

# Memorandum of Understanding

## Section 1. Program Participants

Coppell Independent School District (The District) and the Center for Teaching and Learning (CTL) at The University of Texas at Austin (UT Austin) agree to enter into a collaborative partnership with the principal purpose of implementing one or more OnRamps courses.

## Section 2. Program Description

OnRamps is a pioneering blended learning dual-credit initiative led by the Center for Teaching and Learning at The University of Texas at Austin (UT) and supported by the Texas Legislature, National Science Foundation, and Lumina Foundation. OnRamps courses, designed by UT faculty, emphasize project-based learning, flipped learning, critical thinking, and discovery and application of new knowledge. The courses are aligned with the Texas College and Career Readiness Standards and/or the TEKS. By providing opportunities for immersive in-class and out-of-class learning experiences that align with the rigor of a leading research university, OnRamps aims to increase academic achievement among college students. OnRamps also incorporates cutting-edge technologies that support blended learning and features learning analytics that instructors can use to improve course materials over time. Designed to be in the service of students and teachers, OnRamps provides faculty and learners with opportunities to experience classrooms in research-based and innovative ways. In addition, through a robust instructor support network, OnRamps is cultivating a community of innovative Texas educators prepared to teach dual-credit, blended courses aligned with the expectations of leading research universities.

### Section 2.1. OnRamps courses

- 1) Reading and Writing the Rhetoric of American Identity:
  - Texas Common Course Number (TCCN): English 1302
  - UT Austin course equivalent: Rhetoric 309K – *Topics in Writing* (satisfies part of UT Austin required core curriculum).
- 2) Discovery PreCalculus: A Creative and Connected Approach
  - TCCN: Mathematics 2312
  - UT Austin course equivalent: M 305G – *Preparation for Calculus* (satisfies part of UT Austin required core curriculum).
- 3) Statistics:
  - TCCN: Mathematics 1342
  - UT Austin course equivalent: SSC 302 – *Data Analysis for the Health Sciences* (satisfies part of UT Austin required core curriculum).

- 4) Project Engage: Thriving in Our Digital World
  - UT Austin course equivalent: *CS 302 – Computer Fluency* (satisfies part of the UT Austin required core curriculum).

## **Section 2.2. Program goals**

- 1) Develop scalable courses and blended course materials designed to increase the number and diversity of high school and community college students who experience college-level coursework that is:
  - a) High quality;
  - b) Rigorous;
  - c) Engaging;
  - d) Motivating; and
  - e) Aligned with the expectations of a leading research university.
- 2) Provide courses and course materials designed to enhance all OnRamps students' content knowledge and cross-disciplinary knowledge and skill by incorporating best-in-class learning technologies and advances in the learning sciences.
- 3) Deliver a model of professional development for OnRamps teachers that can be scaled and replicated and that supports teacher implementation of OnRamps courses and course materials with fidelity.
- 4) Partner with a wide variety of institutions, organizations, government agencies, corporations, and individuals to facilitate wide-scale implementation of OnRamps courses and course materials for delivery in a variety of educational settings across the State of Texas.
- 5) Facilitate educator innovation through flexible design of blended courseware and curriculum that provides opportunities for further authoring and development of OnRamps course materials and learning assets.
- 6) Engage in continuous improvement processes to enhance all existing OnRamps offerings for long-term sustainability of the initiative.

### **Section 3. Program Elements**

OnRamps consists of 10 elements outlined here. (See Appendix A for details.)

