

Summary of Recommendations from the Accelerated Learning FIT

See website (www.chaffey.edu/fasttrack/about.shtml) for more information and sample documents.

General:

- Email out the Fast Track syllabus template and student tips to all Fast Track instructors at the end of the semester with encouragement to include them in their syllabus.
- Create a general flyer or handout to give to students about Fast Track.
- Create Fast Track options/packages for students to satisfy prerequisites at a faster pace.
- Revise the Fast Track website to include video clips from students and faculty, Best Practices for Teaching Fast Track Classes document, Fast Track Syllabus Statement, and Student Tips Handout.
- Include the link to the Fast Track website in the Fast Track section of the schedule of classes.
- Provide ongoing opportunities for faculty to share and improve teaching strategies in Fast Track courses (for example, flex activities, workshops, seminars, another FIT for Student Services/Instruction in relation to Fast Track issues, etc.).

All Fast Track Instructors:

- Include the Fast Track syllabus template and student tips in the syllabus.
- Discuss the expectations of the class, the rigor, and the schedule on the first day of class.
- Offer short statements from previous Fast Track students to student considering Fast Track courses as insight into what it takes to pass courses that have been shortened to eight weeks.

Coordinators:

- Consider assigning Fast Track classes to instructors who are organized, dependable, and are able to plan their course in advance.
- Try to schedule the same instructor to teach sequential/linked Fast Track classes.
- Explain the expectations of maintaining rigor and thoroughness in a Fast Track class.
- Provide strategies for syllabus design and instructional practices based on the Instructor Best Practices document.
- Prepare instructors for the demands of grading in a Fast Track class and encourage them to give prompt and timely feedback for students regarding assignments and tests.

Counselors:

- Include the Fast Track program as a topic for orientation for incoming students.
 - Consider providing a Fast Track orientation before students enroll in Fast Track courses.
 - Create a Fast Track on-line orientation through MyChaffeyVIEW with a quiz or survey to verify students' understanding of the program.

- Develop an informational workshop for students who are considering Fast Track courses:
 - Provide details about what it takes to be successful in Fast Track.
 - Create a new workshop for use in the Student Success Centers to be presented by the Instructional Specialists or Success Guides
- Encourage students to take their entire course load in Fast Track courses rather than a mixture of Fast Track and full-term.
- Help students understand the expectations and time demands of Fast Track courses (use a calendar or planning tool to help them understand the 2 hours of homework per hour of class standard, etc.).
- Make sure students include/plan for Success Center requirements (if Success Center activities/hours are required for their course).
- Offer short statements from previous Fast Track students to student considering Fast Track courses as insight into what it takes to pass courses that have been shortened to eight weeks (as opposed to full-term courses).
- Revise the current Schedule Worksheet to make it easier to include Fast Track course planning.
- Show students the Fast Track website and encourage them to watch the student video clips and read the *Tips for Students Taking Fast Track* Handout.
- Consider the individual student's academic history and current work/personal/academic situation in helping them determine if Fast Track is the best option for them.

Success Centers:

- Schedule groups and workshops that fit the Fast Track schedule for classes with Success Center requirements.
- Expect high demand/usage before and after Fast Track classes with requirements. A heavier tutor presence during these times might be necessary (depending on funding/budget restrictions).
- Obtain syllabi from Fast Track instructors in advance to help tutors and staff prepare for upcoming activities.