

First Friday Noncredit Webinars

A Noncredit Community of Practice Activity

Brought to you by: Academic Senate for California Community Colleges (ASCCC)
Association of Community and Continuing Education (ACCE)
Chancellor's Office
Career Ladders Project (CLP)
California Community Colleges Success Network (3CSN)

Noncredit Enrollment: Open Entry/Open Exit vs. Managed Enrollment

Noncredit Webinar

June 2, 2017

Glendale Community College: Maria Czech, Jan Young

Mt. San Antonio College: Liza Becker, Dana Miho, Donna Necke

Open Entry/Open Exit Enrollment

- **5 CCR 58164:** The term “open entry/open exit courses” refers to courses in which students enroll at various times, and complete at various times or at various paces. Open entry/open exit courses may be conducted as either credit or noncredit courses and may be offered with or without regularly scheduled hours.
- **5 CCR 58003.1:** For all open entry-open exit credit courses and for all noncredit courses otherwise eligible for state aid, except distance education courses, the units of FTES shall be computed by dividing actual student contact hours of attendance by 525.

Advantages to Open Entry/Open Exit

- Students can enter any time during the term (when it is convenient for them and when they are motivated.)
- Research shows the first three weeks in a program are the most critical to establish students' motivation and persistence. (Quigley)
- Students progress at their own pace. Grading can still reflect students' progress, (SP) and repeatability allows student to remain in the course until the desired skills are acquired.
- Students can re-enter when time and external factors permit.

Challenges to Open Entry/ Open Exit

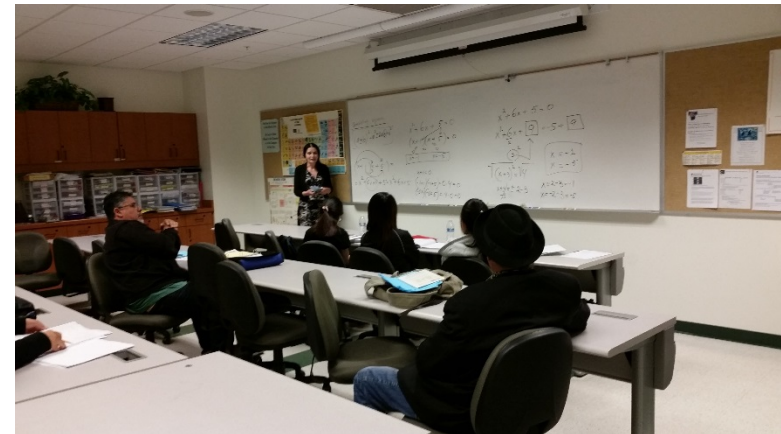
- Students must play “catch up” if miss foundational work presented in the classroom (self-paced courses are not affected.)
- Instructors must provide differentiated learning and scaffolding to accommodate different levels of learning (also based on students’ prior knowledge.)
- Advantages of creating a classroom cohort are somewhat diluted.

Glendale College Noncredit Offerings

- **Open Entry/Open Exit**
- Short Term Voc: Keyboarding, Accounting, Medical and Dental Front Office
- Adult Basic and Secondary Ed: Prep for HiSet and GED classes, ABE classes, and GCC High School Diploma classes.
- **Managed Enrollment**
- Short Term Voc: Computer software classes. Soft Skills classes. (e.g. 16 hr. class offered in 1 week block M-Th, 2 week block 2 days a week, or 4 week block 1 day a week.)
- ESL

Organization and Structure at GCC

- Centralized location
- Large study hall for independent or small group work
- 2 classrooms that comfortably accommodate 30 students each
- Strategically located administrative staff for intake and inquiries
- Tutor experienced in assisting with both math and language skills



Organization and Structure -- Entry

- Registration and assessment
 - Adult high school, ABE, HSE, skill maintenance
 - Reading level, grammar, mathematics and writing sample (for ABE and HSE)
- Meet with instructor for class assignments
 - Initial counseling
 - Goal setting and timeline

