

MEMORANDUM OF UNDERSTANDING
_____ INDEPENDENT SCHOOL DISTRICT
AND
HOWARD COLLEGE

COLLEGE PREPARATORY MATHEMATICS AND ENGLISH LANGUAGE ARTS COURSES
2015 – 2016

Howard College and _____ (herein referred to as the School District) enter into the following Memorandum of Understanding (MOU) for the creation of College Preparatory Courses in Mathematics and English Language Arts (herein referred to as College Preparatory Courses) as of May 2015. Howard College will be referred to as the IHE (Institution of Higher Education). Collectively the parties are referred to as Parties.

The purpose of this MOU is to outline the collaboration of the Parties, as listed above, in creating College Preparatory Courses in Mathematics and English Language Arts for high school students who have not demonstrated college readiness per House Bill 5, Section 10. The Parties recognize an opportunity to create seamless pathways for students to enter into college level work in mathematics and English Language Arts without further remediation.

1. **SCOPE OF SERVICES.** In accordance with the 83rd Legislature of the State of Texas House Bill No. 5, Section 10 and as written into the Texas Education Code ("TEC") 28.014, School District shall collaborate with IHE to develop and provide courses in college preparatory mathematics and English Language Arts. The College Preparatory Courses must be designed:
 - A. for students at the 12th grade level whose performance on:
 - i. an end-of-course assessment instrument does not meet college readiness standards; or
 - ii. coursework, a college entrance examination, or an assessment instrument indicates that the student is not ready to perform entry-level college coursework; and
 - B. to prepare students for success in entry-level college courses

Additionally, IHE and School District agree to collaborate to develop and maintain the College Preparatory Courses that meet the terms of this MOU as outlined below. IHE and School District will meet regularly, at least one time per year, to maintain the integrity and evaluate the effectiveness of the courses.

2. **TERMS.** Subject to any annual approvals that may be required by the Texas Education Agency (TEA), or by the Texas Higher Education Coordinating Board (THECB), the term of this MOU shall begin on the date that the last of the Parties has signed this MOU and continue for a period of three years. Notwithstanding the foregoing, the Parties acknowledge and agree that a condition precedent to a party's signing the MOU is approval of the MOU by that party's governing board. This MOU may be extended for additional terms as agreed upon by the Parties and as outlined in a written agreement. The initial term and any renewal term(s) are collectively referred to in this MOU as "Term." Either party may terminate this MOU, without cause, upon at least thirty (30) calendar days prior written notice to the other party, with termination effective upon the expiration of the thirty (30) days or as mutually agreed to by the parties.

3. **COURSE DEVELOPMENT/CURRICULUM.**

- A. The College Preparatory Courses will be developed by IHE and School District. IHE and School District academic representatives will agree on alignment of College Preparatory Courses outcomes and school curriculum including but not limited to length of the College Preparatory Courses. Alignment will be consistent with the College and Career Readiness Standards (CCRS) which are incorporated into the Texas Essential Knowledge and Skills (TEKS).
- B. The academic representatives will develop syllabi for the College Preparatory Courses satisfying requirements of the Parties to include course identifying information, student learning outcomes, instructional materials, and performance measures.
- C. Students enrolled in College Preparatory Courses will not earn college credit for those courses.
- D. School District will provide all required materials, including textbooks, syllabi, course packets, and other materials needed for enrollment in the College Preparatory Courses.
- E. An agreed upon pre-assessment for diagnostic purposes will be administered to all students enrolled in the College Preparatory Courses.

4. **FACULTY SELECTION, SUPERVISION, AND EVALUATION.** School District will assign highly qualified faculty to teach the College Preparatory Courses. High school faculty teaching the courses will meet regularly, at least one time per year, with appropriate IHE faculty to ensure compliance with expectations of this MOU.

5. **LOCATION OF CLASSES.** College Preparatory Courses will be held on the campus of the School District or through online instruction.

6. **PARENTAL INVOLVEMENT AND OUTREACH.** School District shall provide a notice to each district student who has not demonstrated college readiness and to the parent or guardian regarding the benefits of enrolling in the College Preparatory Courses. School District personnel, counselors, and administrators will be responsible for all communication with parents. IHE personnel will not be expected to communicate with parents.

7. **IDENTIFYING AND ADMITTING COLLEGE PREPARATORY STUDENTS.** Each School District will assume responsibility for providing information to potential college preparatory students. IHE may collaborate with the School District to hold an information session at the School District for potential students and their parents.

8. **COURSE SUCCESS AND COLLEGE READINESS.**

- A. An end-of-course assessment instrument for each of the College Preparatory Courses will be developed and adopted by IHE and School District to ensure the rigor of the College Preparatory Courses. This assessment will account for at least 15% and no more than 20% of the final average which will be dependent on local policy.
- B. For the ELAR and Mathematics College Preparatory Courses, a student earning a grade of 70 or above in a particular course will demonstrate successful completion in the course and will be eligible to enroll in an entry-level college level English composition or Mathematics course.
- C. A student who successfully completes a college preparatory course under Texas Education Code §28.014 is exempt for a period of twelve (12) months from the date of high school graduation with respect to the content area of the course. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.
- D. Specific to the Mathematics College Preparatory Courses, assessments will comprise 80% of the final course grade with no single assessment weighted over 20%. If a School District allows students to re-

test, the score on this assessment must be at least 70.

9. **PROFESSIONAL DEVELOPMENT.** Appropriate School District high school faculty will meet regularly, at least one time per year with appropriate IHE faculty to ensure that College Preparatory Courses are aligned with the expectations of this MOU. IHE and School District will develop and provide professional development opportunities for the teachers responsible for the College Preparatory Courses.
10. **PROGRAM EVALUATION.** School District and IHE will develop a plan for the evaluation of the College Preparatory Courses to be completed each year of the MOU. The evaluation will include, but is not limited to, disaggregated attendance and retention rates, satisfactory progress in the College Preparatory Courses, state assessment results, SAT/ACT, TSI readiness, qualification of College Preparatory Courses' instructors, and adequate progress toward the college-readiness of the students in the College Preparatory Courses.
11. **TRANSCRIPTION OF CREDIT.** Transcription of high school credit and assessment results is the responsibility of School District. School District determines how the grades will be recorded in the high school transcript for GPA and ranking purposes. IHE and School District will use an agreed upon nomenclature for determining TSI-compliance for up to one year after high school graduation.
12. **AMENDMENTS/REVISIONS.** This MOU may only be amended by mutual written agreement of the parties.
13. **TERMINATION.** IHE reserves the right to terminate this MOU upon service of notice to School District sixty (60) days prior to the expiration of any academic term during the Term or Renewal Term of this MOU.

All communication to IHE and School District shall be given to:

IHE Contact:
Address:
Telephone:
Email:

School District Contact:
Address:
Telephone:
Email:

IN WITNESS WHEREOF, the Parties have caused this MOU to be signed by its duly authorized officer, to become effective as of the date stated above.

HOWARD COLLEGE:

By: _____
Signature Title Date

INDEPENDENT SCHOOL DISTRICT:

By: _____
Signature Title Date