



# ALAMO COLLEGES DISTRICT Palo Alto College

## High School Programs Course Agreement

In compliance with the *Texas Administrative Code, §4.84, Institutional Agreements*, all high schools of the \_\_\_\_\_ **ISD/Private High School** (herein called High School) and Palo Alto College (herein called College) in partnership have agreed to the following concerning:

**College Course Subject and Number(s) e.g. ENGL 1302:** \_\_\_\_\_ and

**Dual Credit for High School Course(s):** \_\_\_\_\_

PEIMS # (optional): \_\_\_\_\_

**Course Agreement Cycle:** 2021-2024

### COLLEGE DISCIPLINE SECTION

- The textbook/material(s) has been approved by the College as comparable to the college-level textbook/material(s). The high school will have the required materials to cover curriculum in the classroom, as outlined in the Memorandum of Understanding (MOU) and in the attached College Course Syllabus.

Textbook/material(s) information:

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**Please select if applicable.**

- This subject(s) will have Instructional Materials charges applied to some or all CRNs created during schedule build. The Instructional Materials charges will be charged to each student enrolled; however, the student will not be held liable for the charges incurred, as the school district will be invoiced by the Alamo Colleges District for the fees. An invoice will be generated and distributed to the High School after Census per part of term per semester. The College will identify the CRNs with the IM charges and notify the High School.

The textbook/material(s) for courses delivered by the College are on a three-year cycle that may interfere with this agreement. Written notification will be provided by the College Department Chair to the College's Office of High School Programs when a change occurs with textbook/material requirements by the end of the last week April for the Fall semester and by the end of the last week in October for Spring semester. The College's Office of High School Programs will provide written notification to the School District about the change in textbook/material requirements by the end of the last week April for the Fall semester and by the end of the last week October for Spring semester.



# ALAMO COLLEGES DISTRICT Palo Alto College

## High School Programs Course Agreement

The Instructional Materials (IM) charges applied to subjects delivered by the College cannot be removed from individual student records if dual credit students are enrolled with regular college students. Therefore, the School District will be invoiced for each enrolled student in courses with IM charges delivered by the College regardless of the instructional method. Prices vary per subject and possibly per CRN built for the subject depending on the College's program needs for the subject in question.

### Summer Opportunity

During the Summer Opportunity, when courses are taken at the College facility or online with a College Instructor, all forms of classroom materials used by the College will be specified by the respective course section including all respective charges, as applicable.

II. This subject will award the following type of credit:

#### Early College High School/Dual Credit/Alamo Academies/Phoenix:

- a.  <sup>1</sup>Transfer credit which is a requirement in an Alamo College's degree and part of the core curriculum requirements
- b.  Foreign Language Credit
- c.  Career/technical credit which is a requirement in an Alamo College's certificate and/or an AAS degree
- d.  Academic credit which is a requirement in an Alamo College's degree but not required of the core curriculum

<sup>1</sup>Transfer credit. The College's reference to transfer credit complies with the *Texas Administrative Code, §4.24, Transfer of Credit, Core Curriculum and Field of Study Curricula*. Although the course listed in this agreement is transferable among public institutions and may be substituted for the equivalent course at the receiving institution, the rule allows the receiving institution to determine the applicability of transferred courses for specific programs. Additionally, this rule applies specifically to academic courses and degree programs, and does not apply to applied science courses or applied science degree programs.



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## High School Programs Course Agreement

### FACULTY QUALIFICATIONS AND REQUIREMENTS

- III. Dual Credit faculty shall be hired by the College through the Dual Credit adjunct hiring process before the course begins. Faculty must meet the hiring criteria set forth in Alamo Colleges Board Policy, D.2.3.2 (Procedure) Faculty and Department Chair Positions. Those requirements may be supplemented with criteria established by the college program and/or appropriate professional, regional, and national accrediting agencies. The high school must immediately notify the college of any personnel changes to allow for appropriate credentialing.
- a.  For general education courses in the arts and sciences: master's degree, doctorate, or other terminal degree, with a minimum of 18 graduate semester hours in the teaching discipline.
  - b.  For career/technical courses: academic preparation and 3 years of applicable work experience should be obtained, typically a combination of an appropriate degree with appropriate work experience. A master's degree is required for faculty teaching courses where college transfer is a goal or where substantial numbers of students transfer to senior institutions.

### Faculty Responsibility

The grading criterion for the course meets the requirements of the college and are included in the attached College Course Syllabus.

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Faculty development/requirements to teach this course include:

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Regular evaluation of the course, in accordance with the College Faculty Evaluation Procedures, will consist of the following, at a minimum:

- a. Completion of Concourse syllabus as per Code (TAC) Title 19, Part 1, Chapter 4, Subchapter N, Rules 4.225-4.229 and Title 19, Part 1, Chapter 4, Subchapter E, Rules 4.101-4.104. The syllabus must include the course grading policy. The Concourse syllabus is the syllabus of record for that class.
- b. Student Surveys each semester in each class
- c. Classroom Observations as defined in the Faculty Evaluation Procedures
- d. Confirm accuracy of student rosters prior to census date and send confirmation to Department Chair and Office of High School Programs
- e. Post midterm and final grades in ACES by established deadlines
- f. Maintain records of student attendance and grades
- g. Complete professional development assigned by the College
- h. Participate in program assessment validation
- i. Review and respond to correspondence in ACES email account on a weekly basis

Adjunct faculty members accrue no tenure rights and are not guaranteed any employment beyond the semester for which they are employed as listed in Alamo Colleges District Board Procedure D.2.5.1.

Colleges may have specific requirements needed for faculty evaluation.

Additional College Requirements:

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### STUDENT ELIGIBILITY REQUIREMENTS

IV. The eligibility requirements (basic skills prerequisites, college credit prerequisites and assessment placement score requirements) for enrollment in the subject are:

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### ISD/HIGH SCHOOL - CLASS COMPOSITION

#### V. The class will be held (check all that apply):

- a.  At the high school.
- b.  At the college campus. The high school will arrange transportation, if applicable, to the college
- c.  Via Distance Learning with a College distance learning certified instructor.

#### VI. The syllabus, which includes the College Student Learning Outcomes (SLOs) is the official syllabus of record.

- a.  For courses delivered at the High School, the High School is responsible for ensuring the TEKS requirements for high school are met and the learning outcomes for college are included in the College Course Syllabus.
- b.  For courses delivered at the College, whether online or face to face, the syllabus will only include the learning outcomes of the college which are included in the attached College Course Syllabus. The High School is responsible for ensuring the TEKS requirements for high school are met.
- c.  For courses delivered at the High School and taught by a College instructor, the syllabus will only include the learning outcomes of the college which are included in the attached College Course Syllabus. The High School is responsible for ensuring the TEKS requirements for high school are met.

#### VII. The length of each individual section/class listed will be:

- a.  One semester
- b.  Two semesters
- c.  Other: \_\_\_\_\_



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**Per SACSCOC Dual Credit Policy and Texas Administrative Code §4.85 - Dual Credit Requirements, the classroom composition will consist of (check all that apply).**

- a.  Dual credit students only (for courses held at the high school campus or college campus).
  - b.  Dual credit students and AP students.
  - c.  Dual credit students and Pre-AP students.
  - d.  Dual credit students and high school credit-only students - The course involved is required for completion under the Texas Education Agency applicable graduation plans and the high school is otherwise unable to offer the course.
  - e.  Dual credit students and regular college students on the college campus.
  - f.  A distance learning course with regular college students and dual credit students.
  - g.  A distance learning course with dual credit students only (for courses held at the high school campus or college campus).
  - h.  A mix of all High School Programs student types, whether face to face or online.
- VIII. A College Course Syllabus with course description, textbooks, and student learning outcomes is attached.

**Agreement is for three academic years from start of term listed at the top of this document. Request for review and revision may be made by either party during the three-academic year period. Any revision must be accompanied with a revised syllabus.**



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\_\_\_\_\_  
High School Chair/Dean/Curriculum Specialist      Date

\_\_\_\_\_  
High School Financial Representative

Enter the complete, correct email address of your ISD  
Financial representative (The signer of Course  
Agreements as designated by your ISD)

\_\_\_\_\_  
College Department Chair      Date

\_\_\_\_\_  
College Dean      Date

\_\_\_\_\_  
Vice President of Academic Success      Date