

**ROBSTOWN INDEPENDENT SCHOOL DISTRICT
AGENDA ACTION SHEET**

Date: May 10, 2021

Subject: Discuss and consider approval of Memorandum of Understanding (MOU's) with the University of Texas- ChemBridge, WritingBridge and MathBridge.

Administrator Responsible: Diana L. Silvas

Position: Deputy Superintendent

A. Purpose of Agenda Item:

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Information Only

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Action Needed

B. Authority for this Action:

☐

Local Policy _____

☐

Law or Rule _____

C. Strategic Objective, Goal, or Need Addressed: Student Achievement Goals, & CCMR

Approve the Coastal Bend College Memorandum of Understanding with Robstown ISD.

D. Summary: programs presented will help extend dual credit/early college opportunities to students at RECHS. Teachers receive training over the curriculum to teach specific math, science, and rhetoric courses. Students benefit by having the support of an on-site professor, their teacher, and by gaining credits that transfer from University of Texas Austin. Students are not required to meet TSI requirements to enroll in these courses.

E. Alternatives Considered: N/A

F. Comments Received: N/A

G. Administrative Recommendation: That the Board of Trustees approve the Memorandum of Understanding with the University of Texas at Austin.

H. Fiscal Impact and Cost: \$300.00 per enrolled student out of local and/or federal funds.

I. Monitoring and Reporting Time Line: N/A

UTAUS CN: 2021_2240

Memorandum of Understanding
ChemBridge Concurrent Enrollment Program
2021 - 2022

Section 1. Program Participants

Robstown Early College High School (hence: The School(s)) in **Robstown ISD** (hence: The District), the Division of Diversity and Community Engagement, principally the Dual Enrollment Initiatives (hence: DEI), and the College of Natural Sciences' Department of Chemistry at The University of Texas at Austin (hence: UT-Austin) agree to enter into a collaborative partnership via this Memorandum of Understanding (hence: MOU) with the principal purpose of implementing ChemBridge.

Section 2. Program Description

Although DEI welcomes partnerships with all communities, the mission of ChemBridge is to prepare students from high schools underrepresented in postsecondary institutions for success in college through the implementation of a web-based, concurrent-enrollment chemistry course. *ChemBridge allows high school students to earn six (6) hours of college chemistry credit upon satisfactory completion of coursework*, while concurrently earning two (2) semesters of high school credit for an advanced science class that serves as an appropriate measure under both the Texas Education Agency's Distinguished Achievement Program and Foundation High School Plan.

By implementing college preparatory experiences, ChemBridge seeks to increase not only the number of underrepresented students matriculating at higher education institutions, but also the number graduating with postsecondary degrees. ChemBridge offers **CH 304K** and **CH 305**, the standard *Chemistry in Context* course taken by first-year non-science majors at The University of Texas at Austin. In addition to offering digitally delivered, classroom-implemented, concurrent-enrollment curricula, ChemBridge's goals include:

- Providing to participating high school students authentic UT-Austin chemistry courses by maintaining the academic standards of the Department of Chemistry through existing campus technologies and procedures.
- Providing to participating high school students a meaningful visit to the UT-Austin campus that promotes a college-going culture through increased college literacy.
- Providing to participating high school teacher(s) opportunities to improve and maintain content knowledge and pedagogy via semiannual workshops and ongoing professional development.

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- Increasing higher education matriculation rates at high schools underrepresented in higher education institutions.

Section 3. Program Elements

ChemBridge consists of five (5) main components:

- Concurrent-enrollment (high school/university) chemistry courses;
- UT-Austin course instructor/coordinator who develops and provides the course curriculum to partnering high school teacher(s);
- A week-long summer professional development workshop at UT-Austin for teacher(s);
- A two-day winter professional development workshop at UT-Austin for teacher(s); and
- High school student visit to UT-Austin's campus once during the academic year (fall semester preferred).

Section 4. Program Responsibilities

The responsibilities to implement the five (5) elements of ChemBridge will be shared between The School(s) and/or The District and UT-Austin.

4.1 Responsibilities of The University of Texas at Austin

4.1.1 Administration and Maintenance of the ChemBridge course

The college courses offered in ChemBridge will be maintained on servers operated by UT-Austin. The Department of Chemistry will define the course materials and curriculum.

4.1.2 Registration/Enrollment of Students through University Extension at The University of Texas at Austin

Students will register in ChemBridge via UT-Austin's University Extension (hence: UEX). Students will first need to create UT-Austin Electronic Identification usernames (hence: UT EID) online following instructions. To officially enroll in DEI courses, students will need to complete an online student enrollment form. Students are also required to submit high school transcripts and signed parental releases. UEX will charge a \$110.00 per student registration fee in addition to the program's operating fee of \$190.00. This combined cost is **\$300.00 per enrolled student**. DEI will

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invoice schools after the drop/add deadline, and prompt payment is expected.

4.1.3 Delivery of web-based instructional materials

A server located at UT-Austin will host the course, and all course-related materials will be available from the course's online learning management system.

4.1.4 Awarding Credit from The University of Texas at Austin.

Students will register in ChemBridge via UT-Austin's UEX, and be enrolled in the courses under specific UEX course unique numbers. Once students successfully complete ChemBridge, including final exams, the course letter grades are recorded in the Office of the Registrar at UT-Austin. Credits earned via DEI will appear on a UT-Austin transcript. Credits earned via DEI are considered UT-Austin credit. Credits earned via DEI usually transfer to other higher education institutions, but students are advised to check with their planned collegiate programs. Even students who plan on attending UT-Austin are advised to discuss concurrent-enrollment credit with their academic counselors during orientation.

The *college course* letter grades and awarded credit are solely determined by UT-Austin, and are shared with The School(s). The School(s) awards *high school* grades and credits at its discretion and per The District's policy. These grades are dual but discrete.

Students who receive grades of "D" and "F" in CH 304K in the fall semester may not advance to CH 305 in the spring semester since CH 304K is a prerequisite for CH 305. Students may retake CH 304K and CH 305 in the subsequent semesters when it is provided by re-paying the standard program fee of \$300.00. *Reimbursements will not be issued for students who have failed a course.*

Students who receive final grades of "D" and "F" for the CH 304K and CH 305 courses will be encouraged to drop the course using UT-Austin's drop procedure (i.e., the provided Q drop form). Dropped ChemBridge courses will *not* appear on student transcripts. *Reimbursements will not be issued for students who have dropped a course after the announced drop/add deadline.*

If students who receive final grades of "D" and "F" for the CH 304K and CH 305 courses do not drop the course on their own, DEI will administratively drop them. *Enrolled ChemBridge students will not receive failing grades on transcripts.* Students must pass the course (i.e., "C-" and above) to receive a letter grade and credit hours via ChemBridge.

4.1.5 Conducting professional development workshops

Two (2) semiannual mandatory professional development workshops will be conducted for the teacher(s) assigned to teach ChemBridge by The School(s) and/or The District.

Teacher(s) must attend the summer and winter professional development workshops. During the workshops, teachers will receive training on the curriculum, technology, and procedures relating to the program's implementation. No additional workshop registration fee will be required, but teacher(s) must complete a short online registration. ChemBridge will provide teacher(s) double-occupancy lodging for multi-day summer and winter workshops. ChemBridge will provide parking for teacher(s) travelling via automobile, including disabled parking when given advanced notice from teacher(s). ChemBridge will provide meals during workshop hours, but other meals outside those hours are the responsibility of the teacher, The School(s), and/or The District. Transportation for teacher(s) to attend the workshops will be the responsibility of The School(s) and/or The District.

4.1.5.1 Summer professional development workshop

A mandatory summer professional development workshop for partnering teacher(s) will be held at UT-Austin, usually Monday through Friday, late July and/or early August. Dates will be announced well in advance. The teacher(s) assigned to the course must complete the attendant professional development workshop for the course before teaching the course at The School(s) within The District. UT-Austin will be responsible for the following at the summer workshop:

- Scheduling necessary arrangements, including room reservations, to conduct the workshops.
- Developing and facilitating the workshops.
- Crediting teacher(s) with continuing education hours.

4.1.5.2 Winter professional development workshop

A mandatory winter professional development workshop for partner teacher(s) will be held at UT-Austin over a two-day period, beginning with a Friday afternoon session and continuing with morning and afternoon sessions the following Saturday. The workshop will be held within the month of January. Dates will be announced well in advance. The teacher(s) assigned to the course must complete the attendant professional development workshop for

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the course before teaching the course at The School(s) within The District. UT-Austin will be responsible for the following at the winter workshop:

- Scheduling necessary arrangements, including room reservations, to conduct the workshops.
- Developing and facilitating the workshops.
- Crediting teacher(s) with continuing education hours.

4.1.6 The University of Texas at Austin Course Instructor

The Department of Chemistry will identify a qualified instructor (often called the ChemBridge “coordinator”) to act as teacher of record for ChemBridge. This instructor will have the following responsibilities:

4.1.6.1 Conducting the summer and winter professional development workshops

The UT-Austin instructor will organize the content for and facilitate the summer and winter professional development workshops.

4.1.6.2 Assisting The School(s) and District in implementing college courses

The UT-Austin instructor will assist partnering teacher(s) in implementing ChemBridge by providing the necessary training and by providing ongoing support.

4.1.6.3 Maintaining the college courses for Students in The School(s)

The UT-Austin instructor will distribute lectures, videos, homework assignments, quizzes, and examinations, including final exams, to partnering teacher(s) and provide ongoing support in implementing the curriculum.

4.1.6.4 Introducing Students to the college courses

Students enrolled in ChemBridge will be able to meet the UT-Austin instructor via digitally delivered methods, and also during their campus visit. Students will be able to ask questions and get to know the person with whom they will be interacting.

4.1.7 Student Visits to The University of Texas at Austin Campus

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Students enrolled in ChemBridge will visit UT-Austin once during the academic year, fall semester preferred (to avoid conflicts with mandated testing at The School(s) during the spring semester). Transportation to and from the required fall visit and associated travel costs will be the responsibility of The School(s) and/or The District. Any necessary lodging accommodations will be the responsibility of The School(s) and/or The District. The visit will include activities similar to the following:

- A greeting from a UT-Austin official, and all-day hosting duties by DEI staff.
- Tours of the campus, including residence halls, research laboratories, and museums.
- Observe a chemistry class.
- An intensive workshop opportunity with the UT-Austin ChemBridge instructor.
- Interaction with current UT-Austin students, including a Q&A panel.

