

SECTION I

PART W POLICY AND PROCEDURES FOR AUTHORIZATION OF A STATE INSTITUTION OF HIGHER EDUCATION TO PROVIDE SUPPLEMENTAL ACADEMIC INSTRUCTION

1.00 Introduction

Pursuant to C.R.S. 23-1-113(1.5), the Commission may authorize state supported institutions of higher education in Colorado to offer Supplemental Academic Instruction, as defined in sections 2.06 and 2.07 herein. Prior to HB12-1155, the Colorado Commission on Higher Education (Commission) was only authorized to administer the Admission Standards Policy (section I, part E) and the Remedial Education Policy (section I, part F). As a result, Commission policy was not able to address the inconsistencies between the two. This Supplemental Academic Instruction (SAI) policy is designed to provide state institutions of higher education with flexibility from certain aspects of the CCHE's Remedial Education Policy and offer support to students with limited academic deficiency (as defined in section 2.03). The intent of this policy is to expand opportunities for academic progress to students with limited academic deficiencies. This policy enables such students to immediately enter into credit-bearing courses provided that the student is also enrolled in SAI attached to that course. Authorized SAI options offered for credit will be eligible to receive Colorado Opportunity Fund (COF) stipend payments from the state, pursuant to the C.R.S. 23-1-113.3. This policy is subject to modification based on the revision of the statewide Remedial Education Policy and Admission Standards Policy that are anticipated to be considered by the Commission on or before December 2013.

2.00 Definitions

- 2.01 **Academic skills courses** means courses that teach the basic academic skills necessary to succeed at a postsecondary institution.
- 2.02 **Basic skills courses** means courses that are prerequisites to the level of work expected at a postsecondary institution and include academic skills courses and preparatory courses.

- 2.03 **Limited academic deficiency** refers to the reading, writing and/or mathematics skills levels of a student who has been admitted to an institution, but has failed to meet the minimum threshold placement score for college level coursework as determined by the Remedial Education Policy. The range of placement scores that define limited academic deficiency may differ according to each institution's role and mission.
- 2.04 **National assessment test scores** include, but are not limited to, ACT test scores and SAT test scores. For the purpose of this policy, this shall serve as the primary assessment.
- 2.05 **Preparatory courses** means courses designed for students who demonstrate a deficient skill level in the general competencies necessary to succeed in credit bearing college level coursework, specifically in English and mathematics.
- 2.06 **Credit-Bearing Supplemental Academic Instruction** means credit-bearing co-requisite instruction in English or mathematics for students with limited academic deficiencies (as defined in section 2.03) that accompany credit-bearing college level, general education English and/or mathematics courses approved for statewide transfer pursuant to C.R.S. 23-1-125(3). SAI does not include basic skills courses, as defined in C.R.S. 23-1-113(1.5). Institutions will determine if SAI credits will be considered towards a degree. Authorized institutions will be eligible to receive Colorado Opportunity Fund (COF) stipend payments from the state, pursuant to the C.R.S. 23-1-113.3.
- 2.07 **Noncredit-Bearing Supplemental Academic Instruction** means noncredit-bearing co-requisite instruction in English or mathematics for students with limited academic deficiencies (as defined in section 2.03) that accompany credit-bearing college level, general education English and/or mathematics courses approved for statewide transfer pursuant to C.R.S. 23-1-125(3). SAI does not include basic skills courses, as defined in C.R.S. 23-1-113(1.5). Noncredit-bearing SAI will not be eligible for COF stipend payments from the state, pursuant to the C.R.S. 23-1-113.3.

2.08 **Supplemental Academic Instruction Evaluation** means an institution specific secondary evaluation used to place students into remedial education, a credit bearing course(s) with SAI support or a credit bearing course(s) without SAI support, following the national/primary assessment.

3.00 Statutory Authority

C.R.S. 23-1-113(1.5) grants the Commission the authority to authorize a state supported institution of higher education to provide Supplemental Academic Instruction (SAI; as defined in sections 2.06 & 2.07) even though the institution is not authorized to provide basic skills courses pursuant to the C.R.S. section 23-1-113.3. An authorized institution may receive Colorado Opportunity Fund (COF) stipend payments from the state pursuant to C.R.S. 23-18-202 on behalf of an eligible undergraduate student, as defined in C.R.S. 23-18-102(5), who is enrolled in credit bearing SAI that accompanies a college-level course. C.R.S. 23-1-113.3 allows Adams State University and Colorado Mesa University, any local community college, and any community college governed by the State Board for Community Colleges and Occupational Education to offer basic skills courses and receive stipend payments from the state on behalf of eligible undergraduate students enrolled in basic skills courses.

C.R.S. 23-1-113.3 charges the Commission with creating placement procedures for English and mathematics. The Commission does not have authority for other courses. Those placement procedures are determined by the institution.

