

ATTACHMENT NO. X-E: 2020-2021 Dual Credit Proposal

Suggested Motion: Move to approve the Dual Credit Proposal and MOU for Highland Community College

Recommended Action: Approve the motion.

Cindy Kastning has been coordinating with Highland Community College and the state Agriculture Education Department to align one of our high school agriculture courses to meet both Highland's and the state's requirements. With the board's approval, North Boone High School students will earn dual-credit from Highland Community College in Agricultural Business.

Please see attached 2020-2021 Dual Credit Proposal, 2020-2021 LTO MOU and Cover Letter.

Highland's Student Services team is currently working through the logistics of how to placement test, advise and register students as efficiently as possible in an online setting.



HIGHLAND COMMUNITY COLLEGE
HCC Dual Credit with North Boone High School

April 7, 2020

Mr. Jacob Hubert
North Boone High School
17823 Poplar Grove Road
Poplar Grove, IL 61065

Mr. Hubert,

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. With that in mind, we would like to begin preparing for the upcoming 2020-2021 school year.

Additionally, Highland recently became a recipient of the Linking Talent with Opportunity Grant (LTO), which is the single largest grant in the history of the Community Foundation of Northern Illinois's Community Grants Program. Because of this grant, we are able to further enhance our partnership to develop new pathways with built-in dual credit opportunities so that students will graduate from high school even more prepared to start college or a career in their selected pathway.

Attached to this email, you will find the **2020-2021 Dual Credit Proposal** and **2020-2021 Linking Talent with Opportunity Grant Memorandum of Understanding (LTO MOU)** between North Boone High School and HCC. The details you provide in these forms are necessary to move forward with the process of approving any new classes or instructors as well registering your students. It will also help us to prepare for any necessary placement testing. These documents must be updated annually based on terms set by the grant, the College and the state of Illinois.

After you have completed the forms, please sign and return them to me via email on or before May 15, 2020. When we receive your signed documentation, the President of HCC will also sign the LTO MOU and you will be mailed copy. If there are changes after you submit any of the forms, please let me know as soon as you can.

As a reminder, Highland requires all dual credit instructors submit an updated syllabus for each of their course offerings for the 2020-2021 school year. Each semester, we require an updated syllabus to be filed with the exception of yearlong courses; yearlong courses need only submit one syllabus. It is imperative that instructors include the Program Outcomes as directed by HLC in their syllabi. Program Outcomes can be found online at <https://highland.edu/academics/>. Select the appropriate program under the list of Academic Programs and then click on Program Outcome.

Thank you so much for your cooperation as we continue the effort to reach the everchanging demands of our students and communities. If you have any questions, please contact me at sam.schaible@highland.edu. As always, please contact us if you have any questions.

Sincerely,

Sam Schaible

Sam Schaible
Coordinator, Outreach and Dual Credit



**HIGHLAND COMMUNITY COLLEGE
2020-2021 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 2020-2021. 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)	Pending Approval					No prereq No tuition

2. Please list any previously offered classes, not shown above, that will be offered again in 2020-2021. Include class name, teacher, and time of year.

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

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 _____

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?

High School Principal/Superintendent Approval

_____ Date _____

Please confirm by **May 15, 2020** and send back in the enclosed envelope.

Linking Talent with Opportunity Program (“LTO”) 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, 2020 between North Boone School District (“School District”), located at 17823 Poplar Grove Rd, Poplar Grove, Illinois 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 through the “Linking Talent with Opportunity” Program (hereinafter “LTO”); 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 LTO Program agreed upon “dual credit courses,” as listed in Appendix A 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 **April 15, 2020** 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 in some cases Highland Community College Instructors during the academic year.
3. All dual credit courses shall be taught at the School District’s campuses or in some cases at Highland Community College or delivered through alternative delivery methods.
4. It is further agreed upon by the Parties that School District, on an annual basis, will:
 - a. Verify that School District Dual Credit Instructors meet Highland Community College’s faculty credential qualifications to teach by 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;
 - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit a completed student enrollment form and the 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 April 15 for the fall semester and October 15 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 and Administration. 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 B 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. Provide at their cost a School District Dual Credit Instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
- 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.

5. 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 Appendix A;
- 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, registration 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.

6. 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.

7. *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.*

8. This agreement will be in effect for the 2020-2021 school year

High School Superintendent Date

Highland Community College President Date

Board of Education Date

Highland Community College Board of Trustees Date

779255v2

Appendix A Dual Credit Courses

The following Highland Community College courses will be offered at North Boone School District as dual credit effective during this agreement: (courses listed here)

Appendix B 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.