REACH PROGRAM GUIDE:
ADMINISTRATORS, COUNSELORS, &
TEACHERS

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The REACH program is a collaborative effort between Minnesota West Community & Technical College and area high schools. This partnership offers qualified high school juniors and seniors the opportunity to earn college credit in their high school setting. All REACH program courses are taught by a pre-approved, credentialed high school teacher who partners with a college faculty member. Students who successfully complete a REACH program concurrent enrollment course receive high school credit and Minnesota West college credit.

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REACH PROGRAM PROCEDURES FOR TEACHER APPROVAL AND COURSE APPROVAL

To begin the process, high school administration should:

- Identify class(es)
- Identify teacher(s)
- Obtain approval of identified high school teacher based on credential requirements set by Minnesota West
- Obtain approval of identified course
  - High school instructor should submit class requests to the K-12 Collaboration Coordinator for review
    - Eligible courses: courses in the Minnesota West College catalog are eligible to be offered as part of the REACH Program
    - Note that REACH courses shall not simultaneously enroll PSEO and non-PSEO high school students.

TEACHER QUALIFICATION REQUIREMENTS

- Master’s degree in discipline, or
- Master’s degree in another discipline with 18 semester master’s level credits of in-field credits in the given discipline they wish to teach.

A teacher who does not meet the minimum qualifications may be approved to teach a concurrent enrollment course based on evidence of a combination of substantial teaching experience, advanced coursework appropriate to the discipline and/or other relevant experience and expertise. Approval to teach a PSEO Concurrent Enrollment course on this basis may be granted contingent upon:

- Completion of additional graduate coursework
- Field experiences; or
- A program of structured independent study appropriate to the discipline or credential field within mutually agreed upon time parameters.

Agreements between Minnesota West, the high school and the instructor would result in provisional approval based on meeting and completing the agreed upon conditions.

NOTE: A high school teacher approved as a concurrent enrollment instructor prior to November 10, 2008, may continue to teach the same course of courses at the discretion of the college or university of record after consultation with the faculty member assigned to work with that high school teacher.

TEACHER APPLICATION PROCESS

High school instructors should prepare the following to be considered for the Reach Program:

- Teacher application
- Current resume
- Official transcripts from each institution showing specific degrees awarded or showing specific updated coursework relevant to the discipline and/or content area

REACH PROGRAM REVIEW AND ORIENTATION PROCESS

The Dean of Institutional Effectiveness will review the documentation submitted by the teacher to determine if they meet the qualifications for the program. If approved, the teacher will be sent an appointment letter with additional information on the REACH Program. If denied, the teacher will be sent a denial letter.

The approval packet will include:

1. Appointment letter
2. REACH Program High School Teachers Guide and Responsibilities
3. REACH Program Student Guide
4. Minnesota West course outline for the course the teacher has been approved to teach
5. Request for the teacher to develop a course syllabus that matches the approved course requirements
6. Name of college faculty mentor

Denial Packet will include:

1. Denial letter that explains why the teacher was denied to teach within a specific subject area

### COURSE SYLLABUS DEVELOPMENT AND REVIEW PROCESS

1. The high school teacher will develop a syllabus based on the specific course outline provided by Minnesota West. **NOTE: the review of the syllabus should be completed before the course begins.**

2. Discipline-specific Minnesota West faculty will review and provide necessary/suggested changes, or final approval of a course syllabus; faculty will ensure that the course syllabus reflects the pedagogical, theoretical, and philosophical orientation of Minnesota West.

3. The K-12 Collaboration Coordinator will communicate any necessary or suggested changes, or approval of the course syllabus

### FACULTY MENTORS

Minnesota West uses college faculty to provide on-going support to the high school teachers participating in the REACH Program. The role of the college faculty mentor is to ensure that the REACH Program course demonstrates the same rigor, content, learning environment, assessment, and pedagogy as other college courses. College administration assigns college faculty mentors for each academic year.

### COLLEGE FACULTY MENTOR ASSIGNMENT AND ROLE

Each high school teacher will be assigned a Minnesota West faculty mentor. The college faculty mentor will:

1. Review syllabus and provide feedback to high school teacher. Ensure syllabus has minimum requirements (see online syllabus form on college website).
   a. Provide high school teacher with copy of Minnesota West course syllabus.
   b. Review Minnesota West course outline with high school teacher for specific course.

2. Ensure major assignments and requirements are similar to what is required in college course.

3. Visit the high school teacher once or twice per academic year.

4. Observe the high school teacher during class and provide a report on the observation.

5. Interact with the high school teacher about what should be included in the final grade and review of that final grade.

6. Provide teaching tips and strategies.

7. Provide annual discipline-specific training for REACH Program high school teachers.

### MENTOR OBSERVATION FORM COMPLETION AND TRACKING PROCESS

1. College faculty mentors will complete and file the Faculty Mentor Observation Report. Copies of the reports are stored in the D2L Brightspace REACH site.

2. Faculty mentors will provide a copy of the completed Mentor Observation Report to the high school teacher they observed. The Mentor Observation Report is used as a tool to provide feedback from college faculty to REACH Program Teachers.