- 1) A yearlong dual-credit course to be delivered in high schools and/or community colleges to increase the number and diversity of student who experience college-level work aligned with expectations of a leading research university.
  - Students are enrolled in the college course in the Spring semester; credit is awarded by The University of Texas at Austin University Extension *or* partner college in the Spring semester.
- 2) One UT Austin Faculty Lead per course
- 3) One UT Austin Course Coordinator per course
- 4) One Course Instructor of Record
- 5) A one- to two-week residential summer professional development institute for OnRamps teachers.
- 6) Fall and Spring semester one-day professional development institutes.
- 7) Yearlong professional development activities coordinated by the Faculty Lead and/or the Course Coordinators for teachers in their first year of OnRamps implementation.
- 8) A community network of teachers qualified to teach dual-credit, blended courses aligned with the expectations of leading research universities facilitated by the Faculty Lead, Course Coordinators, Instructor of Record and the OnRamps team.
- 9) A program of research and evaluation to facilitate continuous improvement of OnRamps at the programmatic level.
  - Including a team of external evaluators
- 10) A core team of OnRamps staff that provides expertise in the following areas:
  - Strategic Vision and Leadership
  - Business Development and Outreach
  - Dual-Credit Management and Compliance
  - Texas education Policy Advisement
  - Project Management
  - Vendor Management
  - Professional Development
  - Research and Evaluation
  - Course Development
  - Technology Integration

### **Section 4. Program Responsibilities**

The responsibilities to implement the ten (10) elements of the OnRamps initiative will be shared between The District and the UT Austin.

#### **4.1 Responsibilities of UT Austin**

UT Austin will:

- 1) Administer and Maintain the OnRamps course. The coursework offered in the OnRamps Initiative will be maintained on servers operated by the CTL at UT Austin

or hosted on the Canvas LMS. The course materials and curriculum will be defined by the CTL.

- 2) Register high school students through University Extension at UT Austin. Students will register for the OnRamps course via the Division of Continuing and Innovative Education Center (CIE). In order to officially enroll in a CIE dual enrollment course, students will need to complete the required registration form.
- 3) Deliver instructional materials. All course-related materials will be available from the course website and/or the Canvas LMS.
- 4) Award UT Austin credit. Students will register in the OnRamps Initiative via the Division of Continuing and Innovative Education (CIE) and be enrolled in the OnRamps course under specific CIE course numbers. Once the student successfully completes the course, including the final exam, the course letter grade is recorded in the Office of the Registrar at UT Austin. The credits for the course are usually transferable to colleges and universities, but each student is advised to check with his/her planned collegiate program, even if he/she plans to attend UT Austin, before dual-credit registration in an OnRamps course.
- 5) Deliver professional development to partnering teachers assigned to teach the OnRamps course in The District.
  - a) Summer professional development institute: A summer professional development institute for partnering teachers will be held at UT Austin. Each course offered through the OnRamps Initiative will have an associated summer professional development institute. The partnering teacher assigned to the course must complete the summer professional development institute at least once in its entirety before teaching their first OnRamps course through The District. If the teacher continues to offer the course in subsequent years they will be encouraged, but not required, to attend returning teacher track at summer institute when offering the course in subsequent years. UT Austin will be responsible for the following at the summer institute:
    - i) Scheduling the necessary facilities to conduct the institute;
    - ii) Conducting the summer institute; and
    - iii) Crediting partnering teachers with professional development hours and/or graduate credit hours.
  - b) Academic year professional development workshops: One-day professional development workshops for partnering teachers will be held at UT Austin during the fall and spring semesters. Partnering teachers will be encouraged to attend the one-day workshop during each semester they deliver an OnRamps course.
- 6) Provide a Course Coordinator. UT Austin will identify a qualified course coordinator to act as instructor of record for the OnRamps course. The Course Coordinator will:
  - a) Conduct the summer professional development workshops;
  - b) Assist The District in implementing the course by providing the necessary training and ongoing support; and
  - c) Maintain the course for students in The District, including distribution of lectures, homework assignments, quizzes, and exams to partnering teachers and provision of ongoing support in implementing the curriculum.

