MEMORANDUM OF UNDERSTANDING AND ARTICULATION AGREEMENT

Between
The University of Texas of the Permian Basin
And
Ector County Independent School District
2017-2018

The University of Texas of the Permian Basin and Ector County Independent School District, hereby voluntarily enter into this articulation agreement effective upon signing for Ector County Independent School District students who qualify and wish to enroll in dual credit courses through UTPB while attending secondary school.

§4.83 Definitions Dual Credit-A process by which a high school student enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school. While dual credit courses are often taught on the secondary school campus to high school students only, applicable sections of the rules of the Texas Higher Education Coordinating Board; Chapter 4 Rules Applying To All Public Institutions Of Higher Education In Texas, §4.84 (a) and §4.85 (a), (b), (g), (h), (i) of this title (relating to Dual Credit Partnerships), also apply when a high school student takes a course on the college campus and receives both high school and college credit. Dual credit is also referred to as concurrent course credit; the terms are equivalent. However, dual (or concurrent) enrollment refers to a circumstance in which a student is enrolled in more than one educational institution (including a high school and a college or university).

The Texas Virtual School Network (TxVSN)-The 80th Texas Legislature passed Senate Bill 1788, authorizing the Texas Education Agency to establish and administer a state virtual school network to provide education to students through electronic means. An electronic course is defined as a course in which instruction and content are delivered primarily over the Internet; a student and teacher are in different locations for a majority of the student's instructional period; most instructional activities take place in an online environment; the online instructional activities are integral to the academic program; extensive communication between a student and a teacher and among students is emphasized; and a student is not required to be located on the physical premises of a school district or open-enrollment charter school.

The purpose of this agreement is to:

1. Encourage students who are attending Ector County Independent School District to further their careers by enrolling at the University of Texas of the Permian Basin by way of online or on campus coursework.

2. Eliminate repetition and unnecessary duplication of academic experiences already acquired while enrolled in their secondary school program and aid in more appropriate placement in an undergraduate curriculum of their choice.

§4.84 Institutional Agreements

(a) Need for Institutional Agreements. For any dual credit partnership between a secondary school and a public college, an agreement must be approved by the governing boards or designated authorities (e.g., principal and chief academic officer) of both the public school district or private secondary school and the public college prior to the offering of such courses.
(b) Elements of Institutional Agreements. The dual credit partnership must address the following elements:
    1. Eligible Courses;
    2. Student Eligibility;
    3. Location of Class;
    4. Student Composition of Class;
    5. Duties of UTPB;
    6. Faculty Selection, Supervision, and Evaluation;
    7. Course Curriculum, Instruction, and Grading;
    8. Academic Policies and Student Support Services;
    9. Transcripting of Credit;
    10. Payment

Source Note: The provisions of this §4.84 adopted to be effective May 27, 2003, 28 TexReg 4114

The agreement:

The Ector County Independent School District student should complete an application as a new student to the University of Texas of the Permian Basin and successfully fulfill all admission requirements for a dual credit academic program offered within UTPB.

The student will complete all placement tests that may be required for admission under the Texas Success Initiative. The student will then enroll at UTPB as a dual credit student.

The student will furnish the University of Texas of the Permian Basin a high school transcript.

The University of Texas of the Permian Basin will make available to students a description of all college level courses that are offered through an articulation agreement and identify when these courses will be available throughout the school year.

The Ector County Independent School District and the University of Texas of the Permian Basin will identify and publicize this opportunity in an appropriate manner for all potentially eligible students.

This agreement will become effective upon approval by the Ector County Independent School District and the University of Texas of the Permian Basin for all students who complete the course(s) during academic year 2017-2018 and thereafter. The agreement will continue on an annual basis until one of the parties notify the other of its termination. Articulation agreements, however, are not retroactive prior to specified period.

Either party may cancel this articulation agreement by submitting a written letter at least 60 days prior to the effective date of the cancellation.

1. Eligible Courses.

Courses offered for dual credit by public universities must be in the approved undergraduate course inventory of the university and/or the Academic Course Guide Manual (ACGM).

The following courses are some of the many selections available to the dual credit student.

Course		C022 Data Standards
• *MUSI 1301*	*Jazz, Pop and Rock*	03155600
• *ENGL 1301*	*Composition I*	03220300
• *ENGL 1302*	*Composition II*	03220300
• *ENGL 2322*	*British Literature to 1800*	03220400
• *ENGL 2323*	*British Literature since 1800*	03220400
• *ENGL 2327*	*American Literature to 1865*	03220400
• *ENGL 2328*	*American Literature since 1865*	03220400
• *HIST 1301*	*US to 1877*	03340100
• *HIST 1302*	*US since 1877*	03340100
• PLSC 2305	American National Politics (Govt.)	03330100
• *PSYC 1301*	*Intro to Psychology*	03350100
• *SOC 1301*	*Intro to Sociology*	03370100
• ART 1301	Art Appreciation	03501700
• COMM 1315	Intro to Public Speaking	03241400

- MATH 1314   College Algebra   03102500
- MATH 2412   Pre-Calculus   03101100
- MATH 2413   Calculus I   03102500
- SPAN 1411   Beginning Spanish I (Fall)   03440300
- SPAN 1412   Beginning Spanish II (Spring)   03440300
- SPAN 2311   Second year course in Spanish I (Fall)   03440400
- SPAN 2312   Second year course in Spanish II (Spring)   03440400
- ECON 2301   Principles of Macroeconomics (FE)   03310300

All TxVSN courses have been italicized.

2. Student Eligibility.

§4.85 Dual Credit Requirements

Requirements to Enroll in UTPB Dual Credit Courses are:

1. To enroll in dual credit courses students must be in the top half of their graduating class. Smaller high schools with less than 100 students or schools who do not rank will be reviewed individually.
2. To enroll in dual credit courses, the students must be in compliance with the Texas Success Initiative (TSI):
   - For non-math courses, students must have a minimum score of 351 in reading and attain a writing essay score of 5 or essay score of 4 with a multiple choice score of 363.
   - For math courses, students must have a minimum score of 350 on the math portion.

One of the following standardized exemptions may also be used to satisfy TSI requirements.
   - ACT of 23 with a minimum of 19 on the English test shall be exempt for both reading and writing sections of the TSI Assessment and/or a 19 on the math section shall be exempt for the math section of the TSI Assessment.
   - SAT minimum score 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no combined score.
   - STAAR end of course (EOC) with a minimum score of Level 2 with a 4000 on the English II shall be exempt for the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 with a 4000 on the

Algebra II EOC shall be exempt for the TSI Assessment required under this title for the mathematics sections.

Under House Bill 505 the Texas Higher Education Coordinating Board has adopted rules for Texas public school students starting in the ninth grade in which UTPB allows dual credit students to enroll in up to 15 hours per semester.

3. Location of Class.

Dual credit courses may be taught on the college campus, on the high school campus or by way of online coursework. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught electronically, public colleges shall comply with applicable rules and procedures for offering courses at a distance in §4.101 - §4.108 of this title (relating to Distance Education and Off-Campus Instruction). In addition, dual credit courses taught electronically shall comply with the Board's adopted Principles of Good Practice for Courses Offered Electronically.

4. Student Composition of Class

Regular academic policies applicable to courses taught at the college's main campus must also apply to dual credit courses. These policies shall include the appeal process for disputed grades, drop policy, the communication of grading policy to students, and when the syllabus must be distributed, etc.