3. The Dean of Institutional Effectiveness reviews the observation report.

### STUDENT ELIGIBILITY, PLACEMENT, AND REGISTRATION PROCESS

A student who plans to enroll for courses in the Reach Program must meet certain eligibility and placement requirements. The eligibility and placement requirements are set by Minnesota West.
ELIGIBILITY REQUIREMENTS

Must be a junior or senior in high school and meet one of the following PSEO eligibility requirements*

1. High school rank – top ⅓ of class as juniors and top ½ of class as seniors
2. ACT Scores – 24 or higher as a junior, and 21 or higher as a senior
3. Score 78 or higher on the Reading Comprehension Accuplacer or a 21 or higher on the Reading ACT
4. Math classes – score 51 or higher on the Elementary Algebra Accuplacer, 40 or higher on the College Level Math Accuplacer, or a MATH ACT score of 15 or higher

*Please check specific course listings for additional score requirements.

PLACEMENT REQUIREMENTS – IF THE STUDENT DOES NOT HAVE A QUALIFYING ACT SCORE

Must take the Accuplacer Assessment exam*

- High school staff will proctor the assessment at the high school
- High school staff will provide Minnesota West with the contact information of the proctor so the proper password and testing details can be arranged.
- Students must score at a certain level on the Accuplacer Assessment test in reading, sentence and math. Minnesota West has set specific placement requirements for each REACH program course.
  - Eligibility and placements requirements for each course are provided to each REACH Program High School. Students should contact their high school counselor for more information.

*Students may also use MCA scores for some courses, not including English Composition. These options are listed on the eligibility and placement documents provided to high school counselors.

REGISTRATION PROCESS

Students must apply online at http://www.mnwest.edu/get-started/apply. Students should make sure they also submit the following items to be enrolled in the course:

- Official high school transcript
- Accuplacer Assessment Scores or ACT Scores

Return above items to K-12 Collaboration Coordinator no later than September 15th for fall semester and yearlong courses and no later than January 15th for spring semester courses.

PROGRAM EXCEPTION POLICY AND PROCEDURES

The REACH Program courses shall enroll only high school students who may earn both high school and college credit for a satisfactorily completed course. A high school that wishes to offer a REACH Program course but cannot generate sufficient enrollment to offer that course only to 11th and 12th grade students who meet the REACH Program Eligibility and Placement requirements may:

1. Request approval for an exception from the Minnesota West College President or designee to allow 9th or 10th grade students who rank in the upper one-tenth of their class or attain a score at or above the 90th percentile on a nationally standardized exam to enroll in the course.
2. Request approval for an exception from the Minnesota West College President or designee to allow non-PSEO students to enroll in the REACH Program course. Minnesota West shall approve or deny the request after the appropriate college consultation process.

See Detailed Exceptions Policy for more information.
BILLING INFORMATION

1. Cost per class/section is $2,400 for the 2018-2019 school year.
2. Minnesota West will send a contract to the high school in May of each year for the courses/sections contracted for the upcoming academic year. High schools will receive an invoice in September for first semester contract classes and another invoice in January for second semester contract classes. Yearlong classes will be billed on the first semester invoice.

GRADING

1. Minnesota West will provide a class list to the high school teacher before the end of the course.
2. The high school teacher shall submit grades within three academic days of the end of the course(s) to the K-12 Collaboration Coordinator.
3. Grade changes can be made if the student completes course requirements or if an error occurred. Forms are available from the K-12 Collaboration Coordinator or an email to theresa.ireland@mnwest.edu from the instructor will be accepted.
4. Incomplete or “I” grades may be used in very few circumstances. “I” grades change to “F” grades after one full term. Note: All “I” grades will affect a student’s probation or suspension status.

WITHDRAWING FROM A REACH PROGRAM COURSE

1. High school administration must contact the Dean of Institutional Effectiveness in an event that a student would like to withdraw from a class.
2. Withdraw Process and Dates:
   a. Complete a Add/Drop/Withdraw Form
   b. Return the Add/Drop/Withdraw Form to the Dean of Institutional Effectiveness for processing
      i. The last day to withdraw from a fall course is November 27.
      ii. The last day to withdraw from a spring course is May 6.
      iii. The last day to withdraw from a yearlong course is April 21.
3. Courses for which students officially withdraw or are administratively withdrawn will appear as a W on the student transcript.

The College evaluates Satisfactory Academic Progress at the end of each term. While the Minnesota West policy DOES allow students to withdraw from a REACH class, we want to make sure the student understands what that will mean for them. A student who withdraws will have a “W” or withdraw on their Minnesota West college transcript and the student will still show up on your Minnesota West class roster. Satisfactory Academic Progress (SAP) is the measurement of a student’s performance (credits completed and cumulative grade point average) in meeting the institutional degree requirements. Important: Some students who withdraw from a REACH course will receive a letter at the end of the academic year explaining that they have not met the Minnesota West Satisfactory Academic Progress standards for GPA and/or completion rate and may be placed on academic probation with Minnesota West. Each student will be different, depending on how many credits they registered for, how many they withdrew from, etc. The complete policy can be found at http://www.mnwest.edu/minnesota-west-policies/policy-29/.
EVALUATION

The REACH Program will conduct an evaluation of the program and courses on an annual basis. The evaluation will include participating high school teachers, counselors, administrators, and students (currently enrolled as well as alumni who are one year and four years out of high school).

