

Cover Sheet for Submission of Substantive Changes Requiring Approval

COMPLETE ONE FORM PER PROSPECTUS OR APPLICATION SUBMITTED.

For questions about this form, contact the Substantive Change Office at 404.679.4501, ext. 4526, or email Dr. Kevin Sightler at ksightler@sacscoc.org

Complete, attach to submission, and send to:
 Dr. Belle Wheelan, President
 Southern Association of Colleges and Schools
 Commission on Colleges
 1866 Southern Lane
 Decatur, GA 30033

OFFICIAL NAME OF INSTITUTION

MAIN CAMPUS CITY + STATE (OR NON-U.S. COUNTRY)

SUBMISSION DATE
(MM/DD/YYYY)

INTENDED STARTING
DATE (MM/YYYY)

Type of change (check the appropriate boxes)

New program at the current degree level that is a significant departure from current programs

FULL NAME OF PROPOSED PROGRAM (E.G., CERTIFICATE IN CYBER SECURITY, BACHELOR OF SCIENCE IN CIVIL ENGINEERING)

New off-campus instructional site where 50% or more of a program's credits are offered

SITE NAME

CITY

STATE

STREET ADDRESS

ZIP

COUNTRY

Will the site be a **branch campus?** (see Substantive Change Policy, p. 16, for definition) Yes No

Distance delivery: approval of the institution to offer 50% or more of programs electronically for the first time

Competency-based educational program in which 50% or more of the credit is offered by direct assessment (see "Direct Assessment Competency-based Educational Programs" policy)

Closing a program, instructional site, or institution

Type of closure:

Program closure

Site closure

Institution closure

Degree Level Change (see Substantive Change Policy, p. 15, for definitions; for changes from Level III to IV and from Level V to VI, an Application is not required; contact Commission staff for guidance)

FROM LEVEL

TO LEVEL

TO OFFER (E.G., BACHELOR OF SCIENCE IN COMPUTER SCIENCE)

Merger / consolidation, program acquisition, or site acquisition

NAMES AND ACCREDITORS OF ALL INSTITUTIONS

DESCRIPTION

Change of governance, ownership, control, or legal status

NAMES AND ACCREDITORS OF ALL INSTITUTIONS

DESCRIPTION

Other (PLEASE DESCRIBE)

OFFICE USE ONLY

On sanction | date imposed: _____
 Sanction recently removed for CR 2.11.1
 or CS 3.10.1 | date removed: _____

Institutional ID

Automotive Technology Academy (Northeast ISD)
3736 Perrin Central, Bldg. #4
San Antonio, TX 78217

Poteet High School (Poteet ISD)
800 Leming Road
Poteet, TX 78065

ST. PHILIP'S COLLEGE

1800 Martin Luther King Drive, San Antonio, Texas 78203

SACSCOC Substantive Change Prospectus



Substantive Change Prospectus
for approval of new off-campus site

Prepared by St. Philip's College

Submitted to the Southern Association of Colleges and Schools
Commission on Colleges



August 30, 2017

Dr. Belle Wheelan, President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033

Dear Dr. Wheelan,

In accordance with the Southern Association of Colleges and Schools Commission on Colleges' *Principles of Accreditation: Foundations for Quality Enhancement*, St. Philip's College is pleased to request approval to offer students the opportunity to complete greater than 50% of the coursework required for a of Level 1 Certificate Brake and Front End Specialist at the following high school locations:

Automotive Technology Academy (Northeast ISD)
3736 Perrin Central, Bldg. #4
San Antonio, TX 78217

Poteet High School (Poteet ISD)
800 Leming Road
Poteet, TX 78065

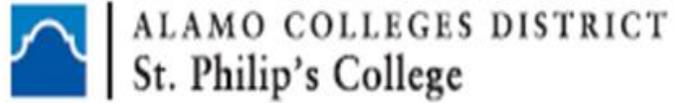
We anticipate that greater than 50% of the necessary coursework leading to the Level 1 Certificate Brake and Front End Specialist may be obtained by students beginning in the spring 2018 semester.

I look forward to continually working to ensure that St. Philip's College complies with all guidelines set forth by the Southern Association of Colleges and Schools Commission on Colleges. Please let me know if you have any questions or need any clarification.

