



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: November 17, 2022

Agenda Section: Consent

Agenda Item Title: Advise Texas!

From: Millicent Marcha, Chief Academic Officer

Additional Presenters if Applicable: Kevin Rasco, Director of Teaching and Learning

Description: This partnership with Texas A&M San Antonio and the College Advising Corps will provide a full-time college advisor for South San High. This individual would be a recent graduate and would serve as a hybrid advisor, spending time directly on the campus as well as time working remotely with families and students outside the regular workday. This individual would assist students with college awareness readiness.

Historical Data: This would be our first implementation of the Advise Texas program.

Recommendation: Approve the MOU with Texas A&M San Antonio for the Advise Texas program.

Purchasing Personnel and Approval Date:

Funding Budget Code and Amount: N/A, Grant Funded



History and Mission



Our Mission

To empower low-income, first-generation college, and underrepresented high school students to identify and pursue higher education opportunities.

Our Milestones

Getting Started

2005

With the help of the Jack Kent Cooke Foundation, Nicole Hurd, Ph.D., launched the “College Guide” program by placing 14 recent UVA graduates in rural communities where college-going rates were below the state average.

2007

In 2007, the program was renamed National College Advising Corps and its headquarters moved to the University of North Carolina at Chapel Hill. An additional 9 university programs were added.

Expanding Growth

2012

The National College Advising Corps was awarded its first Social Innovation Fund Award. Partner organizations more than doubled to 22 partner programs.

2013

The National College Advising Corps became an independent, non-profit organization and was rebranded as College Advising Corps.

Gaining Recognition

2014

At the White House Summit on College Opportunity, College Advising Corps was highlighted for its work in increasing college enrollment among low-income students.

2016

Nicole Hurd was named one of 11 Champions for Change for College Opportunity by the White House.

2018

College Advising Corps receives \$20 million gift from The Ballmer Foundation, fueling growth and expansion.

