COLLEGIATE CONNECTION

Department Representative On-Boarding

Introductions

Collegiate Connection Staff

- **Collegiate Connection Director**
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- **Coordinator**
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Welcome to Collegiate Connection

Agenda

- Student Specific Processes (Student Registration/Grades)

- Course Specific On-Boarding / Annual Professional Development

- Course Observations

- Syllabi and Assessment Reviews
  - Needs to be reflective on on-campus

- Box

- End of Course Assessments / Plagiarism

- Authenticator / IT Services / FERPA Training

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Important Links
- [Current Instructor Resource Page](#)
- [Updated Instructor Syllabi Template](#)
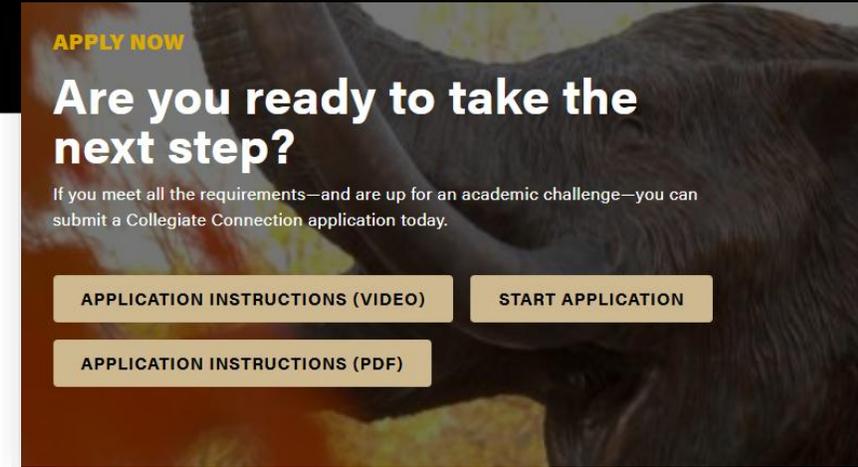- [Box Read (Free Account)](#)

Student Specific Processes (Applications / Registrations)

- **Application Process**
  - Application opens in March for each school year
    - Students only need to apply once
      - Application is on the website along with instructions on how to apply
      - As long as they take continue to take courses with us at least once a year
  - Program & Course Pre-Requisites
    - Program Requirements
    - All students must have and maintain at least a 2.7 GPA & a signed Parent Permission Form
    - Pre-Requisites
    - Some courses have university set pre-requisites that have to be adhered to
      - Our coordinator staff will check for these using provided transcripts from the school
- **Student Registrations & Verification Rosters**
  - School coordinators (Jackie Murray) will handle the registrations of students
    - They will get the roster of students that are wanting to take the course from the counselors
      - In some cases they may reach out to you, but 99% of the time its handled through the counselors
    - After students are officially registered in September you will receive a verification roster
      - This is a final check to make sure we didn't miss anyone

APPLY NOW

Are you ready to take the next step?

If you meet all the requirements—and are up for an academic challenge—you can submit a Collegiate Connection application today.

APPLICATION INSTRUCTIONS (VIDEO)   START APPLICATION

APPLICATION INSTRUCTIONS (PDF)

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- ## Course Specific On-Boarding
  - Required to make sure that courses being taught off-campus are **as equivalent to on-campus as possible**
  - Will cover course philosophy, curriculum, pedagogy, assessment, observations, and answer general questions about the class
  - Must be completed at some point before the course starts as a PFW course

- ## Annual Professional Development
  - Required to help **promote rigor and enhance pedagogy and breadth of knowledge**
  - Must be offered each year for all instructors, **can be done through Teams/Zoom/etc.**
    - Can be offered at any point throughout the year, does not have to be at the summer PD, depends on the faculty liaison and instructor schedules
      - Can be made up at the liaison's discretion if missed
      - After 3 years missed PD, instructors will be considered non-compliant and will have to reapply for approval with conditions