4.1.8 Data Sharing Agreement

The University of Texas at Austin, The School(s), and The District shall have a data sharing agreement. If unavailable on the student's transcript and with parental consent, The School(s) and/or The District shall provide the following student demographic data and academic achievement information to The University of Texas at Austin for any and all students involved with programs affiliated with UT-Austin's Division of Diversity and Community Engagement: student's full name, high school identification number, parent contact information, date of birth, ethnicity, gender, citizenship status, socioeconomic status (free, reduced, or full-price lunch), ChemBridge grades, beginning and end-of-year cumulative GPA, report card grades for all reporting periods, class rank, special program information, EOC/STAAR scores, AP scores, SAT/ACT scores, TSI status/scores, college generation, name of intended postsecondary institution, and intended major. As required by law, The University of Texas at Austin and The District shall adhere to the confidentiality of student information according to the Family Educational Rights and Privacy Act of 1974 (FERPA) and the implementing regulations found in 34 CFR Part 99 (see 4.4).

4.1.9 Classroom Technology Support

UT-Austin's Department of Chemistry will make its curriculum available to partnering teacher(s) through the Canvas online learning management system. UT-Austin will provide online technical support for teacher(s) implementing the curriculum while utilizing this online system.

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4.1.9.1 Assisting the teacher in using the ChemBridge course within their classroom

UT-Austin's Canvas support team and/or the ChemBridge instructor will show the teacher(s) how to use the learning management system to access and complete ChemBridge.

4.1.9.2 Providing information to local technology staff

UT-Austin's Canvas support team and/or the DEI staff will provide necessary information as requested to the local technology staff to implement ChemBridge at The School(s). Upon request, UT-Austin's Canvas support team will assess the capability of offering ChemBridge in a given local facility.

4.1.10 Participating in UT Outreach

Where available, School(s) participating in DEI programs like ChemBridge can also partner with UT-Austin for delivery of enhanced college awareness support for students and their parents via region- and community-specific UT Outreach programs. UT Outreach programs also serve students at the School(s) beyond those enrolled in DEI concurrent enrollment college credit courses. Partnership with UT Outreach may require additional MOUs. Data may be shared between DEI and Outreach for School(s) participating in both. Though it covers the major metropolitan areas in Texas, *UT Outreach is currently not available for every school and/or district across the Texas.*

4.2 Responsibilities of The School(s) and/or The District

The responsibilities of The School(s) and/or The District are as follows:

4.2.1 Teacher Selection

To facilitate ChemBridge, high school teacher(s) must meet the following requirements: teacher certification in the area of chemistry and Advanced Placement and/or Gifted and Talented training. A master's degree in the field of chemistry is preferred. The selection process will require each prospective ChemBridge teacher to complete an application.

Teacher(s) must attend the summer and winter professional development workshops. During the workshops, teachers will receive training on the curriculum, technology, and procedures relating to the program's implementation. No additional workshop registration fee will be required, but teacher(s) must complete a short online enrollment form. ChemBridge will provide lodging for summer and winter workshops that are conducted

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for more than one day. Transportation for teacher(s) to attend the workshops will be the responsibility of The School(s) and/or The District.

4.2.2 Class Assignment

DEI recommends that *Scientific Research and Design* be assigned as the high school course title for the two ChemBridge college courses. The Texas Education Agency graduation requirements indicate that *Scientific Research and Design* will count as a fourth science. ChemBridge cannot be listed as either high school Chemistry or high school AP Chemistry since the college-level courses in ChemBridge are not consistent with the TEKS for these high school courses. Further, no other high school courses may be taught in the same class with the ChemBridge courses.

4.2.3 Student Eligibility Requirements

Texas Administrative Code §4.85(b) identifies the requirements that must be met by students who enroll in a college course for concurrent enrollment college credit. Additionally, only students with adequate academic preparation, having completed the necessary foundational coursework and passed the necessary standardized tests in high school, will be allowed to participate in ChemBridge. Such foundational courses must include having previously taken, or being concurrently enrollment in Algebra II (though Pre-Calculus is preferred) and completion of Chemistry I. Additionally, all college readiness benchmarks on standardized tests for previous academic years' passing standards must be met. Recommendations from chemistry teacher(s) are encouraged.

4.2.4 Class Size Limits

Unless otherwise agreed upon by DEI and The School(s), a minimum of twelve (12) students per class at The School(s) must be enrolled. Unless otherwise agreed upon by DEI and The School(s), there is a maximum of twenty-five (25) students per class. Multiple ChemBridge classes can be offered at The School(s). There is no limit to the number of students who can enroll, provided they meet eligibility requirements noted above.

4.2.5 Providing to the students the textbook specified by The University of Texas at Austin

If a textbook is used for ChemBridge, the Department of Chemistry will select that textbook. The School(s) and/or The District will be responsible for providing each student with a copy of the most recent version of that textbook. The current textbook is *Chemistry in Context, 8th Edition*, American Chemical Society (Eubanks), McGraw-Hill. Students may use either physical or electronic versions of the textbook.

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4.2.5.1 Distributing to students printed course materials specified by The University of Texas at Austin

If additional course materials are used for ChemBridge, the Department of Chemistry will select those materials. The School(s) and/or The District will be responsible for providing the necessary resources, and for duplicating (when necessary) and distributing these materials to the students. Teacher(s) will require easy access to a copier and computer printer.

4.2.6 Access to the Canvas Online Learning Management System

The School(s) will work with the Canvas support team and DEI staff to ensure that enrolled students and partnering teacher(s) can access the web-based Department of Chemistry's curriculum while at The School(s).

4.2.7 Providing to the students adequate computer access specified by The University of Texas at Austin

The School(s) and/ or The District must ensure that enrolled ChemBridge students will have reliable daily scheduled access to online curricular materials via computers that adequately meet the specifications defined by UT-Austin. (See Appendix I.)

Additionally, The School(s) and/or The District agree not to decrease either access to or the connectivity speed of online resources relating to Canvas and ChemBridge, even during periods of testing. School(s) will not "throttle" bandwidth.

Additionally, The School(s) and/or The District agree to provide access to external sites for educational purposes as indicated in the ChemBridge curriculum, granting security (i.e., firewall) exceptions as needed. School(s) will "unblock" pedagogically pertinent websites.

4.2.8 Collecting and Grading Assignments

At the discretion and direction of the ChemBridge instructor, partnering teacher(s) will be responsible for collecting and grading various written assignments per unit. Teacher(s) will deliver the graded assignments to the instructor after the unit exam, but before the final exam, for verification of completion of written work.

4.2.9 Transportation for and Chaperoning of Student Visit to The University of Texas at Austin

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Enrolled ChemBridge students will visit UT-Austin once during the academic year, fall semester preferred (to avoid conflicts with mandated testing at The School(s) during the spring semester). Transportation to and from the required campus visit, any overnight lodging needs, and all other associated travel costs will be the responsibility of The School(s) and/or The District. The School(s) and/or The District are responsible for making transportation and lodging arrangements. Teacher(s) participating in DEI programs are expected to attend the campus visit with their students. The School(s) is also expected provide a reasonable number of chaperons sufficient to supervise students while on campus.

4.2.10 Data Sharing Agreement

The University of Texas at Austin, The School(s), and The District shall have a data sharing agreement. If unavailable on the student's transcript and with parental consent, The School(s) and/or The District shall provide the following student demographic data and academic achievement information to The University of Texas at Austin for any and all students involved with programs affiliated with UT-Austin's Division of Diversity and Community Engagement: student's full name, high school identification number, parent contact information, date of birth, ethnicity, gender, citizenship status, socioeconomic status (free, reduced, or full-price lunch), ChemBridge grades, beginning and end-of-year cumulative GPA, report card grades for all reporting periods, class rank, special program information, EOC/STAAR scores, AP scores, SAT/ACT scores, TSI status/scores, college generation, name of intended postsecondary institution, and intended major. As required by law, The University of Texas at Austin and The District shall adhere to the confidentiality of student information according to the Family Educational Rights and Privacy Act of 1974 (FERPA) and the implementing regulations found in 34 CFR Part 99 (see 4.4).

4.2.11 Provide financial support for The University of Texas at Austin staff necessary to implement ChemBridge as specified by The University of Texas at Austin

4.2.11.1 Cost

The cost of ChemBridge to The School(s) and/or The District is defined on a per student basis. Program costs are dependent upon a variety of economic factors that may change from year to year. Consequently, the program costs will be evaluated and adjusted annually. The School(s) and/or The District will be responsible for paying program fees. It is up to the discretion of The School(s) and/or The District to determine who is responsible for paying program fees and from what funding source payments will be

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drawn. A *single* payment either for all enrolled ChemBridge students at a school or all enrolled ChemBridge students in a district is expected. Checks should be made out to The University of Texas at Austin.

A fee of **\$300.00** per enrolled student will be due within twenty-one (21) days of receipt of invoice. (See Section 4.1.2 above.) Invoices will be sent electronically, with paper copies available upon request. It is the responsibility of The School(s) and/or The District to provide DEI staff the appropriate contact information for receiving the invoice. Reimbursements will not be issued for students who drop after the announced drop/add deadline. Reimbursements will not be issued for students who fail a course.

If The School(s) and/or The District terminate this MOU without cause after ChemBridge staff has already begun implementing programmatic elements, a prorated invoice will be sent to administrators at The School(s) and/or The District covering the cost of services and materials rendered up to date of termination.

4.2.11.2 Payment

All ChemBridge invoices are due payable, in full, to The University of Texas at Austin within twenty-one (21) days of receipt by The School(s) and/or The District. *Checks should be made out to "The University of Texas at Austin."*

Payments should be postal mailed to:

*C/O Dr. Jacob Ptacek, Executive Director, DEI
The University of Texas at Austin
ChemBridge Program
505 East Huntland Drive, Suite 270
Austin, Texas 78752
Mail Code: E1600*

4.3 Agreement to Hold Harmless

To the extent authorized by the Constitution and laws of the State of Texas, each party will save and hold harmless the other party and its officers and employees from all claims, demands, causes of action, and judgments for taxes, license fees, excises, fine, and penalties; for supplies, services, or merchandise purchased by the other party; for wages and fringe benefits of the other party's employees; and for injury or death of any person or damage to property that result directly or indirectly from the negligent acts or omissions of the other party or its officers, agents, employees, or students in the performance of this agreement.