Adapting for Today

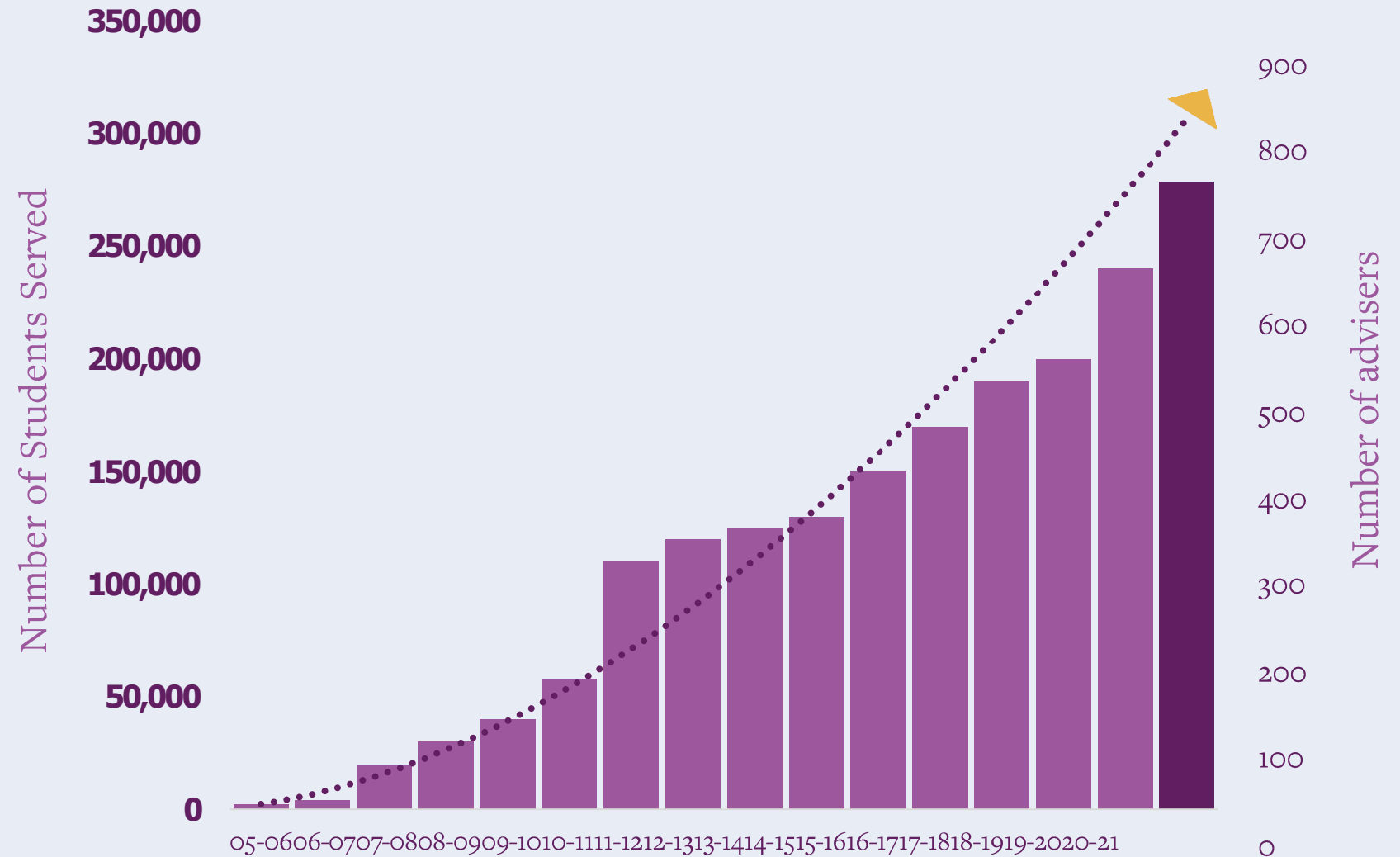
2020

In response to Covid, within a week College Advising Corps removed more than 800 in-school advisers and successfully pivoted to a 100% virtual advising model.

CAC also embarked on a new, innovative, large-scale partnership with the Common App and Mainstay (formally AdmitHub) to serve an additional 500,000 low-income students with virtual advising.

CAC Growth

The number of **advisers** and **students** served has increased year-over-year since 2005.



The Path to 2025:



Opportunity Realized for 1 million students

By 2025, we intend to enroll one million students from low-income, first-generation college-going, and underrepresented backgrounds into postsecondary education.

Our Core Values

Grace & Humility

We do our work with grace and humility.

Courage & Tenacity

We lead with courage and tenacity.

Data-Driven

We use data to assess our progress and fuel new ideas and strategies.

Equity for All

We believe that equity is at the core of all that we do.

Our Vision

Educational equity for all

1

The Challenge

Equitable access to post-secondary education opportunities that fuel economic mobility and social justice

