



Dreams. Delivered.

Office of the Provost and Vice President
for Academic Affairs

January 24, 2017

Mr. Conrado Garcia
West Oso ISD
5050 Rockford Drive
Corpus Christi, TX 78416

Dear Mr. Garcia:

We are sending you the *Early College Program Memorandum of Understanding*. The Program engages students in a more challenging field of study and provides them the opportunity to earn college course credit that concurrently counts toward the requirements of high school graduation.

Del Mar College will continue to offer a reduced dual credit fee for **West Oso ISD** eligible high school students enrolled in college courses. As before, a three-hour course at Del Mar College will remain \$99.99 and additional fees may apply for some courses. The *Early College Program Memorandum of Understanding* gives eligible high school students from your district the opportunity to enroll in online, day, or evening courses taught by College faculty. Additionally, it provides for embedded dual credit courses to be taught on site at high schools by a qualified instructor who is credentialed for college instruction under the guidelines of the Southern Association of Colleges and Schools Commission on Colleges criteria.

Enclosed are two original agreements executed by Del Mar College. Please sign both agreements, return one in the enclosed self-addressed stamped envelope provided for your convenience, and keep the second original for your files. For further information related to the Dual Credit Program, you may contact Mr. Robert Montez, Del Mar College Director of Early College Programs, by phone at (361) 698-1634 or via email at rmontez5@delmar.edu.

Del Mar College appreciates your commitment to this program and looks forward to another successful academic year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Beth Lewis', written over a white rectangular area.

Dr. Beth Lewis
Provost and Vice President for Academic Affairs

Enclosures

Memorandum of Understanding
Early College Programs and West Oso Early College High School
Del Mar College and West Oso ISD
2017-2018

Del Mar College (**DMC**) and West Oso Independent School District (**WOISD**) enter into this joint partnership agreement concerning the concurrent enrollment, “dual credit,” of students for simultaneous high school and college credit. Early College Programs (**ECP**) provides the opportunity for the West Oso Early College High School (**WOECHS**) student to earn both a high school diploma and to pursue an Associate in Liberal Arts degree, or an Associate of Science degree, or a Level 1 Certificate in Process Technology, or at least 60 transferable college hours toward a Baccalaureate Degree.

Dual credit courses provide advanced academic instruction beyond, or in greater depth and rigor than, the Texas Essential Knowledge and Skills (TEKS) for a corresponding high school course.

This agreement defines the roles, responsibilities, and expectations of **DMC** and **WOISD** for the planning and implementation of the **WOECHS**, and is entered into pursuant to §29.908 of the Texas Education Code and Chapter 4 of the Texas Higher Education Coordinating Board Rules as codified under Title 19, Part 1, Chapter 4 of the Texas Administrative Code.

NOW, THEREFORE, for and in consideration of the foregoing, and in further consideration of mutual benefits, the parties to the agreement, **WOISD** and **DMC**, agree as follows:

I. STUDENT ELIGIBILITY

- a. Students participating in an ECHS must meet eligibility requirements governing dual credit in accordance with Texas Administrative Code relating to Dual Credit Partnerships Between Secondary Schools and Texas Public Colleges which include the following:
 - i. Eligibility for enrollment in academic dual credit courses is contingent upon the student's compliance with the Texas Success Initiative (TSI) as an indicator of college readiness for courses that require reading, English, and mathematics (REM) assessment levels; and,
 - ii. Eligibility for enrollment in workforce education dual credit course contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate shall not be required to provide demonstration of college readiness or dual enrollment eligibility.
 - iii. Continuous enrollment in dual credit courses requires that students maintain a level of scholastic achievement, defined as a minimum 2.0 GPA, for college course work that allows them to meet the grade requirements for continued enrollment at **DMC** for college graduation. Further:
 - iv. Shall assess each student for readiness to engage in any college-level curriculum offered for college credit prior to the student's enrollment in such curriculum;
 - v. May use any instrument otherwise approved by the Board for Texas Success Initiative (TSI) purposes;
 - vi. Will supervise students to meet the deadlines of **DMC's** Dual Credit admissions criteria and to complete and submit the following original documents to the **DMC** Student Enrollment Center:
 - a. The Texas Common Application for Admission;
 - b. The *DMC Early College High School Registration* form, which must be signed by the student, parent/guardian, high school counselor or high school principal, and a **DMC** official;
 - c. Qualifying and/or official Texas Success Initiative (TSI) Assessment scores for College-level placement purposes;
 - d. Proof of the Meningitis vaccination; and,
 - e. An official copy of the current high school transcript of grades and all college transcripts (if applicable).