4.4 Confidentiality Provision

Both parties to this agreement are required by law to adhere to the confidentiality of student information according to the Family Educational Rights and Privacy Act of 1974 (FERPA) and the implementing regulations found in 34 CFR Part 99. FERPA is specifically referenced in the Texas Public Information Act as an exception to records that are subject to disclosure to the public (Texas Govt. code 552.001 et seq.). While in possession of FERPA records and data, only persons authorized to access the student data of ChemBridge will be granted access as required by FERPA. All persons authorized to have access to student data understand that under FERPA they can be held individually liable for any and all applicable criminal and civil penalties imposed for breach of confidentiality.

Section 5. Termination

In the event of a material failure by a contracting party to perform its duties and obligations in accordance with the terms of this MOU, the other party may terminate this MOU upon thirty (30) days advance written notice of termination setting forth the nature of the material failure, *provided that* the material failure is through no fault of the terminating party. The termination will not be effective if the material failure is fully cured prior to the end of the thirty-day period.

Either party may terminate this MOU without cause upon thirty (30) days advance written notice of termination to the other party.

If The School(s) and/or The District terminate this MOU without cause after ChemBridge staff has already begun implementing programmatic elements, a prorated invoice will be sent to administrators at The School(s) and/or The District covering the cost of services and materials rendered up to termination.

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Section 6. Term

This Memorandum of Understanding covers a period of one (1) academic year, beginning 1 July 2021 and ending 30 June 2022 for **ChemBridge**.

All parties must sign and return this Memorandum of Understanding prior to 1 July 2021 start date. *Please return the entire MOU, not just the signed term page.* Electronic submissions of signed MOUs is requested and preferred.

This Memorandum of Understanding may be renewable, contingent upon resources being available.

Agreed and accepted this _____ day of _____ 2021.

DISTRICT

Signed on Behalf of School/District: _____

Name: Tony Bonilla

Title: _____

Signed on Behalf of School/District: _____

Name: _____

Title: _____

NB: Only one signature required, but multiple can be provided, per school/district policy.

The representative of The School(s) and/or The District, in signing this MOU, warrants that s/he signs as a properly authorized representative of The School(s) and/or The District, and does not assume any personal liability for meeting the terms of this MOU.

THE UNIVERSITY OF TEXAS AT AUSTIN

Signed on Behalf of UT-Austin: _____

Name: Linda Shaunessy

Title: Business Contracts Administrator

Appendix I. Technology Requirements

The following describes the *minimum* technology requirements for participating in ChemBridge. These guidelines apply to both participating teachers and students.

Computer and Classroom Requirements

Video Playback Support: The curriculum will often incorporate online videos. All videos will be accessed via Canvas and hosted on UT Web. Your school's online security protocols need to allow playback of video from these sites. Computers should have the capability to stream video and play audio. *Network bandwidth of 1.5 Mbps per user is recommended for smooth playback.*

Classroom Projection of Lecture: Classrooms should have the ability to project video and audio so students can view materials as a class. The projector should support XGA resolution or better with audio.

Email Addresses: Every student and teacher should have an active email address that they are in the habit of frequently checking. Functional emails are required for creation of Canvas accounts, for communicating with DEI staff, and for receiving course credit. Students should have the ability to access email while in class via either desktop or mobile devices.

Connectivity and Accessibility: Do not throttle down bandwidth for students and teachers participating in DEI courses at any point during the year. Please do not block access to external sites indicated as pedagogically useful in the DEI college curricula. Decreasing access and speed may jeopardize students' ability to complete college coursework and earn credit.

Browsers Requirements

Most popular web browsers are standards compliant and will work for accessing online curricular resources. Whichever browser you opt to use, please ensure that you are using the *most recent* version. Please ensure any browsers used are secured and fully functional by regularly downloading and installing patches and updates.

UT-Austin recommends the following browser requirements to maintain compatibility across most curricular websites:

- *The browser should have JavaScript installed and enabled.* JavaScript is a scripting language that may be used to provide interactive and dynamic pages. Some course websites may not function properly if JavaScript is disabled.
- *The browser should have Adobe Reader and Adobe Flash Player (currently version 19) installed and enabled.* Reader allows students to read PDF files.

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Flash Player is a plug-in feature essential for many audio and video playback. Some course websites may not function properly if Flash is disabled.

- *The browser should be configured to accept cookies.* A cookie is a text-only user identifier string that gets entered into the memory of your browser. Many course websites will not function if cookies cannot be accepted; for example, the UT EID authentication system uses cookies.
- *The browser should be capable of 128-bit Secure Sockets Layer (SSL) encryption.* SSL certificates protect sensitive information during online transactions. Most modern browsers are capable of this encryption support.

For the most updated details on which browsers Canvas supports, see <https://community.canvaslms.com/docs/DOC-1284>

Canvas Learning Management System

DEI courses use Canvas for course management, including delivering curriculum, communicating, and grading. Students and teachers will require UT EIDs to access Canvas. The URL for DEI's Canvas sites is **utexaslearn.instructure.com**. As noted on the Canvas site, "Canvas and its hosting infrastructure are designed for maximum compatibility and minimal requirements." There should be enough computers for every student in the class to access their own individual Canvas accounts at the same time. Each computer should have the following minimum specifications, per Canvas's suggestion, to run Canvas adequately:

Screen Size: Canvas is best viewed at a minimum of 1024x600, which is the average size of a notebook computer. If you want to view Canvas on a device with a smaller screen, it is recommended that you use the Canvas mobile application.

Operating Systems

- Windows XP SP3 and newer
- Mac OSX 10.6 and newer
- Linux - chromeOS

Mobile Operating System Native App Support

- iOS 7 and newer
- Android 2.3 and newer

For the most updated details on mobile accessibility and functionality, see Canvas's mobile specifications page, where Canvas notes that it "is built on open web standards and uses minimal instances of Flash, so most features are supported on mobile devices."
<https://community.canvaslms.com/docs/DOC-1542>

Computer Speed and Processor

- Use a computer 5 years old or newer when possible

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- 1GB of RAM
- 2GHz processor

Internet Speed: Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments. *A minimum of 512kbps per computer is suggested, though as much as 1.5Mbps may be required for interactive homework and video playback.*

Screen Readers

- Macintosh: VoiceOver (latest version for Safari)
- PC: JAWS (latest version for Internet Explorer 10 & 11)
- PC: NVDA (latest version for Firefox)
- There is no screen reader support for Canvas in Chrome

For the most updated details, see Canvas's computer specifications page: <https://community.canvaslms.com/docs/DOC-2059>

Sapling Interactive Homework Application

ChemBridge uses Sapling to provide students real-time feedback as they work on homework assignments. There should be enough computers for every student in the class to access their own individual Sapling assignments at the same time. Each computer should have the following minimum specifications, per Sapling's suggestion, to run Sapling adequately:

Operating Systems

- Microsoft Windows XP, Vista, 7, or 8
- Mac OS X 10.4 or newer
- Chrome OS 30 or newer

Computer Speed and Processor

- 1 GHz processor or faster
- 512 MB of DDR2 RAM or more

Browsers

- Chrome 30 or newer
- Firefox 24 or newer
- Safari 4.1 or newer
- Internet Explorer 9 or newer
- Microsoft Edge 20 or newer

Sapling requires Flash Player, version 11 or newer.

For the most updated details, see Sapling's computer specifications page: <http://www2.saplinglearning.com/help/higher-education-us/system-requirements>

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Memorandum of Understanding
WritingBridge Concurrent Enrollment Program
2021 – 2022

Section 1. Program Participants

Robstown Early College High School (hence: The School(s)) in **Robstown ISD** (hence: The District), the Division of Diversity and Community Engagement, principally the Dual Enrollment Initiatives (hence: DEI), and the Department of Rhetoric and Writing at The University of Texas at Austin (hence: UT-Austin) agree to enter into a collaborative partnership via this Memorandum of Understanding (hence: MOU) with the principal purpose of implementing WritingBridge program.

Section 2. Program Description

Although DEI welcomes partnerships with all communities, the mission of WritingBridge is to prepare students from high schools underrepresented in postsecondary institutions for success in college through the implementation of two (2) web-based, concurrent-enrollment rhetoric and writing courses. *WritingBridge allows high school students to earn six (6) hours of college rhetoric and writing credit upon satisfactory completion of coursework*, while concurrently earning two (2) semesters of high school credit for an advanced English Language Arts class that serves as an appropriate measure under both the Texas Education Agency's Distinguished Achievement Program and Foundation High School Plan. The Texas Common Course Numbering System specifies that RHE 306 generally transfers to other higher education institutions as *English 1301* (or *Composition 1*), and RHE 309K generally transfers as *English 1302* (or *Composition 2*).

By implementing college preparatory experiences, WritingBridge seeks to increase not only the number of underrepresented students matriculating at higher education institutions, but also the number graduating with postsecondary degrees. WritingBridge offers **RHE 306** and **RHE 309K**, the standard *Rhetoric and Writing* courses required for all students at UT-Austin. In addition to offering web-based, concurrent-enrollment courses, program goals include:

- Providing to participating high school students authentic UT-Austin rhetoric and writing courses by maintaining the academic standards of the Department of Rhetoric and Writing through existing campus technologies and procedures.
- Providing to participating high school students a meaningful visit to the UT-Austin campus that promotes a college-going culture through increased college literacy.

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- Providing to participating high school teacher(s) opportunities to improve and maintain content knowledge and pedagogy via semiannual workshops and ongoing professional development.
- Increasing higher education matriculation rates at high schools underrepresented in postsecondary institutions.
- Improve college-level writing abilities of students at high schools underrepresented at higher education institutions. Another focus of WritingBridge is to connect students from underrepresented high schools to an academic community of readers and writers.

Section 3. Program Elements

WritingBridge consists of five (5) main components:

- Two concurrent enrollment (high school/university) rhetoric and writing courses;
- UT-Austin course instructors/program coordinators who develop and provide the course curriculum to partnering high school teacher(s);
- A week-long summer professional development workshop for teacher(s) at UT-Austin;
- A two-day winter professional development workshop for teacher(s) at UT-Austin; and
- High school student visit to UT-Austin's campus once during the academic year (fall semester preferred).