Organization and Structure

FALL 2017 ABE/HSE CLASS SCHEDULE						
Student Success Center						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
8:00 - 9:00	Social Studies - Caryn	Paragraph - Kim	Science - Maria	Paragraph - Kim	Ch&Graph - Kristin	
9:00 - 9:45	Reading - Kristin	Gramm. 1- Kristin	Gramm. 2 - Kim	Reading - Kristin	Grammar 2 - Kim	Orient/Counseling
9:45 - 10:00	Essay - Caryn	BREAK		Essay - Caryn		
10:00 - 11:00	Writing 1	Basic Math - Maria	Algebra - Aida	Writing 1	Basic Math - Maria	Algebra - Aida
11:00 - 12:00	Reading - Kristin	Literature - Jar	Geometry - Aida	Reading - Kristin	Literature - Jar	Geometry - Aid
12:00-1:00	Basic Math - Maria	Algebra - Aida	Science - Maria	Basic Math - Maria	Algebra - Aida	
1:00 - 1:45	Grammar 1 - Colleen	Ch&Graph - Kim	Grammar 2 - Alice	Grammar 2 - Alice	Orient/Counseling	
1:45 - 2:00		BREAK				
2:00 - 3:00	Social Studies - Caryn	Literature & Essay - Victoria		Paragraph - Alice	Literature & Essay - Victoria	Paragraph - Alice
3:00 - 4:00	Writing 1 - Colleen			Reading - Alice		Reading - Alice
6:00 - 7:00	Basic Math - Sevan	Science - Daniela	Grammar - Jackie	Paragraph - Araceli		
7:00 - 8:00	Literature - Arpine	Essay - Arpine	Social Studies - Victoria	Advanced Math - Joe		

ABE: Reading, Writing 1, Grammar 1, Basic Math

HSE: Literature, Essay, Algebra-Geometry (Advanced Math), Grammar 2

Open to all: Social Studies, Science, Charts and Graphs, Paragraph, Vocabulary/Spelling, Orientation

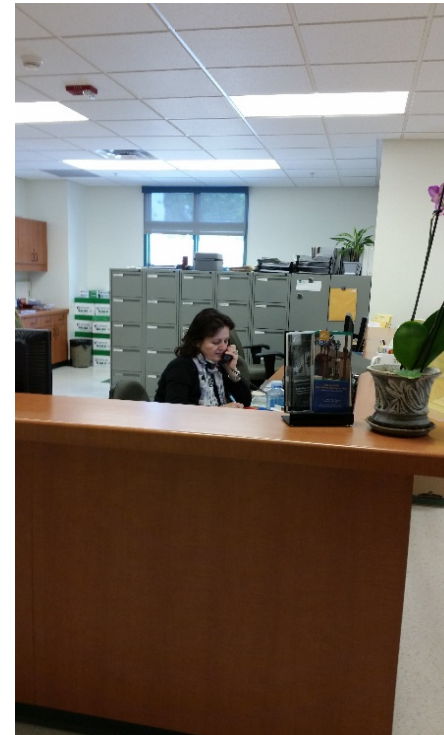
Organization and Structure

- Summer and Winter Sessions: more block scheduling

SUMMER 2017 (week 1-4) ABE/HSE CLASS SCHEDULE Student Success Center					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 9:00	Literature - Kim	Reading - Kristin	Literature - Kim	Writing - Kristin	Grammar1 - Victoria
9:00 - 9:45	Essay - Kim	Paragraph - Kim	Essay - Kim	Paragraph - Kim	Writing - Kristin
9:45 - 10:00			BREAK		
10:00 - 11:00	Math in Science - Maria	Social Studies - Kristin	Statistics - Maria	Reading - Kristin	Grammar 2- Victoria
11:00 - 12:00	Math in Science - Maria	Advanced Math - Maria	Statistics - Maria	Advanced Math - Maria	Reading - Kristin
12:00-1:00	Literature - Kim	Advanced Math - Maria	Literature - Kim	Advanced Math - Maria	
1:00 - 1:45	Essay - Kim	Grammar - Alice	Essay - Kim	Reading - Alice	
1:45 - 2:00			BREAK		
2:00 - 3:00	Math in Science - Maria	Reading - Alice	Statistics - Maria	Social Studies - Victoria	
3:00 - 4:00	Math in Science - Maria	Paragraph - Victoria	Statistics - Maria	Problem Solving for Language Arts and Math	
6:00 - 7:00	Essay - Arpine	Literature - Arpine	Social Studies - Victoria	Grammar - Araceli	
7:00 - 8:00	Advanced Math - Joe	Paragraph - Araceli	Basic Math - Joe	Science - Victoria	

Management

- Persistence
- Core group
- Moodle/Canvas online platform
- Multiple measures
 - Classroom performance
 - Attendance
 - CASAS
 - HSE practice tests




Tips and Tricks



- Growth Mindset
- The personal touch
- Differentiated instruction and scaffolding
- College assessment preparation

Tips and Tricks



Did you know that you can grow your brain?