NACEP Standard:
Faculty 2: "*Faculty liaisons at the college/university provide all new concurrent enrollment instructors with* **course-specific training** *in course philosophy, curriculum, pedagogy, and assessment* **prior** *to the instructor teaching the course.*"

NACEP Standard:
Faculty 3: "*Concurrent enrollment instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.*"

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- **Observations in General**
  - Are an important check to make sure course curriculum, assessment, etc. are as **equivalent to what is done on campus** as possible
    - Remember, **you are not being observing or being evaluated**, the only focus of this observation is to **ensure and promote course equivalency**
  - Visits do not have to be in-person, they can be arranged virtually if that works best for you and your faculty liaison
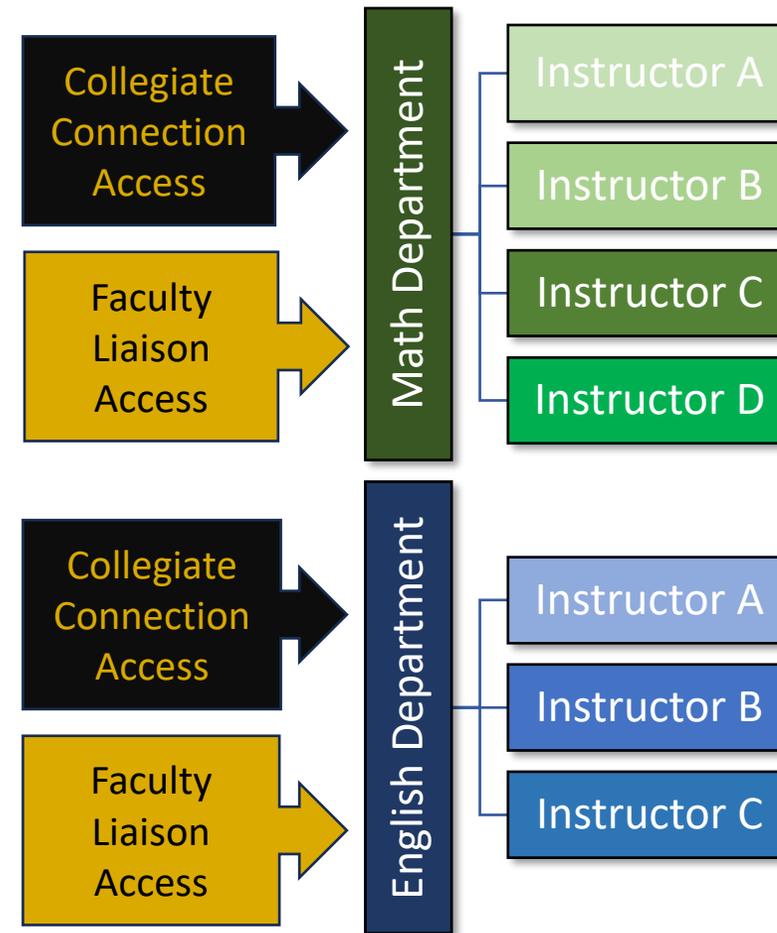
- **New Hire**
  - All new hires **must go through the course observation on their first time** teaching a course
    - That also goes for teachers that have taught with us prior and are picking up a new/additional course
  - If the faculty liaison or department decides to do so, they **can place returning instructors they rate as equivalent on a 3-year rotation**
    - This doesn't mean that you can't have them visit the course in person or engage with the instructor/class each year

NACEP Standard:
Curriculum 3: "*Faculty liaisons conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus.*"

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- **Box Accounts (FERPA certified)**
  - Goal is full operations Fall 2025
  - Each instructor, liaison, and counselor will be given access to a shared Box folder
    - You will get an invitation in your school email
      - You will need to create a free account if you don't already have one
    - Each instructor/counselor/liaison's access will be exclusively their own materials
      - So, instructor A won't be able to see or do anything with instructor B's or C's
      - However, each faculty liaison will be able to see and access materials in their instructor's folders (but only those that are in their department)
  - Our office will also be able to see and access materials across all instructors and school counselors
  - Instructions and resources including videos are available on the **High School Partner** *(link)* section on the Collegiate Connection Webpage

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Collegiate Connection Access	→	Math Department	Instructor A
			Instructor B
Faculty Liaison Access	→		Instructor C
			Instructor D

Collegiate Connection Access	→	English Department	Instructor A
			Instructor B
Faculty Liaison Access	→		Instructor C

Shareable Items
- Syllabus
- Handouts or Materials
- Assessments
- Final Grades
- Course Rosters
- Etc.

- **Assessment**
  - Assessments **need to be comparable with assessments that are done on-campus**
    - **Get some examples from your faculty liaison**
    - These don't need to be the only assessments you give but they need to be at least part of the assessment catalog
    - Needs to be shared at some point during that course (Semester/Year-long)
      - Only needs a handful of examples, 5 or less with student information redacted

- **Syllabi**
  - Needs to be comparable and reflect the same learning objectives as ones on-campus
    - Needs to also include "college's name, course title, course number, course description, and any required syllabus policy elements"
    - To maintain conformity for accreditation purposes, please use the syllabi template

- **Assessment Material & Syllabi Submission**
  - Both **need to be shared using your Box Read Folder**

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NACEP Standard:
Assessment: "*The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections*"
Assessment Evidence 2: "*Paired student assessment tools from on-campus and concurrent enrollment sections – one paired example from each discipline for side-by-side comparisons (such as final exam, lab exercise, essay assignment, or grading rubric).*

NACEP Standard:
Curriculum 2: "*The college/university ensures the concurrent enrollment courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college/university discipline.*
Curriculum Evidence 1: "*Paired syllabi from on campus and concurrent enrollment sections from one course per discipline, with the learning objectives highlighted*"

Student Course Evaluations

- **Student Course Evaluations**
  - These are sent out to you the individual instructor across all districts and departments
    - Please take 10 minutes towards the end of your course (December/May) and share the link with your students and allow them to finish the survey
      - If it's a year long course, there is no need to do it twice, just do it in May
    - The tool itself is an amalgamation of all participating PFW departments here on campus tool **EOC Evaluation Survey** *(link)*
  - This data will be sent out sometime in the summer (probably June-ish)
    - It takes a while to process all the data and get it where it needs to go
- **Cheating & Academic Dishonesty**
  - Unfortunately this does happen
    - **Office of Conduct and Care Academic Integrity** *(link)* sets the procedure and policy regarding next steps
    - The University use the preponderance standard for all academic integrity and personal misconduct cases when determining if a student is responsible or not responsible for an alleged violation.
  - Resolution
    - If the faculty members find the student is responsible for violating the Academic Integrity policy, they will assign a penalty or sanction
  - Ask your faculty liaison for any additional specifics regarding the department

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NACEP Standard:
Evaluation 1: "*The college/university conducts end-of-term student course evaluations for each concurrent enrollment course to provide instructors with student feedback.*"

Academic Dishonesty Process
- Instructor meets with the student in question
  - Discusses the alleged violation and evidence
  - Decides on course of action regarding resolution
- Instructor notifies CC Office and Faculty Liaison of the violation
- Instructor fills out the **Academic Misconduct Letter** *(link)* and submits it to the CC Office

Potential Resolutions Include:
- *Repeat or resubmit the assignment, exercise, or requirement to complete an alternate academic exercise*
- *Receiving a lower or failing grade than they would have otherwise earned for that assignment*
- *Receiving a lower or failing grade than they would have otherwise earned for the course*

Purdue Career Account, Authenticator, Brightspace, & FERPA

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Purdue Career Account Access

- **Steps to Complete FERPA Training**
  - You will need to download Microsoft Authenticator on your phone & have access to your Purdue Career Account username/password for both
    - Additional directions for setting up your Authenticator can be found on the following slide and on the resource page
    - This training will be done using **(Brightspace)** *(link)*
- **Purdue Career Account Activation / Reset**
  - You will receive an email from our IT giving you a reset password (6 digit code)
    - Once you get it you will have 24 hours to reset your password and reactivate/activate your account
      - This email will include your PUID which you will need to set up your account
    - Once completed, you will also be able to see your account information this includes 900# and username etc.
      - Please make sure you keep track of this information (username/password) since they will be required for logging into your Purdue Career Account

Purdue Login

Career Account Username

baker33

Password

••••••••••

Need help?   Log in

Note: Unauthorized access or misuse of computer resources or disclosure of sensitive information may result in disciplinary or legal action. Read Purdue's Acceptable Use Policy.

