

MEMORANDUM OF UNDERSTANDING



ACADEMIC YEAR 2017-2018

R.W. Dirks, V126

DUAL CREDIT HIGH SCHOOL PARTNERSHIP

3800 Charco Rd.

Beeville, TX 78102(361) 354-2723

INSTITUTION OF HIGHER EDUCATION (IHE):

ISD/ HIGH SCHOOL NAME:

COASTAL BEND COLLEGE

BEEVILLE ISD/ A.C. JONES HIGH SCHOOL

The institutions named above seek to expand access to higher education which can include workforce training through the dual/concurrent credit opportunities agreed upon by the institutions.

This Memorandum of Understanding (MOU) will be in effect for **one** academic year unless both parties agree to make an amendment to this agreement. Specific responsibilities of the Coastal Bend College (herein collectively referred to as "CBC") and the partnering high school (herein collectively referred to as "HS") are defined within this agreement.

This MOU incorporates by reference all dual enrollment requirements defined in the Texas Administrative Code (TAC) and Coastal Bend College accreditation requirements established by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC). Appendix A provides a detailed table defining the roles and responsibilities of CBC and the HS Partner.

1. ELIGIBLE COURSES & COURSE CURRICULUM

- i. Courses must be identified as college-level academic courses in the current edition of the community college general Academic Course Guide Manual (ACGM) or as college-level technical courses in the Texas Workforce Education Course Manual (WECM) leading towards a marketable skills achievement award, certificate, Associate of Arts, Associate of Science and/or Associate of Applied Science.
- ii. Instruction, instructional materials and grading must be at the equivalent level of instruction, instructional materials, and grading used for the identical course taught at CBC. CBC will provide HS students with a rigorous and accelerated course of study in both college-credit courses and preparatory/college readiness courses.
- iii. The course for which dual credit is awarded must provide advanced academic instruction beyond, or in greater depth than, the Texas Essential Knowledge and Skills (TEKS) for the equivalent high school course.

2. CURRICULUM ALIGNMENT AND COURSES OF STUDY

CBC is focused on student success and will work with the HS personnel to select courses that guarantee completion of degree and/or certificate and transferability to Texas public four-year institution. **Students who enroll in courses outside of the agreed degree plan will NOT receive the services on this MOU.**

CBC will provide the HS with the opportunity to graduate high school with a high school diploma and an Associate of Arts (AA) or Associate of Science (AS) degree. The HS students will be able to transfer their

college-level courses to a Texas public four-year baccalaureate program. The AS/AA degree has 42 credit hours of general education requirements, three-credit hours of *degree designation* and 15 hours of core curriculum courses as electives.

3. STUDENT ELIGIBILITY

Students must complete all CBC admission requirements by the deadlines published on the CBC Academic Calendar (www.coastalbend.edu; click on “schedules & calendars” on left-side menu) to be eligible to enroll in any dual/concurrent credit courses. In compliance with state-mandated laws, the assessment policy set forth by and CBC, the HS requirements, students must meet the eligibility criteria and demonstrate the following academic prerequisites prior to enrollment:

- i. Compliance in at least one relevant area of the TSI Assessment as defined in the current CBC Catalog.
- ii. Achievement of appropriate HS eligibility criteria set by ISD;
- iii. Students must be enrolled in grades 9-12 (this includes Summer before 9th grade year with confirmation of passing to the 9th grade).

These requirements may be modified if CBC’s or state rules/requirements are changed. The HS will be notified in writing of any changes.

4. LOCATION OF CLASS/COURSE DELIVERY

Dual credit courses can be held at a HS campus, any CBC location, or through various modes of distance learning (online via Blackboard, video-conference, Adobe Connect, etc.).

