



HIGHLAND COMMUNITY COLLEGE

April 28, 2022

Ms. Heather Walsh  
North Boone High School  
17823 Poplar Grove Road  
Poplar Grove, IL 61065

Ms. Walsh,

Thank you for your continued support of dual credit course offerings with Highland Community College. We are continually working to improve communication between Highland and the high schools with which we partner.

Enclosed is the 2021-2022 Dual Credit Agreement, 2022-2023 Dual Credit Proposal, and 2022-2023 Dual Credit MOU. Please sign and return the documents to us by **June 30, 2022**. Answering these questions now will allow us to begin the process of approving any new classes or instructors. It will also help us to prepare for any necessary placement testing and connect with the bookstore if materials are needed.

When we receive your signed documents, the President of Highland Community College will also sign the document. Once all signatures are obtained, you will be mailed a copy of the dual credit agreement.

As a reminder, Highland requires all dual credit instructors to attend a mandatory dual credit instructor meeting. More information will be shared this summer to ensure that adequate time is allotted for arrangements to be made for everyone to attend. The meeting is tentatively set for Thursday, August 18 at 4:00 pm via Zoom. This is in response to the Dual Credit Quality Act and ensures that dual credit instructors are kept up to date regarding curriculum, assessment of student learning, and HCC instructional practices. Dual credit instructors who teach agriculture courses will have the option to participate in an alternative training with Justin Ebert and Monica Pierce in lieu of the mandatory meeting.

Also, HLC Guidelines and the Dual Credit Quality Act require Highland to conduct classroom visits for the purpose of evaluating dual credit courses. Classroom visits will be conducted by appropriate Highland deans and faculty in conjunction with evaluations completed by a high school administrator. The purpose of these visits will be to ensure that the course standards and learning outcomes are being covered appropriately.

Once again, thank you so much for your cooperation in these matters. If you have any questions or would like to discuss offering more dual credit opportunities to your students, please feel free to email me at [sam.schaible@highland.edu](mailto:sam.schaible@highland.edu).

Sincerely,

Sam Schaible  
Coordinator, Outreach and Dual Credit

## **Dual Credit Memorandum of Understanding between Highland Community College and North Boone School District**

This Memorandum of Understanding (“MOU” or “Agreement”) is entered into this 1st day of August, 2022 between North Boone School District (“School District”), located at 17823 Poplar Grove Road, Poplar Grove, IL 61065 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the “Parties”).

**WHEREAS**, School District and Highland Community College working together would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit; and

**WHEREAS**, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

**WHEREAS**, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

**NOW, THEREFORE**, it is hereby agreed by and between the Parties as follows:

1. School District and Highland Community College will, each school year, make available to eligible students participating in the agreed upon “dual credit courses,” as listed on the Dual Credit Proposal which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before August 1, 2022 and made available to students within School District.
2. All dual credit courses shall be taught by qualified School District Instructors (“School District Dual Credit Instructors”) or Highland Community College Instructors during the academic year. Highland Community College’s faculty credential qualifications to teach require submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach.
3. All dual credit courses shall be taught at the School District’s campuses or at Highland Community College or delivered through alternative delivery methods.
4. Establish a collaborative process and criteria by which a school district and a community college district shall work to ensure that individual students with disabilities have access to dual credit courses, provided that those students are able to meet the criteria for entry into a dual credit course, and communicate about a student’s progress. Qualified students shall have access to the supplementary aids and accommodations included in the student's individualized education program under Article 14 of the School Code or Section 504 plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on a high school campus, in accordance with established practices at the high school for providing these services. A student who accesses a dual credit course on a community college campus shall have access to supplementary aids and accommodations provided in the partnership agreement, including access to the community college's disability services.

5. It is further agreed upon by the Parties that School District, on an annual basis, will:
- a. Verify that School District Dual Credit Instructors submit an updated syllabus and learning outcomes for their dual credit course(s);
  - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit completed student enrollment forms and the attached Dual Credit/Dual Enrollment Agreement;
  - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College's placement requirements necessary for each class, which may include English, reading, and/or mathematics, prior to registering for a class, if applicable;
  - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;
  - e. Upon request, send Highland Community College an initial roster, by August 15th for the fall semester and January 15th for the spring semester;
  - f. Ensure that School District Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by School District and Highland Community College;
  - g. If School District chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
  - h. Be responsible for School District Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
  - i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the School District Dual Credit Instructor. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any school district instructor's performance evaluation under Article 24A of the School Code;
  - j. Require all School District Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix A which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
  - k. Attend an annual mandatory orientation meeting between the School District and Highland Community College to discuss dual credit processes and procedures;
  - l. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;

- m. Ensure that unqualified students (those students who do not meet all the course eligibility prerequisites) are not allowed to enroll in the same section with qualified students. All students in the dual credit section must meet Highland Community College prerequisites;
- n. Participate in Highland Community College's periodic assessment of student learning activities;
- o. School District Dual Credit Instructors must be qualified to deliver dual credit instruction in compliance with ICCB and the Higher Learning Commission ("HLC").
- p. Provide associated instructional costs such as instructional materials and supplies, as needed.
- q. If the School District cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for expenses associated with their proposed instructional delivery of the dual credit course at the School District.
- r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program. Students will sign FERPA release on student enrollment form to authorize the release and exchange of grades between Highland Community College and School District. Students will also sign FERPA release to authorize Accuplacer test scores and/or qualification status for college-level courses between Highland Community College and School.
- s. Highland Community College is authorized to administer surveys, as appropriate to the minor status of the student, and utilize other data collection methods in dual credit classes for the purposes of reporting to federal, state, and grant agencies and for the assessment of programs and services.