Sincerely,

Adena Williams Loston, Ph.D.
President

c: Maria Hinojosa, Ed.D., SACSCOC Accreditation Liaison, St. Philips College



SUBSTANTIVE CHANGE PROSPECTUS
for approval of new off-campus sites where 50% or more course credits may be earned

Prepared by St. Philip's College

Submitted to the Southern Association of Colleges and Schools
Commission on Colleges

August 30, 2017

Contact for questions regarding the prospectus

Dr. Maria Hinojosa
 Director of Institutional Planning, Research and Effectiveness
 (210) 486-2897
 chinojosa32@alamo.edu

List Degrees the institution is authorized to grant

St. Philip’s College is authorized to grant the **Associate of Arts**.

St. Philip’s College is authorized to grant the **Associate of Arts in Teaching**.

St. Philip’s College is authorized to grant the **Associate of Science**.

St. Philip’s College is authorized to grant the **Associate of Applied Science** degree in the following areas:

Accounting Technology	Electrical Trades
Administrative Office Technology	Electronics Technology, Instrumentation
Advanced Manufacturing Technology	General Motors Automotive Service Educational Program
Air Conditioning and Heating	Health Information Technology - Health Management with Allied Health Technical Specialties
Aircraft Technician Airframe	Health Information Technology
Aircraft Technician Powerplant	Hospitality Management
Automotive Technology - Option II Ford	Hotel Management
Automotive Technology	Information Assurance and Cybersecurity
Baking and Pastry Arts	Invasive Cardiovascular Technology
Biomedical Equipment Technology	Manufacturing Operations Technician
Business Management and Technology	Medical Laboratory Technician
CNC Manufacturing Technician	Network Administrator
Collision/Refinishing Technician	Nursing: Career Mobility – LVN to RN/Military to RN
Computer Maintenance Technology with Network Cisco Specialization	Occupational Therapy Assistant
Computer Maintenance Technology	Physical Therapist Assistant
Construction Business Management	Power Generation and Alternative Energy
Construction Technology	Radiography Technologist
Culinary Arts	Refrigeration Technology
Diagnostic Medical Sonography	Respiratory Care Technology
Diesel Construction Equipment Technician	Restaurant Management
Diesel/Light to Heavy Truck Technology	Surgical Technology
Early Childhood and Family Studies	Vision Care Technology
Early Childhood and Family Studies – Specialization in Accreditation Leadership	Web and Mobile Developer

Early Childhood and Family Studies Specialization in Language and Literacy Preschool	Welder/Welding Technologist
--	-----------------------------

St. Philip's offers the following Fields of Study (FOS):

- Associate of Arts in Teaching, Teacher Certification: 7-12, and Other EC-12
- Associate of Arts in Teaching, Teacher Certification: EC-6, 4-8, EC-12, and Special Education
- Business
- Computer Science
- Criminal Justice
- Mechanical Engineering (Voluntary Transfer Compact)
- Music
- Speech Communication

St. Philip's College is authorized to grant **Level 1 Certificates** in the following areas:

Administrative Office Assistant Technology	GM ASEP Level 1
Air Conditioning and Heating	Hospitality Management Fundamentals
Aircraft Structures Mechanic	Hotel Limited Service Property Management
Aircraft Turbine Mechanic	Inert Gas GTAW/GMAW Welder
Automotive Heating and Air Conditioning Specialist	Information Assurance and Cybersecurity
Automotive Performance Specialist	Machinist/Machine Technologist
Automotive Technology	Manufacturing Operations Maintenance Mechanic
Baking Principles	Manufacturing Skills Trade Helper
Brake and Front End Specialist	MCSE: Server Infrastructure
Catering Management	Microsoft Office Specialist (MOS)
Cisco Systems Networking	Nurse Aide for Health Care
CNC Operator	Payroll Clerk
Collision Technology	Plumber's Helper
Computer Maintenance with Cisco Specialization	Plumbing Trades
Construction Technology	Power Generation and Alternative Energy
Culinary Studies	Production Tool Operator/Maintenance Assistant
Diesel Heavy Equipment	Refinishing Technology
Diesel/Light to Heavy Duty Truck Technology Brake and Front End Specialist	Refrigeration
Diesel/Light to Heavy Truck Technology	Restaurant Supervision
Early Childhood Studies	Structural/Pipe Layout
Electrical Trades	Transmission Specialist
Entrepreneurship	Web and Mobile Developer
Ford Maintenance and Light-Duty Repair	

St. Philip's College is authorized to grant **Level 2 Certificates** in the following programs/majors:

- Aircraft Mechanic Airframe Certificate

- Aircraft Mechanic Power plant Certificate
- Histologic Technician Certificate
- Vocational Nursing Certificate

St. Philip’s College is authorized to grant **Occupational Skills Achievement Awards** in the following programs/majors:

***Occupational Skills Achievements (OSA)**

Aircraft Technology (OSA)	Customer Service Specialist (OSA)
Adobe Desktop Publishing (OSA)	Cyber First Responders (OSA)
Air Conditioning Systems - Installation (OSA)	Diesel/Light to Heavy Truck Technology Mechanic Helper I (OSA)
Air Conditioning Systems - Service (OSA)	Diesel/Light to Heavy Truck Technology Mechanic Helper II (OSA)
Android Application Developer (OSA)	Electronics Assistant (OSA)
Beginning Accounting Technician (OSA)	Human Patient Simulators (OSA)
Business Communications Specialist (OSA)	Microsoft Certified Technology Specialist Microsoft Exchange Server (OSA)
Certified Database Specialist (OSA)*	Power Generation and Alternative Energy (OSA)
Certified Legal Receptionist (OSA)	Project Management (OSA)
Certified Medical Receptionist (OSA)	Project Team Leader (OSA)
Cloud Computing (OSA)	Retail Management (OSA)
Community Leadership (OSA)	Social Media Specialist (OSA)
CompTIA A+ and Network+ Certification Preparation (OSA)	Web Designer Apprentice I (OSA)
CompTIA Linux+ Certification Preparation (OSA)	Web Designer Apprentice II (OSA)
CompTIA Security + Certification Preparation (OSA)	

Enhanced Skills Certificate

- Automotive Specialized Tuning and Enhancement Program, Enhanced Skills Certificate
- Computed Tomography Enhanced Skills Certificate
- Healthcare Technology Management Enhanced Skills Certificate
- Magnetic Resonance Imaging Enhanced Skills Certificate

List certificate, diploma and degree programs related to the proposed program

Level 1 Certificate Brake and Front End Specialist; See Appendix B for details.

List of existing approved 50% off-campus sites and their addresses

Name of Site	Physical Address (street, city, state, country) Do not include PO Boxes.	Courses and Programs
St. Philip’s College-Southwest Campus	800 Quintana Road San Antonio, TX 78211	General Academic Courses

Central Texas Technology Center (CTTC)	2189 FM 758 New Braunfels, TX 78130	General Academic and Vocational Courses
Workforce Center of Excellence – Alamo Academies	800 Quintana Road Building 8 San Antonio, TX 78211	Vocational Courses
Memorial Early College High School with St. Philip’s College	1419 N. Business IH-35 New Braunfels, TX 78130	General Academic Courses
Brackenridge Early College High School	4900 Eagleland Drive San Antonio, TX 78210	General Academic Courses
Seguin Early College High School	815 Lamar Street Seguin, TX 78155	General Academic Courses

TABLE OF CONTENTS

1. Abstract.....9

2. Determination of Need for Change/Relationship to Mission and Values/Planning and Approval.....9

3. Description of the Change.....12

4. Faculty.....15

5. Library and Learning Resources.....16

6. Student Support Services.....17

7. Physical Resources.....20

8. Financial Support.....21

9. Evaluation and Assessment.....22

10. Appendices

- Appendix A: Memorandum of Understanding
- Appendix B: Level 1 Certificate Brake and Front End Specialist requirements and proposed courses
- Appendix C: Faculty Roster Forms
- Appendix D: High School Library Resources/Electronic Databases
- Appendix E: Assessment and Student Learning Outcomes
- Appendix F: St. Philip’s College Scorecard, 2017-2018

ABSTRACT

St. Philip's College (SPC) Division of Applied Science and Technology respectfully requests approval to offer greater than 50% of the Level 1 Certificate Brake and Front End Specialist to our off-campus dual credit programs. The planned implementation for this change is the spring 2018 semester. Although students will not be able to achieve the Level 1 Certificate, as many as 15 hours of the Level 1 Certificate may be completed in four academic years. The enrollment of the first cohort (ongoing) will be approximately 20 students per high school campus. The courses in this program will be held at the following off-campus sites:

Automotive Technology Academy (Northeast ISD)

3736 Perrin Central, Bldg. #4
San Antonio, TX 78217

Poteet High School (Poteet ISD)

800 Leming Road
Poteet, TX 78065

The proposed dual credit course offerings program will serve the mandate from Texas state congressional leaders and meet a unique need in our service area. The program targets high school students who have an interest in acquiring college credit while pursuing a high school diploma. Not only will the successful completion of the dual credit courses reduce the time to complete a college degree and cost of higher education, this program provides an avenue for students who desire workforce training to forge a road to apprenticeship opportunities in the skilled trades.