2

The Promise

Commitment to ensuring higher education opportunities for all students

3

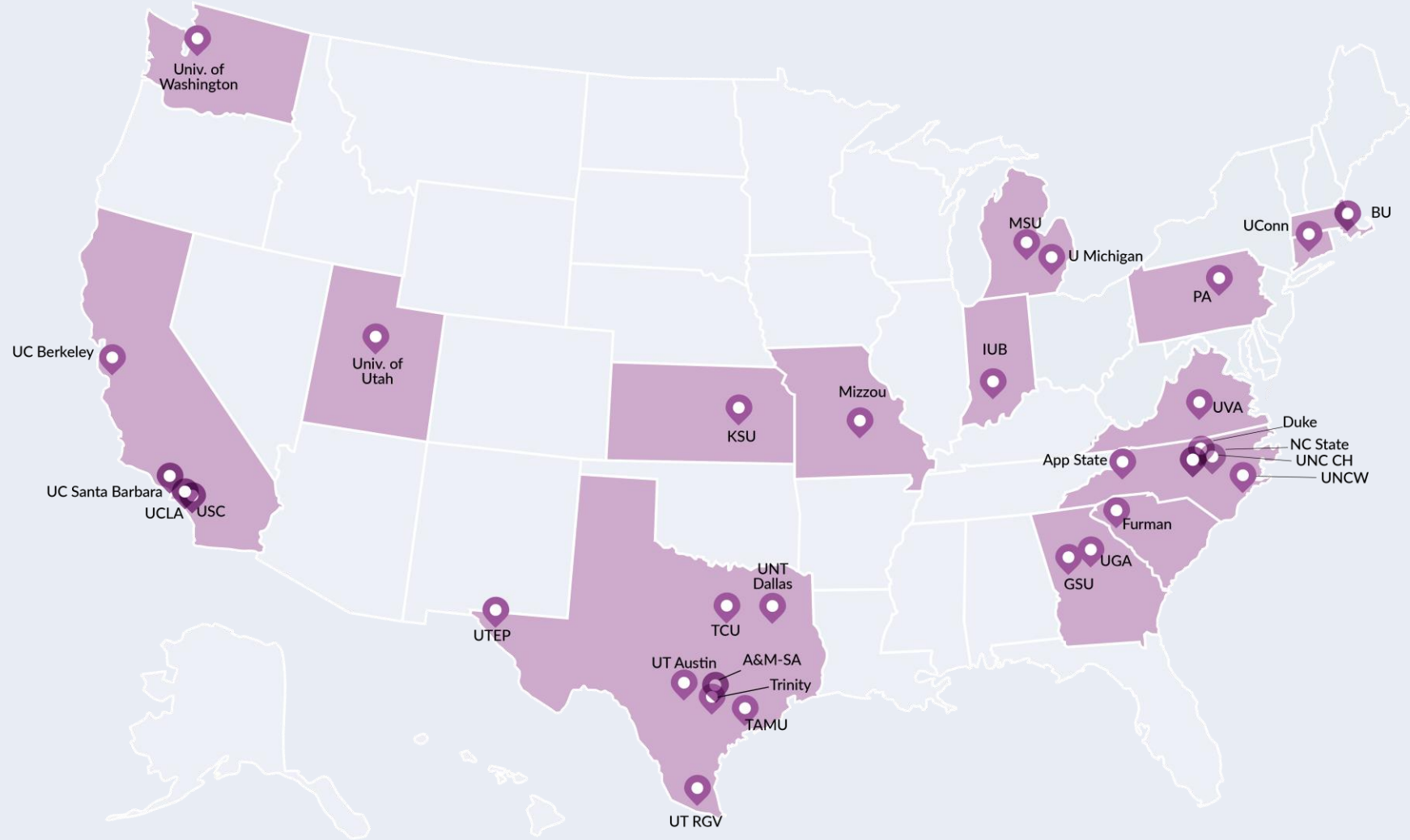
The Outcome

Students and advisers that will be the architects for a better, more just world

Our Programs

2022-23

Through our in-school model we partner with 31 higher education institutions in 14 states to place advisers in underserved schools, and through our virtual model we leverage technology to connect advisers with students across the nation.



Partners 2022-2023



Section 3

Texas Overview

Adviser Impact Breakdown

2021-22 Texas Advisers

142

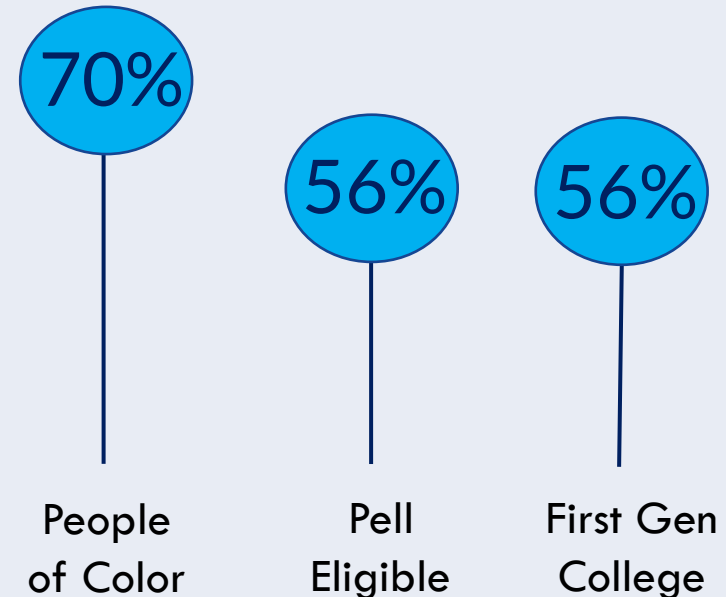
advisers

164

high schools

71,809

estimated students
served



*Demographic data from
2021-22*



Adviser Impact Breakdown 2022-2023

Texas A&M University

57

High Schools

59

Advisers

Trinity University

16

High Schools

16

Advisers

Texas Christian University

24

High Schools

70

Advisers

University of Texas at Austin

22

High Schools

19

Advisers



Section 3

Data Driven KPIs

Program Impact Metrics = Key Performance Indicators or KPIs

In order to achieve our mission, CAC has identified specific milestones, referred to as KPIs, that have the largest impact on college enrollment rates.

