

## 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, DEPUTY SUPT. FOR CURRICULUM & INSTRUCTION

**Briefly describe the action required.**

CONSIDER AND TAKE APPROPRIATE ACTION ON THE REQUEST TO APPROVE THE 2017-2018 DUAL CREDIT PARTNERSHIP AGREEMENT BETWEEN THE EAGLE PASS INDEPENDENT SCHOOL DISTRICT AND SOUTHWEST TEXAS JUNIOR COLLEGE.

- (C) **Funding source: Identify the source 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

DEPUTY SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION

**August 21, 2017**

**TO: Gilberto Gonzalez, Superintendent**

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

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

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The 2017-2018 Dual Credit Partnership Agreement between SWTJC and the Eagle Pass ISD is being submitted for board approval. The agreement is needed 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/cg



MEMORANDUM

TO: Samuel Mijares, EPISD Deputy Superintendent for Curriculum & Instruction

FROM: Michelle Torres, Director of Outreach

DATE: July 26, 2017

SUBJECT: Dual Credit Partnership Agreement

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Enclosed is the revised 2017-2018 Dual Credit Partnership Agreement between SWTJC and your school district. 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 tuition rates have changed.** In the event that your school district 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 your school districts through the Texas Bookstore, a proprietary bookstore. These rates will only be available directly through ISD purchases and should not be resold to students.

Each school district 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: Deadline sheet and payment agreement. 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) [dsanchez22065@swtjc.edu](mailto:dsanchez22065@swtjc.edu) [smhernandez@swtjc.edu](mailto:smhernandez@swtjc.edu)

# Dual Credit Partnership Agreement

2017-2018

## Southwest Texas Junior College (SWTJC) and Eagle Pass ISD

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 academic dual credit courses 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) A high school student is also eligible to enroll in academic dual credit courses that require *demonstration of* TSI college readiness in reading, writing, and/or mathematics under the following conditions:
  - (a) Courses that require demonstration of TSI college readiness in reading and/or writing:

(i)if the student achieves a Level 2 final recommended score, as defined by the Texas Education Agency (TEA), on the English II State of Texas Assessment of Academic Readiness End of Course (STAAR EOC); or

(ii)if the student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the reading test; or

(iii)if the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.

(b)Courses that require demonstration of TSI college readiness in mathematics

(i)if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra I STAAR EOC and passing grade in the Algebra II course; or

(ii)if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra II STAAR EOC; or

(iii)if the student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the mathematics test; or

(iv)if the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire.

(3) A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute and shall not be required to provide demonstration of college readiness or dual credit enrollment eligibility.

(4) A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 2 certificate or applied associate degree program under the following conditions:

(a) Courses that require demonstration of the TSI college readiness in reading and/or writing:

(i)if the student achieves a Level 2 final recommended score, as defined by TEA, on the English II STAAR EOC; or

(ii)if the student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the reading test; or

(iii)if the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.

(b) Courses that require demonstration of TSI college readiness in mathematics

(i)if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra I STAAR EOC and passing grade in the algebra II course; or

(ii)if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra II STAAR EOC; or

(iii)if the student achieves a combined score of 107 on the PSAT/AMSQT with a minimum of 50 on the mathematics test; or

(iv) if the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire.

(C) A student who is exempt from taking TAKS or STAAR EOC assessments may be otherwise evaluated by an institution to determine eligibility for enrolling in workforce education dual credit courses.

(5) 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) An institution may impose additional requirements for enrollment in courses for dual credit that do not conflict with this section.

(7) An institution is not required, under the provisions of this section, to offer dual credit courses for high school students.

(8) 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.

(b) College provides instructor. All students must be enrolled as dual credit or pay full tuition as a concurrent student.

(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) 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 district Superintendent.