Section 4. Program Responsibilities

The responsibilities to implement the five (5) elements of WritingBridge will be shared between The School(s) and/or The District and UT-Austin.

4.1 Responsibilities of The University of Texas at Austin

4.1.1 Administration and Maintenance of the WritingBridge course

The college courses offered in WritingBridge will be maintained on servers operated by UT-Austin. The Department of Rhetoric and Writing will define the course materials and curriculum.

4.1.2 Registration/Enrollment of Students through University Extension at The University of Texas at Austin

Students will register in WritingBridge via UT-Austin's University Extension (hence: UEX). Students will first need to create UT-Austin Electronic Identification usernames (hence: UT EID) online following instructions. To officially enroll in DEI courses, students will need to complete an online WritingBridge student enrollment. Students are also required to submit high school transcripts and signed parental releases. UEX will charge a \$110.00 per student registration fee in addition to the program's operating fee of \$190.00. This combined cost is **\$300.00 per enrolled student**. DEI will invoice schools after the drop/add deadline, and prompt payment is expected.

4.1.3 Delivery of web-based instructional materials

A server located at UT-Austin will host the course, and all course-related materials will be available from the course's online learning management system.

4.1.4 Awarding Credit from The University of Texas at Austin.

Students will register in WritingBridge via the UT-Austin's UEX, and be enrolled in the courses under specific UEX course unique numbers. Once students successfully complete WritingBridge, the course letter grades are recorded in the Office of the Registrar at UT-Austin. Credits earned via DEI will appear on a UT-Austin transcript. Credits earned via DEI are considered UT-Austin credit. Credits earned via DEI usually transfer to other higher education institutions, but students are advised to check with their planned collegiate programs. Even students who plan on attending UT-Austin are advised to discuss concurrent enrollment college credit with their academic counselors during orientation.

The *college course* letter grades and awarded credit are solely determined by UT-Austin, and are shared with The School(s). The School(s) awards *high school* grades and credits at its discretion and per The District's policy. Grades are dual but discrete.

Students who receive grades of "D" and "F" in RHE 306 in the fall semester may not advance to RHE 309K in the spring semester since RHE 306 is a prerequisite for RHE 309K. Students may retake RHE 306 and RHE 309K in the subsequent semesters when it is provided by re-paying the standard program fee of \$300.00. *Reimbursements will not be issued for students who have failed a course.*

Students who receive final grades of "D" and "F" for the RHE 306 and RHE 309K courses will be encouraged to drop the course using UT-Austin's drop procedure (i.e., the Q drop form). Dropped WritingBridge courses will not appear on student transcripts. *Reimbursements will not be issued for*

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students who have dropped a course after the announced drop/add deadline.

If students who receive final grades of “D” and “F” for the RHE 306 and RHE 309K courses do not drop the course on their own, DEI will administratively drop them. *Enrolled WritingBridge students will not receive failing grades on transcripts.* Students must pass the course (i.e., “C-” and above) to receive a letter grade and credit hours on transcripts via WritingBridge.

4.1.5 Conducting professional development workshops

Two (2) semiannual mandatory professional development workshops will be conducted for the teacher(s) assigned to teach WritingBridge by The School(s) and/or The District.

Teacher(s) must attend the summer and winter professional development workshops. During the workshops, teachers will receive training on the curriculum, technology, and procedures relating to the program’s implementation. No additional workshop registration fee will be required, but teacher(s) must complete a short online enrollment form. W WritingBridge will provide teacher(s) double-occupancy lodging for multi-day summer and winter workshops. WritingBridge will provide parking for teacher(s) travelling via automobile, including disabled parking when given advanced notice from teacher(s). WritingBridge will provide meals during workshop hours, but other meals outside those hours are the responsibility of the teacher, The School(s), and/or The District. Transportation for teacher(s) to attend the workshops will be the responsibility of The School(s) and/or The District.

4.1.5.1 Summer professional development workshop

A mandatory summer professional development workshop for partnering teacher(s) will be held at UT-Austin, usually Monday through Friday, late July and/or early August. Dates will be announced well in advance. The teacher(s) assigned to the course must complete the attendant professional development workshop for the course before teaching the course at The School(s) within The District. UT-Austin will be responsible for the following at the summer workshop:

- Scheduling necessary arrangements, including room reservations, to conduct the workshops.
- Developing and facilitating the workshops.
- Crediting teacher(s) with continuing education hours.

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4.1.5.2 Winter professional development workshop

A mandatory winter professional development workshop for partner teacher(s) will be held at UT-Austin over a two-day period, beginning with a Friday afternoon session and continuing with morning and afternoon sessions the following Saturday. The workshop will be held within the month of January. Dates will be announced well in advance. The teacher(s) assigned to the course must complete the attendant professional development workshop for the course before teaching the course at The School(s) within The District. UT-Austin will be responsible for the following at the winter workshop:

- Scheduling necessary arrangements, including room reservations, to conduct the workshops.
- Developing and facilitating the workshops.
- Crediting teacher(s) with continuing education hours.

4.1.6 The University of Texas at Austin Course Instructor

The Department of Rhetoric and Writing will identify a qualified instructor (often called the WritingBridge “coordinator”) to act as teacher of record for WritingBridge. This instructor will have the following responsibilities:

4.1.6.1 Conducting the summer and winter professional development workshops

The UT-Austin instructor will organize the content for and facilitate the summer and winter professional development workshops.

4.1.6.2 Assisting The School(s) and District in implementing college courses

The UT-Austin instructor will assist partnering teacher(s) in implementing WritingBridge by providing the necessary training and by providing ongoing support.

4.1.6.3 Maintaining the college courses for Students in The School(s)

The UT-Austin instructor will distribute syllabi, assignment prompts, rubrics, and daily lesson plans to partnering teacher(s) and provide ongoing support in implementing the curriculum.

4.1.6.4 Introducing Students to the college courses

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Students enrolled in WritingBridge will be able to meet the UT-Austin instructor via digitally delivered methods, and also during their campus visit. Students will be able to ask questions and get to know the persons with whom they will be interacting.

4.1.6.5 Supervise Assistant Instructors Graders

The UT-Austin instructor will supervise all assistant instructors participating in WritingBridge as principal graders and additional curricular support for teachers.

4.1.7 The University of Texas at Austin Assistant Instructors

The Department of Rhetoric and Writing will identify qualified graduate Assistant Instructors (hence: AIs) to provide online feedback to enrolled WritingBridge students regarding essay content and to assess final essays. AIs will also assist DEI staff in facilitating semiannual workshops for teachers and hosting UT-Austin campus visits for students, including class observations and workshop sessions. AIs will also be available to support teachers in the implementation of WritingBridge curriculum.

4.1.8 Student Visits to The University of Texas at Austin Campus

Students enrolled in WritingBridge will visit UT-Austin once during the academic year, fall semester preferred (to avoid conflicts with mandated testing at The School(s) during the spring semester). Transportation to and from the required fall visit and associated costs will be the responsibility of The School(s) and/or The District. Any necessary lodging accommodations will be the responsibility of The School(s) and/or The District. The visit will include activities similar to the following:

- A greeting from a UT-Austin official, and all-day hosting duties by DEI staff.
- Tours of the campus, including residence halls, research facilities, and museums.
- Observe and participate in a rhetoric and writing class.
- Participate in writing workshop conducted by WritingBridge staff and UT students.
- An intensive workshop opportunity with the UT-Austin WritingBridge instructor.
- Interaction with current UT-Austin students, including a Q&A panel.

4.1.9 Data Sharing Agreement

The University of Texas at Austin, The School(s), and The District shall have a data sharing agreement. If unavailable on the student's transcript and with parental

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consent, The School(s) and/or The District shall provide the following student demographic data and academic achievement information to The University of Texas at Austin for any and all students involved with programs affiliated with UT-Austin's Division of Diversity and Community Engagement: student's full name, high school identification number, parent contact information, date of birth, ethnicity, gender, citizenship status, socioeconomic status (free, reduced, or full-price lunch), WritingBridge grades, beginning and end-of-year cumulative GPA, report card grades for all reporting periods, class rank, special program information, EOC/STAAR scores, AP scores, SAT/ACT scores, TSI status/scores, college generation, name of intended postsecondary institution, and intended major. As required by law, The University of Texas at Austin and The District shall adhere to the confidentiality of student information according to the Family Educational Rights and Privacy Act of 1974 (FERPA) and the implementing regulations found in 34 CFR Part 99 (see 4.4).

4.1.10 Classroom Technology Support

UT-Austin's Department of Rhetoric and Writing will make its curriculum available to partnering teacher(s) through the Canvas online learning management system. UT-Austin will provide online technical support for teacher(s) implementing the curriculum while utilizing this online system.

4.1.10.1 Assisting the teacher in using the WritingBridge course within their classroom

UT-Austin's Canvas support team and/or the WritingBridge instructor will show the teacher(s) how to use the learning management system to access and complete WritingBridge.

4.1.10.2 Providing information to local technology staff

UT-Austin's Canvas support team and/or the DEI staff will provide necessary information as requested to the local technology staff to implement WritingBridge at The School(s). Upon request, UT-Austin's Canvas support team will assess the capability of offering WritingBridge in a given local facility.

4.1.11 Participating in UT Outreach

Where available, School(s) participating in DEI programs like WritingBridge can also partner with UT-Austin for delivery of enhanced college awareness support and matriculation preparation for students and their parents via region- and community-specific UT Outreach programs. UT Outreach programs also serve students at the School(s) beyond those enrolled in DEI concurrent enrollment college credit courses. Partnership with UT Outreach may require additional MOUs. Data may be shared between DEI and Outreach for School(s) participating

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in both. Though it covers the major metropolitan areas in Texas, *UT Outreach is currently not available for every school and/or district across Texas.*

4.2 Responsibilities of The School(s) and/or The District

The responsibilities of The School(s) and/or The District are as follows:

4.2.1 Teacher Selection and Responsibilities

To facilitate WritingBridge, high school teacher(s) must meet the following requirements: teacher certification in the area of English and/or rhetoric and composition and Advanced Placement and/or Gifted and Talented training. A master's degree in the field of English and/or rhetoric and composition is preferred. The selection process will require each prospective WritingBridge teacher to complete an application.