Instructional delivery will be accomplished through a combination of face-to-face instruction offered at the high school(s) and online courses accessible through the College's website.

Institutional strengths that facilitate the offering of the proposed program

1. Over 100 years of experience offering quality educational opportunities
2. Diversity – Dual federal designations as a Historically Black College or University (HBCU) and a Hispanic Serving Institution (HSI)
3. Outcomes for educational programs are identified, assessed, and used to provide evidence of improvement
4. Cyclical and systemic Planning, Budgeting and Assessment (PBA) Cycle
5. Annual Strategic Planning and Unit Planning Process
6. Long and healthy history of dual enrollment offerings across the service area including those with the school districts addressed in this prospectus
7. Highly qualified and experienced staff and faculty (SACSCOC, Comprehensive Standard 3.7.1)
8. Strong and substantive faculty development programs
9. Information technology support
10. Nurturing and supportive environment for students

DETERMINATION OF NEED/RELATIONSHIP TO SPC MISSION

Background Information

St. Philip's College is the only community college in the nation federally designated as a Historically Black College (HBC) and a Hispanic-Serving Institution (HSI). St. Philip's College was founded in 1898 by the

Episcopal Church as a sewing school for young black girls in the San Antonio area. From these humble beginnings, through extreme financial challenges during the depression, desegregation and the civil rights movement in the 1950s and 1960s, massive expansion in the 1970s, and into the present, St. Philip's College has become a pillar in the community and often is referred to as "a point of pride in the community." Over the last 119 years and with the shift from parochial school to public institution, St. Philip's College has developed a culture that respects diversity, provides a nurturing and supportive environment for students, and guides students toward academic excellence as well as development of marketable job skills.

Key educational programs, offerings, and services at St. Philip's College include Associate Degree programs, Certificate programs, credit courses, and student support services. These educational programs, offerings, and services are vital for the institution to realize its vision and achieve its mission. St. Philip's College Mission Statement reads:

St. Philip's College, founded in 1898, is a comprehensive public community college whose mission is to empower our diverse student population through educational achievement and career readiness. As a Historically Black College and Hispanic Serving Institution, St. Philip's College is a vital facet of the community, responding to the needs of a population rich in ethnic, cultural, and socio-economic diversity. St. Philip's College creates an environment fostering excellence in academic and technical achievement while expanding its commitment to opportunity and access.

Helping students gain individual economic independence, as well as supporting the community by being responsive to workforce demands is at the heart of the St. Philip's College culture. The importance of Associate Degree programs in meeting the St. Philip's College mission is substantial. Earning an associate degree or taking credit courses allows students an affordable pathway to transfer to a 4-year institution and/or to enter the workforce with skills to earn a living.

Dual Credit at St. Philip's College was established in 1995. The program is designed so that all qualifying students have the opportunity to earn college credits – tuition free – while they are still in high school. In 2006, HB1 required school districts to implement a program under which students may earn the equivalent of at least 12 semester credit hours of college credit in high school. The Dual Credit program and course offerings have seen steady growth, and many students have experienced the benefit of accelerating their college education while simultaneously completing high school graduation requirements. As a Historically Black College (HBC) and Hispanic Serving Institution (HSI), St. Philip's College is committed to serving the traditionally underserved and at-risk student. Entering the Dual Credit agreement marries the ideology of the Dual Credit program with St. Philip's College's mission "to empower our diverse student population through educational achievement and career readiness."

St. Philip's College core competencies of quality instruction, student engagement, and community engagement are steeped within our mission. Quality instruction is an imperative for St. Philip's College to be able to effectively respond to the needs of business and industry. Business stakeholders and constituencies depend on St. Philip's College to provide a reliable workforce who is skillfully trained and intellectually ready to perform effectively on the job. Four-year colleges also depend on St. Philip's College to prepare students to transfer to their institutions academically equipped to achieve. The St. Philip's College external community depends on St. Philip's College to prepare residents for the workforce and academic opportunity.

Key St. Philip’s College Goals and Strategic Objectives

#	Goal	Strategic Objective
1	Student Success	Provide academic and student support and align labor market-based pathways to achieve student completion
2	Leadership	Provide opportunities for St. Philip’s College students and employees to develop as leaders
3	Performance Excellence	Continuously improve our employee, financial, technological, physical and other capacities to enhance efficiency and effectiveness
4	Reaffirmation	Successful submission of the decennial SACSCOC Response Reports and QEP Proposal

Expansion of St. Philip’s College’s dual credit partnerships supports Strategic Objective 1 and 2 in facilitating students’ opportunities to more easily reach their educational goals and provides a rigorous learning experience while allowing early access to higher education and an accelerated path to degree completion. Strategic Objective 3 facilitates partnerships with four-year universities and businesses that provide opportunities for students in the areas they wish to explore.