CAC uses these KPIs in order to:

- Track, evaluate, and share our impact
- Make data-informed decisions on how to increase college enrollment
- Provide clear goals for advisers to manage their student caseload

Key Performance Indicators



Test Registration



College App Submissions (1+ & 3+)



Financial Aid Completion



1:1 Meetings



Family Engagement



Financial Aid Assistance

Memorandum of Understanding
Texas A&M University-San Antonio College Advising Corps
South San Antonio High School in South San Antonio Independent School District

This Memorandum of Understanding (“MOU”) is hereby entered into by and between Texas A&M University-San Antonio, a member of the Texas A&M University System, an agency of the State of Texas (hereinafter called “University”), and South San Antonio Independent School District, a Texas political subdivision (hereinafter called “District”), acting by and through its Superintendent

1. Purpose – Scope of Work

- A. WHEREAS both parties, Texas A&M University-San Antonio College Advising Corps will employ near-peer college advisers to serve the students of South San Antonio High School in the South San Antonio Independent School District. The program’s advisers assist school counselors, teachers, and administrators to increase college-going rates in the schools they serve. Advisers assist school counselors to provide admissions and financial aid advising to students and their families through one-on-one and group sessions that help students identify colleges that will serve them well; complete their admissions and financial-aid applications; and enroll successfully at the schools they eventually choose. The program aims to increase the number of low-income, first-generation, and underrepresented students entering and completing higher education.
- B. An additional purpose of this MOU is to set forth the terms and conditions under which South San Antonio Independent School District will permit **Texas A&M University-San Antonio College Advising Corps** and the Advisers to access and/or otherwise use student record data collected by SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT which contains Personally Identifiable Information (“PII”), as defined in 34 CFR § 99.3 and is therefore subject to the Family Educational Rights and Privacy Act (“FERPA”), 20 USC § 1232g (such PII is herein referred to as “FERPA Data”). SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT’s disclosure of FERPA Data to **Texas A&M University-San Antonio College Advising Corps** and the Adviser will be for the purposes of (1) CAC conducting an ongoing program evaluation pursuant to 20 USC § 1232g(b)(1)(C), (b)(3), and (b)(5); 34 CFR § 99.35 (“the Audit and Evaluation exception”) and (2) the Advisers performing an institutional service or function for which the SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT high schools would otherwise use employees pursuant to 20 USC § 1232g(b)(1)(A); 34 CFR 99.31(a)(1) (“the School Officials Exception”).

2. TERM

The term of this Memorandum of Understanding is to commence on September 30, 2022 and expire on June 30, 2023.

3. Statement of General Duties and Obligation for both parties:

- A. **Texas A&M University-San Antonio College Advising Corps and the District Partnership will agree on the following:**
 - 1. Work collaboratively to develop and implement a program and services that
 - a) foster access to postsecondary education and
 - b) include relevant programming for all students grades 9-12.

2. Work collaboratively to
 - a) outline current school-based efforts to foster access to postsecondary education;
 - b) review **Texas A&M University-San Antonio College Advising Corps's** program and services to ensure that they complement and extend these existing efforts; and
 - c) establish clear and mutually agreeable timelines for the implementation of the **Texas A&M University-San Antonio College Advising Corps** program and services.

- B. See the adviser as a professional, well-trained resource for students around college access who will work in collaboration with school counselors to increase the number of low-income, first generation, and underrepresented students entering and completing higher education.

4. **Texas A&M University-San Antonio College Advising Corps Deliverables:**

- A. Identify, recruit, and hire an adviser as employees of **Texas A&M University-San Antonio College Advising Corps** to serve South San Antonio High School for an average of 40 hours per week during the term beginning on September 30, 2022 and ending on June 30, 2021. Generally, advisers will:
 1. Assist in fostering a college-going culture in the partner high school;
 2. Meet one-on-one and in groups, both virtually and in-person with students from all grades, and intensively with seniors and juniors, to help them research and identify multiple best-fit postsecondary institutions;
 3. Make classroom presentations on college planning, admissions, and financing processes;
 4. Organize campus tours to a variety of colleges so that students, grades 9-12, can envision themselves as a college student and determine what type of institution is a "best-fit";
 5. Organize campus rep visits and ensure that students participate;
 6. Organize college fairs at the schools and take students to off-site college fairs;
 7. Assist students with FAFSA/TASFA completion so they meet deadlines to qualify for financial aid and scholarships;
 8. Help students access SAT/ACT registration fee waivers and assist them with SAT/ACT registration;
 9. Help students complete admissions and scholarship applications and admissions essays;
 10. Advise and provide college preparation, application, admission, and enrollment information to family members;
 11. Organize college-planning workshops for students and families, focusing on financial literacy and budgeting-for-college;
 12. Conduct college eligibility analysis with students including course requirement advisement;
 13. Organize events to celebrate college-going (e.g., College Decision Day);
 14. Participate in intensive pre-service training in July and August; and
 15. Participate in monthly and other required training throughout the year.
 16. Focus strictly on college advisement to the exclusion of any other types of counseling, case management etc.

