

# STUDENT SUCCESS BEST PRACTICE: LORD FAIRFAX COMMUNITY COLLEGE



ADDRESS: 173 SKIRMISHER LANE  
MIDDLETOWN, VA 22645

WEBSITE: WWW.LFCC.EDU

## STUDENT SUCCESS CATEGORY --

- ACADEMIC PROGRAM
- STUDENT SERVICES
- WORKFORCE DEVELOPMENT
- COLLEGE BUSINESS PRACTICE
- TECHNOLOGY INNOVATION
- OTHER:

TITLE: "DUAL ENROLLMENT--AN EFFICIENT CAREER PATHWAYS MODEL"

## PROCESS

Enrollment trends and data were used to determine the best practice. Enrollment management meetings are held weekly a month before and after a new registration period opens. Data provided by both the Institutional Effectiveness Office and the VCCS was analyzed over a period of years to validate that dual enrollment students were not completing a credential before leaving the college to go to a four-year university or college. The strategy was developed by the Dean of Academic Student Affairs & Outreach, Dual Enrollment Specialist, and Associate Dean for Instruction.

## STRATEGY & IMPLEMENTATION

After implementation of HBI184, the High School Outreach Office hired an individual to begin to track dual enrolled students after completing four credits. A database was created that ensured that each student has their own record to document courses required to complete the Certificate in General Education and the Associate of Arts and Sciences degree in General Studies. When students register for a course, that course is entered into the student's record. Students are notified each semester on their progress towards credential completion.

## ASSESSMENT & EVALUATION

An assessment of how many students complete a credential is reviewed annually. Currently there are 2400 students who are dual enrolled at LFCC. Once the students reaches 4 credits a record is created for them. High School Outreach staff go into the high schools and inform and advise students on how to complete the credential; parent presentations are conducted at high schools on a regular basis and as requested; two counselor meetings are held annually to update directors of counseling on progress; meetings are held with school division central office staff to encourage teacher credentialing for required dual enrollment courses that enable students to complete.

## PLAN FOR SCALE & SUSTAINABILITY

LFCC has an office of four who are dedicated to working with dual enrollment. Additionally, the college employees 11 part-time career coaches whose salary is supported half by the College and half by the respective school division. The Dean oversees credentialing of faculty and alignment of courses; the Associate Dean works directly with faculty and high school teachers on orienting them to the college process of submitting a syllabus, entering grades, uploading documents into SafeAssign, assessments, etc. All syllabi go to the Associate Dean for review and then to faculty for final approval. All textbooks are reviewed as well as facilities before courses can be offered. The Dual Enrollment Specialist and Dual Enrollment Program Coach both advise students, manage presentations to the high schools, track students using Access, and notify students of their progress. These positions are completely college supported.

## COLLEGE DESCRIPTION

Founded in 1970, Lord Fairfax Community College (LFCC) is a comprehensive, multi-campus public institution of higher education. Through its four locations — the Middletown and Fauquier Campuses, the Luray-Page County Center, and Vint Hill — the College serves eight localities in the Shenandoah Valley and Piedmont regions. The localities are the counties of Clarke, Fauquier, Frederick, Page, Rappahannock, Shenandoah and Warren and the City of Winchester.

LFCC offers more than 75 associate degree and certificate programs in a wide variety of disciplines, in addition to providing access to bachelor's, master's and doctoral degree programs offered on site by a four-year institution. LFCC also serves the business community by offering workforce preparation programs for employees and employers. LFCC serves more than 7,600 unduplicated credit students and more than 10,450 individuals in professional development and business and industry courses annually.

## CONTACT INFORMATION

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