

# Dual Enrollment Committee - Minutes

**Date: May 1, 2025**  
**Time: 1:00 p.m. – 2:00 p.m.**  
**Location: CCR 233**

## Members:


☒ Keith Wurtz, VPI Chair  
☐ Willie Blackmon, Stu. Serv. Dir.  
☐ Jonathan Anderson, Faculty  
☐ Ashley Hayes, Faculty  
☐ Julie McKee, Faculty

☒ Danielle Bell, Faculty  
☒ Sara Butler, Dean LAAM  
☒ Delmy Spencer, VPSS  
☒ Jeff Smith, Dean SINS  
☒ Souts Xayaphanthong, Faculty

☒ Larry Aycock, Director A&R  
☐ Belinda Navarrete, Faculty  
☐ Rick Hogrefe, Faculty  
☐ Breanna Brighton, Faculty  
☒ Sabrina Jimenez, Faculty

## Action Items

Item, Presenter, Time	Minutes	SD#	SEG#	Proposed Action																					
Review and approve Minutes from April 3, 2025 (5 min)	<ul style="list-style-type: none"><li>Minutes approved as written.</li><li>New meeting time to begin in 2025 Fall – 12:45 pm – 2:00 pm, First and Third Thursday.</li></ul>																								
Review most recent Dual Enrollment Course Success Rate data (15 min)	<ul style="list-style-type: none"><li>Reviewed dual enrollment success rate data.</li><li>Keith to use this data for ACCJC evidence.</li><li>From 2021-22 to 2023-2024, dual enrolled students (88%) were statistically significantly (<math>p &lt; .001</math>) and substantially (<math>ES = .32</math>) more likely to successfully complete their course than non-dual enrolled students (74%)</li></ul> <table><tr><th>Category</th><th>Dual</th><th>Non-Dual</th></tr><tr><td>ENGL-101</td><td>95%</td><td>60%</td></tr><tr><td>ENGL-102</td><td>98%</td><td>73%</td></tr><tr><td>MATH-110</td><td>75%</td><td>58%</td></tr><tr><td>COMS-100</td><td>85%</td><td>72%</td></tr><tr><td>Black/AA</td><td>83%</td><td>67%</td></tr><tr><td>LatinX</td><td>85%</td><td>72%</td></tr></table>	Category	Dual	Non-Dual	ENGL-101	95%	60%	ENGL-102	98%	73%	MATH-110	75%	58%	COMS-100	85%	72%	Black/AA	83%	67%	LatinX	85%	72%	2,4		Keith to send dual enrollment course success rate data (link) to group.
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ACCJC Group Activity (20 min)	<ul style="list-style-type: none"><li>Reviewed standards 1.3 &amp; 2.4 – Sabrina collected members responses.</li></ul>			Sara to check with Nick and Karen embedded tutors for dual enrollment classes.																					
Review the Menu of Options (MOO). (20 min)	<ul style="list-style-type: none"><li>Members reviewed the Menu of Options provided by Keith.</li></ul>	2,4		Members to prioritize the MOO before the next meeting to identify areas to focus on.																					
Dual Enrollment Conference (5 minutes)	<ul style="list-style-type: none"><li>Discussed the 12<sup>th</sup> Annual Summit.</li><li>September 10-12, 2025</li><li>Hyatt Regency</li></ul>			Danielle Bell to attend Summit.  Potentially offer the opportunity																					

	<ul style="list-style-type: none"> <li>• Irvine, CA</li> <li>• Souts &amp; Willie will be presenting.</li> <li>• Willie to provide budget.</li> </ul>			<p>for high school partners to attend.</p> <p>Keith would like Souts and Willie to present to the committee prior to presenting at the 12th Annual Summit.</p>
Committee self-evaluation (10 minutes)	<p>Members completed a self evaluation.</p> <p><a href="https://rebrand.ly/Committee-Self-Evaluation">https://rebrand.ly/Committee-Self-Evaluation</a></p> 	2,4		
Future Agenda Items (5 minutes)	<ul style="list-style-type: none"> <li>• Dual Enrollment Handbook</li> <li>•</li> </ul>	2,4		

<i>Dual Enrollment Spring 2025 Committee Accomplishments</i>		
Topic	SD#	SEG#
Revised and updated areas of focus document for IEPI PRT	2,4	
Drafted Dual Enrollment Scheduling Principles	2,4	
Drafted Dual Enrollment Scheduling Pathways	2,4	