5. INSTRUCTIONAL CALENDAR

The academic calendar of CBC will be utilized for this partnership agreement including CBC student holidays. The CBC adjunct faculty member/HS teacher can submit an alternate schedule to accommodate the HS yearly schedule but this must be submitted to the Division Director prior to the first day of when courses begin. If the student is taking courses at a CBC location, the faculty member will need to be notified prior to the start of the first class date of any district testing where the student cannot be present. All students are responsible for notifying their college instructor if they are missing any classes and follow course policies on syllabus.

6. STUDENT ATTENDANCE & GRADING POLICY/SYSTEM

Regular course attendance is fundamental to success. Student must report regularly and promptly to dual credit/concurrent credit courses. Failure to comply with this college policy will result in student being dropped from the course and receiving a grade of an “F” or a “Q”. See chart below for the CBC Grading System:

Grading System

Grade	Interpretation	Point Value
A	Excellent	4 points per semester hour
B	Good	3 points per semester hour
C	Average	2 points per semester hour
D	Poor	1 point per semester hour
F	Failing	0 points per semester hour
I	Incomplete	Not calculated in GPA.
W	Withdrawal	Not calculated in GPA.
Q	Quit/Admin. Drop	Not calculated in GPA.
CR	Credit	Not calculated in GPA.
NC	No Credit	Not calculated in GPA.
NR	In Process	Not calculated in GPA.

In order for grade to be assigned, the student must:

- i. have submitted a dual enrollment permission form by registration deadline
- ii. be on the census roll as approved by the instructor of record
- iii. complete all requirements for the course.

College credit will be awarded the same semester the credit is earned. College credit will be transcribed immediately upon a student's completion of the performance required in the course. The student may be dropped from CBC-level course prior to the drop deadline published in the CBC Academic Calendar. Students enrolled following the drop deadline will receive the grade earned.

CBC instructor will assign a letter and numeric grade for each grading periods (i.e. first period, mid-term, third period, and final) in CBC grade reporting system (Campus Connect). A grade report will be sent electronically to the HS counselor.

7. FINANCIAL ASSISTANCE, TUITION COSTS, CBC/HS INSTRUCTOR PAY

The HS must notify CBC of the method of payment by completing the Business Office form included in this MOU. All CBC students are eligible to apply for all **CBC scholarships offered**. Scholarship opportunities can be located on the Dual Enrollment website (www.coastalbend.edu/dualenrollment)

Out-of-District Tuition Chart

No. of Hours	Registration Fee	DE Fee	Total Cost
1	48	33	81
2	48	66	114
3	48	99	147
6	48	198	246
9	48	297	345
12	48	396	444
15	48	495	543

CBC will waive the once per term \$48 registration fee for students who reside in CBC's taxing district which is **BEE COUNTY** (see chart below).

No. of Hours	DE Fee	Total Cost
1	33	33
2	66	66
3	99	99
6	198	198
9	297	297
12	396	396
15	495	495

A \$25 parking fee will be charged to each student annually.

For more information on fees such as internet-based course fee, please refer to the current CBC catalog.

Any CBC adjunct faculty that is also an employee of the HS will receive up to a \$600 stipend per CBC course section offered at the HS campus. This stipend will follow the pro-rated schedule below:

Class Enrollment	Rate of Pay
0-4 Students	\$150
5-9 Students	\$300
10-14 Students	\$450
15+ Students	\$600 (full-pay)

8. FACULTY SELECTION, SUPERVISION, AND EVALUATION

CBC shall select instructors of dual enrollment courses based on the required qualifications according to CBC faculty credential requirements. HS teachers that are interested in becoming a CBC adjunct faculty member must complete the CBC Professional Application and submit all official college transcripts to the CBC Human Resources Office. For more information on the hiring process, please contact the CBC Human Resources office at (361) 354-2224.

The approved CBC adjunct faculty member/HS teacher will meet the same standards, review, and approval procedures used by CBC to select faculty responsible for teaching the same courses at Coastal Bend College. Ensure all HS teacher/CBC Adjunct will report periodic grades in Campus Connect, excessive absences, student drops, verify/certify rosters, meet all course student learning outcomes, and other required reports. Failure to meet these administrative duties can lead to the adjunct faculty member not being able to continue to teach a CBC course. Course roster certification deadlines are issued to all CBC faculty through their CBC email.