Coursework for the Level 1 Certificate Brake and Front End Specialist will be available to the following high schools: Automotive Technology Academy (Northeast Independent School District) and Poteet High School (Poteet Independent School District).

The Alamo Community College District Board of Trustees is the legal authority governing St. Philip’s College today. St. Philip’s College has authority under state law to offer courses in the eight county service area of the Alamo Community College District.

EDUCATION CODE
TITLE 3. HIGHER EDUCATION
SUBCHAPTER J. JUNIOR COLLEGE DISTRICT SERVICE AREAS

Sec. 130.161. DEFINITIONS. In this subchapter:

- (1) "Services" means the courses and programs described by Sections 130.0011 and 130.003(e)*
- (2) "Service area" means:*
 - (A) the territory within the boundaries of the taxing district of a junior college district; and*
 - (B) the territory outside the boundaries of the taxing district of a junior college district in which the junior college district provides services.*

Added by Acts 1995, 74th Leg., ch. 971, Sec. 1, eff. Sept. 1, 1995.

Sec. 130.162. ALAMO COMMUNITY COLLEGE DISTRICT SERVICE AREA. The service area of the Alamo Community College District includes the territory within:

- (1) Bexar, Bandera, Comal, Kendall, Kerr, and Wilson counties;*
- (2) Atascosa County, except the territory within the Pleasanton Independent School District; and*
- (3) Guadalupe County, except the territory within the San Marcos Consolidated Independent School District.*

Alamo Community College District (ACCD) Board of Trustees and St. Philip's College operate under the authority of the Texas Higher Education Coordinating Board (THECB), which supervises all Texas Junior College Districts.

The Dual Credit program at St. Philip's is under the leadership of the Dean of Arts and Sciences who has responsibility for the facilitation of the Associate of Arts degree. When Career and Technical courses are requested by our partnering ISD's the Dean of Arts and Sciences collaborates with the Dean of Applied Science and Technology to ensure the appropriate courses are aligned and offered. St. Philip's College's dedication to partnerships with area high schools is evidenced by faculty and staff awareness and participation dating from initial development. Dual Credit students are invited to attend on-campus events such as the President's Lecture Series and theatrical productions. Scheduling issues require that more college classes be offered at area high schools so students will have the opportunity to take advantage of this free program.

DESCRIPTION OF CHANGE

This change will allow the Dual Credit students to take the general education courses necessary to begin the requirements and program level outcomes for a Level 1 Certificate Brake and Front End Specialist from St. Philip's College, while attending courses at the following high schools:

Automotive Technology Academy (Northeast ISD)

3736 Perrin Central, Bldg. #4
San Antonio, TX 78217

Poteet High School (Poteet ISD)

800 Leming Road
Poteet, TX 78065

Students who take college level courses at the above-listed high schools have to meet the same requirements for admissions, curriculum, and graduation requirements as the general population of students who attend St. Philip's College. Students must meet the basic skill requirements and rigor for any college course they take, and must maintain a 2.0 GPA to graduate. Students enrolled in this program must meet the requirements to be enrolled according to the Memorandum of Understanding in place between St. Philip's College – ***Alamo Colleges District and each respective high school listed above.*** (See Appendix A).

Dual Credit courses at aforementioned high schools come under the supervision of the Dean of Arts and Sciences at St. Philip's College and receive support from the Dual Credit Program, also under the Dean of Arts and Sciences. The Dean, Director of High School Programs, and High School Program staff serve as the college liaisons to area high schools and provide support by facilitating student advising, registering students for classes, coordinating acquisition of textbooks, posting grades, ensuring transcript availability, and ensuring oversight of the faculty and curriculum through the department chairs. The Dean and Director also work with key personnel at St. Philip's College to help arrange support services for students such as Disability Services as well as access to library resources.

High School faculty at area high schools will be hired, if not currently employed, by their respective school districts. St. Philip's College reviews faculty credentials to assure all faculty meet SACSCOC and

local instructor credentialing requirements prior to teaching college level courses (Comprehensive Standard 3.7.1). Once confirmed by St. Philip’s College, faculty are considered adjunct faculty of St. Philip’s College and participate in training and information sessions as do all other St. Philip’s College adjuncts. Courses are taught with the same rigor as on-campus classes and students are assessed with the same student learning outcomes criteria as all other students attending St. Philip’s College.

