

LIAISON ONBOARDING

Welcome to Concurrent
Enrollment!



Professional Development Coordinator

Jordan Lee

UVU
CONCURRENT
ENROLLMENT

Liaison Introduction

Name

Course(s)

How long
you've
been at
UVU

Reviewing
Applications

Training New
Instructors

Site Visits

Professional
Development
Conference

Reviewing
Syllabi

504/IEP
Accommodations

Additional
Trainings

Recruiting
Events

Compensation



UVU

CONCURRENT ENROLLMENT

COURSE CLASSIFICATION LIST

CTE Courses

2023-2024

Includes Concurrent Enrollment and Live
Instructional Options
(List does not include 99)

Course #	Course Name	Course #	Course Name
A25	1990 Fundamentals of Business Math	1910	Introduction to Criminal Justice
1930	Applied BC Theory	1930	Criminal Law
1938	Applied BC Theory Lab	1940	Criminal Investigations
1940	Applied AC Theory	1940	Introduction to Forensic Science
1948	Applied AC Theory Lab	1950	Forensics & Training Lab
1950	Industrial Logic	1955	Forensic Lab
1958	Industrial Logic Lab	1959	Public Speaking
A87	1600 Single Computer Applications	1960	Introduction to Speech Communication
1605	Survey of Automotive Technology	1965	Introduction to Music Communication
1710	Brake Systems	1715	Interpersonal Communication
1720	Engine Repair	1720	Surface Preparation
1730	Automotive Electrical Systems	1735	Manufacturing Repair
1735	Engine Electrical Systems	1740	General Refurbishing & Problem Solving
1738	Suspension & Steering Systems	1745	Plant Maintenance & Adjustment
1739	Engine Performance	1750	Welding Theory & Detailing
1740	Survey of Aviation Science	1755	Welding & Cutting
1750	Aviation I - Private	1760	Foundations of Computer Science
1755	Basic Aircraft Systems	1765	Foundations of Programming
A19C	1410 Fundamental Knowledge for Small Unmanned Aircraft Systems	1770	Open-Ended Programming
1710	Aircraft Weather	1415	Introduction to Algorithms & Basic Structures
1715	Aircraft Safety	1715	Digital Media Essentials I
1750	Air Transportation Management	1620	Corporate & Documentary Production
1630	Aviation Basics	1630	Scripting for Animation & Games
1740	Professional Dining Room Services	1635	Survey of Animation
1640	Aviation Weather	1640	Visual Media Essentials
1645	Introduction to 3D Modeling & Surfacing	1645	Introduction to 3D Modeling & Surfacing
1650	Food Service Sanitation	1720	Music Essentials
1655	Welding Technology	1725	Digital Audio Essentials
		1730	3D Modeling & Animation Essentials
		1740	Web Design

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COURSE CLASSIFICATION LIST

CTE Courses

2023-2024

Course #	Course Name	Course #	Course Name
1970	Electrical Systems I	1970	Electrical Systems I
1975	Brake Engine Overhaul	1975	Brake Engine Overhaul
1980	Brake Engine Overhaul Tune	1980	Brake Engine Overhaul Tune
1985	Introduction to Electrical and Computer Engineering	1985	Introduction to Electrical and Computer Engineering
1990	3D Architectural Modeling	1990	3D Architectural Modeling
1995	Applied AI Theory	1995	Applied AI Theory
1997	3D Modeling Inventory	1997	3D Modeling Inventory
1998	3D Modeling Solidworks	1998	3D Modeling Solidworks
1999	Introduction to Architectural Drafting & Design	1999	Introduction to Architectural Drafting & Design
1999	Introduction to Environmental Management	1999	Introduction to Environmental Management
1999	Emergency Medical Response	1999	Emergency Medical Response
1999	Introduction to Emergency Services & Safety Training	1999	Introduction to Emergency Services & Safety Training
1999	Principles of Life & Emergency Services Safety & Survival	1999	Principles of Life & Emergency Services Safety & Survival
1999	Fire Behavior and Combustion	1999	Fire Behavior and Combustion
1999	Personal Finance	1999	Personal Finance
1999	First Aid	1999	First Aid
1999	Medical Terminology I	1999	Medical Terminology I
1999	Introduction to Hospitality Industry	1999	Introduction to Hospitality Industry
1999	Basic Computer Applications	1999	Basic Computer Applications
1999	Business Computer Proficiency	1999	Business Computer Proficiency
1999	Integrated Software Products	1999	Integrated Software Products

