



Planning and Implementation Action Steps

Steps for Stakeholders to Deliver Online Dual Enrollment Courses That Integrate Social-Emotional Learning

Action Steps by Role

Implementing courses that integrate social-emotional learning (SEL) requires clear collaboration and communication processes among the key project stakeholders from the college and school district. The tables below list suggested action steps that support the effective planning and quality implementation of these courses.

Jump to the checklist for your role:

- [College \(Implementation Champion\)](#)
- [College \(Instructor\)](#)
- [School District \(Partnership Lead\)](#)

College (Implementation Champion)

Responsibility		Action Step
Planning	Partnership Management	<ul style="list-style-type: none"> <input type="checkbox"/> Codesign and establish a memorandum of understanding (MOU) with district partner(s) that outlines roles, responsibilities, processes, and timelines for student recruitment, enrollment, and support. <input type="checkbox"/> Identify a regular cadence to meet with district partner(s) to plan and coordinate activities for the course model (e.g., student/family outreach, enrollment processes, sharing student progress).
	Communication and Coordination	<ul style="list-style-type: none"> <input type="checkbox"/> Create a communication and collaboration plan between key college staff and key district staff, including channels and timelines. <input type="checkbox"/> Create a communication and collaboration plan between college departments (e.g., dual enrollment/K-12 partnerships, admissions office, registrar, academic divisions, student support services).
	Course Selection, Design, and Instruction	<ul style="list-style-type: none"> <input type="checkbox"/> Identify instructor(s) to participate in the SEL embedded course model. <input type="checkbox"/> Coordinate modifications to instructor contracts, if needed, to enable instructors to participate in planning activities, modify course design, and implement all elements of the course model. <input type="checkbox"/> Identify funding sources to provide stipends or other incentives for instructors to complete additional responsibilities. <input type="checkbox"/> Share confirmed course offerings and enrollment processes with district partners.
	Student Recruitment	<ul style="list-style-type: none"> <input type="checkbox"/> Design student- and family-facing outreach materials on dual enrollment offerings. <input type="checkbox"/> Share dual enrollment education materials designed by intermediary organizations with district partners and directly with students and families (if applicable). <input type="checkbox"/> Share course offerings and enrollment processes with district partners.
	Data Collection and Sharing	<ul style="list-style-type: none"> <input type="checkbox"/> Design a data sharing process with each district partner. <input type="checkbox"/> Design an approach for monitoring progress and tracking outcomes, including course engagement and student skill development.
	Advising and Student Support	<ul style="list-style-type: none"> <input type="checkbox"/> Create a plan for supporting students with books, materials, and other resources (i.e., access to technology) needed to effectively engage in online course(s). <input type="checkbox"/> Map and coordinate access to support services at the college and in the community (e.g., tutoring and mental health services) and develop materials to inform both students and instructors about these options. <input type="checkbox"/> Establish an early alert system or use a previously developed early alert system.

Implementation	Partnership Management	<ul style="list-style-type: none"> <input type="checkbox"/> Hold regular project coordination meetings (at least twice per semester) with each district partner to check in about course implementation, student supports, and planning for the upcoming semester.
	Communication and Coordination	<ul style="list-style-type: none"> <input type="checkbox"/> Share relevant updates and coordinate ongoing course-related planning and execution activities with college departments (e.g., admissions, registrar, academic divisions, student support services). <input type="checkbox"/> Organize regular (at least twice per semester) check-ins with each instructor to discuss progress, problem solve challenges, and share lessons.
	Course Selection and Design	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate a community of practice for instructors implementing these courses to enable peer learning, problem-solving, and continued professional development. <input type="checkbox"/> Share course offerings and enrollment processes for subsequent semesters with high school partners.
	Student Recruitment	<ul style="list-style-type: none"> <input type="checkbox"/> Assist districts in modifying communications materials directed toward students and parents/guardians.
	Data Collection and Sharing	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate data collection with instructors, including student surveys, course engagement, and grades. <input type="checkbox"/> Share insights and outcomes with key stakeholders.
	Advising and Student Support	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate student supports with high school lead, instructors, and college departments, as needed.

