Introductions 9 am – 9:30 am at the Station – Terry Barmann
Dr. Terrence Barmann kicked off the meeting with a brief introduction of himself and Northwest. We began the meeting with a few Northwest trivia questions. Instructors were then given the opportunity to introduce themselves to the group.

Library Tour 9:30 am – 10 am at the Library – Lori Mardis
The workshop moved to the Library, where Lori Mardis gave the group a tour of the facility. Additionally, Lori discussed the services available to dual credit students and instructors at the Library. If you would like more information about these services, Lori can be reached at 660-562-1193 or lmardis@nwmissouri.edu.

e-Companion (Course Management Website) 10 am – 12 pm room 250 – Darla Runyon
The e-Companion training began with each dual credit instructor logging into the system to navigate along with the training. Darla Runyon described the purpose of e-Companion, how it is used currently by Northwest faculty/adjuncts and dual credit instructors. She gave the group a tour of the different capabilities in the course management site. Darla also showed the group currently used sites for examples. For more information about e-Companion, or to set up an individual training, contact Darla at 660-562-1532 or drunyon@nwmissouri.edu.

Working Lunch at the Station with University Departments 12 pm – 1 pm
Dr. Barmann welcomed the group back to the Station. He briefly reviewed the recent reorganization of departments at the University. Instructors were dismissed to fill their plates at the lunch buffet. Instructors were then given the opportunity to sit in small groups based on discipline. Dual Credit University Department Contacts and/or Chairs attended to visit with the groups about Dual Credit courses. Below is a list of topics that were discussed:
- Course syllabi
- E-Companion course content
- University departmental basics
- University course goals/objectives/focus
- Updates – University/High School
- Questions & Concerns of University
- Questions & Concerns of High Schools

Tammi Grow, Associate Director of Admissions, addressed the group with a few updates from their office.
- ACT scores will need to be submitted directly to Northwest from ACT. We will no longer be able to accept ACT scores listed on high school transcripts
- The Department of Mathematics, Computer Science, & Information Systems have issued a new ACT sub-score requirement for students enrolling in certain Math courses. Specific information was given to all instructors and schools prior to the workshop.
It is very important for all schools to meet the dual credit registration deadlines each term. We need the information in a timely manner in order to do reporting to the state about our program.

PLAN scores will continue to be used for admission purposes. For students who have both PLAN and ACT scores, we will consider the score that most benefits the student. As a result, encourage your juniors and seniors to take the ACT early.

Parent signatures are now required on all applications. We must receive this parent confirmation before enrollment can be completed.

Review new website design 1 – 1:30 pm – Amy Washam
Amy Washam briefly reviewed the Dual Credit website available at www.nwmissouri.edu/dualcredit. She highlighted webpages with information regarding student admission requirements, instructor eligibility to teach dual credit courses, a parent’s resource section, and a form for instructors and counselors to update their contact information with the University. A few instructors requested a page be added with contact information for other Missouri colleges/universities transfer department. This will allow parents and students to have a spot to check with other institutions for the transferability of the Northwest dual credit courses.

Question/Answer Session 1:30 pm
The floor was opened up for a question/answer session. Some key topics that arose include:

- Notebook computers are available for use by Dual Credit instructors and students. (NOTE: The individual that would like a University notebook computer must come to campus and check out the computer him/herself)
- Dual Credit students are able to get a Student ID card from the ID office on campus. The student must personally come to campus to have their ID picture taken in order to receive their Student ID card.
- Campus tours are available for all Dual Credit students. To organize a campus tour for your class, please feel free to contact Amy Washam at 816-736-6618 or washam@nwmissouri.edu.

Questionnaire 1:45 pm
Instructors were asked to complete a questionnaire about the workshop experience.

Pick up textbooks 2 pm
The workshop was dismissed and instructors were able to pick up their fall course textbooks from Textbook Services.