All CBC adjunct faculty, even if employed by and paid by the ISD must be supervised in instructional matters by their division director (academics/workforce). Regular observations will be conducted for all offsite instruction by specified CBC staff.

Kayla Jones	Noemi Aguilar
Assistance Dean of Academics	Assistance Dean of Workforce Programs
kevind@coastalbend.edu	aguilar@coastalbend.edu
(361) 354-2338	(361) 354-2306

Adjunct faculty will be issued a CBC email address to communicate all official college business which includes: access to Campus Connect, grade reporting, roster certifications, Blackboard access and communications with CBC students, staff and departments. The HS principal agrees to ensure that the faculty on their campus are utilizing their CBC email for their primary communication for all college business.

CBC Adjunct faculty will receive regular training and support; in collaboration with the full-time faculty. Each adjunct faculty member will be assigned a faculty mentor which they can contact throughout the academic year for any questions regarding curriculum in their content area.

9. ACADEMIC POLICIES AND STUDENT SERVICES

Regular academic policies applicable to courses taught at CBC's main campus must also apply to dual credit courses. These policies could include the appeal process for disputed grades, drop policy, the communication of grading policy to students, etc. Students in dual enrollment courses will be eligible to utilize the same or comparable support services that are offered to all CBC students. CBC is responsible for ensuring timely and efficient access to student services (e.g. academic advising and tutoring), to learning materials (e.g. electronic media checkout), and to other benefits for which student is eligible. For more information, please feel free to review the CBC [Student Rights and Responsibilities](#).

- i. *Student Services for Students with Disabilities*: In order for students with disabilities to receive accommodations from CBC, students must provide the Special Needs Coordinator with current (within three years of enrollment at CBC) documentation of the disability. Documentation consists of a statement or evaluation from a recognized medical professional. The Individualized Education Plan (IEP) used for public school students may **not** substitute for the documentation specified above. HS personnel agree to refer students in a timely manner who require accommodations to the CBC Special Needs Advisor. For more information, please visit www.coastalbend.edu/specialneeds.
- ii. *TSI Assessment (TSIA)*: The TSIA measures college readiness in reading, writing and math. Assessments include multiple-choice questions and an essay which is aligned to the Texas College and Career Readiness Standards.
 - The TSIA fee is \$30 for entire assessment with a \$10 re-test fee per section.
 - Students can schedule a test date through the CBC testing department at any CBC location by calling (361) 354-2334.
 - If your school is interested in becoming their own testing site, please visit www.accuplacer.org. Click the "New Institution Registration" link at the bottom of the website.

10. ENROLLMENT PROCESS

Students interested in participating in the CBC Dual Enrollment program must complete the required CBC admission process during the CBC registration period as defined by the [CBC Academic Calendar](#). The Office of Dual Enrollment will conduct an enrollment/registration process each term (Fall, Spring, and Summer). The HS will meet all deadlines defined in the CBC Academic Calendar. Students who fail to complete the process by the published deadlines will not be eligible for the CBC Dual Enrollment program. CBC must adhere to these deadlines to meet all requirements prior to the census dates of each course.

We encourage dual enrollment students to log into their Campus Connect account regularly to check their registration status, grades, billing statements and other important data regarding their educational records. Campus Connect login tutorial videos are located at www.coastalbend.edu/DL.

11. REVERSE TRANSFER AGREEMENT

This section pertains to HS's that are also partnered with a University (4-year) IHE. Reverse transfer is a process where academic credits for applicable coursework at a university are transferred back to the community college for purposes of awarding an associate degree. In 2011, the Texas Legislature approved HB 3025. Part of this house bill became Texas Education Code 61.833 (Credit Transfer for Associate Degree) which mandates universities shall request authorization from eligible students to send an official transcript to the students' previous institution to determine whether the student may qualify to be awarded an associate degree.

