How to Create New CE Courses
UACEP Webinar
April 14, 2022
Nathan Auck, STEM Coordinator and Early College Specialist, USBE
Cynthia Grua, Assistant Commissioner, Academic Affairs, USHE
What courses can be CE courses?

- Per USHE statute, institutions offer:
  - GenEd, CTE, and select gateway courses (ex. Intro to Education).
  - Emphasis on highly transferrable courses
  - Must assist students in earning post-secondary certificate or degrees (prereq, required, or elective)
  - With exception of Bridge language courses, CE courses are introductory level (1000 and 2000 level)
  - May only offer course that correspond to HS courses typically taught in grades 11 and 12.
  - May NOT offer developmental or remedial courses
What courses can be CE courses?

• Per State Board Rule, CE courses must:
  • Contribute toward HS graduation
  • Shall be limited to courses in:
    • English;
    • Mathematics;
    • Fine arts;
    • Humanities;
    • Social Science;
    • World Languages; and
    • Career and Technical Education.

• NOTE: Health is excluded from the list.
• May NOT offer a course typically taught in grade 9 or 10.
What courses are offered?

- 75% earned CE credit is GenEd credit
- Top enrolling course: ENGL 1010

<table>
<thead>
<tr>
<th># IHEs Offering</th>
<th>Subject</th>
<th>Number</th>
<th>Course Title</th>
<th>GenEd</th>
<th>CTE</th>
<th>No. Enrollments</th>
<th>Earned_credit</th>
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<tr>
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<td>ENGL/WRTG</td>
<td>1010</td>
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<td>1100</td>
<td>United States Government and Politics</td>
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<td>QL</td>
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What courses are offered?

• Top enrolling course: LA 11-12 CE

<table>
<thead>
<tr>
<th>Subject</th>
<th>Number</th>
<th>HS Course</th>
<th>Core/Elective</th>
<th>No. Enrollments</th>
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<td>HIST</td>
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<td>American Civ CE OR Social Studies Elective*</td>
<td>Varies</td>
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<td>Chem with Lab CE OR Chem No Lab CE**</td>
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<tr>
<td>POLS</td>
<td>1100</td>
<td>U.S. National Government CE</td>
<td>Core</td>
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<td>Math. Decision Making for Life CE</td>
<td>Elective</td>
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</tbody>
</table>

*HIST 1700 taught for one year = American Civ core credit
*HIST 1700 taught for one semester = Social Studies elective credit
**Lab-based science is core credit; science without lab is elective credit
What’s the CEML?

• Per statute, USHE and USBE will jointly approve courses to be offered for CE.
• Approved courses are listed on the CE Master List, or CEML.
• There is a new CEML every school year.
• Only CE earned credit from courses listed on the CEML – for that school year – are reimbursed from state CE funds.
How to create a new CE course...

• **STEP 1** An LEA and/or a USHE institution identify courses that might be, from both a public and higher education perspective, appropriate CE courses.

• **STEP 2** Confirm the course meets all PE and HE requirements for CE. In addition, they confirm:
  • If the high school course is core credit, there is a 90% match of content covered.
  • If the high school course is elective credit, there should be an 80% match.
How to create a new CE course...

• **STEP 3** Gather information on both courses:
  • college course description, assessments, learning outcomes, textbook, lecture schedule
  • USBE 11-digit cactus code and title, credit type

• **STEP 4** Enter course info into the electronic *Concurrent Enrollment Course Submission Proposal*

• **STEP 5** Filling out a table that compares the public education strands and standards to the higher education learning outcomes.
How to create a new CE course...

• **STEP 6** Submit to USHE for review.

• **STEP 7** USHE forwards proposals to a USBE curriculum specialist for review.

• **STEP 8** Specialist renders alignment decision to:
  - Approve
  - Deny
  - Defer

_Generally, specialists write notes to explain decision._
How to create a new CE course...

• **STEP 9** Decision is recorded on next year’s CEML.
• **STEP 10** New CEML is published.
Annual CEML Dates

Annual statutory deadline to delete or edit ... Or add a course to CEML for the NEXT school year:

November 15.

Next school year CEML is published:

mid-December (if the stars align)
CEML 22-23

• Find CEML under CE Advising Tools at utahce.org:

Concurrent Enrollment resources
Resources for CE administrators, counselors, and advisors

- CE Annual Reports
- Administrator Forms
  - CE Advising Tools
    - CE Advisors at Utah System of Colleges and Universities
    - CE Master List
    - CE General Education Pathway
CEML 22-23

- Find CEML under CE Advising Tools at utahce.org: