

RECOMMENDED PROCESS MAP

FORMING NEW COMMUNITY COLLEGE AND NONPROFIT JOB TRAINING CO-ENROLLMENT ALLIANCES

The following process map is based on the process used to form the program alliance between Northern Virginia Community College (NOVA) and Northern Virginia Family Service’s Training Futures program, which jointly delivers college credit training to low-income adult job training participants. This process takes approximately 6 months to complete all steps prior to delivering a new co-enrollment program.

Step	Process/Action	Notes
1.	Relationship development: Confirm alignment of goals/interests.	Leadership representatives of both organizations agree on mutual goals of the alliance.
2.	Curriculum review: College faculty review of the nonprofit program course curricula, or the adoption of specific college course curricula by the nonprofit.	Review determines if any changes or additions to courses are needed to be equivalent to specific college courses.
3.	Curriculum approval: College committee or division dean’s approval that the nonprofit program is equivalent to college course(s).	The original NOVA-Training Futures college credit curriculum was reviewed by college committees. Subsequent nonprofit curricula were reviewed by an academic dean.
4.	Faculty credentials review: Review hiring credentials of nonprofit organization’s proposed teaching faculty to ensure they meet the college’s adjunct faculty standards.	Faculty hiring standards differ depending on which courses are taught, depending on whether the courses are designed to transfer to four-year institutions.
5.	Business agreement: Leadership representatives sign business agreement that outlines the parameters of the relationship and business terms.	NOVA’s original 2006 business agreement with NVFS was approved by the state attorney general’s office, and was based on an existing high school “dual enrollment” template.
6.	Project plan: NOVA and NVFS developed a joint project plan that outlines major actions needed to implement the alliance, and repeats this process with each cohort.	The NOVA-Training Futures project plan sequences 20+ joint action steps for each cohort that involves 6 operating divisions at NOVA, with lead accountabilities defined for each action step.
7.	Joint delivery of services: NOVA and NVFS deliver the program jointly every six months	Review of each cohort’s deliverables and delivery process conducted every 6 months by staff from both organizations, to inform the next cohort planning effort.