To find out how, come to the

Keys to College Success Presentations

Wednesday, May 24, 11:00 a.m. – 2:00 p.m.

Tour of GCC Library with Zohara Kaye: 11:30

- Introduction to resources and workshops
- How to use the library

Pizza Lunch with English 120 class: 12:00

GCC English 120 Students Present: 12:30

- How our brain develops new neural pathways when we learn new skills and how practicing those new skills can make those pathways stronger.
- How to work smarter, not just harder, and that working smarter means finding good strategies and being willing to ask for help from others.
- How cultivating a growth mindset can increase your chances of succeeding.
- the types of setbacks students are likely to face and how to recover from and/or avoid those setbacks.

Sign up at the front desk.

- Connection to credit campus
 - Field trips
 - Growth mindset presentation by 1st semester credit English class
 - Planetarium
 - Library workshops
 - Visits to credit Learning Centers

Open Entry/Open Exit at Mt. SAC

Faculty Perspective

- Always have a “Plan B”
- Each class is self contained with the assumption students have no prior knowledge yet includes challenging material for core attendees
- Each class has icebreakers built-in to welcome new students and establish a feeling of community
- Patience, Empathy, Thoughtfulness
- Assemble an awesome staff who is responsive to student needs
- Tap into the positive student leaders who form core group of regular attendees for mentoring
- Services need to come to students

Managed Enrollment Overview

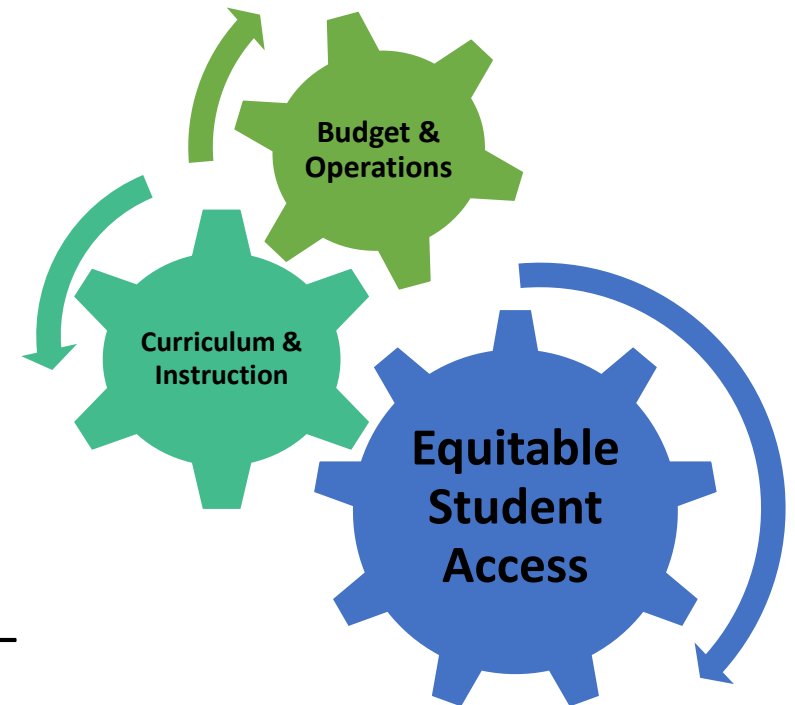
- **Enrollment:** Enrollment is open for a specified timeframe
- **Course Access:** Course start and end dates are clearly published
- **Absences:** Prescribed by program and affect class status
- **Priority Registration:** Students in good standing based on attendance receive priority in subsequent term
- **Repeatability:** May set repeatability limitations per course; student must re-enroll to repeat the course

