



# Linn-Benton

## Community College

## High School Programs Manual 2022-2023

- College Now Program
- High School Faculty
- LBCC Faculty Liaison
- Students
- Campus High School Programs
- High School Partnerships Department

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## *LBCC Mission and Values*

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### **LBCC's Mission:**

To engage in an education that enables all of us to participate in, contribute to, and benefit from the cultural richness and economic vitality of our communities.

### **LBCC's Values:**

At Linn-Benton Community College, our values serve as the foundation that inspires our actions and unites us as a community. As responsible stewards, we are committed to:

- **Opportunity:** We support the fulfillment of potential in ourselves and each other.
- **Excellence:** We aspire to the highest ideal with honesty and integrity.
- **Inclusiveness:** We honor and embrace the uniqueness of every individual and promote the free and civil expression of ideas, perspectives, and cultures.
- **Learning:** We commit to the lifelong pursuit of knowledge, skills, and abilities to improve our lives and our communities.
- **Engagement:** We openly and actively connect as students, faculty, staff, and community.

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## *College Now Program*

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College Now is Linn-Benton Community College's high school-based college credit partnership program. College Now follows the sponsored dual credit accelerated learning state standards and its guidelines for curriculum, faculty, students, tuition and fees, assessments, program improvement, and transcription and transferability of credits. The High School Partnerships Department at Linn-Benton Community College works with area high schools to allow students to earn college credit while in high school. College Now will enable students to work toward a high school diploma and college degree concurrently. [Link: Resources for College Now Students.](#)

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## *Becoming a College Now Teacher*

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High school teachers interested in teaching a College Now course will need to be approved by LBCC, articulate their coursework, and comply with faculty guidelines and expectations. The College Now credentialing process complies with the minimum hiring standards outlined in Linn-Benton Community College Administrative Rule 4010-1 and Faculty

Handbook in compliance with Oregon Administrative Rule 589-007-0200. The credentialing process assures all stakeholders that high school students experience the same robust learning environment and student outcomes in the classes taught at LBCC. More detailed information regarding these processes is noted below. [Link: Resources for High School Teachers](#)

### *Teacher Approval*

To teach College Now classes, a high school teacher's transcripts and work experiences are examined by Linn Benton Community College faculty who teach in the respective academic department. This ensures teachers have the appropriate number of graduate school classes/credits and/or necessary work experience per the Sponsored Dual Credit state standard. Interested teachers should complete the [Application to Teach College Now](#) (download form before completing) and include all college transcripts (unofficial copies), a detailed explanation of related work experience, and a syllabus of the course(s) one intends to teach. The syllabus must include course learning activities, assessments, and student outcomes.

### [College Now Department Qualifications and Standards](#)

*\*found on the College Now website under Resources for High School Teachers*

### *Approval Status*

**Full approval** - all credential requirements satisfied

**Demonstration of competency** - the high school teacher does not meet all requirements to teach the class but can demonstrate competency and depth of knowledge/experience. The faculty representative must submit a written statement explaining how competencies were determined and an explanation of any support that will be provided. The faculty articulation representative and division dean sign the statement and include it with the teacher's application.

**Provisional approval** - the high school instructor is missing credentialing requirement(s) but commits to satisfying the conditions within a specified time. A timeline will be established for this level of approval. The high school teacher's progress toward meeting the requirement is reviewed every two years during the articulation agreement renewal. The high school teacher must submit updated transcripts showing additional earned graduate credits. The faculty articulation representative and College Now personnel review the transcript. If progress is not made toward academic goals, the LBCC faculty and Director of High School Partnerships will work with the high school teacher. If the teacher decides to no longer pursue the graduate credit requirements, LBCC will rescind the respective articulation agreement with the high school.