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COURSE CLASSIFICATION LIST

Academic Courses

2023-2024

Includes Concurrent Enrollment and Live
Instructional Options
(List does not include 99)

Course #	Course Name	Course #	Course Name
1670	Basic Cultural Anthropology	1670	Beginning French II
1675	Introduction to Visual Arts	1675	Intermediate French I
1675	Basic Drawing for Non Majors	1675	Adventure & Discovery: Journey through the French World
1675	Photography I	1675	Francophonie: Past, Present, and Future
1675	History of Art from the Renaissance	1675	Paris City of Lights
1675	Beginning American Sign Language I	1675	Introduction to Sociology
1675	Intermediate American Sign Language I	1675	Beginning German II
1675	Elementary German I	1675	Intermediate German I
1675	General Biology	1675	American Civilization
1675	College Biology I	1675	Humanities through the Arts
1675	College Biology II	1675	Beginning Japanese II
1675	Fundamentals of Microbiology	1675	Intermediate Japanese I
1675	Introduction to Chemistry	1675	Intermediate Japanese II
1675	Beginning Chinese I	1675	Quantitative Reasoning
1675	Intermediate Chinese I	1675	College Algebra
1675	Exploring China Past/Present and Future	1675	Geometry
1675	Chinese Language: Tradition and Modernity	1675	Introduction to Mathematics
1675	Chinese Popular Culture	1675	Introduction to Music
1675	Introduction to Modern Contemporary Dance	1675	American Popular Music
1675	Economics as a Social Science	1675	Fundamentals of Music
1675	Introduction to Education	1675	Music Theory
1675	Introduction to Academic Writing	1675	Spain: History
1675	Intermediate Writing/Academic Writing & Research	1675	Survey of Physical Science
1675	Introduction to Literature	1675	Physics & Values
1675	Creativity and Entrepreneurial Thinking	1675	Physics & Values
1675		1675	Elementary Physics

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Course
Classifications to
determine instructor
qualification
requirements

COURSE CLASSIFICATION LIST

Academic Courses

2023-2024

Course #	Course Name	Course #	Course Name
1675	Introduction to Political Science	1675	Introduction to Political Science
1675	Introduction to Comparative Politics	1675	Introduction to Comparative Politics
1675	Navigating Identities of the Transgender Spectrum	1675	Navigating Identities of the Transgender Spectrum
1675	Portuguese Popular Culture	1675	Portuguese Popular Culture
1675	Paris City of Lights	1675	Paris City of Lights
1675	General Psychology	1675	General Psychology
1675	Human Development: Life Span	1675	Human Development: Life Span
1675	Introduction to Sociology	1675	Introduction to Sociology
1675	Sociology of the Family	1675	Sociology of the Family
1675	Student Success Topics	1675	Student Success Topics
1675	Beginning Spanish II	1675	Beginning Spanish II
1675	Intermediate Spanish I	1675	Intermediate Spanish I
1675	Pop Culture Film/Media/Entertainment	1675	Pop Culture Film/Media/Entertainment
1675	Reading Development: Building Identities	1675	Reading Development: Building Identities
1675	Literature & Film: Contemporary Issues	1675	Literature & Film: Contemporary Issues
1675	Introduction to Statistics	1675	Introduction to Statistics
1675	Introduction to Theater	1675	Introduction to Theater
1675	Introduction to Film	1675	Introduction to Film

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ACADEMIC
COURSES

CTE
COURSES

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Reviewing Applications

ACADEMIC

- A Master's Degree or higher in the CE course's academic field
- A Master's Degree or higher in any Academic field and at least 18 completed credit hours of graduate coursework in an academic field that is relevant to the CE course
- Qualifying experience, as determined by the institution of higher education

CTE

- A degree in the course's Academic field
- A certificate in the course's Academic field
- Industry certification in the course's Academic field
- Qualifying Experience

MATH

- Level 4 Mathematics endorsement and a Bachelor's Degree in Math or Math Ed
- A Master's Degree in Math or Math Ed
- A Master's Degree or higher in Math or Math Ed. and at least 18 completed credit hours of graduate course work in Mathematics

Instructor > CE Office > Department Review > CE Office > Instructor

2 weeks for review

Approved

Reply to email from CE Office that the applicant is approved

Denied

Provide a brief explanation of why denied so instructor can work on qualifications

Training New Instructors

Instructors are asked to reach out to you to receive department training in their approval letter.