- B. Provide necessary and ongoing training, support, and professional development to each

Texas A&M University-San Antonio College Advising Corps adviser that will allow the adviser to fulfill his or her responsibilities to South San Antonio High School and its students.

- C. Employ a full-time Program Director who will:
1. Supervise each adviser, meeting with him or her regularly to discuss job performance and develop strategies for improvement;
 2. Work closely with the on-site high school liaison assigned by the South San Antonio High School to ensure that the relationship between each adviser, credentialed counselor(s) and South San Antonio High School remains strong and that each adviser is effectively assisting the school counselor(s) in serving students and advancing the goals of **Texas A&M University-San Antonio College Advising Corps** and SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT;
 3. Meet with school-level post-secondary leadership teams;
 4. Engage in regular dialogue with school teams around strategic collaboration and to assess progress towards the goals;
 5. Re-evaluate the work plan and make adjustments as needed but at least on an annual basis;
 6. Serve as the main liaison between the principal of South San Antonio High School and CAC, meeting at least once per year to review the partnership and ensure that its goals are being met;
 7. Work with the on-site supervisor to establish a mutually agreeable work schedule for each adviser;
 8. Visit the school at least twice per academic year.
- D. Pay the salary of the adviser, as well as any benefits that may be provided, and manage the administration of salary and benefits.
- E. Keep any and all student-level data provided by South San Antonio High School strictly confidential, in accordance with District policy, applicable local, state, and federal law, except as may be required by law or regulation or under subpoena. A basic set of data security procedures, which are generally used to protect personally identifiable information, will be utilized by the project. These procedures include:
1. Informing project staff of data sensitivity and data safeguards being employed, and following all required CAC data security procedures when handling or transferring data.
 2. Restricting access to shared file spaces, by restricting online access to project staff members.
 3. Restricting access to files stored on staff members' computers via encryption and password protection.
 4. Destroying all raw data following the specified evaluation period.
 5. Maintaining a current data sharing agreement with Evaluation and Assessment Solutions for Education (EASE), the designated external evaluation partner, to outline data security procedures when handling or transferring data.
- F. Ensure that **Texas A&M University-San Antonio College Advising Corps** staff participate in necessary fingerprinting and criminal background check per the District's policy according to the Statue from Senate Bill 9

5. The District agrees to:

1. Welcome each adviser and work actively to facilitate the partnership **Texas A&M University-San Antonio College Advising Corps** services and any college-access, admissions, or financial-aid advising already present at South San Antonio High School.
2. Treat each adviser as a member of the South San Antonio High School team with participation in post-secondary committee planning team meetings.
3. Supply **Texas A&M University-San Antonio College Advising Corps** (including its advisers and project staff) reasonable access to student-level data (for example, name, date of birth, background characteristics, school course schedule, year of graduation) for the purposes of advising, grant reporting, and program evaluation as consistent with FERPA and the FERPA provisions in this MOU.
4. Allow **Texas A&M University-San Antonio College Advising Corps** to provide access to student-level data to CAC's external evaluator, EASE (Evaluation and Assessment Solutions for Education), for purposes of program evaluation and ongoing program improvement. CAC and EASE may continue to maintain education records or personally identifiable student information for purposes of ongoing evaluation (specifically, evaluating 6-year college graduation rates). Unless otherwise directed, CAC and EASE shall destroy all education records and personally identifiable student information within 6 years of termination of the Agreement as required by the agreement. CAC and EASE shall destroy this information in accordance with acceptable industry standards for secure and comprehensive destruction of sensitive data. At the end of the 6 year period, CAC and EASE shall provide written confirmation that all education records and personally identifiable student information has been securely destroyed.
5. Allow each **Texas A&M University-San Antonio College Advising Corps** adviser to use CAC data collection and service tools in the high school as consistent with FERPA and the FERPA provisions in this MOU.
6. For the purposes of accurate advising, grant reporting, and program evaluation, provide advisers direct login and access to multiple student and school information systems including but not limited to the following: Email, Remind, College Board's K12 Educator Portal, etc. Access is provided with the understanding that such data will be kept strictly confidential by CAC, in accordance with applicable local, District, state, and federal law, except as may be required by law or regulation or under subpoena. If any of the listed systems are replaced or systems are expanded or changed during the time of this agreement, advisers to be granted access to the new systems as well.
7. Designate an on-site liaison at each high school, who will:
 - a. Serve as each **Texas A&M University-San Antonio College Advising Corps** adviser's primary liaison and supervisor (within the limitations of this agreement) within South San Antonio High School, facilitating each adviser's integration into the life at South San Antonio High School and providing appropriate supervision, leadership, advice and counsel;
 - b. Work with the school site administration and staff to ensure each adviser has all the necessary access to complete the tasks toward the goals outlined in this agreement;