(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
- (3) A disabled student may request an accommodation of his/her disability to participate in the educational programs and activities of Southwest Texas Junior College. Accommodations are provided through the Disability Support Services (DSS) office. SWTJC is not required or able to provide the level of disability support services required by the public school system. Therefore, a dual credit student requiring disability support services may have differing levels of assistance from the school district and the college. For a dual credit student to receive disability support services at the college, the student must contact the college DSS office and set up a meeting with a DSS representative. The College DSS office will then review documentation and will produce one or more official college accommodations letters for the dual credit students. The letters will be given to the dual credit student and the school district counselor, who then provides the letters to the student's respective faculty members. Accommodations required by state law or schools district policy exceeding those applicable to college, if any, shall be the responsibility of school district. At all times, the DSS representative and the school district will keep each other informed of requests for accommodations and accommodation complaints regarding dual credit students.

(I) Attendance/Absence

- (1) Students are expected to regularly attend all classes in which they are enrolled and are responsible for the subsequent completion of all work missed because of an absence. Therefore, the instructor may count all absences except when prohibited by State law or statute.
- (2) Acceptable reasons for absences are, but not limited to: personal illness, death in the immediate family, religious holy days in compliance with Section 51.911 of the Texas Higher Education Code, military or legal obligations, or school trips. It is the the responsibility of the students to inform the instructor of an excused absence related to one or more of the aforementioned categories and to ask for make-up work.
- (3) A high school student who misses class due to a required function at their school district or a University Scholastic League (UIL) event will be excused. Documentation of such activities must be provide to the instructor. Arrangements must be made with the instructor prior to the absence. Students must be allowed to complete missed work due to an excused absence without penalty.
- (4) An instructor may request the withdrawal of a student from a class when the total number of absences exceeds SWTJC criteria for "Excessive Absences" and the student has failed to make the appropriate contact with the Instructor regarding the validity of the absence and the need for make-up work.

(J) 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.



(K) Tuition & Fees.

- (1) Students are eligible for dual credit tuition discounts for the credit hours enrolled per semester.
- (2) 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.
- (3) 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.
- (4) 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.

(L) 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.**

\_\_\_\_\_  
ISD Superintendent

\_\_\_\_\_  
SWTJC President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Fall 2017

## *Dual Credit Deadlines*

TSI Scores will be changing on the 1<sup>st</sup> day of class, August 28, 2017. If student has not tested by 1<sup>st</sup> day of class, then NEW TSI Scores will apply.

- Please remember that students should have TSI eligibility requirement or exemption if their name is on a roster. The exemption should not be pending.
- All rosters, students applications/dual credit forms/testing scores, must be in by **June 9, 2017**
- Last Day to APPLY **August 11, 2017**
- Last Day to Pay **August 18, 2017**
- Last Day to Test **August 24, 2017**
- First day of class **August 28, 2017**
- **ADDS** will **NOT** be accepted after **August 29, 2017**
- Census Day, 12<sup>th</sup> class day **September 13, 2017**
  - Any student without an exemption will be dropped
  - Any student who has not paid will be dropped
- Final Rosters will be sent on **September 5, 2017**
- Last day to drop with a **W** **November 28, 2017**
  - **Note: no student will be allowed to drop after this date**
- Last day of Fall Semester **December 15, 2017**



# SWTJC Dual Credit Payment Agreement

Semester: \_\_\_\_\_

Dual Credit H.S. Name:	_____	Billing Address:	_____
Phone No:	_____		_____
Fax No:	_____		_____

## Final Class Schedule

Class Title	Section	Key	Payment Option (check one)		
(SAMPLE) ENGL 1302	RUH01	14844	<input type="checkbox"/> Waived	<input type="checkbox"/> Billed	<input checked="" type="checkbox"/> Sponsored
			<input type="checkbox"/> Waived	<input type="checkbox"/> Billed	<input type="checkbox"/> Sponsored
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**Waived = School Provided Instructor      Billed = Student Pays      Sponsored = School Pays**

I agree that this is the finalized schedule of courses as well as the planned payment options for the above referenced school district. A student marked as billed will be withdrawn if payment is not received by the 12th class day.

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Date