



HLC Accreditation 2016-2017

Evidence Document

Academic Affairs

Application for Extension ***Dual Credit Faculty Qualifications***

Additional information:



FORM

Application for Extension

Dual Credit Faculty Qualifications

At its November 2015 meeting, the Higher Learning Commission (HLC) Board of Trustees resolved to provide an opportunity for member institutions with dual credit programs to apply for extensions related to compliance of faculty qualifications in these programs with [Assumed Practice B.2](#). Dual credit refers to courses taught to high school students at the high school for which the students receive both high school credit and college credit. These courses or programs are offered under a variety of names; HLC's Criteria on dual credit apply to all of them, as they involve the accredited institution's responsibility for the quality of its offerings.

This application is designed for institutions accredited by HLC, or an organization representing a group of such institutions, to apply for an extension of the September 1, 2017, effective date of the revised Assumed Practice. While HLC realizes that significant supporting material may have been generated to address the questions below, this application form is intended to be, in most cases, no more than 3 or 4 pages for individual institutional applications. As such, materials not specifically requested (e.g., faculty resumes, transcripts) should not be included. If the person completing this application on behalf of a single institution is not the CEO or the ALO of the institution, it is understood that the person completing and submitting this application has consulted with those individuals. Institutions seeking an extension must submit applications by **December 15, 2016**, to Cecilia Torres, Accreditation Processes Coordinator, at ctorres@hlcommission.org.

HLC will review applications to determine if the information provided satisfies HLC's expectations. Institutions or organizations representing a group of institutions will receive a letter of outcome within two months of applying. There is no fee for this application.

Name of Institution or Organization Representing Multiple Institutions: Wichita State University

Contact Person: Dr. Rick Muma

Title: Associate Vice President for Academic Affairs

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1. Complete this question only if submitting this application on behalf of a group of institutions accredited by HLC. If submitting as an individual institution, skip question 1.
 - a. List each participating institution and attach evidence of its commitment to be coordinated in this fashion in Appendix A.

- b. Describe the capacity of the organization to coordinate the efforts of the institutions represented.

Answer questions 2–4 for each institution so that each institution’s scope, processes and capacity are clear. Question 5 is assumed to be the same for each institution in the group; if it is not, each institution must instead submit separate applications.

2. Provide information about the scope of the institution’s dual credit operations. If there are more than three institutions in the group, please attach Appendix B with the answers to this question for each institution.
 - a. Institution A: Wichita State University
 - i. Number of high schools offering dual credit: 8
 - ii. Number of dual credit faculty: 10
 - iii. Number of dual credit students: 103 unduplicated
 - iv. Number of credit hours produced yearly via dual credit: 450
 - b. Institution B:
 - i. Number of high schools offering dual credit:
 - ii. Number of dual credit faculty:
 - iii. Number of dual credit students:
 - iv. Number of credit hours produced yearly via dual credit:
 - c. Institution C:
 - i. Number of high schools offering dual credit:
 - ii. Number of dual credit faculty:
 - iii. Number of dual credit students:
 - iv. Number of credit hours produced yearly via dual credit:
3. Describe the processes and capacity that the accredited institution currently has in place to ensure that there is oversight of its dual credit operations and that dual credit faculty meet HLC’s faculty qualifications expectations. (Include a description for each institution.)

Teachers submit their resumes, transcripts and syllabi for proposed courses to the Coordinator of Concurrent Enrollment. These application packets are pre-screened by the coordinator and then sent to the appropriate academic department chair or Associate Vice President for approval.

4. Provide information regarding dual credit faculty and compliance with HLC’s faculty qualifications expectations. As noted in HLC’s [Qualified Faculty Guidelines for Institutions and Peer Reviewers](#), institutions may use a combination of credentials and tested experience in determining whether a faculty member satisfies the requirement. This approach, which should be guided by a consistent and documented process, may be used in determining how many credits a faculty member needs to reasonably equate with the requirement of a master’s degree and 18 graduate credits in the discipline.

Provide the anticipated number of dual credit faculty who will need to earn additional credit hours in order to satisfy the requirement of having a master's degree **and** 18 graduate credits in the discipline as of September 1, 2017:

- a. No additional credits needed: 9
 - b. 1 to 6 credits needed: 0
 - c. 7 to 12 credits needed: 1
 - d. 13 to 18 credits needed: 0
 - e. 19 or more credits needed: 0
5. Describe the plan and timeline for ensuring that all anticipated dual credit faculty as of September 2017 will be in compliance with HLC's faculty qualifications expectations. Plans should not extend more than five years after policy implementation begins on September 1, 2017, and should reflect the needs identified in question 4.

Wichita State University requests an extension for two years for the single teacher who needs to complete 12 hours towards the credentialing requirement. This individual has a bachelor's degree in English and a master's degree in Curriculum and Instruction. He is working towards completing the 18 graduate credit hour requirement. He teaches Engl 101, College English I, for us now. To assess his progress toward this requirement, we will ask for copies of each semester's transcript.