- 7) Provide technology support. UT Austin CTL will make its curriculum available to participating teachers through the Instructure Canvas Learning Management System (LMS). UT Austin will provide online and phone-based technical support for teachers utilizing the curriculum

## 4.2 Responsibilities of The District

The District will:

- 1) Implement the following courses, as indicated by the checking the appropriate line or lines:
  - a) \_\_\_\_\_ Reading and Writing the Rhetoric of American Identity:
  - b) \_\_\_\_\_ Discovery Pre-Calculus: A Creative and Connected Approach
  - c) \_\_\_\_\_ Statistics: Data, Modeling + Inference
  - d) \_\_\_\_\_ Project Engage: Thriving in Our Digital World
- 2) Recruit, hire, and compensate an instructor with appropriate qualifications to teach the class. Minimum requirements include:
  - a) Bachelor's degree in the discipline or a related field
  - b) 1 or more years of teaching experience in the relevant course or a higher-level course (e.g. calculus for pre-calculus)
  - c) Completed teacher application—including a self-efficacy question
  - d) Successful completion of the required pre-institute tasks before the start of the summer institute (Tasks will be determined and shared by the faculty lead or course coordinator in advance of the summer institute.)
- 3) During the academic year while offering the OnRamps course, the high school instructor must:
  - a) Administer OnRamps required assignments and assessments without alteration;
  - b) Enroll individual students in Canvas LMS;
  - c) Use Canvas LMS to assign and grade student work;
  - d) Participate in professional development, including the summer institute, a one-day workshop and on-going opportunities during each semester in which they deliver the OnRamps course; and
  - e) Maintain regular communication via email, phone, video and web conferencing, etc. with OnRamps course coordinator and other staff regarding success and challenges of implementation, responding in a timely manner to requests for information.
- 4) Student Requirements: Only students with adequate academic preparation, having completed the necessary foundation coursework in high school and having demonstrated college readiness as defined by satisfactory completion of the first semester of the OnRamps course will be allowed to participate the OnRamps Initiative. The instructor will be responsible for verifying that students wishing to enroll have met the minimum prerequisites as follows.
  - a) Computer Science course:
    - credit for Algebra I; and

- recommendation of a Computer Science teacher.  
(Credit or concurrent enrollment in Algebra II is preferred.)
- b) English course:
- credit for English I;
  - credit for English II; and
  - recommendation of an English teacher.
- c) PreCalculus:
- credit for Algebra I;
  - credit for Algebra II;
  - credit for Geometry; and
  - recommendation of a Math teacher.
- d) Statistics:
- credit for Algebra I; and
  - recommendation of a Math teacher.  
(Credit for Algebra II and Geometry are preferred.)
- 5) Distribute printed course materials to students. The instructor will need to duplicate some course materials throughout the OnRamps course.
- 6) Provide instructors and students with access to the Canvas LMS. Participating schools will work with the OnRamps support team to ensure that the schools and students can access the OnRamps curriculum that is managed in the web-based Canvas LMS.
- 7) Provide adequate computer and internet access as specified by UT Austin to the students (See Appendix B for detailed technology requirements): The District must ensure the OnRamps course will have daily scheduled access to lectures and computers that meet the specifications defined by OnRamps. This includes regular in-class and out-of-class access to computers and the Internet to view materials, complete, and submit assignments, quizzes, tests, and exams.
- 8) Sharing in the cost to support UT Austin staff necessary to implement the OnRamps Initiative as defined by UT Austin.
- a) Cost of Materials and Services: The cost of the OnRamps course materials, technical support, and course implementation support, excluding the summer institute and academic-year workshops, outlined in this agreement to The District will be 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 District will be responsible for paying annual program fees for each student enrolled in the OnRamps high school course. During the 2014-2015 school year, The District is responsible for a fee of \$180 per student enrolled in English, Pre-Calculus or Computer Science. For 2014-2015, The District is responsible for a fee of \$0 per student enrolled in Statistics.
- b) Cost of Professional Development: The cost of OnRamps summer institute and academic-year workshops to The District will be defined on a per-teacher basis. Professional development costs are dependent upon a variety of economic factors that may change from year to year. Consequently, the professional

development costs will be evaluated and adjusted annually. The District will be responsible for paying professional development fees for each participating school. During the 2014-2015 school year, The District is responsible for fees per teacher as follows:

- i) \$2000 for English and Pre-Calculus.
- ii) \$1300 for Computer Science
- iii) \$0 for Statistics

- 9) Payment: All invoices concerning the OnRamps initiative are due payable, in full, to UT Austin within thirty (30) days of receipt by The District. Payments should be mailed and/or delivered to:

**The University of Texas at Austin  
Center for Teaching and Learning  
OnRamps  
PO Box 7246  
Austin, Texas 78713**

### **4.3 Data Sharing**

Data Sharing Agreement: UT Austin and The District shall have a data-sharing agreement. If unavailable on the student's transcript, The District shall provide the following student demographic data and academic achievement information to UT Austin for all participating students:

1. Full name;
2. Texas school identification number;
3. Parent contact information;
4. Date of birth;
5. Ethnicity;
6. Gender;
7. Citizenship status;
8. Socioeconomic status (free, reduced, or full-price lunch);
9. OnRamps grades;
10. Beginning- and end-of-year cumulative GPA;
11. Report-card grades for all reporting periods;
12. Class rank;
13. Special program information;
14. TAKS scores;
15. AP test scores;
16. SAT/ACT scores;
17. College generation;
18. Name of postsecondary institution; and
19. Intended major.

As required by law, UT 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).

#### **4.4 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, fines, 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.

#### **4.5 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 the OnRamps Initiative 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. Term**

This Memorandum of Understanding covers a period of one (1) academic year, beginning July 1, 2014, and ending June 30, 2015. All parties must sign this Memorandum of Understanding. This Memorandum of Understanding may be renewable, contingent upon resources being available to the OnRamps Initiative.

Agreed and accepted this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

#### **Coppell Independent School District**

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

#### **The University of Texas at Austin**



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Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## Appendix A: OnRamps Program Elements

- 1) **Yearlong, dual-credit courses to be delivered in high schools and/or community colleges to increase the number and diversity of student who experience college-level work aligned with expectations of a leading research university.**
  - a. Students are enrolled in the college course in the Spring semester; credit is awarded by The University of Texas at Austin University Extension *or* partner college in the Spring semester;
  - b. Courses can be offered credit-no credit;
  - c. Courses align with the Texas College and Career Readiness Standards and the expectations of leading research universities;
  - d. Courses are delivered in a blended format using the Canvas Learning Management System and related technical support;
  - e. Courses feature student-centered, evidence-based pedagogies;
  - f. Courses are directed by the OnRamps team at the Center for Teaching and Learning at UT Austin.
  
- 2) **One UT Austin Faculty Lead per course**
  - a. In partnership with the Course Coordinator/s, the Faculty Lead provides advisement to the OnRamps team as needed and contributes to curricular delivery, development, enhancements and the delivery of OnRamps professional development for high school and community college teachers. The Faculty Lead also works in partnership with the Course Coordinator to implement programmatic policies and procedures at the advisement of OnRamps executive leadership.
  
- 3) **One UT Austin Course Coordinator per course**
  - a. In partnership with the Faculty Lead, the Course Coordinator contributes curricular enhancements, creates and delivers professional development and **leads** yearlong implementation support to partner high school and/or community college teachers; designs, executes and **manages** the grading process for the college credit work and in close collaboration with the Course Instructor of Record (if they are not the same person), including grading student work to ensure it is aligned with college-level expectations.
  - b. The Course Coordinator works in partnership with the Faculty Lead to implement programmatic policies and procedures at the advisement of OnRamps executive leadership.
  
- 4) **One Course Instructor of Record** approved by OnRamps and UT Austin to evaluate college-level work and award college credit; this may be the Faculty Lead, Course Coordinator, a community college instructor or another instructor approved by OnRamps and The University to award undergraduate credit. The

Instructor of Record is responsible for working with the Course Coordinator (if they are not the same person) to ensure student work qualifies for the awarding of college credit.

