

BOARD OF TRUSTEES  
AGENDA

<input type="checkbox"/> Workshop	<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Special
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(A)  Report Only  Recognition

Presenter(s):

Briefly describe the subject of the report or recognition presentation.

(B)  Action Item

Presenter(s): SAMUEL MIJARES, ASST. SUPT. FOR C & I

Briefly describe the subject of the report or recognition presentation.

**CONSIDER AND TAKE APPROPRIATE ACTION ON THE REQUEST TO APPROVE THE 2014-2015 DUAL CREDIT PARTNERSHIP AGREEMENT BETWEEN THE EAGLE PASS INDEPENDENT SCHOOL DISTRICT AND SOUTHWEST TEXAS JUNIOR COLLEGE.**

(C) Funding Source: Identify the course of funds if any are required

**HIGH SCHOOL ALLOTMENT FUNDS**

(D) Clarification: Explain any question or issues that might be raised regarding this item.



# Eagle Pass Independent School District

ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION

**July 10, 2014**

**TO: Gilberto Gonzalez, Superintendent**

**FROM: Samuel Mijares,  
Assistant Superintendent for Curriculum & Instruction**

**RE: Partnership Agreement Between EPISD & SWTJC**

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The 2014-2015 Dual Credit Partnership Agreement between SWTJC and the Eagle Pass ISD is being submitted for board approval. The agreement is needed in order for SWTJC to continue providing dual credit classes to our students.

Do not hesitate to contact me at your convenience if you have any questions or additional information is needed.

SM/lcm

## Southwest Texas Junior College ☐ Uvalde

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2401 Garner Field Rd • Uvalde, Texas 78801-6297  
Main phone: (830) 591-2919 • Fax: (830) 591-4182



### MEMORANDUM

TO: Jesus Diaz-Weaver, Principal  
FROM: Michelle Torres, Director of Outreach  
DATE: July 10, 2014  
SUBJECT: Dual Credit Partnership Agreements

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Enclosed is the revised 2014-2015 Dual Credit Partnership Agreement between SWTJC and your ISD. All changes are highlighted in yellow. Your Superintendent's signature will be required upon review of the agreement and can be mailed back in the enclosed self addressed stamped envelope. Please review accordingly.

SWTJC will continue to offer dual credit classes at the reduced cost which is based strictly on tuition and waiving all other fees. **Please be advised that these tuition rates are subject to change.** In the event that your ISD provides an instructor that meets all of the SACS (Southern Association of Colleges and Schools) requirements, tuition could be reduced to absolutely no cost to the student. Contact our office if you would like additional information on this option.

Textbooks will be available at reduced rates to ISD's through the Texas Bookstore, a proprietary bookstore. These rates will only be available directly through ISD purchases and should not be resold to students. If your school district chooses to purchase the textbooks for the students, keep in mind the possibility of receiving reimbursement from TEA. Completing the Textbook Reimbursement form for non-state adopted textbooks can help offset textbook costs for the district. For more information contact TEA or go to the TEA website where the form can be downloaded at: <http://www.tea.state.tx.us/textbooks/forms/reimbursement.doc>. Students that are required to purchase their own textbook may make their purchase at eh bookstore at shelf price. For more information contact the Texas bookstore or go to the Texas Bookstore webpage at: <http://www.swtjcbookstore.com/home.aspx>.

Each ISD has received a copy of their upcoming academic year course offerings. Please review and make any necessary changes to confirm Dual Credit schedules. We will make every effort to accommodate your requests.

We have also enclosed the following information to assist you with the Dual Credit process: Entrance Exam Minimum Passing Scores, Dual Credit Course Requirements, and the Payment Agreement Form. We look forward to continuing our partnership with your school district and providing high school students the opportunity to get a head start in college.

If you have any questions please contact our office at 830-591-7321 or email us at [mvtorres@swtjc.edu](mailto:mvtorres@swtjc.edu) or [dsanchez22065@swtjc.edu](mailto:dsanchez22065@swtjc.edu).

# Dual Credit Partnership Agreement

2014-2015

## Southwest Texas Junior College (SWTJC) and Eagle Pass CC Winn

This Agreement will serve as the instructional partnership between Southwest Texas Junior College and Primary Service Area Secondary Schools and shall be approved and signed by the governing boards or designated authorities of those participating parties.

Secondary Schools and Southwest Texas Junior College agree to the following elements in accordance with the State of Texas Higher Education Coordinating Board's Regulations: Chapter 4 – Rules Applying to All Public Institutions of Higher Education in Texas. SUBCHAPTER D - Dual Credit Partnerships between Secondary Schools and Texas Public Colleges.

### Elements of Partnership Agreement:

- A. Eligible courses
- B. Student eligibility requirements
- C. Location of class
- D. Deadline requirements
- E. Student Composition of class
- F. Faculty selection, supervision, and evaluation
- G. Course curriculum, instruction, and grading
- H. Academic policies and student support services
- I. Transcribing of credit
- J. Tuition & Fees
- K. Funding

#### (A) Eligible Courses (attached)

- (1) Courses offered for dual credit by public two-year associate degree granting institutions must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the Board or as college-level workforce education courses in the current edition of the Workforce Education Course Manual adopted by the Board.
- (2) Courses offered for dual credit by public universities must be in the approved undergraduate course inventory of the university.
- (3) Public colleges may not offer remedial and developmental courses for dual credit.

#### (B) Student Eligibility.

- (1) A high school student is eligible to enroll in dual credit courses in the eleventh and/or twelfth grade if the student:
  - (a) demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative as set forth in §4.57 of this title (relating to Minimum Passing Standards) on relevant section(s) of an assessment instrument approved by the Board as set forth in §4.56 of this title (relating to Assessment Instruments); or
  - (b) demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth §4.54 of this title (relating to Exemptions/Exceptions).
- (2) An eleventh grade high school student is also eligible to enroll in dual credit courses if the student achieves a score of 2200 on Mathematics and/or a score of 2200 on English Language Arts with a writing subsection score of at least 3 on the tenth grade TAKS relevant to the courses to be attempted. An eligible high school

student who has enrolled in dual credit courses in the eleventh grade shall not be required to demonstrate further evidence of eligibility to enroll in dual credit courses in the twelfth grade.

- (3) A high school student is eligible to enroll in workforce education dual credit courses in the eleventh and/or twelfth grade if the student demonstrates that he or she has achieved the minimum high school passing standard on the Mathematics section and/or the English/Language Arts section on the tenth or eleventh grade TAKS.
    - (a) A student may enroll only in those workforce education dual credit courses for which the student has demonstrated eligibility.
    - (b) A student who is exempt from taking TAKS may be otherwise evaluated by an institution to determine eligibility for enrolling in workforce education dual credit courses.
  - (4) Students who are enrolled in private or non-accredited secondary schools or who are home-schooled must satisfy paragraphs (1) - (3) of this subsection.
  - (5) To be eligible for enrollment in a dual credit course offered by a public college, students must meet all the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).
  - (6) To be eligible for enrollment in a dual credit course offered by a public college, students must have at least junior year high school standing. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability (as evidenced by grade-point average, PSAT scores, or other assessment indicators) may be approved by the principal of the high school and the chief academic officer of the college. Students with less than junior year high school standing must demonstrate eligibility as outlined under subsection (B)(1) of the Texas Administrative Code.
  - (7) High school students shall not be enrolled in more than two dual credit courses per semester unless they have demonstrated outstanding academic performance and capability. Southwest Texas Junior College recognizes and approves a student of outstanding academic performance and capability as one who meets the minimum requirements on a state approved placement test in all areas and a 3.0 current high school GPA. (See attachment A)
  - (8) An institution may impose additional requirements for enrollment in courses for dual credit that do not conflict with this section.
  - (9) An institution is not required, under the provisions of this section, to offer dual credit courses for high school students.
  - (10) Dual credit orientation is required for all new high school students enrolling in a dual credit class. Dual credit orientation is offered at the Uvalde, Eagle Pass, Crystal City, Hondo, and Del Rio campuses. Students planning to take a dual credit class must register for dual credit orientation at a designated campus.
- (C) Location of class. Dual credit courses must be taught on the college campus or on the high school campus. 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.
- (D) Deadline requirements. All School Districts must adhere to all dual credit course deadlines set forth by the college. This includes the following:

(1) Course offerings.

- (a) The final schedule of courses requested by school district must be submitted by the designated college deadline.
- (b) If the school district requests changes to the final schedule of courses after the designated college deadline;
  - (1) The college will make every effort to accommodate the request; however, there will be no guarantee that the request for changes will be met.
  - (2) It will be the school district's responsibility to make proper adjustments to its schedule.