### *Course Articulation*

A high school establishes a College Now class through a formal agreement with LBCC confirming the course content, learning experiences, and student outcomes of the high school

class are consistent with college-level rigor. LBCC has articulation agreements with other colleges and universities that acknowledge student learning alignment between post-secondary institutions. The agreements allow students to move easily from one college or university to another. College Now classes offered at secondary schools must fit within these same articulation agreements. The process:

1. LBCC faculty provide the high school teacher with the LBCC syllabus and the college-approved Course Outline Guide (COG) for each class under articulation review. The LBCC COG includes the course description, objectives, learning activities, assessments, and student learning outcomes.
2. The high school teacher agrees to use the standard LBCC syllabus format, and the high school class description must align with the LBCC catalog course description. For example:

#### WR 121 ENGLISH COMPOSITION (4 credits)

Focuses on college-level expository writing and critical thinking. Improves fluency with elements such as thesis, support, organization, basic research/citation, and conventions of language. Utilize processes such as critical reading, prewriting, drafting, peer feedback, revision, editing, and reflection. Asks students to employ these elements and processes while considering the audience, purpose, and genre of a given writing task.

The syllabus must also include:

- a. Course title and number
  - b. Course description and objectives
  - c. Grading scale
  - d. Explanation of tests, quizzes, and assignments
  - e. Statement on Academic Honesty
3. LBCC CN Faculty Liaison reviews the HS teacher's syllabus and curriculum for alignment with the college class.
  4. The faculty works with the HS teacher to make necessary modifications to align with the college class.
  5. The faculty may review the textbook(s) used by the high school teacher.

#### *Articulation Agreement*

The faculty liaison sends the Articulation Agreement to the high school teacher. The teacher and principal sign the agreement and return to the faculty liaison for signatures from the faculty articulation representative and division dean. The agreement is then sent with the syllabus

to the High School Partnerships office. Established articulation agreements are reviewed and renewed every 5 years. High school teachers submit their syllabus for review on an annual basis.

### *New Teacher Orientation*

Newly approved high school teachers will participate in an orientation provided by the college faculty liaison focusing on curriculum, course outcomes, assessment, and program requirements.

### *Ongoing Contact*

For ongoing College Now classes, the faculty will meet with the high school instructors at least once a term to review course syllabi, learning expectations, assessments, and expected student outcomes and behaviors. Meeting is a critical component of the ongoing articulation agreement. High school teachers are encouraged to communicate regularly with their respective faculty liaison. LBCC will offer Professional Learning Community (PLCs) opportunities for CN teachers.

### *Articulation Agreement Renewal*

The college and high school faculty, along with the College Now personnel, formally review the curriculum alignment and renew the articulation agreement. The college faculty will discuss any course changes at the college and assist the high school teachers with adapting the content. During the articulation review year, the college faculty liaison will review the progress toward credential standards for those high school teachers on provisional approval. High school instructors who do not meet with College Now faculty to renew the articulation agreement will jeopardize their College Now teacher status with LBCC.

### *Additional Responsibilities*

College Now (CN) teacher responsibilities:

- Provide students with the College Now approved course syllabus the first week of class.
- Encourage students to complete the High School Partnerships application to receive College Now Credit.
- Provide information to parents about the College Now program and the link to this manual for the student section.
- Explain the college grading scale and expectations.
- Help students understand the responsibilities associated with taking a college class.
- Submit the class roster of the students committed to taking the College Now class to the High School Partnerships office by the College Now Academic Calendar deadlines.
- Submit grades online using LBCC's WebRunner.
- Report Student Learning Outcomes using LBCC's reporting tool.
- Provide students the link to the end-of-course evaluation form.

## *Non-Compliance*

High school instructors must abide by articulation agreements for several reasons. Linn-Benton Community College has similar articulation agreements with other colleges and universities. Since there is no differentiation on the students' records whether the classes were held at the high schools or the college, the high school instructors must align College Now classes with the college curricula and expected student outcomes. If the high school College Now classes are not taught in alignment with the LBCC curricula, then the college's articulation agreements can come under question. In addition, the College Now courses prepare students for additional college classes. Students who do not experience the rigor of a college class or learn the required content may not perform well in subsequent courses.

High school instructors who do not communicate regularly with the college now faculty liaison, attend required meetings/PLC's, report Student Learning Outcomes, or provide student assessments/samples of work when asked by the College Faculty Liaison will risk having their articulation agreement nonrenewed. If a question arises about a College Now high school instructor not following the articulation agreement by straying from the specified college curriculum or not meeting the level of rigor expected of the students, the appropriate LBCC College Now articulation instructor and the Director of High School Partnerships will work together with the high school instructor to bring about compliance. The instructor's students' assessments will be evaluated during the term. If the instructor continues to fall below the required expectations by the end of the term, the Director will contact the high school principal and/or high school College Now Liaison/designee to discuss a second strategy for improvement. The Director and articulation faculty will work with the instructor for an additional term. However, if the instructor still cannot meet college teaching standards, the articulation agreement will be voided.