Department training is required before instructor can begin teaching the course.

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Submit a visit form to notify the CE office that department training is complete.



Training Could Include:

- Department Expectations
- Instructional Philosophy
- Assessment Methods
- Procedures
- Syllabus
- Textbook

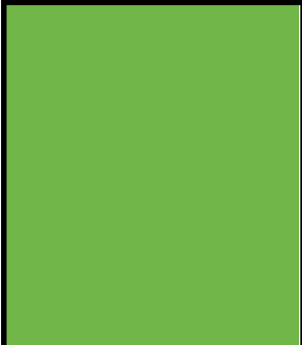
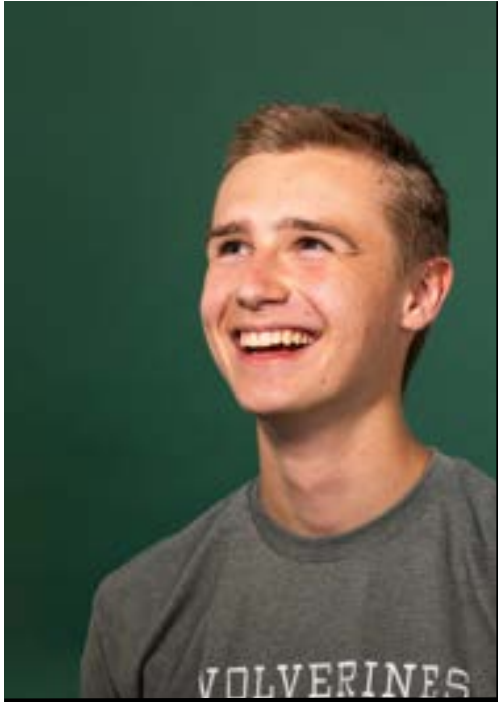
SITE VISITS

- Receive updated Instructor lists from CE office in Aug/Sept
- Reach out to your high school instructors to schedule in-person visit
- Fill out and submit visit form with instructor's signature

- Observation
- Reviewing Syllabus
- Recruitment Visit
- Discussing Curriculum
- Providing Feedback

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Required:

One visit
per
instructor,
per course,
per year

A 2nd visit is
optional
depending on
circumstances
OR for
recruitment

After 3 years, a
dept. can
determine if the
instructor is
considered a
veteran

Veteran
instructors can
be visited every
other year
virtually (20 min.
minimum)

SITE VISITS



Instructor Visits

Current Instructor Visits

The purpose of the site visit is to ensure that the high school course being taught is consistent in course content, course delivery, and student assessment with the corresponding UVU on-campus course. Visits can include engaging with the students, observation, co-teaching, reviewing the instructor's syllabus, and recruitment to UVU. **One visit is required per year. Two visits are encouraged if needed.**

*Be aware of when the instructor is teaching the course: Fall, Spring, and/or Full-Year.

New Instructor Training Visits

After receiving approval, the instructor must be trained by the department before they can teach the course. This is a requirement set by USHE and our NACEP accreditors. In this training, the liaison should review the course curriculum, textbook, syllabus, the department's teaching philosophies, assessment methods, and any other information the department deems imperative to teaching the course. Training is encouraged to be on a one-on-one basis either in-person or virtually.

Prospective Instructor Visits

During the application review process, the department may determine that they need to observe or converse with the prospective instructor to assist in the decision process. This can be done in person or virtually. This applies only to instructors who have submitted an application.

Type of Visits

- In Person
 - All new instructors are required to be visited in person for the first three years.
- Virtual
 - Once you determine an instructor has reached "veteran status," visits can be made virtually via Microsoft Teams or Zoom every other year.
 - Virtual visits must be a minimum of 20 minutes long to receive compensation.

Accepted Instructor Verification

- Instructor signature on the form (digital is accepted)
- Email jordanl@uvu.edu to submit the form with the instructor CC'd. Once the instructor responds, the visit will be processed.

Submission

- Submit visits to Jordan Lee at jordanl@uvu.edu
 - In the subject line, please put: [Your Department] Site Visits
 - Visits can be submitted in bulk or one at a time.
 - For tracking purposes, submit forms within 60 days of the visit.