- vii. Review annual academic plans with the student, the parent, a **WOECHS** counselor, and a **DMC** advisor to assess the student's progress in their high school and college plan.

II. LOCATION OF CLASSES

- a. **DMC Campus:** taught by Del Mar College faculty;
- b. **West Oso High School Campus:**
 - i. Face-to-face: taught by off-site Del Mar College faculty, adjuncts, or embedded (employed by ISD) faculty; and,
 - ii. Online: taught by Del Mar College full-time or adjunct faculty
 1. Requires unlimited internet access beyond most high school meeting times;
 2. May only be offered if **WOECHS** hosts the course during the school day; and,
 3. Requires a district-employed facilitator.

III. STUDENT COMPOSITION OF CLASS

- a. The Director of Early College Programs will work with **WOISD** to facilitate and coordinate enrollment of **WOECHS** students in dual credit courses with the following student compositions:
 1. For dual credit specific sections offered at **WOECHS**, there is a minimum enrollment of 12 students. Provision may be made to offer classes with fewer than 12 students upon approval by **DMC'S** Provost and Vice President for Academic Affairs.
 2. For large enrollments in course sections and/or class creations, the Director of Early College Programs and **WOECHS** personnel will coordinate with **DMC** Department Chairs and faculty.

IV. FACULTY SELECTION, SUPERVISION, AND EVALUATION

- a. **DMC** shall:
 - i. Select instructors of dual credit courses. These instructors must be regularly employed faculty members of the college or must meet the same standards including, but not limited to, minimal requirements of the Southern Association of Colleges and Schools) and approval procedures used by the college to select faculty responsible for teaching the same courses at the main campus of the college;
 - ii. Supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the college;
 - iii. Approve or reject, within 60 days after receipt of an application submitted by an instructor employed by **WOISD**, an organization or other person that operates a **WOISD** high school for approval to teach a dual credit course at **WOECHS**;
 - iv. Collaborate with **WOISD** to ensure that **DMC** faculty assigned to teach Dual Credit classes at **WOHS** meet **WOISD** background screening requirements and comply with required codes of conduct for public school educators at **WOHS**;
 - v. Assist embedded faculty to certify all class rolls by the 12th class day during the Fall and Spring semesters;
 - vi. Provide **WOECHS** embedded faculty and staff professional development facilitated by the **DMC** Early College Programs Department.
- b. **WOECHS** shall:
 - i. Provide **DMC** with information on background screening requirements and on the required codes of conduct for public school educators at **WOHS**;
 - ii. Provide faculty orientation for **DMC** faculty who teach the college courses taught on the **WOECHS** campus prior to the start of the new academic year to discuss issues including, but not limited to: campus protocols, classroom assignments, computer access and usage, audio/visual equipment, safety, testing, special events, and a designated point of contact;
 - iii. Notify the Office of Early College Programs of any dual credit embedded faculty alterations, desired changes, and absences in advance or as soon as practical;
 - iv. Ensure that embedded faculty complete the **DMC** application process with the College's Human Resource website to include applying as a *Non-Paid Adjunct*, and completion of a background check.

- v. Provide internet access and support for embedded faculty to certify all class rolls by the 12th class day during the Fall and Spring semesters.

V. COURSE CURRICULUM, INSTRUCTION, AND GRADING

a. DMC shall:

- i. Ensure that a dual credit course and the corresponding course offered at the main campus of the College are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be upheld regardless of the student composition of the course;
- ii. Provide daily class rolls to the **WOECHS** with a detailed listing of **WOECHS** students and their specific enrollments up until the 12th class day during the Fall and Spring semesters;
- iii. Provide midterm and end-of-semester numeric grades electronically to **WOISD** for students receiving instruction from Del Mar College faculty;
- iv. Select textbooks according to College Board Policy, B6.4.3, under the leadership of the Department Chair, and selected by ranked DMC full-time faculty with effort made to minimize textbook costs including a three year textbook adoption for core courses with exception given to textbooks for technology-based courses; and,
- v. Provide a list of all textbooks/software required by Del Mar College instructors for Dual Credit courses will be provided to **WOISD** by **DMC** prior to May for the next academic year (September – August). This includes ISBNs, textbook editions, and supporting materials related to the course.

b. WOECHS shall:

- i. Coordinate with **DMC** officials in the scheduling of classes, and instructional program evaluation;
- ii. Comply with both instructional calendars with designated notations: **WOISD** and **DMC**. Calendars will be inclusive of mandated state assessments and coordinated with the institution of higher education (IHE);
- iii. Comply with course scheduling to meet state mandated credit and contact hours for college courses;
- iv. Ensure that embedded faculty submit final course grades according to the **DMC** calendar; and,

