



March 29, 2017

Dear Dual Enrollment High School Partners,

Thank you for being a valued educational partner to the Maricopa County Community College District (MCCCD). We are following up with you to share the outcome of the Higher Learning Commission (HLC) response regarding our request for a five-year extension for our Dual Enrollment instructors to be in compliance with faculty qualifications. We are pleased to share that the HLC approved our request for a five-year extension to provide adequate time for all Dual Enrollment instructors to come into compliance with the new hiring qualifications.

In 2016, HLC released a revision to Assumed Practices addressing the minimum qualifications required of all faculty. The MCCCD Instructional Councils (ICs) began to address this policy change with a comprehensive review of minimum hiring qualifications of **faculty who teach in academic (non-occupational) areas**. Below is the summary of outcomes from that comprehensive review process and changes that will affect how Dual Enrollment instructors are hired.

A. Newly Hired and Current

1. Dual Enrollment instructors are expected to meet the academic credential minimum standards – a Master's degree or higher in the field hired to teach **OR** a Master's degree or higher in any discipline and completion of a minimum 18 graduate hours in the discipline in which he/she is teaching **OR** Equivalent Experience if the teaching discipline has equivalent experience criteria approved by the respective IC and the Executive Vice Chancellor and Provost.
2. Beginning February 2017, all dual enrollment instructors who do not meet the HLC academic credential minimum shall have until **September 1, 2022**, to meet academic credential minimum standards above.
3. Dual Enrollment instructors who do not meet the minimum academic credential qualifications are required to have a Compliance Plan approved by the Division/Department Chair and the college Vice Presidents of Academic Affairs (VPAA), which outlines how qualifications will be met. Progress toward completion of the approved plan must be documented and kept at the college. (See attached Compliance Plan)

B. Compliance Plan

1. Dual Enrollment instructors who do not meet the new qualifications before **September 1, 2017**, may teach for up to five years (through Spring 2022), as long as the following occur:
  - a. Dual enrollment instructor completes a Compliance Plan with their Division/Department Chair (which is approved by the VPAA) that details how they will meet minimum qualification requirements.
  - b. Any required courses must be successfully completed as demonstrated by submission of a transcript at the completion of the course.
  - c. Progress toward completion of the Compliance Plan must be demonstrated each semester.

---

*Ten colleges and two skill centers dedicated to student success.*

- d. Should an unforeseen circumstance occur that prohibits completion of the plan, the affected faculty member can appeal in writing to the VPAA, who may, on a rare basis, grant a reasonable extension.

You will be receiving more information from your partner college. The information will include clear guidelines by discipline for meeting the new qualifications, clear deadlines for meeting those guidelines, and information on completing a plan that structures how teachers will meet the new qualifications by September 1, 2022.

Lastly, Arizona State University (ASU) is offering scholarship opportunities to MCCC faculty, including dual enrollment faculty, who may need to take classes for the purpose of meeting the HLC regulations. Here is the contact information:

Contact: Sean Sederstrom

Email: [Sean.Sederstrom@asu.edu](mailto:Sean.Sederstrom@asu.edu)

Phone: 480.727.9004

Website: <https://graduate.asu.edu/faculty-graduate-credit-options>

If any questions should arise, feel free to contact the Office of the Associate Vice Chancellor, Academic Affairs at 480-731-8139 or email [academicaffairs@domail.maricopa.edu](mailto:academicaffairs@domail.maricopa.edu), or you may contact your high school partner. We appreciate all you do to support our students by working with them to be successful in their college courses.

Sincerely,



Paul A. Dale, Ed.D.

Interim Executive Vice Chancellor and Provost  
Paradise Valley Community College President



## HLC/MCCCD Instructor Qualification Compliance Plan – Dual Enrollment High School Instructors

The Higher Learning Commission (HLC) established guidelines on faculty qualifications in October 2015, with a five-year extension effective date beginning September 1, 2017. HLC allows institutions time to assess individual instructor needs in the area of faculty qualifications and achieve compliance with the policy. HLC fully expects institutions to come into compliance with these expectations.

To comply with the new faculty qualifications, MCCCD requires that dual enrollment high school instructors meet the new faculty qualifications by or before September 1, 2022, with progress made each semester. Please work with your supervisor to develop a plan. It must be approved by your chair and the college dean/VPAA.

Instructor Name: \_\_\_\_\_ Discipline: \_\_\_\_\_  
 Date: \_\_\_\_\_ College: \_\_\_\_\_

Current Degree/Credentials/Licensures/Certifications	Required Degree/Credentials/Licensures/Certifications
	Masters in teaching field
	Master's in any field AND 18 graduate hours in field

According to our records, \_\_\_\_\_ graduate hours are needed to be compliant with the HLC standards and approved Instructional Council faculty hiring qualifications.

Plan of Action (Courses/institution)	Expected date of completion AND credit hours*
<b>TOTAL HOURS</b>	

\*Evidence of completed coursework/equivalent experience must be submitted to your chair's office by the end of each semester (summer, fall, spring) to show progress toward the plan, until completion.

- I understand that to remain eligible to teach, I must successfully complete courses/approved activities indicated on my plan each semester.
- I do not intend to earn additional graduate hours. I understand that I will be ineligible to teach after the Spring 2022 semester.

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dept./Div. Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean/VPAA: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution:

In progress: Signed copies should be kept with the division/department chair, the college's Human Resources department while instructor is still working on plan.

Completed: Copies to Instructor personnel file (located at the college).

Amendments to the plan should also be sent to all of the above departments.