General Education Student Learning Outcomes at St. Philip’s College are:

- Critical Thinking: Ability to use inquiry and analysis, evaluation and synthesis of information and creative thinking and innovation.
- Communication: Ability to develop, interpret and express ideas through effective written, oral and visual communication for various academic and professional contexts.
- Teamwork: Ability to work effectively with other to support a shared purpose or goal and consider different points of view.
- Social Responsibility: Ability to demonstrate intercultural competency, civic knowledge, and the ability to engage effectively in regional, national and global communities.
- Personal Responsibility: Ability to connect choices, actions and consequences to ethical decision-making.

Level 1 Certificate Brake and Front End Specialist are listed in Appendix B. Below is a proposal of courses students can take following SACSCOC approval and faculty vetting (Sample from Poteet High School; for full proposed courses list, see Appendix B):

Brake and Front End Specialist Level 1 Certificate	
2018-2019	
Fall	Spring
AUMT 1305: Intro. to Automotive Tech	AUMT 1316: Suspension and Steering
AUMT 1307: Electrical Systems	AUMT 1410: Automotive Brakes

St. Philip’s College adheres to the Carnegie Unit and the Student Hour definition of a credit hour as it applies today. A credit hour is the equivalent of one hour (50 minutes) of lecture time for a single student per week over the course of a semester, which is 16 weeks for St. Philip’s College. Dual Credit courses offered will follow the same credit hour requirements as all other St. Philip’s College courses. All two-year Community Colleges in the State of Texas are under the guidance of the Texas Higher Education Coordinating Board (THECB) and must adhere to their guidelines when offering credit courses, as governed by the Texas Legislature. For general academic courses, the Lower-Division Academic Course Guide Manual (ACGM) defines the rules and regulations for assigning a semester credit hour (SCH) to courses within the college’s program offerings.

All pre-approved courses listed in the Lower-Division Academic Course Guide Manual (ACGM) correspond to course designations of the Texas Common Course Numbering System (TCCNS). Each entry begins with a common course prefix and number. In some cases, there may be a list of courses. Beneath the course or list of courses, a brief description appears along with a line listing the 10-digit approval number for the course and information about maximum Student Contact Hours (SCH) per student, maximum Student Contact Hours per course, and maximum contact hours per course. St. Philip’s College is in compliance with the Lower-Division Academic Course Guide Manual (ACGM). The following is an excerpt from the Lower-Division Academic Course Guide Manual (ACGM), page 94:

ENGL 1301 Composition I

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective 95 rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Note: ENGL 1301 is a pre-requisite for all 2000-level literature courses.

Approval Number	23.1301.51 12
maximum SCH per student	3
maximum SCH per course	3
maximum contact hours per course	64

Learning Outcomes

Upon successful completion of this course, students will:

- 1. Demonstrate knowledge of individual and collaborative writing processes.*
- 2. Develop ideas with appropriate support and attribution.*
- 3. Write in a style appropriate to audience and purpose.*
- 4. Read, reflect, and respond critically to a variety of texts.*
- 5. Use edited American English in academic essays.*

Credit Hours

A traditional course offered for 48 contact hours of lecture over a 16-week semester will earn three semester credit hours and carry a 3 in the second digit of the common course number. In general, one semester credit hour is awarded per 16 contact hours of lecture instruction and one semester credit hour is awarded per 32 to 48 contact hours of laboratory instruction.

Prerequisites: Demonstrate College Readiness through appropriate placement scores and/or completion of developmental sequence in English and/or Reading.

Integrated Reading & Writing Basic Skills Prerequisite: [INRW 0420](#)

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

This course fulfills the Communication foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 23.0401.51 12

Career and Technical Education

In the state of Texas for the Career Technical Education (CTE) courses the Workforce Education Course Manuel (WECM) is the guide defines the rules and regulations for assigning semester credit hour (SCH) to courses within the college’s program offerings. The WECM is also the guide for standardized course

descriptions, end-of-course outcomes, as well as acceptable lecture and lab combinations that match the semester credit hours for each CTE course in the state of Texas.

The following is an excerpt from the online WECM resource provided by the Texas Higher Education Coordinating Board (THECB):

Introduction to Automotive Technology

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
47.0604	AUMT	1005	Introduction to Automotive Technology	Active	0	64	128
47.0604	AUMT	1305	Introduction to Automotive Technology	Active	3	64	96
47.0604	AUMT	1405	Introduction to Automotive Technology	Active	4	80	128

Course Level: Introductory

Course Description: An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance. May be taught manufacturer specific.