VI. ACADEMIC POLICIES AND STUDENT SUPPORT SERVICE

a. Regular academic and other policies applicable to courses taught at the College's main campus must also apply to dual credit courses and students. (These policies are outlined in the Del Mar College Manual of Policies and Procedures):

- i. Testing: A7.1.2
- ii. Grade Appeals: A7.12.4
 - 1. Drop Policy: A7.18 with consideration that **WOECHS** students who wish to drop a course must complete and submit a withdrawal form, in writing, before dropping a course. Failure to file a withdrawal form with the **DMC** Registrar's Office may result in grades of "F" for courses in progress.
- iii. Communication of Grading Policy to Students: A6.31
- iv. Distribution of the Syllabus: A6.24
- v. Standards of Student Conduct Policy: B7.13
- vi. Attendance
 - 1. **WOECHS** will notify **DMC** regarding student absences due to State/District mandated testing (i.e., EOC, AP, SAT, PSAT) prior to the beginning of the academic year;
 - 2. **WOECHS** will communicate the University Interscholastic League (UIL) regulations and their impact on Dual Credit courses.
- vii. Financial Aid: B7.2

b. Students in dual credit courses must be eligible to utilize the same or comparable support services afforded College students on the main campus. The College is responsible for ensuring timely and efficient access to such services to include:

- i. Academic Advising and Registration
 - 1. **DMC's** Student Enrollment Center will advise and register **WOECHS** students majoring in Liberal Arts during the scheduled advising period; and,
 - 2. **DMC's** CTE Faculty/Program Advisor will advise and register **WOECHS** students majoring in Process Technology during the scheduled advising period.
- ii. Registration
 - 1. All **WOECHS** students will register under the appropriate policies and regulations of Del Mar College; and,
 - 2. Details of the registration procedure will be determined by mutual agreement of **DMC** and **WOECHS**
- iii. Counseling: B7.1
- iv. Library Resources: B6.28
 - 1. All **WOECHS** students will have access to either/both the onsite (William F. White, Jr. Library and Barth Learning Resources) and online libraries.
- v. Services for Students with Disabilities: A7.8
 - 1. Students with disabilities requiring testing accommodations for the Texas Success Initiative Assessment shall schedule a confidential intake appointment with the DMC Student Disability Specialist by contacting the Disability Services Office at (361) 698-1298 prior to administration of the Texas Success Initiative Assessment.
 - 2. **WOECHS** will assist in obtaining consent from parents to provide a copy of current documentation (medical, psychological, and/or psycho-educational assessment reports) of students with disabilities to identify the disability to **DMC** Disability Services office;
 - 3. Post admission, students with disabilities who require accommodation shall meet with a Student Disability Specialist at the **DMC** Disability Services Office (361) 698-1298, before the beginning of classes every semester to request accommodations pursuant to established **DMC** procedures found at **DMC** Policy A7.8.
 - 4. For classes located on the **DMC** campus, provide accommodation for students with disabilities consistent with recommendations made by the **DMC** Disability Services Office as provided by **DMC** Policy A7.8, including the provision of sign language interpreters, or other accommodations, for students with hearing impairments;
 - 5. For classes located on the West Oso high school campus, **WOECHS** will provide accommodations for dual credit students with disabilities consistent with recommendations made by the **DMC** Disability Services Office, including the provision of sign language interpreters, or other accommodations, for **WOECHS** students with hearing impairments;
- vi. Family Educational Rights and Privacy Act (FERPA): B7.32; and,
- vii. Intramural Sports: A7.11. (See attachments for Intramural Waiver).

VII. TRANSCRIPTING OF CREDIT

- a. **DMC** will:
 - i. Transcribe final course grades on College transcripts at the end of each semester; and,
 - ii. Release transcripts and grades to **WOISD** when verification of graduation from high school is received by the **DMC** Registrar.
 - iii. Notify **WOISD** of student semester grades within 7-10 days after the published **DMC** deadline for faculty submission.
- b. **WOECHS** will:
 - i. Be responsible for the transcription of high school credit; and,
 - ii. Determine how college grades will be recorded within the grading periods in the high school transcript for GPA and ranking purposes as outlined in **WOISD** board policy.

