

Dual and Concurrent Enrollment Taskforce

March 16, 2026

Notes

Designated Support Team/ Point of Contact (POC)

- Need for a clear, named point of contact for student, instructors, and high schools- especially for concurrent enrollment programs.
- POC's should be assigned per class or site, not just centralized.
- Roles include: answering phones, guiding access to support/services, and proactive outreach.
- Emphasis on proactive intervention, e.g., messaging student when they're "halfway" to completing a milestone.

Handbook & Collateral Development

- A shard, updated handbook is needed-not just for Oakland but a scalable collateral.
- Should include: program structure, enrollment steps, support resources, contact info, and expectation for student/Instructors.
- Designed to be student -and instructor facing possibly with a desiccated landing page for easy access.

Oakland Commerce Partnership & Scholarship Support (Discussion)

- Oakland Commerce currently provides \$4,000.00 in funding and connects 1,00+ students with the program
- They offer scholarships, especially for High School student- but not universally aligned with all Peralta College Pathways (e.g., VCC/DE programs).
- Clarify Scope: Are scholarships tied to *specific programs* (e.g., hospitality, dual enrollment)? Who administers them?

Concurrent Enrollment Streamlining

- Major pain point: enrollment timelines clash with high school schedules and academic calendars
- Goal: Complete fall enrollment **before** students leave high school in June, ideally by early summer (e.g., April 6 deadline suggested).
- Need to align internal processes *e.g., form submission, class changes, advisor notification) to avoid last minute issues.

Student Navigators & Expanded Roles

- Navigators' roles are being expanded- potentially assigning 1-2 dedicated navigators per school or cohort.
- Responsibilities include: guiding students through enrollment, supporting handbook use, and coordinating with college staff (e.g., loan coordinators, counselors).
- Idea: Embedded a campus visitor or loan coordinator to review to review student info in real time during enrollment.

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Brand Clarity & Communication with High Schools

- Many High School staff/students don't recognize Peralta College or understand the distinction between campuses (e.g., Berkeley City College vs. Laney)
- Suggest developing a unified, student – friendly welcome” message or letter, co-branded across colleges, explaining opportunities (e.g., concurrent enrollment, pathways, support)
- Avoid using internal acronyms (e.g., COA, BCC)

Professional Development (PD) for Instructors

- PD must explicitly clarify roles, processes, and PCS structure, especially for high schools' instructors teaching college-level courses.
- Include training on: how to access college support, escalate issues, use handbooks, and engage navigators

Structural & Process Gaps Identified

- Lack of standardized enrollment forms (e.g., title, format, submission path) – need naming consistency (e.g., “Concurrent Enrollment Intake Form”).
- Need to map current workflows (e.g., Excel tracking (item already included in Row 30, Column F) to formal systems or dashboards

Next Meeting: April 7th at 9:00 am