End-of-Course Outcomes: Utilize appropriate safety procedures; describe historical development and career information of the automotive industry; demonstrate safe, professional, and responsible work practices; demonstrate the proper use of shop equipment and tools; describe the eight Automotive Service Excellence (ASE) vehicle subsystems; use service information; and perform basic automotive maintenance.

Lab Recommended

CIP Code Description: 47.0604 (Automobile/Automotive Mechanics Technology/Technician)

Effective Date: September 1, 2016

St. Philip’s assigns a ratio of contact hours to Student Contact Hours for each course according to the parameters established by the Texas Higher Education College Board (THECB) as defined in the ACGM and the WECM. The college’s eCatalog provides access to all courses and uses the Texas Common Course Numbering System (TCCN) naming structure, identifies any prerequisites or basic skill requirements for the course, provides a description of the course and identifies the semester credit hours.

FACULTY

Faculty who will be teaching college-level courses in Dual Credit programs will meet SACSCOC credentialing guidelines and will be identified as adjunct faculty for St. Philip’s College. The majority of faculty will be employed as full-time teachers in their respective high school districts and will be assigned to teach at their respective high schools. Consequently, there will be minimal impact on faculty workload at St Philip’s College beyond the department chair’s oversight of adjuncts teaching at each high school. Adjunct faculty members at Dual Credit and Early College High Schools will be provided the same oversight as all St. Philip’s College adjunct faculty and will be expected to participate in

professional development opportunities and required college and department meetings. All adjuncts have access to professional development and attend events such as the All College Meeting, Fiesta of Teaching Technologies, Master Teacher Certification, Canvas training, and other required or optional activities. Faculty will be evaluated according to Alamo Colleges District's procedures. (See Appendix C for Faculty Roster Forms).

LIBRARY AND LEARNING RESOURCES

Students will have access to the same library services as any student attending St. Philip's College (SPC). Resources can be physically accessed in the St. Philip's College Center for Learning Resources (library) while the students are on the St. Philip's College campus, or through Internet access using the college's portal system - Alamo Colleges Educational Services (ACES) - or the College's website. In addition, students will have access to the library located at their respective high schools. The mission of the St. Philip's College Center for Learning Resources (CLR) is to provide an educational environment, which supports and enhances the instructional programs offered by the College, stimulates leadership, personal growth, and lifelong appreciation for learning while focusing on the importance of being responsible to a population rich in its ethnic, cultural, and socioeconomic diversity. Resources are available for faculty and staff to enhance classroom instruction and meet the needs of students, faculty, staff, and administrators.

The St. Philip's College Library has two locations. The main location is in the Center for Learning Resources (CLR) located at 1801 Martin Luther King Dr. The second location is at Southwest Campus, Building 1, located at 800 Quintana Rd. Both libraries feature quiet, comfortable study areas, including group and individual study rooms. They offer computers with Internet and software programs for student projects, email, and research. Photocopiers and printers are also provided, as well as rooms for library instruction and media viewing. Students may also check out iPads for in-library use. The Reference and Instruction librarians give tours and are available during operating hours for help with research and information literacy needs.

The Library's collections include books, music, CDs, videos, and DVDs, all of which may be checked out, as well as numerous print periodicals and reference materials for in-library use. If desired, videos may be viewed in the TV/DVD viewing room.

The library's web site provides patrons with quick online access to books, articles, and other media through the St. Philip's College online library catalog and electronic databases. As these tools are web-based, students can easily access library holdings and resources from any Academic College Library or from their home or high school through the library's web site.

Other resources found on the web site include general library information, library guides, and library-service request forms. St. Philip's College faculty may contact any Librarian or complete a request form to schedule bibliographic/library instruction.

The following resources are available to all students:

- St. Philip's College Library Catalog
- Electronic Databases
- InterLibrary Loan (ILL)
- Links to Other Libraries

For further assistance to students and their research related needs, the College provides:

- Anatomical Models
- Assistive Technology for Special Needs
- Computers with Microsoft Office and Internet
- Copy Machines
- Current Magazines and Periodicals
- Individual and Group Study Areas

St. Philip's College students can request information and research related needs through an online "Ask a Librarian" service. This service is available 24/7 for research assistance within 24 hours. In addition, there is a chat service available. Faculty and students can request library instruction training. Available to students are Library Guides compiled by the librarians to assist students with their research and provide subject-specific assistance and other helpful information. The College Learning Resources offers computers that are available for student projects, email, Internet browsing, and research.