Teacher(s) must attend the summer and winter professional development workshops. During the workshops, teachers will receive training on the curriculum, technology, and procedures relating to the program's implementation. No additional workshop registration fee will be required, but teacher(s) must complete a short online enrollment form. WritingBridge will provide lodging for summer and winter workshops that are conducted for more than one day. Transportation for teacher(s) to attend the workshops will be the responsibility of The School(s) and/or The District.

The partnering teacher(s) will have the following instructional responsibilities:

- Deliver weekly teaching modules.
- Supplement curriculum based on specific student needs.
- Provide feedback on draft submissions' formatting, sentence-level correctness, and content.
- Assess final submissions and share results with the WritingBridge Coordinator and partnering Assistant Instructor.
- Provide grades for incremental assignments as required by School and District policies.
- Attend required summer and winter teacher professional development workshops.
- Accompany students on the UT-Austin campus visit, and remain with them the entire day.
- Implement peer reviewing among high school students.
- Maintain frequent communication with WritingBridge staff, especially partnering Assistant Instructor, primarily via email.

4.2.2 Class Assignment

To allow for course-equivalency crosswalk under the Distinguished Achievement Program for students entering high school prior to 2014-2015, the high school course title should be one of the following TEA-approved courses: *Practical Writing Skills* and *Research and Technical Writing*. These high school courses are generally considered English electives that students take in addition to their core English requirements. WritingBridge should not be listed as either high school English III / IV or high school AP English since the college-level WritingBridge curriculum is not explicitly designed to be consistent with every standard for these high school courses. Further, no other high school courses may be taught in the same class with the WritingBridge courses. The Texas Common Course Numbering System specifies that RHE 306 generally transfers to other higher education institutions as *English 1301* (or *Composition 1*), and RHE 309K generally transfers as *English 1302* (or *Composition 2*).

It should be noted that recent state legislation (i.e., House Bill 5, 83rd Texas Legislature, Regular Session, 2013) enacting the Foundation High School Plan permits students entering high school in 2014-2015 and after to fulfill their fourth required ELA course via the *Research and Technical Writing* class. For current junior- and senior-level students not effected by the new law, WritingBridge recommends offering RHE 306 and RHE 309K as a year-long elective in the interim, preparing the course schedule for when this elective can be counted as a core fourth course for seniors under the Foundation High School Plan.

4.2.3 Student Requirements and Class Size Limits

Texas Administrative Code §4.85(b) identifies the requirements that must be met by each student who enrolls in a college course for concurrent enrollment college credit. Additionally, only students with adequate academic preparation, having completed the necessary foundational coursework and passed the necessary standardized tests in high school, will be allowed to participate in WritingBridge. Such foundational courses must include completion of Pre-AP English II and AP English III (or concurrent enrollment). Additionally, all college readiness benchmarks on standardized tests, especially concerning English Language Arts areas of reading and writing, for previous academic years' passing standards must be met. Recommendations from English teacher(s) are encouraged. *Texas Success Initiative (TSI) indicators are not relevant for determining participation.*

4.2.4 Class Size Limits

Unless otherwise agreed upon by DEI and The School(s), a minimum of twelve (12) students per class at The School(s) must be enrolled. Unless otherwise agreed upon by DEI and The School(s), there is a maximum of twenty-five (25) students per class. Multiple WritingBridge classes can be offered at The School(s). There is no limit to the number of students who can enroll, provided they meet eligibility requirements noted above.

4.2.5 Providing to the students the textbook specified by The University of Texas at Austin

If a textbook is used for WritingBridge, the Department of Rhetoric and Writing will select that textbook. The School(s) and/or The District will be responsible for providing each student with a copy of the most recent version of that textbook. Currently WritingBridge does *not* require purchase of textbooks.

4.2.6 Distributing to students printed course materials specified by The University of Texas at Austin

When additional course materials are used for WritingBridge, the Department of Rhetoric and Writing will select those materials. The School(s) and/or The District will be responsible for providing the necessary resources, and for duplicating and distributing these materials to the students. Teacher(s) will require easy access to a copier and computer printer.

4.2.7 Essay Submission Rates

Participating high school teachers will be responsible for ensuring that at least 85% of enrolled WritingBridge students submit final drafts of essay assignments. Using the provided rubrics, high school teachers will grade all final essays and submit the scores to the WritingBridge Coordinator and the partnering Assistant Instructor assigned to their campuses. High school students will be required to upload multiple submissions of essays to the designated course management site.

4.2.8 Providing to the students adequate computer access and course meeting time specified by The University of Texas at Austin

The School(s) and/ or The District must ensure that enrolled WritingBridge students will have reliable daily scheduled access to online curricular materials via computers that adequately meet the specifications defined by the Department of Rhetoric and Writing. (See Appendix I.)

Additionally, The School(s) and/or The District agree not to decrease either access to or the connectivity speed of online resources relating to Canvas and WritingBridge, even during periods of testing. School(s) will not “throttle” bandwidth.

Additionally, The School(s) and/or The District agree to provide access to external sites for educational purposes as indicated in the WritingBridge curriculum, granting security (i.e., firewall) exceptions as needed. School(s) will “unblock” pedagogically pertinent websites.

4.2.9 Transportation for and Chaperoning of student visit to The University of Texas at Austin

Enrolled WritingBridge students will visit UT-Austin once during the academic year, fall semester preferred (to avoid conflicts with mandated testing at The School(s) during the spring semester). Transportation to and from the required campus visit, any overnight lodging needs, and all other associated travel costs will be the responsibility of The School(s) and/or The District. The School(s) and/or The District are responsible for making transportation and lodging arrangements. Teacher(s) participating in DEI programs are expected to attend the campus visit with their students. The School(s) is also expected provide a reasonable number of chaperons sufficient to supervise students while on campus.

4.2.10 Data Sharing Agreement

The University of Texas at Austin, The School(s), and The District shall have a data sharing agreement. If unavailable on the student's transcript and with parental consent, The School(s) and/or The District shall provide the following student demographic data and academic achievement information to The University of Texas at Austin for any and all students involved with programs affiliated with UT-Austin's Division of Diversity and Community Engagement: student's full name, high school identification number, parent contact information, date of birth, ethnicity, gender, citizenship status, socioeconomic status (free, reduced, or full-price lunch), WritingBridge grades, beginning and end-of-year cumulative GPA, report card grades for all reporting periods, class rank, special program information, EOC/STAAR scores, AP scores, SAT/ACT scores, TSI status/scores, college generation, name of intended postsecondary institution, and intended major. As required by law, The University of Texas at Austin and The District shall adhere to the confidentiality of student information according to the Family Educational Rights and Privacy Act of 1974 (FERPA) and the implementing regulations found in 34 CFR Part 99 (see 4.4).

4.2.11 Provide financial support for The University of Texas at Austin staff necessary to implement WritingBridge as specified by The University of Texas at Austin**4.2.10.1 Cost**

The cost of WritingBridge to The School(s) and/or The District is defined on a per student basis. Program costs are dependent upon a variety of economic factors that may change from year to year. Consequently, the program costs will be evaluated and adjusted annually. The School(s) and/or The District is responsible for paying program fees. It is up to the discretion of The School(s) and/or The District to determine who is responsible for paying program fees, and from what funding source payments will be drawn. A *single* payment either for all enrolled

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WritingBridge students at a school or all enrolled WritingBridge students in a district is expected. Checks should be made out to The University of Texas at Austin.

A fee of \$300.00 per enrolled student will be due within twenty-one (21) days of receipt of invoice. (See Section 4.1.2 above.) Invoices will be sent electronically, but paper copies are available upon request. It is the responsibility of The School(s) and/or The District to provide WritingBridge staff the appropriate contact information for receiving invoice. Reimbursements will not be issued for students who drop after the announced drop/add deadline. Reimbursements will not be issued for students who fail a course.

If The School(s) and/or The District terminate this MOU without cause after WritingBridge staff has already begun implementing programmatic elements, a prorated invoice will be sent to administrators at The School(s) and/or The District covering the cost of services and materials rendered up to date of termination.

4.2.10.2 Payment

All WritingBridge invoices are due payable, in full, to The University of Texas at Austin within twenty-one (21) days of receipt by The School(s) and/or The District. *Checks should be made out to The University of Texas at Austin.*

Payments should be postal mailed to:

*C/O Dr. Jacob Ptacek, Director, DEI
The University of Texas at Austin
WritingBridge Program
505 East Huntland Drive, Suite 270
Austin, Texas 78752
Mail Code: E1600*

4.3 Agreement to Hold Harmless

To the extent authorized by the Constitution and laws of the State of Texas, each party will save and hold harmless the other party and its officers and employees from all claims, demands, causes of action, and judgments for taxes, license fees, excises, fine, and penalties; for supplies, services, or merchandise purchased by the other party; for wages and fringe benefits of the other party's employees; and for injury or death of any person or damage to property that result directly or indirectly from the negligent acts or omissions of the other party or its officers, agents, employees, or students in the performance of this agreement.

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4.4 Confidentiality Provision

Both parties to this agreement are required by law to adhere to the confidentiality of student information according to the Family Educational Rights and Privacy Act of 1974 (FERPA) and the implementing regulations found in 34 CFR Part 99. FERPA is specifically referenced in the Texas Public Information Act as an exception to records that are subject to disclosure to the public (Texas Govt. code 552.001 et seq.). While in possession of FERPA records and data, only persons authorized to access the student data of WritingBridge will be granted access as required by FERPA. All persons authorized to have access to student data understand that under FERPA they can be held individually liable for any and all applicable criminal and civil penalties imposed for breach of confidentiality.

Section 5. Termination

In the event of a material failure by a contracting party to perform its duties and obligations in accordance with the terms of this MOU, the other party may terminate this MOU upon thirty (30) days advance written notice of termination setting forth the nature of the material failure, *provided that* the material failure is through no fault of the terminating party. The termination will not be effective if the material failure is fully cured prior to the end of the thirty-day period.

Either party may terminate this MOU without cause upon thirty (30) days advance written notice of termination to the other party.

If The School(s) and/or The District terminate this MOU without cause after WritingBridge staff has already begun implementing programmatic elements, a prorated invoice will be sent to administrators at The School(s) and/or The District covering the cost of services and materials rendered up to termination.

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Section 6. Term

This Memorandum of Understanding covers a period of one (1) academic year, beginning 1 July 2021 and ending 30 June 2022 for WritingBridge.

