

TRINE UNIVERSITY DUAL ENROLLMENT

Onboarding Processes, Expectations, and Checklist / Agenda

Purpose: NACEP (National Alliance of Concurrent Enrollment Partnerships) accreditation states that improving and standardizing the faculty development process for CEI Instructors is necessary, including the onboarding process of the CEI as outlined in **Faculty Standard F2:** *Faculty Liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment before the instructor teaching the course.*

Process: When a CEI is approved through Trine's credentialing process, or if an existing CEI is adding a new course, the dual enrollment department will launch the onboarding requirements for the faculty liaison. The faculty liaison will schedule an onboarding training with the CEI before the start of the course. The topics covered will include the New Dual Enrollment Onboarding checklist (Pg 2 is for reference but included in the [Onboarding Online Form](#), comments will be captured, and compliance tracked via Monday Online Forms and Moodle. Meetings should take at least (1) hour. Please also upload the agenda, supporting documents (see below), and any other relevant documentation from the meeting.

After each mentoring session, please use this [Dual Credit Instructor Onboarding Checklist](#) to collect the following:

1. For each discipline, a sample of course-specific training materials and agenda for new concurrent enrollment instructor training.
2. For each of these examples, a description written by the faculty liaison of how new instructors are trained, including a description of how the materials provided for evidence are used.
3. Attendance tracking report documenting.

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Faculty Liaison:	DATE OF ORIENTATION:
Start Time: _____	End Time: _____ Total: _____

Onboarding Type

Individual

Group

Onboarding Location Method

On-Campus

Onsite (high school)

Virtual (zoom, teams, etc.)

Instructor and High School information	
Names(s) of CEI	
Name (s) of High school	
Trine course code(s) discussed	

New Instructor On-Boarding Checklist: (Check all that apply)

1.

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Learning Outcomes <input type="checkbox"/> Course Philosophy/Pedagogy <input type="checkbox"/> Moodle <input type="checkbox"/> Syllabus Example <input type="checkbox"/> Syllabus Development <input type="checkbox"/> Material submissions through Moodle | <ul style="list-style-type: none"> <input type="checkbox"/> Course Syllabus Template <input type="checkbox"/> Required Textbook and Material <input type="checkbox"/> Trines Grading Policy <input type="checkbox"/> Common Assessment <input type="checkbox"/> Observations <input type="checkbox"/> Student Material Submission | <ul style="list-style-type: none"> <input type="checkbox"/> Annual PD and Ongoing Collegiate Interaction <input type="checkbox"/> Assessment and Rubrics <input type="checkbox"/> Student Learning Resources <input type="checkbox"/> Other _____ |
|--|---|---|

2. Provide a description of the onboarding session *or* attach a copy of the agenda and/or materials/resources covered.

3. List additional notes or feedback regarding this session and/or participant(s).

Program Chair Signature: _____ Date: _____

Dual Enrollment Staff Signature: _____ Date: _____

Dual Credit Instructor Signature: _____ Date: _____