4.00 Goals

The goals of the Commission's authorization of a state institution of higher education (institution) to provide Supplemental Academic Instruction (SAI; as defined in sections 2.06 & 2.07) include:

- 4.01 Establishing clear guidelines for institutions to gain authorization to provide SAI:
- 4.02 Establishing a common set of standards for establishing SAI in Colorado:
- 4.03 Establishing parameters for institutions to administer SAI:

- 4.04 Aligning SAI procedures with the Commission's Admission Standards and Remedial Education Policies and the Graduation Guidelines established by the Colorado Department of Education:
- 4.05 Providing empirical evidence concerning the implementation and outcomes of SAI across the state of Colorado; and
- 4.06 Developing awareness and establish best practices for SAI.

5.00 Roles and Responsibilities

5.01 Institutions of Higher Education (institution) shall:

- 5.01.01 Utilize approved national/primary assessments test scores authorized by the Commission (as defined in section 2.04), to determine if a student is college ready (as defined by the Remedial Education Policy);
- 5.01.02 Select an SAI evaluation of basic skills assessment (as defined in section 2.08) and/or a course placement review in reading, writing (English/Communications) and/or mathematics to use to place students in remedial education, credit bearing course(s) with SAI support or credit bearing course(s) without SAI support;
- 5.01.03 Inform students about the learning outcomes associated with SAI completion. Advise the student about appropriate SAI (as defined in sections 2.06 & 2.07) based on her/his SAI evaluation, prior to first semester registration into remedial education, credit bearing course(s) with SAI support or credit bearing course(s) without SAI support;
- 5.01.04 The student placed into SAI must complete her/his credit bearing English and mathematics with SAI support within her/his first 30 semester hours at the institution;
- 5.01.05 Flag and report each SAI course and student enrolled in SAI courses/options (as defined in sections 2.06 & 2.07) in the student course enrollment file submitted to the SURDS database; and

- 5.01.06 Submit a request for SAI (as defined in section 2.06 & 2.07) authorization proposal to the Commission with criteria determined by the Colorado Department of Higher Education (Department) that may include (but are not limited to) detailed information about:
- A. SAI evaluation of basic skills assessment (as defined in section 2.08) and/or course placement reviews in reading, writing (English/Communications) and/or mathematics, including definition of limited academic deficiency, cut scores and other benchmarks/measurements of student preparation level;
 - B. Interventions and processes for SAI students;
 - C. Communication between SAI faculty and entry level credit bearing course faculty;
 - D. SAI staffing and support, including institution SAI liaison to the department;
 - E. SAI content descriptions and co-requisite course description(s); and
 - F. SAI assessment plan with benchmarks/measurements of student success.

5.02 The Governing Boards of each Institution of Higher Education, of institutions who have been authorized by the Commission to offer SAI (as defined in section 2.06 & 2.07), shall:

- 5.02.01 Adopt policies and procedures that ensure that each matriculated undergraduate student that enters the institution with a primary assessment score below the state defined college entry level (as defined in the Remedial Education Policy) completes or has completed basic skills assessment and/or course placement reviews in reading, writing (English/Communications) and/or mathematics; and
- 5.02.02 Adopt policies and procedures regarding the implementation of SAI.

5.03 The Commission shall:

- 5.03.01 Adopt standards and procedures whereby Colorado state institutions of higher education may offer SAI (as defined in sections 2.06 & 2.07) to a matriculated undergraduate student that enters her/his institution with a primary assessment (as defined in section 2.04) score below the state defined college entry level (as defined in the Remedial Education Policy) and who has taken an SAI evaluation of basic skills assessment (as defined in section 2.08) and/or course placement reviews in reading, writing (English/Communications) and/or mathematics;
- 5.03.02 Implement standards and procedures whereby state institutions of higher education may offer SAI;
- 5.03.03 Review and determine authorization of state institutions of higher education to provide SAI and receive COF stipend payments from the state;
- 5.03.04 Monitor the effectiveness of SAI on student academic performance and related outcomes. The Commission may recommend a revised SAI plan if SAI programs are unsuccessful in improving student outcomes in English and mathematics courses; and
- 5.03.05 Authorize for three year periods, after which the Commission will evaluate and may reauthorize.

5.04 The Department shall:

- 5.04.01 Compile and transmit annually to the education committees of the Senate and the House of Representatives, or any successor committees, the Joint Budget Committee, the Commission, and the Department of Education an analysis of the data regarding SAI (as defined in sections 2.06 & 2.07);
- 5.04.02 Report the information specified in C.R.S. 23-5-127 (3) and (4) on an unit-record basis (data collection will begin in summer 2013);
- 5.04.04 Publish institutions' SAI program information; and

5.04.05 Share SAI best practices with institutions and provide a forum for inter-institutional assistance and collaboration.

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