(2) Registration requirements.

- (a) School districts will be responsible for submitting all required documentation for registering dual credit students by designated college deadline. This includes the following: admissions applications, dual/concurrent forms, high school transcripts, Dual Credit Payment Agreement, and registration forms.

(E) Composition of class.

- (1) Dual credit courses may be composed of dual credit students only or of dual and college credit students. Exceptions for a mixed class, which would also include high school credit-only students, may be allowed only under one of the following conditions:
  - (a) School District provides college approved instructor.
    - (1) If the course involved is required for completion under the State Board of Education Recommended or Distinguished Achievement High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course;
    - (2) If the high school credit-only students are College Board Advanced Placement students.
  - (b) College provides instructor. All students must be enrolled as dual credit or pay full tuition as a concurrent student.
  - (c) If the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credit.
- (2) Dual credit course class size shall not exceed the capacity limit as set by the college. Distant Learning/Online courses shall not exceed the capacity limit of 15 students per class. Stand Alone/Traditional Face-to-Face courses shall not exceed the capacity limit of 30 students. Exceptions shall be approved by the Vice President of Academic Affairs.

(F) Faculty Selection, Supervision, and Evaluation.

- (1) The college shall select instructors of dual credit courses. These instructors must be regularly employed faculty members of the college and 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.
- (2) 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.
- (3) All instructors of dual credit courses must adhere to the Southwest Texas Junior College Faculty Handbook as well as all departmental initiatives set forth by the college that may be implemented throughout the year.

(4) A school district may request that one of its own instructors be appointed by SWTJC as dual credit instructors. The school district instructor must complete a SWTJC application form, submit official transcripts, meet SACS credential criteria, and be approved by the Vice President of Academic Affairs. A school district dual credit instructor will be a SWTJC faculty member subject to all policy and procedures set forth by the college.

(a) High School adjunct instructors will attend a mandatory in-service training on the dual credit program, to review, modify, and/or improve curriculum.

(b) Administrators and counselors will receive in-service training on the dual credit program, the conditions and renewal of the agreement, advanced teaching and any changes as the need arises. Recommendations will be formal and subject to approval by the President of the College and the Superintendent of the ISD.

(c) Teachers will jointly develop and maintain syllabi, competencies, and standards for the dual credit courses.

(G) Course Curriculum, Instruction, and Grading. The college shall ensure that a dual credit course and the corresponding course offered at the main campus of the college are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be upheld regardless of the student composition of the class.

(H) Academic Policies and Student Support Services.

(1) Regular academic policies applicable to courses taught at the college's main campus must also apply to dual credit courses. These policies include but not limited to adhering to the syllabus's required outcomes, appeal process for disputed grades, drop policy, suspension, the communication of grading policy to students, when the syllabus must be distributed, etc.

(2) Students in dual credit courses are eligible to utilize the same or comparable support services that are afforded to all SWTJC college students. 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

(I) Transcribing of Credit. For dual credit courses, high school as well as college credit should be transcribed immediately upon a student's completion of the performance required in the course.

(J) Tuition & Fees.

(2) Students are eligible for dual credit tuition discounts for the first six (6) hours enrolled per semester.

(3) The school district will be responsible for providing the college with the Dual Credit Payment Agreement which specifies payment options (waived, billed, or sponsored) for students.

(4) All SWTJC students including Dual Credit students re-instated for non-payment after the census date will be subject to a \$200.00 re-instatement fee in addition to tuition and fees being charged for current semester.

(5) If tuition and fees are not paid by Dual Credit student as per the payment agreement the school district agrees to be responsible for payment.

(K) Funding.

(1) The state funding for dual credit courses will be available to both public school districts and colleges based upon the current funding rules of the State Board of Education and the Board.

(2) The college may claim funding for all students receiving college credit in dual credit courses.

(3) All public colleges, universities, and health related institutions may waive all or part of tuition and fees for a Texas high school student enrolled in a course for which the student may receive dual course credit.

**Upon approval by the respective governing boards of both partners, and upon signing by the Board Presidents or their designees, this Agreement shall remain in effect until amended or terminated, with 60 days written notice by either party to the other.**

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ISD Superintendent

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SWTJC President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date