Povenmire, A. (2006). Massachusetts Coalition for Adult Education. *Managed Enrollment: An Opportunity to Reinvigorate the ABE Experience.*

Ramirez, S. (2007). *Adult Education Administrator's Guide.* CALPRO

Managed Enrollment Criteria for Success

- Enrollment policies **based on needs of the students** and the program
- **A continuum** rather than all-or-none – i.e., process and structure may vary by program type even within the same department
- Requires **ongoing data analysis** and **data-driven decisions** when setting policies for entry dates, allowable absences, adding students from wait list
- Policies clearly published and information such as data and outcomes are **shared with all stakeholders** – faculty, students, community



Benefits and Challenges of Managed Enrollment

Benefits

- Students show stronger persistence and improved learning gains; have equitable access to the programs
- Program has structure and consistency in its operations and braided services
- College's apportionment is more efficient (more FTES), especially with larger programs

Challenges

- Labor-intensive in terms of data collection and analysis
- Requires standardized practice by faculty and staff
- Policy or process changes need must be passed along quickly to all stakeholders (with explanation)

Managed Enrollment at Mt. SAC

- Banner System + ESL Database help track data
- Assessment/Placement: ESL Computer Adaptive Placement Test (in-house)
- Priority registration dates for continuing students in good standing
- 1st Day of attendance mandatory
- Enrollment Management:
 - 16-Wk Level Classes: Test and hold after 12th week
 - 14-Wk Skills: Test & hold after 13th week
 - VESL Career Paths closed after 2nd week



- Repeat Policy: Intermediate or higher may repeat course twice prior to intervention
- Wait Lists & Weekly Class Counts help to maximize access and efficiency

Mt. SAC Weekly Class Counts

	A	B	C	D	E	F	G	H	I	J	K
1	COUNT SHEET FOR Spring 2017										
2				Late turn in							
3				Late more than 1 week	27-Feb						
4				Never turned in							
5	MORNING LEVELS 8:00-11:30				W1						
6	Class	CRN #	Cap	Instructor	M	T	W	Th	F	avg	Spaces Available
7	<i>Pre-Level 1</i>	43432	32	Σονια Ορτεγα	29	30	29	26	26	28	3
8	<i>Pre-Level 1</i>	43433	32	Ελιζαβετη Φανγ	32	25	30	29	30	29	3
9	<i>Pre-Level 1</i>	43434	32	Μιηαελα Ηαψεσ	27	28	29	25	28	27	0
10	<i>Pre-Level 1</i>	43435	32	Δενισε Σχηυμακερ	33	33	33	31	28	32	2
11	<i>Level 1</i>	43439	32	Γραχε Κιμ	24	23	23	23	21	23	9
12	<i>Level 1</i>	43440	32	Ανδρεα Συνναα	23	22	23	22	21	22	11

Faculty submit weekly count of students actively coming to class and number of seats available for new students on the Wait List. Class roster will have more students than daily class count.

Mt. SAC Wait List

- Admissions and registration staff maintain an ESL database wait list:
 - Total per course/time
 - # contacted
 - # enrolled
 - # remaining
- Information is updated weekly to include new test-and-holds and number of students who were able to add.

	A	B	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	
1	Wait List												
2	Spring 2017												
3			1					2					
4	T: Total												
5	C: Contacted												
6	R: Registered												
7	NC: Not Contacted												
8			27-Feb						6-Mar				
8			T	C	R	NC		T	C	R	NC		
10	11:30 ~ 1:00												
11	Speaking P-1		8	0	0	8		18	0	0	18		
12	Speaking A		2	0	0	2		12	0	0	12		
13	Speaking B		22	18	4	4		36	18	9	18		
14	Speaking C		35	20	1	15		39	19	2	20		
15													
16	Writing P-1		1	0	0	1		8	0	0	8		
17	Writing A		4	0	0	4		13	0	0	13		
18	Writing B		30	22	7	8		44	22	11	22		
19	Writing C		21	15	1	6		23	14	3	9		
20	TOEFL (M/W)		16	0	0	16		17	0	0	17		
21	5:00 ~ 6:30												
22	Speaking A					0					0		
23	Speaking B		13	0	0	13		13	0	0	13		
24	Speaking C					0		3	0	0	3		
25	Writing A		1	0	0	1		1	0	0	1		
26	Writing B/C		28	28	1	0		28	27	13	1		
27	Writing C					0					0		
28	Saturday												
29	Speaking A		6	0	0	6		8	0	0	8		
30	Speaking B		7	0	0	7		13	0	13	13		
31													
32	Total Weekly Counts												