All parties must sign and return this Memorandum of Understanding prior to 1 July 2021 start date. *Please return the entire MOU, not just the signed term page.* Electronic submissions of signed MOUs is requested and preferred.

This Memorandum of Understanding may be renewable, contingent upon resources being available.

Agreed and accepted this _____ day of _____ 2021.

SCHOOL

Signed on Behalf of School/District: _____

Name: Tony Bonilla

Title: _____

Signed on Behalf of School/District: _____

Name: _____

Title: _____

NB: Only one signature required, but multiple can be provided, per school/district policy.

The representative of The School(s) and/or The District, in signing this MOU, warrants that s/he signs as a properly authorized representative of The School(s) and/or The District, and does not assume any personal liability for meeting the terms of this MOU.

THE UNIVERSITY OF TEXAS AT AUSTIN

Signed on Behalf of UT-Austin: _____

Name: Linda Shaunessy

Title: Business Contracts Administrator

Appendix I. Technology Requirements

The following describes the *minimum* technology requirements for participating in WRITINGBRIDGE. These guidelines apply to both participating teachers and students.

Computer and Classroom Requirements

Video Playback Support: The curriculum will often incorporate online videos. All videos will be accessed via Canvas and hosted on UT Web. Your school's online security protocols need to allow playback of video from these sites. Computers should have the capability to stream video and play audio. *Network bandwidth of 1.5 Mbps per user is recommended for smooth playback.*

Classroom Projection of Lecture: Classrooms should have the ability to project video and audio so students can view materials as a class. The projector should support XGA resolution or better with audio.

Email Addresses: Every student and teacher should have an active email address that they are in the habit of frequently checking. Functional emails are required for creation of Canvas accounts, for communicating with DEI staff, and for receiving course credit. Students should have the ability to access email while in class via either desktop or mobile devices.

Connectivity and Accessibility: Do not throttle down bandwidth for students and teachers participating in DEI courses at any point during the year. Please do not block access to external sites indicated as pedagogically useful in the DEI college curricula. Decreasing access and speed may jeopardize students' ability to complete college coursework and earn credit.

Browsers Requirements

Most popular web browsers are standards compliant and will work for accessing online curricular resources. Whichever browser you opt to use, please ensure that you are using the *most recent* version. Please ensure any browsers used are secured and fully functional by regularly downloading and installing patches and updates.

UT-Austin recommends the following browser requirements to maintain compatibility across most curricular websites:

- *The browser should have JavaScript installed and enabled.* JavaScript is a scripting language that may be used to provide interactive and dynamic pages. Some course websites may not function properly if JavaScript is disabled.
- *The browser should have Adobe Reader and Adobe Flash Player (currently version 19) installed and enabled.* Reader allows students to read PDF files.

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Flash Player is a plug-in feature essential for many audio and video playback. Some course websites may not function properly if Flash is disabled.

- *The browser should be configured to accept cookies.* A cookie is a text-only user identifier string that gets entered into the memory of your browser. Many course websites will not function if cookies cannot be accepted; for example, the UT EID authentication system uses cookies.
- *The browser should be capable of 128-bit Secure Sockets Layer (SSL) encryption.* SSL certificates protect sensitive information during online transactions. Most modern browsers are capable of this encryption support.

For the most updated details on which browsers Canvas supports, see <https://community.canvaslms.com/docs/DOC-1284>

Canvas Learning Management System

DEI courses use Canvas for course management, including delivering curriculum, communicating, and grading. Students and teachers will require UT EIDs to access Canvas. The URL for DEI's Canvas sites is utexaslearn.instructure.com. As noted on the Canvas site, "Canvas and its hosting infrastructure are designed for maximum compatibility and minimal requirements." There should be enough computers for every student in the class to access their own individual Canvas accounts at the same time. Each computer should have the following minimum specifications, per Canvas's suggestion, to run Canvas adequately:

Screen Size: Canvas is best viewed at a minimum of 1024x600, which is the average size of a notebook computer. If you want to view Canvas on a device with a smaller screen, it is recommended that you use the Canvas mobile application.

Operating Systems

- Windows XP SP3 and newer
- Mac OSX 10.6 and newer
- Linux - chromeOS

Mobile Operating System Native App Support

- iOS 7 and newer
- Android 2.3 and newer

For the most updated details on mobile accessibility and functionality, see Canvas's mobile specifications page, where Canvas notes that it "is built on open web standards and uses minimal instances of Flash, so most features are supported on mobile devices."
<https://community.canvaslms.com/docs/DOC-1542>

Computer Speed and Processor

- Use a computer 5 years old or newer when possible

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- 1GB of RAM
- 2GHz processor

Internet Speed: Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments. *A minimum of 512kbps per computer is suggested, though as much as 1.5Mbps may be required for interactive homework and video playback.*

Screen Readers

- Macintosh: VoiceOver (latest version for Safari)
- PC: JAWS (latest version for Internet Explorer 10 & 11)
- PC: NVDA (latest version for Firefox)
- There is no screen reader support for Canvas in Chrome

For the most updated details, see Canvas's computer specifications page:
<https://community.canvaslms.com/docs/DOC-2059>

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Memorandum of Understanding

MathBridge Concurrent Enrollment Program

2021 - 2022

Section 1. Program Participants

Robstown High School (hence: The School(s)) in **Robstown ISD** (hence: The District), the Division of Diversity and Community Engagement, principally the Dual Enrollment Initiatives (hence: DEI), and the College of Natural Sciences' Department of Mathematics at The University of Texas at Austin (hence: UT-Austin) agree to enter into a collaborative partnership via this Memorandum of Understanding (hence: MOU) with the principal purpose of implementing MathBridge.

Section 2. Program Description

Although DEI welcomes partnerships with all communities, the mission of MathBridge is to prepare students from high schools underrepresented in postsecondary institutions for success in college through the implementation of a web-based, concurrent-enrollment mathematics course. *MathBridge allows high school students to earn three (3) hours of college mathematics credit upon satisfactory completion of coursework*, while concurrently earning two (2) semesters of high school credit for an advanced mathematics class that serves as an appropriate measure under both the Texas Education Agency's Distinguished Achievement Program and Foundation High School Plan. The Texas Common Course Numbering System specifies that M302 credit generally transfers to other higher education institutions as *Math 1332: Contemporary Mathematics I*.

By implementing college preparatory experiences, MathBridge seeks to increase not only the number of underrepresented students matriculating at higher education institutions, but also the number graduating with postsecondary degrees. MathBridge offers **M302**, the standard *Introduction to Mathematics* course taken by many first-year non-math majors at The University of Texas at Austin. In addition to offering digitally delivered, classroom-implemented, concurrent-enrollment curricula, MathBridge's goals include:

- Providing to participating high school students authentic an UT-Austin mathematics course by maintaining the academic standards of the Department of Mathematics through existing campus technologies and procedures.
- Providing to participating high school students a meaningful visit to the UT-Austin campus that promotes a college-going culture through increased college literacy.
- Providing to participating high school teacher(s) opportunities to improve and maintain content knowledge and pedagogy via semiannual workshops and ongoing professional development.

- Increasing higher education matriculation rates at high schools underrepresented in higher education institutions.

Section 3. Program Elements

MathBridge consists of five (5) main components:

- Concurrent enrollment (high school/university) mathematics course;
- UT-Austin course instructor/coordinator who develops and provides the course curriculum to partnering high school teacher(s);
- A week-long summer professional development workshop at UT-Austin for teacher(s);
- A two-day winter professional development workshop at UT-Austin for teacher(s); and
- High school student visit to UT-Austin's campus once during the academic year (fall semester preferred).

Section 4. Program Responsibilities

The responsibilities to implement the five (5) elements of MathBridge will be shared between The School(s) and/or The District and UT-Austin.

4.1 Responsibilities of The University of Texas at Austin

4.1.1 Administration and Maintenance of the MathBridge course

The college courses offered in MathBridge will be maintained on servers operated by UT-Austin. The Department of Mathematics will define the course materials and curriculum.

4.1.2 Registration/Enrollment of Students through University Extension at The University of Texas at Austin

Students will register in MathBridge via UT-Austin's University Extension (hence: UEX). Students will first need to create UT-Austin Electronic Identification usernames (hence: UT EID) online following instructions. To officially enroll in a DEI course, students will need to complete an online MathBridge student enrollment. Students are also required to submit a high school transcript and a signed parental release form. UEX will charge a \$100.00 per student registration fee in addition to the program's operating fee of \$200.00. This combined cost is **\$300.00 per enrolled student**. DEI

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will invoice schools after the drop/add deadline, and prompt payment is expected.

4.1.3 Delivery of web-based instructional materials

A server located at UT-Austin will host the course, and all course-related materials will be available from the course's online learning management system.

4.1.4 Awarding Credit from The University of Texas at Austin.

Students will register in MathBridge via UT-Austin's UEX, and be enrolled in the course under a specific UEX course unique number. Once students successfully complete MathBridge, including final exams, the course letter grades are recorded in the Office of the Registrar at UT-Austin. Credits earned via DEI will appear on a UT-Austin transcript. Credits earned via DEI are considered UT-Austin credit. Credits earned via DEI usually transfer to other higher education institutions, but students are advised to check with their planned collegiate programs. Even students who plan on attending UT-Austin are advised to discuss concurrent enrollment college credit with their academic counselors during orientation.

The *college course* letter grades and awarded credit are solely determined by UT-Austin, and are shared with The School(s). The School(s) awards *high school* grades and credits at its discretion and per The District's policy. These grades are dual but discrete.

Students who receive final grades of "D" and "F" for the M302 course will be encouraged to drop the course using UT-Austin's drop procedure (i.e., the provided Q drop form). Dropped MathBridge courses will *not* appear on student transcripts. *Reimbursements will not be issued for students who have dropped a course after the announced drop/add deadline.* Students may retake M302 in the subsequent semesters when it is provided by re-paying the standard program fee of \$300.00. *Reimbursements will not be issued for students who have failed a course.*

If students who receive final grades of "D" and "F" for the M302 course do not drop the course on their own, DEI will administratively drop them. *Enrolled MathBridge students will not receive failing grades on transcripts.* Students must pass the course (i.e., "C-" and above) to receive a letter grade and credit hours via MathBridge.

4.1.5 Conducting professional development workshops

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Two (2) semiannual mandatory professional development workshops will be conducted for the teacher(s) assigned to teach MathBridge by The School(s) and/or The District.

