

## **High School Equivalencies Task Force Agenda**

Meeting Date: January 11, 2018

Meeting Time and Location: 8:15 in room 5C

Task Force Members:

- ❖ Michelle Kurkoski
- ❖ John Gawarecki
- ❖ Cheri Howe
- ❖ Lauren Zachman
- ❖ Emily Graveen
- ❖ Patty Minehart
- ❖ Donna Nightingale

### **Agenda Items:**

- 1) Discuss current procedure/practice with regard to high school equivalencies.  
Currently: The students ask the teacher/department whether or not the teacher thinks that the course would meet the MSA standards. Last year, there was a task force that met to update the high school equivalencies and to determine how these were figured out. The existing equivalencies were reviewed and updated. Currently, they check with Emily first to see if there are obvious problems. If it seems like it will work, the course information is sent to the teacher/department to get final approval. The current reviewed equivalencies were put online, sorted by college.
  
- 2) Develop procedures for equivalency reviews.  
Step 1: Meet with Academic Counselor to determine if there are obvious issues that would result in denial of the course.  
Step 2: Equivalency Team Meeting
  - Request for review is made to Academic Counselor
  - Members of the team would include the department member whose course equivalency is requested, community members, other teachers, and an administrator
    - 1-2 teachers from department (if possible)
    - 1-2 teachers from other departments
    - 2 community members
    - 1 administrator
    - Academic Counselor
    - The team will total 7 members based on the 1-2 teacher availability
  - Meetings will be scheduled during the regular school year, summer meetings will not be scheduled

- If a student registers for a course that has not been approved as meeting equivalency requirements, they are doing so with the knowledge that the course may not be approved for the intended MSA course credit, but it may meet the requirements for elective credit
- The goal will be to schedule the meeting as soon as possible
- Meeting procedure:
  - Prior to the meeting (ideally 3 or more days), the department member receiving the equivalency request will receive syllabus and other relevant available information about the course to review.
  - At the meeting, the department member will present their equivalency findings to the team
  - Any Additional information is presented and reviewed
  - The team will discuss whether or not to approve the course
  - The team will make a final decision whether the course is approved or denied
  - Results of the Team meeting's decision will be communicated to the Academic Committee.

3) Set date for next meeting (First equivalency review).