- c. Work closely with the **Texas A&M University-San Antonio College Advising Corps** program director to ensure that the relationship between each adviser and South San Antonio High School remains strong and that each adviser is effectively serving students and advancing the goals of CAC;
 - d. Provide input regarding each adviser's contributions;
 - e. Work with the **Texas A&M University-San Antonio College Advising Corps** program director to establish a mutually agreeable work schedule for each adviser;
 - f. Meet with school-level post-secondary leadership teams;
 - g. Engage in regular (monthly, etc.) dialogue with school teams and program director around strategic collaboration and to assess progress towards the goals;
 - h. Re-evaluate the work plan and make adjustments as needed but at least on an annual basis;
 - i. Serve as the main liaison between the principal of South San Antonio High School and **Texas A&M University-San Antonio College Advising Corps**, meeting at least once per year to review the partnership and ensure that its goals are being met.
8. Communicate clearly, both to each adviser and to the Program Director, any policies and procedures with which the adviser is expected to comply. If there are any issues with performance or misconduct by an adviser, the District shall notify **Texas A&M University-San Antonio College Advising Corps** immediately as the adviser's employer. **Texas A&M University-San Antonio College Advising Corps** will take the requisite steps for disciplinary action, depending on the severity of the situation and in compliance with mandatory reporting laws, with the District's input **Texas A&M University-San Antonio College Advising Corps's** sole and ultimate discretion. The school or onsite liaison will not act to discipline, change the job description or duties or suspend an adviser without the previous written consent of **Texas A&M University-San Antonio College Advising Corps**, except in cases where required for immediate child safety issues. And in such cases, the liaison or district will contact the Program Director immediately. The District has the authority to determine whether an adviser can remain on its campus serving District students.
 9. Contribute to and participate in the delivery of **Texas A&M University-San Antonio College Advising Corps** training, as appropriate.
 10. Each school site will support the planning and execution of an annual Decision Day event. The purpose of Decision Day is to: celebrate seniors' higher education decisions; build the college-going culture on campus by exposing students of other grades to the seniors' higher education plans; and reduce the effects of "summer melt" on seniors. Where practicable, Decision Day should be an event open to the largest cross-section of the school population as possible.
 11. Provide each adviser all of the equipment, access and supplies that an equivalent district employee would use to complete equivalent work. These will include but are not limited to: dedicated and appropriate working/meeting space for each adviser, including a functioning computer with internet access and ready access to phone and voicemail, fax, photocopier, printer and sufficient office supplies.
 12. Provide each adviser with a comprehensive orientation to South San Antonio High School, with introductions to key administrators, teachers, and staff, as well as an overview of the mission and culture of the school. Introduce each adviser or provide opportunities to introduce him/herself to the entire student body en masse.

13. Maintain the existing staffing level of the guidance/counseling department and not make any staffing modifications including suggesting the replacement of a counselor or counseling position with an adviser.
14. Ensure that a misassignment does not occur by requiring the role of an adviser to be an assistant to the credentialed school counselor, and that the credentialed counselor maintains responsibility for his/her caseload of students.

6. Notices

Any notices required or permitted under this MOU will be deemed given (a) three business days after it is sent by certified or registered mail, return receipt requested, (b) the next business day after it is sent by overnight courier, (c) on the date sent by facsimile or email transmission with confirmation of transmission and receipt, if sent during the recipient's normal business hours and if not, on the next business day, or (d) on the date of delivery if delivered personally, and in each case, addressed to the intended recipient at the address below or such other address as the intended recipient may specify in writing.