6. It is agreed by the Parties that Highland Community College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in the Dual Credit Proposal;
- c. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
- d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the School District Dual Credit Instructor;
- e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the School District Dual Credit Instructor and District Administration;
- f. Provide the School District with all appropriate forms including, but not limited to, a copy of the academic calendar, enrollment forms, certified class lists, and final grade reports;
- g. Provide appropriate placement testing to participating students, as required;

- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
  - i. In instances when a Highland Community College instructor is teaching the course, Highland will provide the School District with the final grade for each participating student at the end of the semester;
  - j. Review this MOU annually for accuracy; and
  - k. Host an annual orientation meeting between the School District and College to discuss dual credit matters.
7. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
8. *This Agreement may be terminated by mutual agreement of the parties upon 30 days' notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.*
9. This agreement will be in effect for the 2022-2023 school year.

\_\_\_\_\_

\_\_\_\_\_

High School Superintendent                              Date

\_\_\_\_\_

\_\_\_\_\_

Highland Community College President                              Date

\_\_\_\_\_

\_\_\_\_\_

Board of Education    Date

\_\_\_\_\_

\_\_\_\_\_

Highland Community College Board of Trustees                              Date

## Appendix A

### Dual Credit Roster & Grading Procedures

1. High School Dual Credit Instructor sends signed and dated summary class list from their ROAR account to HCC by the College's posted summary class list date. HCC makes class list adjustments based on the submitted summary class list.
2. High School Dual Credit Instructor will enter midterm grades electronically into their ROAR account by the HCC's posted midterm grading deadline. HCC will make any necessary class list adjustments.
3. High School Dual Credit Instructor will send any "Withdrawal" forms to HCC. The Withdraw form can be a Student or an Instructor Initiated form. Forms must be submitted by the posted HCC's Withdrawal deadline. HCC will make adjustments to the class list.
4. High School Dual Credit Instructors will enter final grades electronically into their ROAR account by HCC posted final grading deadline.



# HIGHLAND COMMUNITY COLLEGE

HIGHLAND COMMUNITY COLLEGE  
DUAL CREDIT AGREEMENT WITH

North Boone High School

2021-2022 School Year

**STATEMENT OF INTENT FOR 'NOT FOR PAYMENT' CAREER & TECHNICAL EDUCATION COURSES**

The purpose of this Dual Credit Agreement is to provide a mechanism which, under the guidelines and directives of the Illinois Community College Board, will allow high school students to enroll in and attend college course(s) at Highland Community College or their home school, thereby simultaneously earning high school and college credits at no charge to the school or student. Teachers will be responsible for all necessary paperwork including but not limited to mid-term and final grade reports.

North Boone High School course		Highland Community College course	CRN/Section
Ag Business Management (Kastning)	is equivalent to	AGOC 124 – Intro to Agribusiness	3823 GDQ/ 3824 DQG

**PARTICIPATING INSTITUTIONS**

We, the undersigned representatives of the listed institutions, agree to the terms of this Dual Credit Agreement.

HIGHLAND COMMUNITY COLLEGE

SCHOOL DISTRICT

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Superintendent/Principal)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

If you have questions concerning the courses listed above, please contact Sam Schaible at [sam.schaible@highland.edu](mailto:sam.schaible@highland.edu).



**HIGHLAND COMMUNITY COLLEGE  
2022-2023 HCC Dual Credit with North Boone High School**

*Please review and complete this form. Your input is imperative to successfully processing and offering dual credit to the students of your school. Your prompt and thorough response will give us the best possible knowledge going forward.*

1. Please complete the chart below to indicate whether the course will be offered. If it will be offered, please also indicate when the course will be offered in 2022-2023. If the teacher will change, please mark that.

Course	Offered? (Yes/No)	Returning Teacher	New Teacher? (Name)	Fall, Spring, or Yearlong?	Schedule (Days & Times - Not Periods)	Notes
Ag Business Management (AGOC 124)	yes	Kastning	NO	Yearlong	Monday - Friday	No prereq No tuition

2. Please list any previously offered classes, not shown above, that will be offered again in 2022-2023. Include class name, teacher, and time of year.

N/A

3. Please list any new classes/instructors that you will have or hope to have.

N/A

4. Would you like/need to order books from our bookstore? Yes  No

If Yes, for which class and how many? \_\_\_\_\_

For each class, please list the book that is being used:

Ag Business Management ICEV online Curriculum



5. Do you need any placement testing? Yes \_\_\_\_\_ No

If Yes, when would you like this done? Is there a preferred time period for testing?

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High School Principal/Superintendent Approval

Mark Schromm Date 6/7/2022

Please confirm by **June 30, 2022** and send back in the enclosed envelope.