Teacher(s) must attend the summer and winter professional development workshops. During the workshops, teachers will receive training on the curriculum, technology, and procedures relating to the program's implementation. No additional workshop registration fee will be required, but teacher(s) must complete a short online enrollment form. MathBridge will provide teacher(s) double-occupancy lodging for multi-day summer and winter workshops. MathBridge will provide parking for teacher(s) travelling via automobile, including disabled parking when given advanced notice from teacher(s). MathBridge will provide meals during workshop hours, but other meals outside those hours are the responsibility of the teacher, The School(s), and/or The District. Transportation for teacher(s) to attend the workshops will be the responsibility of The School(s) and/or The District.

4.1.5.1 Summer professional development workshop

A mandatory summer professional development workshop for partnering teacher(s) will be held at UT-Austin, usually Monday through Friday, late July and/or early August. Dates will be announced well in advance. The teacher(s) assigned to the course must complete the attendant professional development workshop for the course before teaching the course at The School(s) within The District. UT-Austin will be responsible for the following at the summer workshop:

- Scheduling necessary arrangements, including room reservations, to conduct the workshops.
- Developing and facilitating the workshops.
- Crediting teacher(s) with continuing education hours.

4.1.5.2 Winter professional development workshop

A mandatory winter professional development workshop for partner teacher(s) will be held at UT-Austin over a two-day period, beginning with a Friday afternoon session and continuing with morning and afternoon sessions the following Saturday. The workshop will be held within the month of January. Dates will be announced well in advance. The teacher(s) assigned to the course must complete the attendant professional development workshop for the course before teaching the course at The School(s) within The District. UT-Austin will be responsible for the following at the winter workshop:

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- Scheduling necessary arrangements, including room reservations, to conduct the workshops.
- Developing and facilitating the workshops.
- Crediting teacher(s) with continuing education hours.

4.1.6 The University of Texas at Austin Course Instructor

The Department of Mathematics will identify a qualified instructor (often called the MathBridge “coordinator”) to act as teacher of record for MathBridge. This instructor will have the following responsibilities:

4.1.6.1 Conducting the summer and winter professional development workshops

The UT-Austin instructor will organize the content for and facilitate the summer and winter professional development workshops.

4.1.6.2 Assisting The School(s) and District in implementing college courses

The UT-Austin instructor will assist partnering teacher(s) in implementing MathBridge by providing the necessary training and by providing ongoing support.

4.1.6.3 Maintaining the college courses for Students in The School(s)

The UT-Austin instructor will distribute lectures, videos, homework assignments, quizzes, and examinations, including final exams, to partnering teacher(s) and provide ongoing support in implementing the curriculum.

4.1.6.4 Introducing Students to the college courses

Students enrolled in MathBridge will be able to meet the UT-Austin instructor via digitally delivered methods, and also during their campus visit. Students will be able to ask questions and get to know the person with whom they will be interacting.

4.1.7 Student Visits to The University of Texas at Austin Campus

Students enrolled in MathBridge will visit UT-Austin once during the academic year, fall semester preferred (to avoid conflicts with mandated testing at The School(s) during the spring semester). Transportation to and from the required fall visit and associated travel costs will be the

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responsibility of The School(s) and/or The District. Any necessary lodging accommodations will be the responsibility of The School(s) and/or The District. The visit will include activities similar to the following:

- A greeting from a UT-Austin official, and all-day hosting duties by DEI staff.
- Tours of the campus, including residence halls, research laboratories, and museums.
- Observe a mathematics class.
- An intensive workshop opportunity with the UT-Austin MathBridge instructor.
- Interaction with current UT-Austin students, including a Q&A panel.

4.1.8 Data Sharing Agreement

The University of Texas at Austin, The School(s), and The District shall have a data sharing agreement. If unavailable on the student's transcript and with parental consent, The School(s) and/or The District shall provide the following student demographic data and academic achievement information to The University of Texas at Austin for any and all students involved with programs affiliated with UT-Austin's Division of Diversity and Community Engagement: student's full name, high school identification number, parent contact information, date of birth, ethnicity, gender, citizenship status, socioeconomic status (free, reduced, or full-price lunch), MathBridge grades, beginning and end-of-year cumulative GPA, report card grades for all reporting periods, class rank, special program information, EOC/STAAR scores, AP scores, SAT/ACT scores, TSI status/scores, college generation, name of intended postsecondary institution, and intended major. As required by law, The University of Texas at Austin and The District shall adhere to the confidentiality of student information according to the Family Educational Rights and Privacy Act of 1974 (FERPA) and the implementing regulations found in 34 CFR Part 99 (see 4.4).

4.1.9 Classroom Technology Support

UT-Austin's Department of Mathematics will make its curriculum available to partnering teacher(s) through the Canvas online learning management system. UT-Austin will provide online technical support for teacher(s) implementing the curriculum while utilizing this online system.

4.1.9.1 Assisting the teacher in using the MathBridge course within their classroom

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UT-Austin's Canvas support team and/or the MathBridge instructor will show the teacher(s) how to use the learning management system to access and complete MathBridge.

4.1.9.2 Providing information to local technology staff

UT-Austin's Canvas support team and/or the DEI staff will provide necessary information as requested to the local technology staff to implement MathBridge at The School(s). Upon request, UT-Austin's Canvas support team will assess the capability of offering MathBridge in a given local facility.

4.1.10 Participating in UT Outreach

Where available, School(s) participating in DEI programs like MathBridge can also partner with UT-Austin for delivery of enhanced college awareness support for students and their parents via region- and community-specific UT Outreach programs. UT Outreach programs also serve students at the School(s) beyond those enrolled in DEI concurrent enrollment college credit courses. Partnership with UT Outreach may require additional MOUs. Data may be shared between DEI and Outreach for School(s) participating in both. Though it covers the major metropolitan areas in Texas, *UT Outreach is currently not available for every school and/or district across the Texas.*

4.2 Responsibilities of The School(s) and/or The District

The responsibilities of The School(s) and/or The District are as follows:

4.2.1 Teacher Selection

To facilitate MathBridge, high school teacher(s) must meet the following requirements: teacher certification in the area of mathematics and Advanced Placement and/or Gifted and Talented training. A master's degree in the field of mathematics is preferred. The selection process will require each prospective MathBridge teacher to complete an application.

Teacher(s) must attend the summer and winter professional development workshops. During the workshops, teachers will receive training on the curriculum, technology, and procedures relating to the program's implementation. No additional workshop registration fee will be required, but teacher(s) must complete a short online enrollment form. MathBridge will provide lodging for summer and winter workshops that are conducted for more than one day. Transportation for teacher(s) to attend the workshops will be the responsibility of The School(s) and/or The District.

4.2.2 Class Assignment

DEI recommends that either *Advanced Quantitative Reasoning* or *Discrete Mathematics for Problem Solving* be assigned as the high school course title for the MathBridge college course. Independent study in mathematics may also be appropriate depending on student need and The School(s) and/or The District policy. MathBridge cannot be listed as high school AP Mathematics since the college-level course in MathBridge is not consistent with the standards for AP courses. Further, no other high school courses may be taught in the same class with the MathBridge courses.

4.2.3 Student Eligibility Requirements

Texas Administrative Code §4.85(b) identifies the requirements that must be met by students who enroll in a college course for concurrent enrollment college credit. Additionally, only students with adequate academic preparation, having completed the necessary foundational coursework and passed the necessary standardized tests in high school, will be allowed to participate in MathBridge. Such foundational courses must include at least three (3) units of high school mathematics at the level of Algebra I or higher. Students are encouraged to have previously taken, or being concurrently enrollment in Algebra II. Additionally, all college readiness benchmarks on standardized tests for previous academic years' passing standards must be met. Recommendations from mathematics teacher(s) are encouraged. *Texas Success Initiative (TSI) indicators are not relevant for determining participation.*

4.2.4 Class Size Limits

Unless otherwise agreed upon by DEI and The School(s), a minimum of twelve (12) students per class at The School(s) must be enrolled. Unless otherwise agreed upon by DEI and The School(s), there is a maximum of twenty-five (25) students per class. Multiple MathBridge classes can be offered at The School(s). There is no limit to the number of students who can enroll, provided they meet eligibility requirements noted above.

4.2.5 Providing to the students the textbook specified by The University of Texas at Austin

If a textbook is used for MathBridge, the Department of Mathematics will select that textbook. The School(s) and/or The District will be responsible for providing each student with a copy of the most recent version of that textbook. The current textbook is *The Heart of Mathematics: An Invitation to Effective Thinking, 4th Edition*, Burger and Starbird, Wiley & Sons. Students may use either physical or electronic versions of the textbook.

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4.2.5.1 Distributing to students printed course materials specified by The University of Texas at Austin

If additional course materials are used for MathBridge, the Department of Mathematics will select those materials. The School(s) and/or The District will be responsible for providing the necessary resources, and for duplicating (when necessary) and distributing these materials to the students. Teacher(s) will require easy access to a copier and computer printer.

4.2.6 Providing to the students manipulatives for classroom learning.

Upon request of DEI and/or the MathBridge coordinator, The School(s) and/or The District may be asked to provide small, easily obtainable cheap supplies to act as manipulatives for students for classroom learning.

4.2.7 Access to the Canvas Online Learning Management System

The School(s) will work with the Canvas support team and DEI staff to ensure that enrolled students and partnering teacher(s) can access the web-based Department of Mathematics' curriculum while at The School(s).

4.2.8 Providing to the students adequate computer access specified by The University of Texas at Austin

The School(s) and/ or The District must ensure that enrolled MathBridge students will have reliable daily scheduled access to online curricular materials via computers that adequately meet the specifications defined by UT-Austin. (See Appendix I.)

Additionally, The School(s) and/or The District agree not to decrease either access to or the connectivity speed of online resources relating to Canvas and MathBridge, even during periods of testing. School(s) will not "throttle" bandwidth.

Additionally, The School(s) and/or The District agree to provide access to external sites for educational purposes as indicated in the MathBridge curriculum, granting security (i.e., firewall) exceptions as needed. School(s) will "unblock" pedagogically pertinent websites.

4.2.9 Collecting and Grading Assignments

At the discretion and direction of the MathBridge instructor, partnering teacher(s) will be responsible for collecting and grading various written assignments per unit. Teacher(s) will deliver the graded assignments to the

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instructor after the unit exam, but before the final exam, for verification of completion of written work.

