

# SLCC CONCURRENT ENROLLMENT

## Liaison Semester Checklist & Deadlines

### DUE SEPTEMBER 15

- Review CE instructor Canvas through MyCE  
*FALL SEMESTER/YEARLONG - CE Instructors are required to submit a link to their Canvas course through MyCE so you can review those and ensure that the CE instructor's course content and assessments match those at the college.*  
EST. TIME TO COMPLETE: 10 minutes per Canvas review

### DUE THE FIRST SEMESTER A NEW INSTRUCTOR TEACHES CE

- Perform a site visit  
*At a minimum you are required to visit your new CE instructor's classroom the first semester to make sure there are no issues with their content delivery. The Concurrent Enrollment Quality Control Data Dashboard will show you which instructors have been visited, when that occurred, and who has not been visited yet.*  
EST. TIME TO COMPLETE: 2.5 hours per instructor

### DUE FEBRUARY 15

- Review CE instructor Canvas through MyCE  
*SPRING SEMESTER - CE Instructors are required to submit a link to their Canvas course through MyCE so you can review those and ensure that the CE instructor's course content and assessments match those at the college.*  
EST. TIME TO COMPLETE: 10 minutes per Canvas review

### DUE APRIL 15

- Review the SLCC syllabus on file in MyCE  
*In MyCE we keep a copy of the most up-to-date syllabus in case high schools need a copy for a prospective instructor or students need a copy for credit transfer. We need you to make sure that is up-to-date and replace any outdated syllabi with the new ones.*  
EST. TIME TO COMPLETE: 15 minutes

### DUE APRIL 30

- Schedule new instructor training dates  
*If you have any new CE instructors, before the semester ends be sure to schedule a date to train them on the SLCC course content and expectations.*  
EST. TIME TO COMPLETE: 30 minutes

## RESOURCES

### MyCE Liaison Video Tutorials

<https://www.slcc.edu/concurrentenrollment/faculty-liaisons/myce-liaisons.html>

### Canvas Review

<https://slcc.edu/concurrentenrollment/faculty-liaisons/canvas-review.html>

### Classroom Visits

<https://slcc.edu/concurrentenrollment/faculty-liaisons/site-visits.html>

### Work Reports

<https://www.slcc.edu/concurrentenrollment/faculty-liaisons/work-reports.html>

### Concurrent Enrollment Data Dashboard

<https://www.slcc.edu/concurrentenrollment/faculty-liaisons/liaison-work-tracker.html>

### Required Training

<https://www.slcc.edu/concurrentenrollment/faculty-liaisons/mandatory-training.html>

### DUE JUNE 30

- Train new CE instructors on college content  
*New CE instructors must teach the same curriculum as is taught in an on-campus course. They should have received training on what they need to teach by June 30 so they have some time to prep for the upcoming school year.*  
EST. TIME TO COMPLETE: 1 hour

### DUE AFTER PERFORMING EACH TASK

- Submit work reports  
*This is how we track what has been completed and also how you get paid.*  
EST. TIME TO COMPLETE: 10 minutes