

PLANNING PROCESS CHECKLIST

This list will help identify key components to offer a college course within your school.



NAME OF HIGH SCHOOL: _____

Task Description	✓	Date	Comments
EDUCATIONAL INTEREST			
Determine interest in a specific pathway or general education course			
Notify Early College contact at CCC			
Determine alignment to a pathway program or general education course			
INSTRUCTOR			
Identify the instructor			
Provide a summary of professional work experience and college transcripts for review			
CCC will review credentials and notify the high school contact			
HIGH SCHOOL VISIT			
Schedule a facility tour at the high school as needed			
Determine accommodations for instruction such as (Adaption to space, safety, etc.)			
EQUIPMENT NEEDS OR OBTAINED			
Identify the necessary equipment for instruction			
Determine additional items for delivery of the course			
SUPPLIES			
Identify consumables and accessories needed			
Textbook/Software			

Task Description	✓	Date	Comments
TUITION AND FEES			
Determine payment (ACE Scholarship, Community or High School Foundation Funding, School District and or payment by student/parent)			
For funds paid by student/parent they are allowed to make a one-time payment or sign up for a payment schedule			
FACULTY TRAINING			
College provides discipline-specific training and orientation before teaching			
New instructors are assigned Learning Support Services (LSS) training for Moodle, SPNS, and curriculum review session with college faculty			
CONTINUED SUPPORT			
Instructional activities offered throughout the year (winter, spring and summer)			
Provide annual discipline-specific professional development sessions to address course content, delivery, assessment and resources			
An instructor evaluation is performed onsite every third year			