Concurrent Enrollment Procedures
Department of Digital Media September 2026

Purpose: This document is intended to outline the department-approved instructor qualifications, procedures for assessing instruction, providing training, and the overall responsibilities of the Digital Media CE liaison, who assumes these primary responsibilities.

CE Instructor and Liaison Qualifications, Standards, and Expectations: UVU's accrediting body, the Northwest Commission on Colleges and Universities (NWCCU), has its own teacher qualification standards. The National Alliance of Concurrent Enrollment Partnerships (NACEP) have specific standards for quality in CE. The Utah State Legislature has its own standards according to HB 335 Alternative Concurrent Enrollment Options for Capacity Flexibility, which do not necessarily align.

Digital Media	Utah HB 335

• **DGM 110:**
  ○ A certificate in the course's academic field
  ○ An industry-recognized certification in the course's field
• **DGM 1800:**
  ○ A certificate in the course's academic field
• **DWDD 1600:**
  ○ Any web development or CS degree
	A degree, certificate, or industry certification in the concurrent enrollment course's academic field

• **DGM 1110:**
  ○ Design Experience: Certificates, industry experience, or a design degree.
  ○ 2. Technology Skills: Certificates, industry experience, or a degree in media tech, computer science, or software.
• **DGM 1800:**
  ○ Professional film/TV production experience
  ○ Film/TV production teaching experience
  ○ Knowledge of camera, audio, and lighting gear
  ○ Knowledge of story structures and narrative arcs
  ○ Bachelor's degree in a related field or media coursework
  ○ Media/film production training certificates
• **DWDD 1600:**
  ○ Instructors who do not meet the required qualifications must either complete the course and earn an "A" or complete all assignments and submit the module assignment for evaluation.
	Qualifying experience, as determined by the eligible institution

Digital Media Exception to Above Standards and Related Procedures

As a department, we expect high schools to meet the CE instructor qualifications outlined by NACEP and NWCCU, when there is a qualified instructor available at the high school. As a student-centered department highly invested in the student learning experience, we acknowledge that there may be exceptions that a high school may need to request in order for the students enrolled in a given CE class to have the best learning experience possible when there is no available teacher that meets the above standards.

Therefore, as a department we reserve the right to make an exception to the above Teaching Qualifications & Standards under the following circumstances (this decision will be recommended by the CE Faculty Liaison and approved by the Department Chair):

- Under the direction of the high school principal (or equivalent), a candidate may be considered for an exception based strictly on:
    - **DGM 1110:**
        - **Forward-Looking Resume Evaluation**: Resumes are vetted as timelines of adaptability.
        - Must prove they are actively adopting new tech and are **not** teaching decade-old school knowledge.
    - **DGM 1800:**
        - **On-Campus Shadowing**: The *only* approved pathway is for the candidate to physically shadow the UVU Filmmaking 1 class on campus.
- When this is the case and an exception is granted, the teacher will be hired on a probationary status. The CE Faculty Liaison will:
    - ...meet with the CE instructor prior to the semester to review the syllabus and discuss the instructor's plan to teach the course.
    - ...observe the CE instructor within their first two weeks of teaching to evaluate teaching quality, the learning environment, etc., and work with the CE instructor on goals and opportunities for improvement.
    - ...continue to work with the CE instructor, as needed, to help the CE instructor improve.
    - ...meet with the principal (or equivalent) if the CE instructor is not making progress and/or meeting the anticipated standard of teaching quality and performance and determine a path forward, which may include additional performance measures or a termination of the contract to teach CE.

Additional Information:

DGM 1110:

- **Adobe Tool Baseline**: Candidates do not need to know every single Adobe Suite tool immediately.
- **Upskilling Pipeline**: Instructors are expected to systematically skill up after teaching their first round of DGM 1 and 2.

DGM 1800:

- **30-Minute Screening Interview**: Mandatory for all applicants prior to approval.
- **Syllabus Rigor**: Explicitly addresses course expectations to prevent instructors from adding too much personal variation.