The HS agrees to facilitate the Reverse Transfer process when a student has earned at least 30 credit hours of successful coursework at CBC. Facilitation of this process includes to assist HS student to request their University IHE transcript so they can send an official transcript to CBC to determine their eligibility to receive associate degree. Please address the transcript to the CBC Admissions Office, ATTN: Admissions Director, 3800 Charco Rd., Beeville, TX 78102. The student must also complete the Request for Evaluation form which can be located at www.coastalbend.edu/Admissions under heading "Student Forms".

12. MOU TERM

This agreement shall be in effect from **August 15, 2017 - August 14, 2018**.

13. PROVISIONS FOR DISCONTINUING OPERATION

CBC and HS reserve the right to terminate this MOU upon service of written notice to the other party sixty (60) days prior to the expiration of any academic term.

14. COMPLIANCE

CBC and HS agree:

- i. To certify that their sites are ADA compliant.
- ii. To comply with all applicable provisions of the Family Education Rights and Privacy Act, 20 U.S.C. §1232g as implemented by 34 CFR Part 99;
- iii. In all cases, to comply with all federal, state, and local laws applicable to this MOU.

15. AMENDMENTS/REVISIONS

This MOU may only be amended by mutual written agreement of the parties.

16. NOTICE

All notices, demands, or requests to Coastal Bend College shall be emailed or mailed to:

Susie Gaitan, Dual Enrollment Director
Coastal Bend College
3800 Charco Rd.
Coastal Bend College Beeville, TX 78102
mgaitan@coastalbend.edu

Name of ISD Superintendent – **PRINT**

Superintendent Signature

Date

Name of HS Principal – **PRINT**

Principal

Date

Signature of HS

Coastal Bend College President
Beatriz Espinoza

Date Dr.

Dual Enrollment Director

Date

Susie Gaitan

**APPENDIX A ROLES AND
RESPONSIBILITIES OF CBC AND HS**

AREA	CBC WILL:	THE HS WILL:
Course Schedules/ Course Planning	<p>Communicate with the HS counselor on course requests one semester prior to the term course is requested.</p> <p>Notify dual enrollment students and HS counselor of any HS closures due to inclement weather.</p> <p>Email reminders of student holidays and upcoming deadlines. This communication will be sent to student's CBC email address.</p> <p>Require that there be one course created for each approved dual enrollment course rubric with at least 15. Exemptions will be granted in allied health fields where maximum enrollments are defined by the external accrediting agency.</p>	<p>Communicate with Dual Enrollment Specialists assigned to the HS regarding course requests one semester prior to requests being made. The requests will include course rubric (ex. ENGL 1301), course days, and course start/end time.</p> <p>Ensure that there is a minimum of at least 15 students if the CBC course is dedicated only for your students.</p>

Facilities	<p>Contact the HS prior to the semester beginning to learn where they will report for course instruction if CBC course is taught at the HS.</p> <p>Abide by HS policies as it pertains to dress code and campus safety procedures if CBC instructor is teaching at the HS.</p>	<p>Provide CBC with the necessary classroom space equipped for collegelevel instruction, including:</p> <ul style="list-style-type: none"> • Adequate board space • Projector/display equipment • Multimedia equipment • Necessary lab & equipment □ Internet access that lifts ISD's firewall restrictions upon request. <p>Provide CBC instructor the procedures for security of facility and facilities rules, including any CBC faculty or student restrictions.</p> <p>Allow HS students to utilize the facilities at the closest CBC location at least three times per school year.</p>
Student Support Services	<p>Assign a CBC Dedicated Advisor to all HS students and they will be responsible for providing academic and career advising.</p> <p>Provide mentors (Collegiate GForce) to the HS students when available.</p>	<p>Provide a time and support HS students to complete the CBC enrollment process.</p> <p>Review the periodic grade reports and notify the DE Specialist prior to drop date if student is requesting to drop a course.</p> <p>Notify the Office of Dual Enrollment at least two weeks prior for campus tours.</p>
		<p>Promote and inform dual enrollment students about Student Services events and activities sponsored by CBC.</p>

