



OFFICE OF HIGH SCHOOL PARTNERSHIPS DEPARTMENT and PROGRAM REVIEW: DEPARTMENT PLAN

Part 1: Department Mission Statement

COCC's Office of High School Partnerships collaborates with regional partners to provide college credit and career exploration opportunities for students in grades 8-12, creating early pathways to higher education that are accessible, affordable and achievable.

Part 2: Strategic Plan Connection

- X [Access](#)
- X [Community Engagement](#)

Part 3 and 4: Goals/Outcomes and Activities

1. Increase student participation in COCC high school programs.

- a. Create strategic promotional materials and processes aimed at increasing participation in high school programs.
 - i. Informational video highlighting high school programs posted on website and available to high schools.
 - ii. Scheduled participation for COCC OHSP staff at high school and 8th grade events, geared toward forecasting and planning, to promote high school programs.
 - iii. Create flexible payment options and COCC scholarship opportunities (after school payment methods are exhausted), that includes keeping students under 18 from being sent to collections.
 - iv. Complete a needs assessment to evaluate the effectiveness of current promotional activities and to identify new strategies.
- b. Create infrastructure to support CTE (Career and Technical Education) pathway development for area 8-12 grade students, in collaboration with the High Desert Education Service District.
 - i. Create an inventory of current high school programs of study (POS) and COCC CTE programs.
 - ii. Create a CTE partnership and pathway development strategy, including identifying new articulations that support CTE programs at COCC and supporting or hosting events, for 8-12th graders to promote CTE programs and options at COCC campuses.

2. Create or Improve infrastructure to support and sustain high school programs at COCC.

- a. Create or improve faculty mentor, teacher approval and articulation infrastructure:
 - i. Create support resources, forms as well as training and communications schedules for the existing mentor guidebook,

- ii. Explore fiscally responsible compensation rates for faculty mentors and Sponsored Dual Credit Faculty Facilitators/Trainers.
- iii. Improve documentation and create tracking systems for compliance related activities (collegial interactions, syllabus review, classroom visits, Sponsored Dual Credit trainings, articulation maps, etc.).
- iv. Implement Professional Learning Communities (PLSs) via the Canvas course shells to support teachers.
- v. Create Sponsored Dual Credit training guidebooks/workbooks and training.
- b. Create a guidebook for district and high school administrators related to high school programs at COCC.
 - i. Explore feasibility and demand for hosted events on COCC campuses, specific to this population.
- c. Collaborate with internal partners to improve the high school student experience, regardless which high school program they are participating in.
 - i. Collaborate with internal partners to align College Now student admissions with the concurrent student admission process (admitted under student type 0).
 - ii. Collaborate with recruitment and outreach for a cohesive communication plan for high school students.
 - iii. Collaborate with Student Affairs to create early college advising opportunities.
 - iv. Create a strategy for outreach to charter schools in and out of the area that serve our local high school student community.
 - v. Support COCC and school district events aimed at 8-12th graders, who want to earn college credit or explore career options.
- d. Explore the feasibility of hiring a part-time or full-time admin assistant for the office.

Part 5: Measurement Tool and Timeline

- 1. Increase student participation in COCC high school programs.**
 - a. Increase student participation rates in College Now by 3% through the duration of this plan, based on Banner data, pulled each summer.
 - b. Increase student participation rates in Concurrent Enrollment by 2% through the duration of this plan, based on Banner data, pulled each summer.
- 2. Create infrastructure to support and sustain high school programs at COCC.**
 - a. Completion of draft materials and implementation of systems after year two of this plan, implementation during year three of this plan, with an assessment of the framework improvements conducted each year after that will report progress and successes as well as areas of improvement and/or weaknesses requiring attention.