ANNUAL PROFESSIONAL DEVELOPMENT

High school REACH instructors must complete annual professional development. College mentor faculty will also work with the high school instructors on professional development activities. Some of these activities are offered online; other sessions will be held on a Minnesota West campus.

REACH PROGRAM HIGH SCHOOL TEACHER NON-COMPLIANCE POLICY FOR COURSE CONTENT

All REACH Program High School Teachers are expected to adhere to the Minnesota West Community and Technical College common course outline content, academic rigor, and assessment components. Non-compliance occurs when any of the outlined REACH Program course content expectations are not adhered to.

If the K-12 Collaboration Coordinator or faculty mentor has significant concerns regarding a REACH Program High School teacher’s adherence to the course content, academic rigor, and/or assessment components, the issues will be addressed on a case-by-case basis, with the goal of assisting the REACH Program High School Teacher to correct the concerns.

In the event that a course is cancelled due to the instructor’s issues with course content, academic rigor, and/or assessment issues, the fee paid to the college for the course(s) will not be refunded.

1. The K-12 Collaboration Coordinator's concerns will be documented in writing in the site visit report and sent to the Dean of Institutional Effectiveness. The written documentation will be kept in the REACH Program’s Master Files.

2. The Dean of Institutional Effectiveness will contact the high school administrator to coordinate a meeting with the REACH Program High School Teacher, faculty mentor, and high school administrator to discuss instructional concerns and develop an action plan.

3. The faculty mentor will follow up with the REACH Program High School teacher, either through another meeting or through a classroom observation, to determine if the concerns outlined in the action plan have been addressed and resolved.

4. If, after thorough consultation and careful consideration, the Dean of Institutional Effectiveness and the faculty mentor determine that the course does not maintain college quality, the Dean of Institutional Effectiveness will cancel the course for the subsequent academic year and the high school teacher will lose his/her status as a REACH Program teacher in that discipline. The high school administration will be informed of the College's decision, and the Dean of Institutional Effectiveness will work with the high school to identify another instructor, if appropriate.

NOTE: If an instructor has been approved to offer REACH Program courses in more than one discipline or course, the Dean of Institutional Effectiveness and faculty mentor for each area will assess adherence to course content. Cancellation of one REACH Program course due to non-compliance does not automatically cancel other REACH Program courses.
All REACH Program High School Teachers are expected to complete annual faculty mentor site visits to stay informed of college expectations as they relate to current course content and rigor. REACH Program high school teachers are expected to participate in the annual Faculty Mentor Site Visit and engage in conversation as outlined on the Faculty Mentor Observation Report. The Faculty Mentor Site Visits are one form of Professional Development for the REACH Program. Other professional development opportunities are provided by the college. Participation is required.

The Dean of Institutional Effectiveness maintains documentation of annual Faculty Mentor Site Visit participation for all REACH Program high school teachers. The Dean of Institutional Effectiveness conducts an annual compliance review and notifies those REACH Program high school teachers who are in danger of non-compliance with the participation policy.

In the event a REACH Program High School teacher doesn’t participate in an annual professional development and has not made arrangements to meet individually with the mentor faculty or Dean of Institutional Effectiveness prior to the start of the term, the following will result:

1. The Dean of Institutional Effectiveness will contact the high school teacher to coordinate a meeting. An individual meeting between the Dean of Institutional Effectiveness, Faculty Mentor, and high school teacher will serve as a substitute (on a one-time-basis) for the annual Faculty Mentor Site Visit. The primary focus of the meeting will be to review discipline-specific expectations related to course content and rigor.

2. If the high school teacher is unable to meet, cancels the meeting, or is unwilling to find a time to meet, the Dean of Institutional Effectiveness will advise the high school administrator and high school teacher that his/her course is in jeopardy of being cancelled. The high school teacher will then be responsible for contacting the Dean of Institutional Effectiveness to schedule a meeting.

3. If the high school teacher misses the annual Faculty Mentor Site Visit and DOES NOT meet with the Dean of Institutional Effectiveness prior to the start of the succeeding academic year, the instructor will be put on probation for a one-year period. During the probationary period, the high school teacher MUST meet with the Dean of Institutional Effectiveness and participate in the annual faculty development. The high school principal and Dean of Institutional Effectiveness will both be informed of the probationary period and consequences of non-compliance.

4. If, at the end of the year of probation, the high school teacher is still non-compliant, the REACH Program course will be cancelled and the instructor will no longer be considered a REACH Program high school teacher for that course.

NOTE: If an instructor has been approved to offer REACH Program courses in more than one discipline, professional development is required for each discipline. Cancellation of one REACH Program course due to non-compliance does not automatically cancel other REACH Program courses.