Mt. SAC Weekly Report to Leadership

ESL REPORT

WEEK 12
MAY 15 – MAY 19

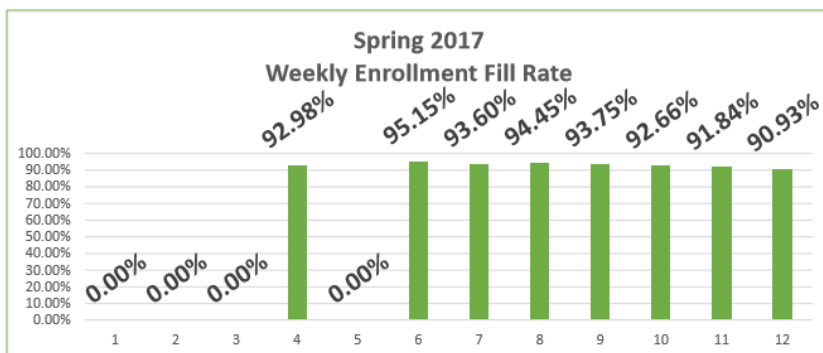
STUDENT ENROLLMENT STATUS

(Active Students Only)

90%



- As of Week 12, the ESL department is at **90.93%** enrollment fill rate for spring semester.
- **2,997¹** of **3,296²** seats are currently taken.
- ESL classes are at an average of **29** enrolled students per class across the **103** class sections.



Source: ESI Database > Datastratix > Maintenance > Student Enrollment Status > Spring 2017 ESI

- Data-driven decisions on managed enrollment take into account information such as this weekly enrollment status report.
- Report is distributed to ESL Leadership team which includes faculty, managers, and coordinators – major stakeholders.
- Report includes other data:
 - Class fill and retention rates
 - Percentage of students added to wait list weekly, those contacted, and those who enrolled
 - New students tested each week (Thursdays only)
 - And SSSP data -- comparison of orientation and student education plan services provided for incoming students