## *Registration and Grading*

Students must complete the High School Partnerships application to participate in the College Now program. At this time, students are registered for College Now classes by the High School Partnerships Office. A student who no longer wants to pursue the College Now credit in any course must complete and return the College Now Drop/Withdrawal Form (temporary form being used for 2022-2023 and is sent to teachers by College Now Coordinator) by the deadline according to the [College Now Academic Calendar 2023-2024](#).

College Now high school instructors work with the college faculty liaison to align the course final assessment. Each academic department sets the assessment requirements. Writing and Math departments have unique assessment processes.

*Writing:* students write a final paper that is graded using a holistic grading process developed by the writing faculty at the college and used for all Linn-Benton Community College writing students.

*Math*: students take the same final assessment as college students. In most cases, the final assessment is graded by the LBCC college faculty.

### *Entering Final Grades*

At the conclusion of the College Now class, high school instructors enter student grades using WebRunner. The grading scale for College Now is A, B, C, D, F. Students who have withdrawn from the College Now course will receive a W on their LBCC transcript. [Click for instructions on grading procedures and accessing a WebRunner account.](#)

### *Outcomes Assessment*

For accreditation, LBCC is required to report Student Learning Outcomes at the end of each course. This is a faculty-led assessment for improvement. At the end of the College Now class, the high school instructor is responsible for reporting Student Learning Outcomes via the link in their WebRunner account or by the link sent to teachers by the HSP office at the end of each term.

### *Professional Development*

High school College Now teachers are welcome to attend LBCC's Fall and Spring In-service sessions. The High School Partnerships Director informs the teachers of the Inservice date and workshop schedules. College Now teachers may be invited to other professional development opportunities such as special guest lecturers. College Now high school teachers may be eligible to take a college class, up to three credits, every academic term, at no charge. Contact the High School Partnerships office with questions: 541-917-4278.

Although High School College Now teachers are not compensated by LBCC, teachers are reimbursed for mileage and school districts are reimbursed for substitute teachers at the state rate for meeting and training time with College Faculty Liaisons.

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## *Role of Faculty Liaison*

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The LBCC faculty liaison works with high school instructors to ensure that students are meeting the learning outcomes and are receiving the same learning experience as they would if they were taking a class on the LBCC campus. The faculty liaison is also responsible for providing professional learning community (PLC) opportunities for their high school instructors. The faculty liaison also works closely with the High School Partnerships office regarding program processes and compliance. The faculty liaison is responsible for the approval of high school teachers, course articulation and alignment, articulation renewal, new teacher orientations,



and regular meetings and communication with approved high school teachers. Please refer to the previous section for more details.

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## *Campus High School Programs (CHSP)*

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High school students can take classes on the college campus through Campus High School Programs with the Expanded Options Program (EOP) or Alternative Learning Opportunities (ALO). Both allow students to work on their high school diploma and college degree simultaneously. The classes taken at the college are transferred back to the high school for credit toward the high school diploma. EOP allows students to access an LBCC campus and take classes that fit within their high school days. Students move back and forth between their high school and college. Through ALO, students attend classes only at the college but transfer the credits back to the high school to earn their diplomas. Homeschooled students may also attend through the ALO as a self-pay student. They would contact and work directly with the High School Partnerships (HSP) department instead of a high school.

Another program offered through CHSP is Post Graduate Scholars (PGS). This is for students graduating high school and attending LBCC in the Fall as an incoming Freshman. The high school determines in the Spring the eligibility of the students they will place in the program. Students need to understand that there are strict requirements and deadlines with EOP, ALO, and PGS through both the high school and LBCC. [Resources for CHSP Students](#)

### *Calendar and Deadlines*

Students must work with their high school counselor for approval to participate in the CHSP program. Self-pay students will work directly with the High School Partnerships department. Students will need to track dates carefully and make sure all paperwork is turned in on time. Students apply online and select "High School Partnerships" as the Application Type from the drop-down menu in their My LB account (link to the [HSP application](#) page). Students applying for the Post Graduate Scholars program (PGS) will choose the "New Student" Application Type as they are applying as an incoming Freshman, having graduated from high school, and must work with their high school to determine their eligibility for PGS. [CHSP Calendar and Deadlines 2022-2023](#)

### *Grading and Progress Reports*

CHSP students participate in regular college classes on the campuses of Linn-Benton Community College. They are subject to the college course grading scale, including the ability to withdraw from classes. Students are to consult with their high school before withdrawing as they could be financially responsible for the class if they do not. High schools request that students submit progress reports to them on a regular basis to ensure student success.

