



May 22, 2019

Mr. Thomas Mueller  
Dean of Transitional Programs  
Hawkeye Community College  
1501 E. Orange Road  
Waterloo, IA 50701

Dear Thomas Mueller,

The NACEP Accreditation Commission approved the review team's recommendation to re-accredit **Hawkeye Community College's CollegeNow! Program**. The Commission comprised of experienced representatives of NACEP-accredited concurrent enrollment partnerships who reviewed the application had the following to say about the program:

Overall, the Commission applauds your good work. The Commission commends the program on

- **Curriculum Standards:** Pedagogical, theoretical and philosophical orientation aligns well. The online catalog aligns with the college course catalog and is presented in a clear and easy to follow format. HCC has a very thorough process for site visits and observations forms. Classroom observations / site visits are consistent with college standards, reports are well documented and there is a process for ongoing communication.

**The Commission makes the following recommendations:**

- **Faculty Standards 2:** Faculty Liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course. The Commission believes it would be beneficial for HCC to update their tracking and evaluation of onboarding and professional development. While it seems as though the training is happening, record keeping can be strengthened. This seems as though it will be less of a problem in the future as the program grows and one-on-one training will be less frequent.
- **Assessment Standards 3:** CEP students are assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in on campus sections. Hawkeye has met minimum requirements for documenting this standard. The Commission recommends instructors clearly note methods of evaluation as well as how final grades in each course are determined. On-campus and high school faculty are not required to use identical course materials but should be using similar assessment formats and grading criteria. Only Nursing has a common assessment. Other disciplines assessments are not transparent, nor do they appear to use the same methods which is acceptable but should be more closely aligned.

The Commission would like to have a follow-up report submitted by December 13, 2019 on the steps the program is taking to improve upon this process.

Your program is to be congratulated on its quality, and these recommendations are made with the best of intentions on behalf of the NACEP Commission. The program's commitment to the implementation of concurrent enrollment best practices is to be commended, and I wish you the best as the program moves forward.

Sincerely,

A handwritten signature in black ink that reads "Diana Johnson". The signature is written in a cursive, flowing style.

Dr. Diana Johnson  
Chair, NACEP Accreditation Commission

Cc: Annette Staples, Instructional Services Coordinator  
Dr. Jane Bradley, Provost and Vice President of Academic Affairs