 (S1)	High school students enrolled in courses administered through dual credit programs are officially registered or admitted as degree-seeking, non-degree or non-matriculated students of the sponsoring postsecondary institution.
Students 2 (S2)	Postsecondary institutions outline specific course requirements and prerequisites.
Students 3 (S3)	High school students are provided with a student guide that outlines their responsibilities as well as guidelines for the transfer of credit.
Assessment 1 (A1)	Dual credit students are held to the same standards of achievement as those expected of students in on-campus sections.
Assessment 2 (A2)	Every section of a course offered through dual credit is regularly reviewed by faculty from that discipline and dual credit staff to assure that grading standards meet or exceed those in on-campus sections.
Assessment 3 (A3)	Dual credit students are assessed using similar methods (e.g., papers, portfolios, quizzes, labs, etc.) as their on-campus counterparts.

Appendix 12 Calendar of Important Dates

REMINDER! IMPORTANT DATES
Late Registrations will NOT be accepted.

FALL 2011	September 26-December 10, 2011
Registration Opens	September 12, 2011
Last day to Register or Withdraw	November 18, 2011
Grades due to LANE CC	December 17, 2011
WINTER 2012	January 9-March 24, 2012
Registration Opens	December 6, 2011
Last day to Register or Withdraw	February 20, 2012
Grades due to LANE CC	March 18, 2012
SPRING 2012	April 2-June 16, 2012
Registration Opens	March 6, 2012
Last day to Register or Withdraw	May 25, 2012
Grades due to LANE CC	June 18, 2012

DEADLINES CHANGE ANNUALLY

For current deadline information, call the HSC office:

541.463.5521

Appendix 13

PLEASE READ THE FOLLOWING STATEMENT TO YOUR COLLEGE NOW STUDENTS DURING THE FIRST WEEK OF CLASS!

This is the beginning of (____) **term** at Lane Community College. This class is a College Now class. As a College Now student you are responsible to register for your College Now class in order to receive college credit.

If you do not have an L# (LANE CC ID number), you must first apply for admission on the College Now online admission application.

Please do this by the end of eight week of term, prior to the registration deadline (See Appendix 12). This way we can trouble shoot any registration problems.

If you are registered for this class, but don't want the grade you have earned, you must **withdraw** (drop the class) by the eighth week deadline (See Appendix 12)

Please register early, because if any problems occur, we can solve them with the assistance of the High School Connections Office at Lane Community College. This takes time. Students that register for 18 or more College Now credits for the term will need special clearance. Contact the High School Connections office at 541-463-5521.

LATE REGISTRATION WILL NOT BE ACCEPTED

- I (teacher) will help you to register, but ultimately the responsibility is yours.
- I cannot make any changes after the deadline to help you.
- If you are NOT registered by the deadline, you will still receive credit for high school graduation, but you will NOT receive any college credit.

Teachers: Here are a couple of options to help you organize your students. Please share the appropriate option with your class.

1. The CRN (Class Registration Number) for this class is _____.
2. This class will register together on _____. If you miss this, you must register on your own. *(Teachers: Plan in advance and reserve your computers!)*
3. This class will not register together during class time. You must register on your own time. See me if you have a problem.

****Don't forget: 541-463-5521 "High School Connections, this is Pam" for help.****

****Students who will register for 18 or more credits must have an override on their record provided by the High School Connections office. Call Pam for assistance.****