College (Instructor)

Responsibility		Action Step
Planning	Course Selection, Design, and Instruction	<ul style="list-style-type: none"> <input type="checkbox"/> Review the SEL playbook to learn about the course model. <input type="checkbox"/> Complete course design template. <input type="checkbox"/> Collaborate with peer instructors on approaches to integrate SEL strategies into courses. <input type="checkbox"/> Build strategies into syllabi, instructional materials, assignments, and learning management systems.
	Data Collection and Sharing	<ul style="list-style-type: none"> <input type="checkbox"/> Incorporate data collection activities into course delivery plan, including how and when to disseminate student surveys and monitor course engagement.
	Advising and Student Support	<ul style="list-style-type: none"> <input type="checkbox"/> Become familiarized with the map of college, high school, and community-based support services available to students. <input type="checkbox"/> Establish an early alert system or use a previously developed early alert system.
Implementation	Communication and Coordination	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in regular (at least twice per semester) check-ins with the implementation champion to discuss progress, problem solve challenges, and share lessons.
	Course Selection, Design, and Instruction	<ul style="list-style-type: none"> <input type="checkbox"/> Make periodic adjustments to SEL strategies based on learning from implementation and student feedback. <input type="checkbox"/> Participate in a community of practice with other instructors implementing these courses for peer learning, problem-solving, and continued professional development.
	Data Collection and Sharing	<ul style="list-style-type: none"> <input type="checkbox"/> Complete weekly reflective practice. <input type="checkbox"/> Share and encourage students to complete the baseline survey within the first two weeks of the semester. <input type="checkbox"/> Share and encourage students to complete the follow-up survey within the last two weeks of the semester. <input type="checkbox"/> Submit other course engagement data, as decided by the college's implementation champion. <input type="checkbox"/> Submit final student course grades.
	Advising and Student Support	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate student supports with high school lead and college departments, as needed. <input type="checkbox"/> Offer one-on-one or small group check-ins with students.

School District (Partnership Lead)

Responsibility		Action Step
Planning	Partnership Management	<ul style="list-style-type: none"> <input type="checkbox"/> Codesign and establish an MOU with college partner(s) that outlines roles, responsibilities, processes, and timelines for student recruitment, enrollment, and support. <input type="checkbox"/> Identify a regular cadence for meeting to plan and coordinate activities for the course model (e.g., student/family outreach, enrollment processes, sharing student progress).
	Communication and Coordination	<ul style="list-style-type: none"> <input type="checkbox"/> Create a communication and collaboration plan between key college staff and key district staff, including channels and timelines. <input type="checkbox"/> Create a communication and collaboration plan between district and high school departments (e.g., counseling, administration, department chairs).
	Student Recruitment	<ul style="list-style-type: none"> <input type="checkbox"/> Design and share student- and family-facing outreach materials about dual enrollment offerings. <input type="checkbox"/> Share dual enrollment education materials designed by intermediary organizations with students and families (if applicable). <input type="checkbox"/> Support students to complete course enrollment steps.
	Data Collection and Sharing	<ul style="list-style-type: none"> <input type="checkbox"/> Design data sharing process with the college.
	Advising and Student Support	<ul style="list-style-type: none"> <input type="checkbox"/> Align with college partner on a plan for supporting students with books, materials, and other resources (i.e., access to technology) needed to effectively engage in online course(s).
Implementation	Partnership Management	<ul style="list-style-type: none"> <input type="checkbox"/> Hold regular project coordination meetings (at least twice per semester) with each district partner to check in about course implementation, student supports, and planning for the upcoming semester.
	Student Recruitment	<ul style="list-style-type: none"> <input type="checkbox"/> Share course offerings and enrollment processes for subsequent semesters. <input type="checkbox"/> Support students to complete course enrollment steps for subsequent semesters.
	Data Collection and Sharing	<ul style="list-style-type: none"> <input type="checkbox"/> Review outcomes information shared by the college.
	Advising and Student Support	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate student supports with high school departments, instructors, and the college, as needed.