<p><b>Mission Statement:</b> The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.</p>
<p><b>Vision Statement:</b> To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.</p>
<p><b>Institutional Values:</b> We rely on the following values to support our vision and mission:</p> <ul style="list-style-type: none"> <li>• Respect: To champion active listening and open dialogue within our community.</li> <li>• Integrity: To uphold honesty in our interactions and academic pursuits and maintain community collaboration.</li> </ul>

- **Diversity & Inclusion:** To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.
- **Innovation:** To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.
- **Leadership:** To develop and inspire current and future leaders through professional development, mentorship, education, and experience.
- **Sustainability:** To be a leader in our community by reducing environmental impact with practices that meet the needs of the present without compromising the future.

### **STRATEGIC DIRECTIONS**

- |   |   |
|---|---|
| 1. Increase Student Enrollment  | 4. Develop a Campus Culture that Engages Students, Employees, and the Broader Community |
| 2. Engage in Practices that Prioritize and Promote Inclusivity, Equity, Anti-Racism, and Human Sustainability | 5. Foster and Support Inquiry, Accountability, and Campus Sustainability                |
| 3. Increase Student Success and Equity  |   |

### **STUDENT EQUITY GOALS**

1. Increase the percentage of African American/Black students who apply and enroll at CHC in the same year.
2. Increase the percentage of African American/Black students persisting from fall to spring.
3. Increase the percentage of Hispanic/Latinx students completing transfer level Math and English.
4. Increase the percentage of African American/Black students' degree or certificate attainment.
5. Increase the percentage of Hispanic/Latinx students transferring to a four-year institution.

### **DUAL ENROLLMENT COMMITTEE CHARGE**

The Dual Enrollment Task Force's primary focus is to recommend a process into the successful and efficient implementation of dual enrollment at Crafton Hills College while ensuring compliance with local, state, and federal guidelines for dual enrollment programs. The Task Force will be formed for two years. If at the end of two years, the task force believes that it needs to be a permanent committee a proposal will be taken to Crafton Council.

- Using qualitative and quantitative data to inform recommendations on implementing dual enrollment processes including persistence data, barriers to student access that may prevent students from participating (e.g.: financial, geographic, academic obstacles, etc.), increasing student success, and goal attainment.
- Make process recommendations to increase student success among Disproportionately Impacted groups: Latinx and Black / African American students.
- Make recommendations to ensure that college processes are followed consistently.
- Make recommendations to ensure that equitable teaching environments are being maintained.
- Make recommendations to ensure that scheduling practices align with college practices.
- Make recommendations on dual enrollment processes to address closures, rules and processes at the high schools, parking, etc.
- Evaluating on-going dual enrollment trends.
- Collect and incorporate feedback from faculty, students, administrators, and high school districts to inform the process for the scheduling of dual enrollment classes.

### **DUAL ENROLLMENT COMMITTEE MEMBERSHIP**

- Up to 6 Managers (to be determined)
- Up to 6 Faculty (Academic Senate will recommend the faculty chairs of departments with dual enrollment classes; recommending at least two from both Math and English)
- Up to 6 classified professionals (three appointed by CSEA; three appointed by Classified Senate)
- 1 Student (appointed by Student Senate)

### **DUAL ENROLLMENT COMMITTEE NORMS for Spring 2025**

- We will start and end meetings on time.
- We will follow the agenda.
- We will read materials, minutes, etc. and be prepared to discuss at meetings.
- We will listen to our colleagues without interruption and will show mutual respect.

- We will operate on consensus and seek agreements all can “live with;”
- We will make decisions based on clear information.
- We will bring closure to decisions.
- We will support committee recommendations.
- We will accept the fact that there will be differing opinions.
- We will use the best interest of our stakeholders (especially students) as the basis for our decision making.
- We will honor brainstorming without being attached to our viewpoint.
- We will give the opportunity for all members to contribute.
- We will be free to speak our minds without fear of reprisal.
- We will be transparent with our colleagues and our positions on issues.
- We will identify pending issues, agreements, and action steps at the end of the meetings.
- We will stay focused on topics under the charge of the committee
- We will report back to and seek input from constituents
- We will work to support equity and inclusion in our decision-making