To: **South San Antonio Independent School District**

Attn: Henry Yzaguirre, Superintendent
 1450 Gillette Blvd,
 San Antonio, TX 78224

Attn: Erika Almendarez, Executive Principal
 7535 Barlite Blvd
 San Antonio, TX 78224

To **Texas A&M University-San Antonio Texas A&M University-San Antonio**

Attn: Dr. Cynthia Teniente-Matson, President
 One University Way
 San Antonio, TX 78224
 Email: Cynthia.Matson@tamusa.edu

7. Authority

The signers of the MOU hereby represent and warrant that they have authority to execute this MOU on behalf of each of their respective entities.

IN WITNESS THEREOF, the parties have duly approved the Memorandum of Understanding, executed in duplicate originals on this day:

South San Antonio ISD

By: _____

Print Name: _____

Title: _____

Date: _____

Texas A&M University-San Antonio

By: 

Print Name: Kathryn Funk-Baxte
 Title: VP for Business Affairs and CFO

Date: 10/25/22



Advise Texas Hybrid Programs

The Partners

College Advising Corps (CAC)

College Advising Corps (CAC) is a national non-profit that works to increase the number of low-income, first-generation, and underrepresented students entering and completing higher education. To deliver on this mission, the organization partners with 30 colleges and universities in 17 states to place recent graduates as college advisers in 782 underserved high schools. CAC works in communities across the country to provide the advising and encouragement that students need to navigate college admissions.

Texas Higher Education Coordinating Board (THECB)

The Texas Higher Education Coordinating Board enhances higher education in Texas. Building a Talent Strong Texas, the state's new strategic plan for higher education, will raise the bar for Texas higher education and expand opportunities for Texans to participate in, benefit from, and contribute to tomorrow's economy.

Texas A&M University- San Antonio (TAMU-SA)

Texas A&M University – San Antonio is a proud Hispanic Serving and Military Embracing Institution serving a mostly first-generation student population. TAMU-SA is partnering with CAC and THECB to build a near-peer advising program that serves the needs of high schools in the San Antonio area. This program provides hybrid college advisers to local high schools at no cost for this year.



The CAC Near-Peer Approach

CAC advisers help students plan their college searches, complete admissions, and financial aid applications, and enroll in institutions of higher education that are the best fit for their needs. CAC's approach to advising fosters a college-going culture, as evidenced by intermediate outcomes such as increased numbers of students visiting colleges, registering for college entrance exams, completing college applications, and preparing financial aid applications. Each near-peer adviser is a recent college graduate who can relate to high school students in powerful ways. In 2021-22, of the 803 CAC advisers serving nationally, 66% identify as a person of color, 55% were the first in their family to attend college, and 61% were Pell grant eligible in college, meaning their families are classified as "low-income" or "high-need." Because so many CAC advisers share the same background as their students, they disrupt the biased perceptions that low-income, first-generation students do not belong in college.

About the CAC Advise Texas Hybrid Advising Model:

Building on the success of the CAC traditional in-school advising model, CAC hybrid advisers incorporate the best practices of in-person advising with virtual tools to maximize student outcomes. Hybrid advisers' partner with high schools to complement and broaden the school's college and career programming, and they coach students to identify institutions which not only match the student's academic abilities but also fit the student's social, cultural, and financial needs.

The hybrid advising model expands high school students' access to their near-peer adviser with its flexibility in scheduling. While the traditional model of college advising exists within the bounds of school hours, hybrid advisers' schedules incorporate supporting students outside of the school day. Traditional in-school advising can be limited by students' academic and extracurricular schedule demands and adviser interruptions due to walk-in traffic in the college and career center/counseling office. By expanding the window of time in which students can access their college adviser, students gain autonomy in scheduling and advisers can facilitate more intentional interactions.

When not on campus, hybrid advisers leverage technology to increase communication with students and individualize advising services. Hybrid advisers utilize various digital tools for 1:1 advising, such as video conferencing, text messaging, email, artificial intelligence (AI), and phone calls. On a regular basis, hybrid advisers visit their campuses in-person to facilitate classroom presentations, evening events, staff development, family events, career fair visits, college visits, or face-to-face advising.