VIII. EVALUATION AND ACCOUNTABILITY

- a. Both partners are responsible for the development and implementation of the evaluation process

to determine the effectiveness of the program:

- i. Student results on the K-12 accountability assessments
- ii. Success indicators of graduates at Del Mar College
- iii. Participation rates
- iv. Grade point average
- v. Retention rates
- vi. Graduation rates

IX. FUNDING

- a. Tuition and Fees:
 - i. **DMC** will charge Dual Credit fees as determined annually for **WOISD**;
 - ii. The dual credit reduced tuition rate is approved by the **DMC** Board of regents annually and may be subject to change at the end of each academic year.
 - iii. **DMC** will submit an invoice to **WOISD** no later than fifteen business days after the 12th class day of the Fall and Spring semesters. These invoices will include a detailed listing of **WOISD** students and their specific course(s) enrollments.
- b. Textbooks
 - i. **WOECHS** will be responsible for the purchase of textbooks and other instructional materials
- c. Transportation
 - i. **WOECHS** will be responsible for student transportation to and from the College campus
- d. Furnishings and Equipment
 - i. **WOECHS** will provide appropriate furnishings, and/or equipment to support college credit instruction;
- e. Both partners will collaborate to seek additional grant dollars in support of the partnership and to work to fulfill grant expectations.

X. COLLECTING, SHARING, AND REVIEWING PROGRAM AND STUDENT DATA

- a. Ensure that documentation for meeting the Texas Essential Knowledge and Skills (TEKS) is met;
- b. Collaborate and contribute information with **DMC** to fulfill all the requirements of the Southern Association of Colleges Schools commission on colleges (SACS) and the Texas Higher Education Coordinating Board (THECB) and other agencies as necessary;
- c. Provide a copy of submitted reports regarding the Early College High School Initiative;
- d. Establish and share performance, disciplinary, attendance, and program measures, i.e., retention rate, average daily attendance rate, individual graduation plans, etc.;
- e. Collaborate and contribute information to **WOISD** and **WOECHS** officials to fulfill all the requirements of the Texas Education Agency (TEA) and other agencies as necessary;
- f. **DMC** and **WOISD/WOECHS** will establish an Administrative Advisory Council consisting of faculty, administration, and students from **DMC** and **WOISD**. The purpose of the council will be to address issues and highlights of the partnership and will meet twice a year.

XI. EXEMPTION FROM CERTAIN DUAL CREDIT RESTRICTIONS

(a) Rules governing dual credit in accordance with §§4.81 - 4.85 of this title (relating to Dual Credit Partnerships Between Secondary Schools and Texas Public Colleges) pertain to an ECHS and its participating students.

(b) An ECHS that has notified the Commissioner in accordance with §4.154 of this title (relating to Notification of Institutional Intent to Develop an Early College High School) may allow its eligible students to enroll in more than two dual credit courses per semester. An ECHS may allow its eligible students to enroll in dual credit coursework with freshman, sophomore, junior, or senior high school standing.

(c) If the Commissioner of Education denies the application for designation as an ECHS, denies the renewal of designation, or revokes the authorization of an ECHS program in accordance with §102.1091 of this title (relating to Early College High Schools), the exemption outlined in subsection

(b) of this section is simultaneously revoked.

VIII. CONDITIONS FOR RENEWAL AND TERMINATION

This Memorandum of Understanding (MOU) may be amended by written agreement of both parties. The agreement will be in force for one (1) year and thereafter on an annual automatic renewal basis. Del Mar College and **WOISD** reserve the right to terminate this Agreement at the end of a semester by providing written notice to the other party at least sixty (60) days prior to the date of termination. Termination agreements will be agreed between both parties.

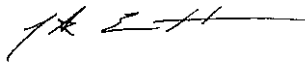
If the partners decide to discontinue operating the Early College High School (ECHS), they agree to meet the provisions outlined:

- 1) The **ECHS** with an 11th grade cohort will continue operation through that cohort's scheduled graduation from the **WOECHS**. Services to enrolled 9th and 10th grade students may be continued through graduation of those cohorts by agreement, but this is not required;
- 2) While in the process of discontinuing operation, the **WOECHS** may not enroll any additional students in the **ECHS** in grades that have been phased out;
- 3) While the **ECHS** is in the process of discontinuation operation, it must continue to meet all of the required design elements and provide full support for all students enrolled in the **ECHS**.

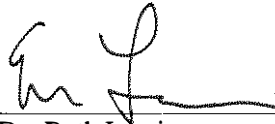
This MOU shall become effective as of August 31, 2017, and shall terminate August 31, 2018.

DEL MAR COLLEGE

101 Baldwin Boulevard
Corpus Christi, TX 78404-3897



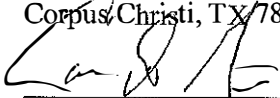
Mark Escamilla, Ph.D.
President
January 25, 2017
Date



Dr. Beth Lewis,
Provost/Vice President Academic Affairs
January 25, 2017
Date

West Osceola SD

5050 Rockford Drive
Corpus Christi, TX 78416



Mr. Conrado Garcia
Superintendent

1-25-17
Date