### *Required Information Sessions*

CHSP students are required to attend an Information Session before the start of their first term. Students will receive communication to sign up for an information session from the High School Partnerships' office.

### *Under 16 Students*

Students under the age of 16 who have not graduated from high school and wish to enroll in credit classes will be required to submit a Campus High School Program form, current transcript, letters of recommendation, and will need to complete placement tests. Materials will be reviewed by the LBCC Campus High School Programs advisor. If the advisor determines the student can move forward in the under 16 process, an interview will be scheduled for the student with the LBCC Campus High School Programs advisor and faculty member. Call the High School Partnerships Office at 541-917-4236 for more information.

\*Please keep in mind there are deadlines for the review process each term.

\* Should a student inadvertently register for a credit class without going through the review process and receiving the authorization to attend, they will be dropped from the registration.

The LBCC Administrative Rules governing the under 16 requirement can be found at this link:

[AR-7075 - Underage Student Enrollment Standards](#)

The LBCC Catalog

[Students Younger than 18](#)

### *LBCC Advisor*

CHSP students are assigned an LBCC advisor within the Advising Center. The advisor for Post Graduate Scholars will be assigned as per a student's declared major. The advisor for AOL and EOP students will facilitate an information session and work with students, along with their high school, throughout the year.

Brenda Yahraes, Campus High School Program Advisor

541-704-7294

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# High School Partnerships Department

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## *Roles and Responsibilities*

- Provide the high school teacher with materials necessary for entering College Now grades.
- Assist students and high school instructors with questions about student transcripts, articulation agreements, student registration, grade-recording processes, etc.
- Provide support and outreach to high school partners and students.
- Create, maintain, and make available copies of the articulation agreements.
- Facilitate campus meetings between high school instructors and Linn Benton Community College academic departments.
- Register students for College Now courses.
- Coordinate Information Sessions for CHSP.
- Support the application process.
- Compile and communicate reports and data to college and high school administrators.

## *High School Partnerships: Students*

Talk with your high school counselor about what academic program is right for you. To sign up for the College Now (CN) program or Campus High School Programs (CHSP) fill out the online high school partnership application through My LB once you create an account. Students must complete the High School Programs application to participate in the College Now program. [High School Partnerships Application Page](#).

Make wise choices about taking College Now classes. You want to take courses that will help you earn a degree or certificate. Talk with your high school counselor or the CHSP advisor about taking College Now classes appropriate for your career goals. Browse LBCC's areas of studies to help you choose courses: [LBCC Areas of Study](#). You can also check the website for College Now classes offered at your high school: [Scroll to the yellow + sign for a list of courses offered at your school](#).

Learn and use effective study habits; earn good grades. These courses will count toward your GPA on your college transcript; the grades you earn in your College Now courses will always be on your college transcript.

## *Grading*

- The grading scale for College Now is A, B, C, D, F.
- Students who withdraw from a College Now course will receive a W on their LBCC transcript. A "W" may cause colleges or employers to wonder why you could not complete a course.
- Students should be advised that college transcripts are a permanent academic record.

- If a student wants to drop or withdraw from a College Now course, they must complete and submit the College Now Drop/Withdraw Form - New Form Coming Soon! by the deadline, as noted on the [College Now Academic Calendar 2023-2024](#).

## *MyLB*

At Linn-Benton Community College, MyLB is a tool that permits students to use one set of credentials (their LBCC ID -X number as their username and a secure password) to access web tools at LBCC such as WebRunner and Moodle. [MyLB Reference Sheet](#).

