



Dual Enrollment and Concurrent Enrollment Taskforce Notes

02.24.26

1. Standardized, Transparent Timelines & Processes

- Create and distribute a unified, district-wide dual enrollment timeline
- Extend timeline clarity *beyond dates* → include **step by step workflow documentation**:
 - Required forms + examples
 - Roles and responsibilities
 - Who to contact at each step (not counseling dept” – *a named accountable person*)
 - How to navigate system changes (e.g., new reimaging Apply systems launching in June 2026)

2. Centralized Coordination & Accountability

- Designate one central dual enrollment point per college, with clear backup coverage (e.g., dualenroll@peralta.ed) – not generic department inbox- with controlled access by designated staff only.
- Hire or assign dedicated Dual Coordinator (grant funded or permanent) to manage - cross campus alignment, pre-term prep and escalation responses.

3. Structured Course offering & Pathway Alignment

- Shift from “any course in catalog” to **curated, capacity-aware menus**:
 - Map high school CTE.college readiness pathways (e.g., Health, IT, Design, Environmental Sciences to *existing* college pathways (e.g., Nursing, Data Science prep, 3-D printing, community Health Worker certificates).
 - Prioritize “keystone guides for schools and students
 - Certificates and non- credit certificates- (FABlab)

4. Proactive, Tiered Outreach & Orientation

- Hold Annual Dual Enrollment Partnerships Convenings (we already do this for Spring/Fall) for all school leaders
- Embedded dual enrollment in high school open houses, career fairs, and summer programs (e.g., Peralta summer institute with short videos, tables, or 2 min announcement on monitors (Some HS have monitors to advertise info)
- Create student- and parent facing. **How to Enroll” videos & language pages**, aligned with Reimagine Apply launch and updated yearly.

5. Sustainability & Institutional Ownership

- Embed dual enrollment coordination into **permanent roles** (e.g., student services, counseling, or Academic Affairs)- *not just grant-dependent*.
- Formalize accountability structure: clear job description, documented handover protocols, shared email access, and cross training.

- Advocate for district level policy standardizing dual enrollment practices across all colleges – reducing duplication and ensuring equity

6. Concurrent and Dual Enrollment Integration

- **Opportunity:** Leverage concurrent enrollment (students enrolling directly at colleges) as a pipeline and backup option – especially for student who miss dual enrollment windows.
- **Action:** Align concurrent enrollment outreach (e.g., early April starts, counselor-led enrollment pushes) with dual enrollment timelines. Use concurrent as a “second chance” for late-enrolling students

7. Professional Development for Instructors

- Problem: Faculty teaching dual enrollment lack targeted training (e.g., adolescent development classroom management for 14-18 yr. old, equity-in practice).
- Solution: Expand existing trainings (youth development workshops) to *all* dual/concurrent faculty-offered on Flex Days, not invite only-with modules on trauma-informed practice, engagement strategies, and FERPA compliance