**ESC Region 2 - College Preparatory Course**

**Roles, Responsibilities, Procedures**

**EDUCATION TO EMPLOYMENT PARTNERS (P-16 Council)**

**AVATAR (Academic Vertical Alignment Training & Renewal) Team**

* ELA Team
	+ Create syllabus and curriculum for course.
	+ Provide curriculum and training at a cost of $450 per district.
* Math Team
	+ Create syllabus and assessments; provide assessments to districts.
	+ Provide professional development.
* Entire team
	+ Gather and analyze data; make adjustments as necessary.
	+ Develop informational one-page summary sheet for students and parents.
	+ Lead CPC Advisory Council meetings.

**EDUCATION SERVICE CENTER REGION 2**

* Disseminate information to superintendents, principals, curriculum directors, counselors, PEIMS/TSDS clerks, and other staff members.
* Educate district personnel on how to report and code classes.
* Develop and maintain CPC website.
* Collect and file signed MOUs; post list of partnering districts on the CPC website.
* Maintain list of districts/staff members participating in professional development.

**SCHOOL DISTRICTS**

* Inform parents about the course.
* Identify and encourage students to take course.
* Ensure instructors complete the required training.
* Provide highly qualified instructors for the courses being taught and ensure the syllabi for college preparatory courses are used.
* Provide opportunities for appropriate faculty members to meet with higher education faculty at least once each year.
* Disseminate information to all relevant parties – counselors, teachers, curriculum directors, PEIMS/TSDS clerks, and other staff members.
* Ensure that CPC teachers provide the correct code/grade to the PEIMS clerk.
* Issue TSI exemption certificate upon meeting requirements of course.
* Share course completion and assessment data, as requested.
* Provide students with college enrollment assistance once the course is successfully completed.

**HIGHER EDUCATION INSTITUTIONS**

* Train advisors, admissions personnel, registrars, TSI compliant officers, and other appropriate staff members to recognize and honor the college preparatory courses reported on school district transcripts.
* Provide opportunities for appropriate faculty members to meet with high school instructors at least once each year.
* Designate a person to share data and provide feedback regarding student success on entry-level college courses.
* Assist in the development and revision, if necessary, of the course syllabus and evaluation instruments.