- 5) **A one-to-two-week residential summer professional development institute** for OnRamps teachers (with graduate credit offered through the University Extension for Statistics, ELA, and Pre-Calculus and CPE offered for all courses) held on the UT Austin campus, including:
  - a. Content sessions: Pedagogy and content training organized and delivered by the Faculty Lead and/or Course Coordinator (a total of 39 hours for Statistics, ELA and Pre-Calculus)
  - b. General sessions: Additional hours of training on dual-credit, college readiness, and pedagogy organized by the OnRamps staff.
  
- 6) **Two one-day professional-development workshops** (with CPE offered for all courses) for OnRamps teachers held on the UT Austin Campus (one workshop per semester).
  - a. Content sessions: Pedagogy and content training organized and delivered by the Faculty Lead and/or Course Coordinator.
  - b. General sessions: Additional hours of training on dual-credit, college readiness, and pedagogy organized by the OnRamps staff.
  
- 7) **Yearlong professional development activities coordinated** by the Faculty Lead and/or Course Coordinators for teachers in their first year of OnRamps implementation.
  
- 8) **A community network of teachers qualified to teach dual-credit, blended courses** aligned with the expectations of leading research universities facilitated by the Faculty Lead, Course Coordinators, Instructor of Record, and OnRamps staff.
  
- 9) **A program of research and evaluation** to facilitate continuous improvement of OnRamps at the programmatic level.
  - a. Including a team of external evaluators
  
- 10) **A core team of OnRamps staff that provides expertise in the following areas:**
  - a. Strategic vision and leadership
  - b. Business development and outreach
  - c. Dual-credit management and compliance
  - d. Texas education policy advisement
  - e. Project management
  - f. Vendor management
  - g. Professional development

- h. Research and evaluation
- i. Course development
- j. Technology integration

## **Appendix B: Onramps Technical Requirements**

### **Hardware**

OnRamps will provide a checklist to ensure compatibility.

Students must have one-to-one access to an internet-connected computer *or* tablet\* during out-of-class time in order to complete assignments. This access can be on-campus, such as a lab or in the library, or off campus.

\*The OnRamps Statistics course requires use of a web browser on a desktop or laptop operating system to access Rstudio (free statistical analysis software). See below for a list of compatible browsers. Rstudio is incompatible with tablet and phone device browsers.

\* The OnRamps Computer Science course requires use of Scratch and Processing (free programming environments), which also requires desktop or laptop operating systems. It is incompatible with tablet and phone device browsers.

Since the courses contain audio/video components, devices should have audio capabilities or the option to be connected to speakers or headphones.

### **Browsers**

One of the following browsers is required to access the Canvas learning management system and tools associated with the OnRamps courses.

- Internet Explorer 10 or 11
- Chrome 31 or 32
- Safari 6 or 7
- Firefox 25 or 26
- Respondus Lockdown Browser 4.0

\*See above for exceptions regarding mobile vs. desktop browsers.

### **Software and Email Addresses**

OnRamps courses are built in the learning management system Canvas. Canvas must be used as the LMS for this course. All resources, materials, tools are housed in Canvas, including the grade book.

Students need to have an email address to register for an account in Canvas. Students should use their formal school email address to register in Canvas. Personal email should be used only if the school/district does not provide students with email addresses.

## **Plugins**

Flash Player 10, 11, or 12 is required for audio/video recording and file uploading within Canvas

The Java plugin is required to use the screen sharing functionality within Canvas Conferences.

## **Internet Access**

A high-speed Internet connection is required. School networks must be configured to allow access to the following domains:

- utexas.edu
- instructure.com
- youtube.com (teacher access required)
- vimeo.com (student and teacher access required)
- enspire.com
- enspirestudios.com
- amazonaws.com

## **Onramps Course-Specific Technical Requirements**

### **English Language Arts**

No requirements in addition to the general requirements

### **Pre-Calculus**

Quest Homework Service (free) is available through Canvas.

### **Computer Science**

Requires access to:

- Scratch.mat.edu—operates in the browser
- Processing.org—needs to be downloaded and installed

### **Statistics**

Rstudio (free statistical software) is available through Canvas, but is incompatible with tablets.