5. Duties of UTPB.

(a) UTPB shall have designated personnel such as the Dual Credit Coordinator to monitor academic performance. The Provost and the Dean of Arts and Sciences will monitor the quality of instruction in order to assure compliance with the Dual Credit Course Articulation Agreement for the Dual Credit Academy. UTPB registers students for online courses using a student information system (SIS) and manages access through a centralized authentication system (LDAP or Shibboleth). The learning management system in which all online courses are hosted authenticates student user accounts and passwords to the UTPB centralized authentication system. To obtain access to online courses in the learning management system, students must establish their identity through a secure login and password. At least one additional student identification technique will be required within each course. This technique is determined and approved by the Provost/ Academic VP. The principal needs to notify UTPB of the lack of high school photo ID's to determine an alternative means of authentication. One additional method of student authentication using an approved photo ID must be clearly stated on the course syllabus minus webcams and may include the following:

- Proctored exams using an approved photo ID.
- Presentation of approved photo ID through a web cam and optional levels of proctoring during assessment.
- Field or clinical experiences using an approved photo ID.
- Synchronous or asynchronous video activities using an approved photo ID.
- Other technologies or procedures specified by faculty in their course syllabus.
- Public school designee/ facilitators can proctor an exam identifying themselves to the instructor for testing environment criteria.
- UTPB emails will become a secondary form of authentication in spring 2017.

(b) Dual credit and Early College High School students use school district identifications. Approved photo identifications are: passports, government issued identification, driver's licenses, military ID from DoD.

(c) UTPB will provide security for dual credit students when they attend the UTPB campus.

(d) Provide workshops for both facilitators (district staff/teachers who work with the dual credit students on site) and for UTPB faculty of record who do the online instruction as to the methodology and pedagogy of the courses.

(e) UTPB will provide observer access to the administrators and school designee of the school district.

6. Faculty Selection, Supervision, and Evaluation.

Faculty Selection.

1. The college shall select instructors of dual credit courses. These instructors must be regularly employed faculty members of the college or must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools) and approval procedures used by the college to select faculty responsible for teaching the same courses at the main campus of the college.

(a) Select, supervise, and evaluate instructors of UTPB dual credit college-level curricula offered for college credit through the university.

Supervision and Evaluation.

1. Must meet the university's academic requirements; faculty teaching distance education courses will meet the regular qualifications stipulated by UTPB policies, THECB, SACSCOC, DOE and other accrediting bodies to which the programs are subject. Only qualified faculty members shall teach courses delivered via distance

education. Department chairs and deans are responsible for scheduling courses and hiring and evaluating distance learning faculty in the respective disciplines under their supervision. Dual credit courses cannot be taught under the embedded teacher concept. The college shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the college.

7. Course Curriculum, Instruction, and Grading

The Family Educational Rights Privacy Act (FERPA) guidelines will be followed for all students regardless of instructional environment. Submission of student work online creates an academic record that is subject to FERPA. Online posting of grades must not be viewable to other members of the online class. Exemplary works may be posted with individual student permission. Instructors must not compel online students to reveal private information to classmates. Private information includes full name, physical address, birth date, birth place, social security number, gender, race, color, marital status, religion, citizenship, immigration status, physical image, information about family, or information a student considers too sensitive to share.

(a) Grading periods and polices;

The university will adopt a policy using UTPB resources division user account registration. The account holder will have credentials and understand that all users of UTPB Information Resources are subject to having all such uses monitored and/or recorded by system personnel, and that anyone using UTPB Information Resources expressly consent to such monitoring and that the results of such monitoring may be provided to law enforcement personnel. Individuals will be able to follow the academic calendar for the grading periods and polices adopted by UTPB and Ector County ISD. Use of UTPB email as primary email in distance education courses further protects student personal emails independent of their coursework and ensures the student enrolled in the online courses is using the email account assigned to that student by UTPB. University email will serve as second authentication method in spring 2017.