<p>Tuition and Fees/Billing</p>	<p>Invoice the ISD in a timely manner.</p> <p>Invoice the ISD for all students enrolled in courses AFTER the course census date. For any student added after the census date CBC will invoice accordingly.</p>	<p>Complete the Business Office form included with this MOU. Submit completed form with signed MOU.</p> <p>Notify Anna Tillman at atillman@coastalbend.edu or (361) 354-2223 of what students' bills will be paid for by ISD with the list that includes students first and last name and CBC ID.</p> <p>Pay all invoices for students enrolled in courses after the course census date. For any student added after the census date the student will pay for any additionally enrolled students.</p>
<p>Textbooks/Instructional Materials</p>	<p>Maintain a 3-year book cycle when possible.</p> <p>Inform the HS of the current textbook cycles.</p> <p>Provide options for students to rent or purchase used textbooks.</p> <p>Provide the textbook ISBN so students can find the best price for their course materials.</p> <p>Provide information on textbook scholarship for CBC students.</p>	<p>Contact the CBC Bookstore to arrange the purchase of textbooks and/or instructional materials prior to the semester start.</p> <p>Phone: (361) 354-2290 Email: cbc@texasbook.com</p>
<p>Federal Family Educational Rights and Privacy Act (FERPA)</p>	<p>Will adhere to the Federal Family Educational Rights and Privacy Act (FERPA). FERPA Policy guarantees students certain rights with respect to their educational records including the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.</p> <p>Will present information regarding to students and parents during all presentations and student appointments.</p>	<p>Will adhere to the Federal Family Educational Rights and Privacy Act (FERPA). FERPA Policy guarantees students certain rights with respect to their educational records including the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.</p> <p>Will inform student and parents of the FERPA Regulations and the FERPA Release located on the student's Campus Connect account.</p> <p>Ensure that students and parents understand that instructors work directly with students, as opposed to the type of parent interventions one may be accustomed to at the high school level. Under FERPA (Family Educational Rights and Privacy Act) instructors are not required to discuss student performance or other student-related issues with parents.</p>



Coastal Bend COLLEGE

Anna Tillman
Dual Enrollment Business Specialist
361-354-2223

Coastal Bend College Business Office Form

The School District will pay for the following (*check all that apply*):
(*check self-pay if students are responsible for all costs*)

- ☐ Dual Enrollment Fee
- ☐ Registration Fee
- ☐ Non-Refundable Fees (i.e. Late Registration Fee, etc.)
- ☐ Course Fees, Internet Fees, Distance Learning Fees, etc...
- ☐ Testing Fees
- ☐ Self-Pay (Students are responsible for all costs.)
- ☐ Text Books (*Billed and Payable to Texas Book Company at sbenavidez@texasbook.com.*)
- ☐ Parking Fee (1 x per year)

Payment is due by the first day of class. Payments may be made online through the student's Campus Connect, in person at the closest CBC campus, by mail, or by calling the Business Office at 361.354.2220, or 361.354.2213.

Please check all school terms that apply:
(*All flex terms must be 12 weeks or longer in duration. Please see the CBC Academic Calendar for dates.*)

- ☐ Fall ☐ Fall - Flex ☐ Spring ☐ Spring - Flex ☐ Maymester ☐ Summer I ☐ Summer II

Other specifications: _____

Invoices will be sent via Email or Fax.

Provide the contact information for the high school personnel that is responsible for answering all invoice and billing questions: (*Please type or print clearly.*)

Name: _____ Phone Number: _____

Email Address: _____ Fax Number: _____

*If you have any questions regarding the invoice or bills for your students please contact Anna Tillman.
telephone: (361) 354-2223 email: atillman@coastalbend.edu*