

Memorandum of Agreement DRAFT (8/20/2024)
Between Blackfeet Community College and
Browning Public Schools

For the implementation of dual enrollment/credit courses to Browning High School and Buffalo Hide Academy students

This agreement between Blackfeet Community College (BFCC) and Browning Public Schools (BPS) for the further implementation of dual enrollment/credit course partnership open to Browning High School and Buffalo Hide Academy (BHA) students recommended for admission by a student's counselor/principal at their respective school. This MOA affirms that both parties, in order to meet the highest standard of dual enrollment/credit course delivery, that BFCC and BPS agree to support the recruitment/enrollment of students in dual enrolled/credit courses provided each term, provide coordinated student support for students enrolled in dual enrolled/credit courses and student ambitions to continue on to college post-graduation with college credits earned through this partnership. Additionally, both parties agree to collectively support the development of proposals to procure funding to sustain dual enrollment/credit offerings to BPS students through BFCC/BHS/BHA instructors and courses, as identified per semester.

Definitions

College: Post-secondary educational institution offering certificates and degrees, typically after high school or in a dual enrollment or credit program offered to students while still in high school

High School/Academy: A secondary-level school that comprises grades 9 through 12, attended after primary school or middle school

Dual Enrollment: Opportunities for high school students to take college courses while still in high school; High school-based faculty require the requisite level of degree and content knowledge to deliver instruction to be counted as credits to be accepted by the college

Dual Credit: Awarding high school and college credit simultaneously for the same course; College-based faculty are required to have a Class 8 Certification from the Montana Office of Public Instruction for their delivery of instruction to be counted as credits to be accepted by the high school

Course Syllabi: A guide to a course and what is expected over the course of a semester. A course syllabus should include course policies, rules and regulations, required texts, and a weekly-schedule of the course readings/assignments/assessments (quizzes, tests, etc.)

Faculty: Individuals who deliver the instruction for dual enrollment and dual credit courses

Support Staff: Individuals who support student admission, registration, financing, and post-enrollment assistance in coordination with faculty delivering instruction, to ensure they have access to and are successful in dual enrollment and dual credit courses

This collaboration consists of the following college and high school/academy faculty and staff in support of this partnership:

BFCC

- 1) Academic Division Chairs, Workforce Development Director and college faculty teaching dual enrollment/credit courses based at the college/high school
- 2) Enrollment Services and Student Services Directors and staff
- 3) BFCC Vice President

BHS/BHA

- 1) BHS Faculty teaching dual enrollment/credit courses based in the high school/college
- 2) BHS Counselors, Gear Up Director and staff, including Gear Up Coordinator BHS/BHA
- 3) BPS Superintendent, BHS/BHA Principal, BHS Assistant Principal and BPS Director of Curriculum, Instruction and Assessment

Responsibilities of BFCC

- The Vice President and/or designee will provide in advance during the previous term, a listing of offered enrollment/credit courses for BHS students to register for the upcoming semester; beginning Summer 2024 all enrollment/credit courses will be standardized in the 2024-26 and subsequent catalogs, specifically for fall/spring course options. Additionally, BFCC will establish a course time in the College's semester schedules to accommodate dual enrollment/credit courses at the BFCC
- Division Chairs in their respective content area will confirm faculty appointments (whether from BFCC or BHS) and provide all information needed to establish enrollment/credit courses per the standards of Northwest Commission on Colleges and Universities as well as ensuring that BFCC faculty have their Montana's Office of Public Instruction's Class 8 certification who offer dual credit courses
- Division Chairs will verify dual enrollment/credit faculty credentials and approve appointments to deliver courses as proposed by the faculty in advance of each course offering, in accordance with BFCC established course deadlines and procedures

Responsibilities of BHS/BHA

- BHS/BHA Principals will provide a list of potential instructors with appropriate content-based credentials to the BFCC Vice President/Division Chairs to cover dual enrollment/credit offerings per semester. Additionally, BHS/BHA will establish a course time in their semester schedules to accommodate dual enrollment/credit courses at the BHS/BHA
- BHS/BHA Principals and other relevant staff will recruit students for dual enrollment/credit courses based on individual student Graduation Plans per BPS policy
- BHS/BHA relevant staff will reach out to students and parents to provide information and build positive relationships with relevant BFCC faculty and staff
- BHS/BHA Principals and other relevant staff will coordinate dual enrollment/credit students tutoring and check-in for those enrolled in BFCC from BHS/BHA

Shared Responsibilities of BFCC and BHS/BHA

- BFCC/BPS will annually assess fiscal considerations for coverage of dual enrolled/credit student tuition/fees, books (other required learning materials/resources), the cost of faculty to deliver instruction and participation in related conferences pertaining to dual enrolled/credit offerings
- BFCC Admissions Director and other relevant staff will work with the Gear Up Coordinator BHS/BHA to coordinate student recruitment and participation in orientation, assessments and registration
- Vice President and Principals will coordinate and establish of regular monthly meetings between BFCC/BHS/BHA partners throughout each term when dual enrollment/credits are being offered
- Vice President and Principals, Division Chairs, faculty and staff will collectively coordinate and plan specific on-site (BPS and/or College) dual enrollment/credit registration, orientation and advising events after the BFCC graduation and prior to the end BPS school-year
- Beginning in spring 2024, fall registration/assessment periods will be established in early May; spring registration/assessment periods will be established in early November
- All identified positions in #1 will convene annually in March to plan courses for each school year
- All identified positions in #2 will convene annually in March to plan activities/events for each school year,
- All identified positions in #1, #2 and #3 will convene annually in April to plan for each school year
- Collaboration to collectively set standards and procedures for evaluating and implementing the following:
 - Student assessments for appropriate placement in math/writing courses, provided by BFCC during established registration periods through Student Services and designated BFCC faculty/staff
 - Plan for students requiring remediation based on a math/writing scored pre-assessment either by offering a course and/or programing in the summer prior to the beginning of each school-year to assist in students to prepare for taking math/writing courses in advance of registration in offered math/writing courses by way of a math/writing post-assessment
 - Co-development of dual enrollment/credit courses among BFCC and BHS/BHA faculty to enhance course quality and academic freedom, including course standards for course syllabus, student learning outcomes, 15-week course breakdowns, and itemized listing of course assignments/activities/assessments
 - Pre-requisite requirements will be provided to all BFCC and BPS counselors/advisors to ensure proper advising, the transferability of course credits and the determination of whether the courses are for dual enrollment/credit

Brad Hall, BFCC President

Date

Sandi Campbell, Browning High School Principal

Date

Rebecca Rappold, Browning School District 9 Superintendent

Date