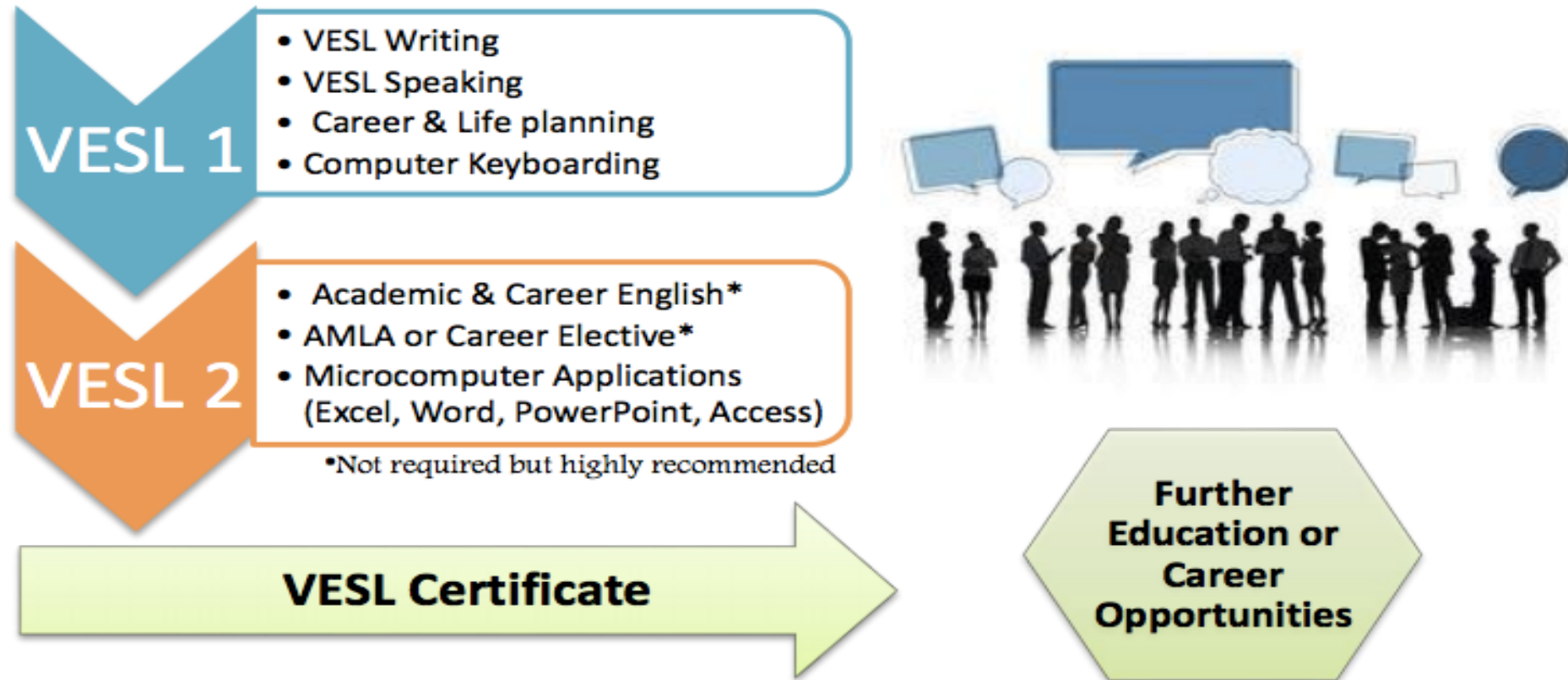
Mt. SAC Placement Test & Registration



- New student testing is done once a week, on Thursdays only
- Orientation, test, and enrollment services are bundled together:
 - Counselors – orientation
 - Counselors/Proctors – placement test
 - Registration Staff – enrollment or wait list
- Rarely is testing canceled; sometimes additional times are added to the day if 4 sessions are full
- First come, first served

Managed Enrollment in VESL at Mt. SAC

VESL Career Paths - Cohort Model



Managed Enrollment in VESL



- Learning community
- Student accountability
- Reduced turnover
- Scaffolding friendly
- Greater depth in learning
- Better facilitate transition into credit and workplace
- Improved success rates

Thank you!

Glendale College:

- **Maria Czech** (Coordinator, Student Success Center) mczech@Glendale.edu
- **Jan Young** (Division Chair, Business & Life Skills) jyoung@Glendale.edu

Mt. San Antonio College:

- **Liza Becker** (Associate Dean, Continuing Education) lbecker@mtsac.edu
- **Dana Miho** (Professor, English as a Second Language) dmiho@mtsac.edu
- **Donna Necke** (Professor, Adult Basic Education) dnecke@mtsac.edu

Chancellor's Office Update

Noncredit at a Glance - A Practical Reference Guide

Chantee Guiney

Specialist

Basic skills initiative | noncredit
curriculum



Noncredit at a Glance -
A Practical Reference Guide

- Chancellor's Office publication
- Last released 2006 – update coming soon!
- Comprehensive reference guide for development of noncredit courses and programs
- Guide is a result of the 2005 Noncredit Alignment Project, overseen by the Chancellor's Office
- Goal is to better integrate and improve the efficacy of noncredit instruction within the CCC system

Noncredit at a Glance -

- Compendium ~~“sub-guides”~~ ^{A “look inside.”} on noncredit curricular categories
- Special Criteria
- Legal References
- General Criteria
- Chancellor’s Office Submission Criteria
- Revised Guide coming soon – stay tuned to [CCCCO Noncredit webpage](#)

<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/Curriculum/NoncreditCurriculumandInstructionalPrograms.aspx>

First Friday of the Month

Noncredit Community of Practice

- **Next webinar scheduled for Friday, July 7th**
- Future topics include:
- Noncredit Pathways
- Noncredit and Guided Pathways
- Noncredit Curriculum Development: Tips from the Chancellor's Office
- Rules and Regulations Concerning Noncredit Offerings

Evaluation Survey



Help us improve the monthly Noncredit Webinars by filling out a short anonymous online feedback survey at the following URL:

<http://www.surveygizmo.com/s3/3607336/Noncredit-Monthly-Webinar-Evaluation-Form>