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PFW Help Desk
- If you have any issues at all, please call or reach out to PFW's IT Help Desk
- Tell them who you are and that you are an instructor with Collegiate Connection
  - They will walk you through everything step by step
- Email: helpdesk@pfw.edu
- Phone: 260-481-6030

SETTING UP MICROSOFT AUTHENTICATOR, ADDING FERPA TRAINING

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PGP & Course Evaluations

- **Adding the Trainings (FERPA)**
  - Once you have your Purdue Account set up, you are ready to set up Microsoft Authenticator and add the course
  - **Web-Certification Catalog *(link)***
    - This catalog will allow you to set up Authenticator and is where you will add the FERPA training to your Brightspace account
- **Microsoft Multi Factor Authorization (MFA) for Single Sign On (SSO)**
  - All SSO will delegate to Microsoft for authentication instead of DUO
  - Users will use their **username@purdue.edu** to log in instead of just their username
  - Users will **need** to enroll in Microsoft MFA
    - Recommended/Required method – Microsoft Authenticator App (download the app in the app store)
  - Public Article: VPN Access Changes: Microsoft Authenticator Transition *(link)*
- **Steps to create your account**
  1. Go to Microsoft Sign-ins at https://mysignins.microsoft.com/security-info
  2. Sign in with your Purdue credentials username@purdue.edu and Career Account password
  3. After signing in, select Next when prompted for more information
  4. Choose your MFA method, Recommended: **(Microsoft Authenticator App)**
  5. Complete the setup instructions
  6. Next time you log into a Purdue SSO-protected application, you'll be prompted for MFA verification
  7. Configure additional methods from the Security Information page
  8. Purdue recommends setting up at least two methods for recovery purposes.

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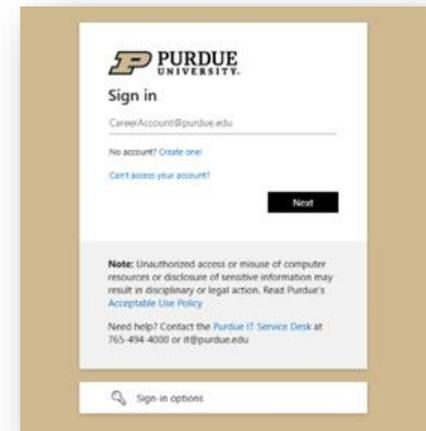
- **Web Certification Catalog (FERPA)**
  - Once you are in the catalog you will need to add your FERPA training module to your Brightspace (LMS) account
    - Click on the FERPA card (1), select **+ Take Certification** (2), then wait a few minutes for the program to cycle and add the course to your Brightspace (3)

PGP & Course Evaluations

- **Brightspace**
  - Log into **Brightspace** *(link)* using your Purdue Career Account & DUO
    - Make sure you select Purdue West Lafayette / Indianapolis
    - Find and select the courses, should say something along the lines of FERPA / Annual Certification & Amorous Relationships
    - Select content at the top of the menu bar to access the training materials and the quiz
      - The FERPA quiz can be taken as many times as necessary to get a 100%
  - If you need any help with this step, here is a video that walks you through this part of the process
    - **https://youtu.be/OdCpYxcxeaI** ~ Web Cert Catalog, Purdue Training Catalog, and Brightspace walkthrough
    - This video and other supports can be found on the **High School Partner** *(link)* page
  - This will need to be repeated each year according to Purdue