## *Work Toward A Degree Goal*

To learn about different programs of study at LBCC, visit our webpage: [Areas of Study](#). Students with an Associate of Arts Oregon Transfer degree ([AAOT degree](#)) or an Associate of Science degree ([AS degree](#)) may transfer to a four-year college with the first two years of their program completed. Students intending to transfer with an associate degree should be referred to an advisor at their intended four-year (transfer) college right away. Students will work with their high school counselor and LBCC advisors for assistance in making decisions about which degree fits best with their academic goals. Check this reference page for LBCC degrees: [Degrees-and-Certificates](#). Use the Degree Runner program in WebRunner to know what classes you've taken and what you still need to take.

## *Transcripts*

Students can view their online transcript using their account in WebRunner. To access your transcripts through your WebRunner account click on the "Student" menu, click on "Student Records," select "Unofficial Transcript." Scroll down to view the different terms. If you decide to attend another college/university or an employer wants to review your coursework, you'll probably be asked to submit an "official" transcript. An official transcript is a copy of your transcript the college places in a sealed envelope. Opening the envelope will break the seal and make your transcript "unofficial." You can request LBCC to send your transcript directly to the college or university. Here's the link to request an [Official Transcript](#). The College Now program is free to students except for a \$5.00 fee for requesting an official transcript.

## *End-Of-Course Evaluation*

The High School Partnerships staff is interested in your College Now experience in both your class and the program in general. At the end of each term, you will be able to provide feedback about your experience. The information you provide will help the college improve the College Now program: [CN End-of-Course Evaluation](#)

## *Parents / FERPA Privacy Policy*

As a parent, you are a primary and vital source of information for your student as they move toward their future as adults. You can help them make good decisions that keep them on track to earn the education they need for a smooth transition into the jobs they want. Please refer to the [College Now Student Quick Tips](#).

Your student's college records have privacy protection. The U.S Department of Education's Family Educational Rights and Privacy Act (FERPA) does not allow the college to share information without permission from your son or daughter. FERPA is a Federal law that protects the privacy of educational records as a college student. Under FERPA, Linn-Benton Community College cannot release the following information to anyone, except college departments and your high school:

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

For more information: [Family Educational Rights and Privacy Act \(FERPA\)](#). Talk with your student and discuss the benefits of being part of her/his college efforts. Your student can log into their WebRunner account and grant permission.

## *Student Rights, Responsibilities and Conduct*

The college's Board of Education has established policy relating to student rights, freedoms, responsibilities, and due process. This policy outlines the rules for student conduct and describes the procedures for due process and for filing a complaint. See policy on the [LBCC Students' Rights Responsibilities and Conduct](#) web page. All students should read and know this policy. It sets out expectations for the LBCC Community. The form to report a concern or complaint can be found here: [https://linnbenton-advocate.symplicity.com/public\\_report/](https://linnbenton-advocate.symplicity.com/public_report/).

## *Request for Special Needs or Accommodations*

Direct questions about or requests for special needs or accommodations to the LBCC Director, Center for Accessibility Resources (CFAR), RCH-105, 6500 Pacific Blvd. SW, Albany, Oregon 97321, Phone [541-917-4789](tel:541-917-4789) or via Oregon Telecommunications Relay TTD at [1-800-735-2900](tel:1-800-735-2900) or [1-800-735-1232](tel:1-800-735-1232). Make sign language interpreting or real-time transcribing requests 2-4 weeks in advance. Make all other requests at least 72 hours prior to the event. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.

## **LBCC Comprehensive Statement of Nondiscrimination**

LBCC Comprehensive Statement of Nondiscrimination

Linn-Benton Community College [does not discriminate](#) based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital

status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws in its programs or activities. For further information see [Board Policy 1015](#) and [Administrative Rule 1015-01](#). The following staff members have been designated to handle inquiries regarding the nondiscrimination policies:

For concerns or inquiries regarding disability accessibility and accommodations:

Contact: Carol Raymundo, Director of Center for Accessibility Resources

RCH-101, Albany Campus, Albany, OR 97321

(541) 917-4789

[raymundo@linnbenton.edu](mailto:raymundo@linnbenton.edu)

Request for Special Needs or Accommodations

Direct questions about or requests for accommodations to the Center for Accessibility Resources, [541-917-4789](tel:541-917-4789) or [cfar@linnbenton.edu](mailto:cfar@linnbenton.edu) at least three business days in advance for special events and as soon as possible for classroom or other emerging requests. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.