(b) Awarding Credit for Courses

UTPB will award academic credit for courses which have been approved and appear in the Dual Credit Course Articulation Agreement and any required course. These courses shall have been evaluated and approved through the official college curriculum approval process in accordance with Texas Higher Education Coordinating Board requirements and Texas Education Agency (TEA) requirements for high school graduation and shall be at a more advanced and rigorous level than courses taught at the high school level. For all of its programs including those delivered through distance education, UTPB will identify expected student learning outcomes, assess the extent to which it achieves these outcomes and will provide evidence of improvement based on analysis of the results. Additional items to be

evaluated shall include, but are not limited to, the effectiveness and efficiency of delivery systems, academic resources, student services, and access to faculty. Finally, students will evaluate courses delivered via distance education using the course evaluation procedures in effect for campus-based courses.

8. Academic Policies and Student Support Services.

(a) UTPB's policies and procedures for handling student academic and non-academic complaints are applicable to all students including those enrolled in distance education programs and courses. Students with complaints about distance education delivered by UT Permian Basin should follow the process described at http://www.utpb.edu/campus-life/dean-of-students/student-grievances. Students who wish to file a written complaint are encouraged to submit their complaint using the University Complaint Resolution Portal located at http://www.utpb.edu/services/business-affairs/complaint-resolution. If an issue cannot be resolved internally/locally, students may file a complaint about UT Permian Basin with their state of residence or the University's accrediting organization. Information on both is available at http://www.utcoursesonline.org/complaints.html

(b) UTPB shall provide dual credit enrolled student's access to the instructional and digital resources available on the campus of UTPB and ensure that all distance education students have access to library resources to support appropriately the courses in which the students are enrolled. These services include document delivery, electronic access to reference services, reserves, interlibrary loan, and a web page that includes ready links to services, contacts, and self-help modules. The library will regularly evaluate the effectiveness of resources provided to distance education students and will demonstrate that services are improved where appropriate. Instructors will provide distance education students information about library services.

(c) Students in dual credit courses must be eligible to utilize the same or comparable support services that are afforded college students on the main campus. The college is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible. Currently, support services available to the online students from UTPB include:

- Electronic resources, online reference services, and other services of the J. Conrad Dunagan Library;
- Smarthinking Online Tutoring;
- Math & Science Center study assistance and tutorials;
- Writing Center assistance and tutorials with writing assignments;
- Testing Services & Academic Accommodations for ADA issues, testing services, and study skill development;

- Supplemental Instruction in selected courses;
- Academic Advising and My Edu;
- Career Services; and
- Technical Support for Canvas users.

9. Transcripting of Credit

Transcripting of Credit for dual credit courses shall be transcripted immediately upon a student's completion of the performance required in the course.

10. Payment

Ector County Independent School District students will pay $50.00 per semester hour except for English 1301 and/or English 1302 in which those two courses shall be $200 each. Student payments will be made through UTPB portal found at http://my.utpb.edu/. These fees will be paid on after the UTPB census day determined by the Texas Higher Education Coordinating Board.

The student will be responsible for the purchase of the required textbook/s for the UTPB dual credit course. Students requesting official transcripts will pay a $7.00 fee to the Registrar's Office. Arrangements are made at transcript online ordering service through National Clearinghouse: www.getmytranscript.com .

Source Note: The provisions of this §4.85 adopted to be effective May 27, 2003, 28 TexReg 4114; amended to be effective December 3, 2003, 28 TexReg 10754; amended to be effective February 26, 2004, 29 TexReg 1659; amended to be effective May 25, 2004, 29 TexReg 5058; amended to be effective December 19, 2004, 29 TexReg 11591; amended to be effective May 14, 2007, 32 TexReg 2637

Source Note: The provisions of this §4.57 adopted to be effective December 3, 2003, 28 TexReg 10753

Superintendent –　　　　　　　　　　　　President-
Ector County　Independent School District　　University of Texas of the Permian Basin
Mr. Thomas Crowe　　　　　　　　　　　Dr. Sandra Woodley

Name_____　　Name_____

Date_____　　Date_____