Compensation

- Site Visits are compensated per course per instructor.
 - ex: A CE instructor teaches more than one course in your department. Liaisons can visit each course twice, per instructor.
- Compensation Rate
 - In - Person Visits: \$150 + Mileage Reimbursement
 - Virtual Visits: \$75
 - Payment can take up to 4 weeks to process
- Mileage report must be submitted within 30 days for reimbursement.

Instructor Visit Form

Submit form to Jordan Lee at jordanl@uvu.edu

Date of Site Visit: _____	UVU Course Number: _____
UVU Liaison: _____	Instructor Visited: _____
Liaison UVID: _____	Instructor Email: _____
UVU Dept: _____	High School: _____

Visit Type: In-Person Site ☐ Virtual ☐ Length of Visit: _____

Instructor Type: Current Instructor ☐ Prospective Instructor ☐ New Instructor Training ☐

Check if Yes:

- ☐ High school syllabus and content represent the on-campus course and syllabus.
- ☐ Text book has been reviewed and approved by department liaison.
- ☐ The content covered is equal to college classroom rigor.
- ☐ Instructor's evaluation of student's work compares to on-campus evaluation.

Description of Visit:

Observation Notes:

Feedback for Instructor:

Comments/Concerns:

CE Instructor Signature: _____ Date: _____

UVU Liaison Signature: _____ Date: _____

UVU Concurrent Enrollment hosts an annual conference each Fall

UVU CE is accredited by the National Alliance of Concurrent Enrollment Partnerships. This accreditation requires annual professional development of high school instructors by the institution

Departments provide a 45-minute breakout session with your instructors where you can:

- Bring in a guest speaker from the industry
- Reach out to the instructors before the conference and ask them what they would like to cover
- Review assignment examples or learn from each other about the different ways to do assignments





Syllabi Review

Part 1:

CE office sends the current syllabus on file in April. If there is a more current version you'd like instructors to use, please send it. We post the syllabi for current instructors to use in their class, and for review by prospective instructors.

Part 2:

In a site visit with the instructor, you will review the syllabus used in class. Instructors can add to the department syllabus but are instructed not to remove items.

504 ACCOMMODATIONS

These are the instructions that CE students and high school instructors receive for 504/IEP accommodations:

1

Complete the application for accommodations in the Clockwork Student Portal- sign in using their UVU ID/password.

2

Submit documentation either with the application or separately by emailing accessibilityservices@uvu.edu (this can be a copy of an IEP or 504).

3

Meet with an Accessibility Counselor - schedule an appointment (virtual or in person) through the Clockwork Student Portal or call the Accessibility Services office at 801-863-8747.

If you need more in-depth instructions, they are available on the Accessibility Services [website](#).

Additional Instructor Trainings

Throughout the year, there may be a need or opportunity to offer your high school instructors training in your discipline. The CE office is willing to offer extra support by:

- Communicating with high school instructors
- Scheduling rooms
- Providing lunch/snacks
- Stipends

If interested, contact me at jordanl@uvu.edu

*Additional trainings must be coordinated through our office to ensure timely compensation for both you and your instructors through the proper policies and channels.



Recruiting Events

Briawna Simkins:

briawna.simkins@uvu.edu

Cody Bolton:

cody.bolton@uvu.edu

Concurrent Enrollment students are often referred to as “low-hanging fruit” for departments to recruit to their programs. We are here to partner with you and your department in these efforts.

- Bringing students to campus
- Department events
- Recruitment-focused site visits to high school

If interested, contact our Events and Outreach team.

LIAISON COMPENSATION



Type	Time			Total Pay
New Liaison Training	30 Min			\$55
Site Visits	1 hour			\$150
Virtual Visits	20-30 min			\$75
Professional Development Conference	Pre Conference Prep: 3 hr	Conference: 45 min	Post Conference Follow Up: 1 hr	\$250
In Person New Instructor Training	30-60 min			\$150
Virtual New Instructor Training	30 min			\$75
In Person Prospective Instructor Visit	30-60 min			\$150
Virtual Prospective Instructor Visit	30 min			\$75
Additional Trainings	Full Day			\$200
	Per Hour, up to 3 hours			\$55
Mileage	From UVU to Site, back to UVU			Per State Regulation



Thank you!