4.2.10 Transportation for and Chaperoning of student visit to The University of Texas at Austin

Enrolled MathBridge students will visit UT-Austin once during the academic year, fall semester preferred (to avoid conflicts with mandated testing at The School(s) during the spring semester). Transportation to and from the required campus visit, any overnight lodging needs, and all other associated travel costs will be the responsibility of The School(s) and/or The District. The School(s) and/or The District are responsible for making transportation and lodging arrangements. Teacher(s) participating in DEI programs are expected to attend the campus visit with their students. The School(s) is also expected provide a reasonable number of chaperons sufficient to supervise students while on campus.

4.2.11 Data Sharing Agreement

The University of Texas at Austin, The School(s), and The District shall have a data sharing agreement. If unavailable on the student's transcript and with parental consent, The School(s) and/or The District shall provide the following student demographic data and academic achievement information to The University of Texas at Austin for any and all students involved with programs affiliated with UT-Austin's Division of Diversity and Community Engagement: student's full name, high school identification number, parent contact information, date of birth, ethnicity, gender, citizenship status, socioeconomic status (free, reduced, or full-price lunch), MathBridge grades, beginning and end-of-year cumulative GPA, report card grades for all reporting periods, class rank, special program information, EOC/STAAR scores, AP scores, SAT/ACT scores, TSI status/scores, college generation, name of intended postsecondary institution, and intended major. As required by law, The University of Texas at Austin and The District shall adhere to the confidentiality of student information according to the Family Educational Rights and Privacy Act of 1974 (FERPA) and the implementing regulations found in 34 CFR Part 99 (see 4.4).

4.2.12 Provide financial support for The University of Texas at Austin staff necessary to implement MathBridge as specified by The University of Texas at Austin

4.2.12.1 Cost

The cost of MathBridge to The School(s) and/or The District is defined on a per student basis. Program costs are dependent upon a

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variety of economic factors that may change from year to year. Consequently, the program costs will be evaluated and adjusted annually. The School(s) and/or The District will be responsible for paying program fees. It is up to the discretion of The School(s) and/or The District to determine who is responsible for paying program fees and from what funding source payments will be drawn. A *single* payment either for all enrolled MathBridge students at a school or all enrolled MathBridge students in a district is expected. Checks should be made out to The University of Texas at Austin.

A fee of **\$300.00** per enrolled student will be due within twenty-one (21) days of receipt of invoice. (See Section 4.1.2 above.) Invoices will be sent electronically, with paper copies available upon request. It is the responsibility of The School(s) and/or The District to provide DEI staff the appropriate contact information for receiving the invoice. Reimbursements will not be issued for students who drop after the announced drop/add deadline. Reimbursements will not be issued for students who fail a course.

If The School(s) and/or The District terminate this MOU without cause after MathBridge staff has already begun implementing programmatic elements, a prorated invoice will be sent to administrators at The School(s) and/or The District covering the cost of services and materials rendered up to date of termination.

4.2.12.2 Payment

All MathBridge invoices are due payable, in full, to The University of Texas at Austin within twenty-one (21) days of receipt by The School(s) and/or The District. *Checks should be made out to "The University of Texas at Austin."*

Payments should be postal mailed to:
*C/O Dr. Jacob Ptacek, Director, DEI
The University of Texas at Austin
MathBridge Program
505 East Huntland Drive, Suite 270
Austin, Texas 78752
Mail Code: E1600*

4.3 Agreement to Hold Harmless

To the extent authorized by the Constitution and laws of the State of Texas, each party will save and hold harmless the other party and its officers and employees from all claims, demands, causes of action, and judgments for taxes, license fees,

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excises, fine, and penalties; for supplies, services, or merchandise purchased by the other party; for wages and fringe benefits of the other party's employees; and for injury or death of any person or damage to property that result directly or indirectly from the negligent acts or omissions of the other party or its officers, agents, employees, or students in the performance of this agreement.

4.4 Confidentiality Provision

Both parties to this agreement are required by law to adhere to the confidentiality of student information according to the Family Educational Rights and Privacy Act of 1974 (FERPA) and the implementing regulations found in 34 CFR Part 99. FERPA is specifically referenced in the Texas Public Information Act as an exception to records that are subject to disclosure to the public (Texas Govt. code 552.001 et seq.). While in possession of FERPA records and data, only persons authorized to access the student data of MathBridge will be granted access as required by FERPA. All persons authorized to have access to student data understand that under FERPA they can be held individually liable for any and all applicable criminal and civil penalties imposed for breach of confidentiality.

Section 5. Termination

In the event of a material failure by a contracting party to perform its duties and obligations in accordance with the terms of this MOU, the other party may terminate this MOU upon thirty (30) days advance written notice of termination setting forth the nature of the material failure, *provided that* the material failure is through no fault of the terminating party. The termination will not be effective if the material failure is fully cured prior to the end of the thirty-day period.

Either party may terminate this MOU without cause upon thirty (30) days advance written notice of termination to the other party.

If The School(s) and/or The District terminate this MOU without cause after MathBridge staff has already begun implementing programmatic elements, a prorated invoice will be sent to administrators at The School(s) and/or The District covering the cost of services and materials rendered up to termination.

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Section 6. Term

This Memorandum of Understanding covers a period of one (1) academic year, beginning 1 July 2021 and ending 30 June 2022 for **MathBridge**.

All parties must sign and return this Memorandum of Understanding prior to 1 July 2021 start date. *Please return the entire MOU, not just the signed term page.* Electronic submissions of signed MOUs is requested and preferred.

This Memorandum of Understanding may be renewable, contingent upon resources being available.

Agreed and accepted this _____ day of _____ 2021.

SCHOOL

Signed on Behalf of School/District: _____

Name: Tony Bonilla

Title: _____

Signed on Behalf of School/District: _____

Name: _____

Title: _____

NB: Only one signature required, but multiple can be provided, per school/district policy.

The representative of The School(s) and/or The District, in signing this MOU, warrants that s/he signs as a properly authorized representative of The School(s) and/or The District, and does not assume any personal liability for meeting the terms of this MOU.

THE UNIVERSITY OF TEXAS AT AUSTIN

Signed on Behalf of UT-Austin: _____

Name: Linda Shaunessy

Title: Business Contracts Administrator

Appendix I. Technology Requirements

The following describes the *minimum* technology requirements for participating in MathBridge. These guidelines apply to both participating teachers and students.

Computer and Classroom Requirements

Video Playback Support: The curriculum will often incorporate online videos. All videos will be accessed via Canvas and hosted on UT Web. Your school's online security protocols need to allow playback of video from these sites. Computers should have the capability to stream video and play audio. *Network bandwidth of 1.5 Mbps per user is recommended for smooth playback.*

Classroom Projection of Lecture: Classrooms should have the ability to project video and audio so students can view materials as a class. The projector should support XGA resolution or better with audio.

Email Addresses: Every student and teacher should have an active email address that they are in the habit of frequently checking. Functional emails are required for creation of Canvas accounts, for communicating with DEI staff, and for receiving course credit. Students should have the ability to access email while in class via either desktop or mobile devices.

Connectivity and Accessibility: Do not throttle down bandwidth for students and teachers participating in DEI courses at any point during the year. Please do not block access to external sites indicated as pedagogically useful in the DEI college curricula. Decreasing access and speed may jeopardize students' ability to complete college coursework and earn credit.

Browsers Requirements

Most popular web browsers are standards compliant and will work for accessing online curricular resources. Whichever browser you opt to use, please ensure that you are using the *most recent* version. Please ensure any browsers used are secured and fully functional by regularly downloading and installing patches and updates.

UT-Austin recommends the following browser requirements to maintain compatibility across most curricular websites:

- *The browser should have JavaScript installed and enabled.* JavaScript is a scripting language that may be used to provide interactive and dynamic pages. Some course websites may not function properly if JavaScript is disabled.
- *The browser should have Adobe Reader and Adobe Flash Player (currently version 19) installed and enabled.* Reader allows students to read PDF files.

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Flash Player is a plug-in feature essential for many audio and video playback. Some course websites may not function properly if Flash is disabled.

- *The browser should be configured to accept cookies.* A cookie is a text-only user identifier string that gets entered into the memory of your browser. Many course websites will not function if cookies cannot be accepted; for example, the UT EID authentication system uses cookies.
- *The browser should be capable of 128-bit Secure Sockets Layer (SSL) encryption.* SSL certificates protect sensitive information during online transactions. Most modern browsers are capable of this encryption support.

For the most updated details on which browsers Canvas supports, see <https://community.canvaslms.com/docs/DOC-1284>

Canvas Learning Management System

DEI courses use Canvas for course management, including delivering curriculum, communicating, and grading. Students and teachers will require UT EIDs to access Canvas. The URL for DEI's Canvas sites is utexaslearn.instructure.com. As noted on the Canvas site, "Canvas and its hosting infrastructure are designed for maximum compatibility and minimal requirements." There should be enough computers for every student in the class to access their own individual Canvas accounts at the same time. Each computer should have the following minimum specifications, per Canvas's suggestion, to run Canvas adequately:

Screen Size: Canvas is best viewed at a minimum of 1024x600, which is the average size of a notebook computer. If you want to view Canvas on a device with a smaller screen, it is recommended that you use the Canvas mobile application.

Operating Systems

- Windows XP SP3 and newer
- Mac OSX 10.6 and newer
- Linux - chromeOS

Mobile Operating System Native App Support

- iOS 7 and newer
- Android 2.3 and newer

For the most updated details on mobile accessibility and functionality, see Canvas's mobile specifications page, where Canvas notes that it "is built on open web standards and uses minimal instances of Flash, so most features are supported on mobile devices."

<https://community.canvaslms.com/docs/DOC-1542>

Computer Speed and Processor

- Use a computer 5 years old or newer when possible

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- 1GB of RAM
- 2GHz processor

Internet Speed: Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments. *A minimum of 512kbps per computer is suggested, though as much as 1.5Mbps may be required for interactive homework and video playback.*

Screen Readers

- Macintosh: VoiceOver (latest version for Safari)
- PC: JAWS (latest version for Internet Explorer 10 & 11)
- PC: NVDA (latest version for Firefox)
- There is no screen reader support for Canvas in Chrome

For the most updated details, see Canvas's computer specifications page:
<https://community.canvaslms.com/docs/DOC-2059>