ATA is a specialized training center in the Northeast ISD where students from district schools are able to take courses in Automotive Technology. While there is not a library at the training facility, NEISD high schools attended by ATA students include libraries at Churchill High School, Johnson High School, Lee High School, MacArthur High School, Madison High School, Reagan High School, and Roosevelt High School (Appendix D).

Poteet High School includes a library managed by a Library Resource Consultant. The library provides access to the St. Philip's College library as well as electronic databases and resources. (Appendix D).

STUDENT SUPPORT SERVICES

Students at each high school have access to support services while they are on campus and through the St. Philip's College website. St. Philip's College Mission Statement requires that the college empower our diverse student population through personal educational growth, ethical decision-making, career readiness, and community leadership. The support of students is a collaborative effort among the Divisions of Student Success, Academic Success, Interdisciplinary Programs, and the Department of Arts and Sciences. The administration of these entities works continuously to strengthen the services, programs, and activities for every student population served by the College: traditional/non-traditional, developmental/college-ready, dual credit, international, and distance education, to assure every student has the opportunity to "walk in their passion." For off-campus students, services can be accessed online or by phone.

St. Philip's eCatalog and the Student Services webpage are key resources for current students and provide detailed information about each of the support programs. The array of programs, services, and activities available to all students fall under the following headings:

- Registration
- Academic Assistance
- Academic Programs
- Financial Aid
- Campus Life

- Job, Family, or Personal Concerns

Services accessed by students most often are highlighted below.

Registration

The **Welcome Center** serves as a one-stop center that supports students transitioning into college. The Center is designed to help students receive assistance in all aspects of the admission and enrollment processes, including advising, assessment, counseling, financial aid, bursar's services, dual credit, and G.E.D. testing. The offices of Veterans' Affairs, Enrollment Management, and Financial Aid are located in the Welcome Center. Dual Credit and Early College High schools students and faculty will be encouraged to participate in any applicable service offerings.

Academic Assistance

The **Tutoring and Technology (TnT) Center** provides a range of student academic support services. These services include free professional and peer tutoring in more than fifteen subject areas, including Accounting, Biology, Calculus, Chemistry, English, History, Math, and Physics. All students, including online and off-campus students are able to access SMARThinking for tutoring assistance. SMARThinking is an online tutoring site available to students 24/7 through the Alamo Colleges Educational Services (ACES) portal, providing students with access to online tutors. The TnT Center is home to state-of-the-art equipment. Students use the assistive technology to explore new ways of accessing information and improve learning. Students can utilize Wi-Fi Wireless Internet access and numerous computers located throughout the Center. Students have access to a variety of software applications to assist them with their coursework.

Byrd Sanctuary is a free tutoring lab available exclusively to students at St. Philip's College to utilize throughout the entire academic year in order to succeed in their studies in the Natural Sciences. The Byrd delivers essential tutoring services to students in a motivational and stimulating environment with materials and study resources, to include the full breadth of Anatomy and Physiology models as well as a complete catalogue of textbooks.

MathWorld is an on-campus lab available to students who may be experiencing roadblocks as they progress through their math courses. In the lab, students have access to computer programs, such as MyMathLab and individuals that can assist with their math homework.

Rose R. Thomas Writing Center is a writing lab to assist students in their English and writing courses. The lab offers computerized instruction, guided by a staff of Instructional Skills Specialists. In addition to completing skills modules in writing, the staff conducts workshops that enhance student understanding of key writing concepts.

The Reading Lab at St. Philip's College provides students with the opportunity to work on their class work, receive tutoring, and participate in other instructional activities. Lab activities consist of computer and written programs focused on assisting students to gain valuable success skills and to enhance learning.

The **Disability Support Services** provides reasonable academic support to eligible students. The staff follows best practices to ensure students have access to the latest information and technologies. Students are provided with assistance through the registration process, Testing Accommodations (ex: extended time, quiet room, readers and/or scribes), Adaptive Technology and Equipment, and

Interpreter Services. At St. Philip's College, the goal is to create an accessible and effective learning environment where students with disabilities can complete their education and training. The Center provides reasonable academic support to eligible students to 'level the learning field.'

St. Philip's College subscribes to an intrusive, progressive **academic advising** model, which is a system of shared responsibility between students, faculty, and academic advisors. The goal of academic advising is to assist students in developing educational and career plans, provide opportunities for refining academic and life skills, provide accurate information about academic progression and degree requirements, assist in understanding academic policies and procedures, access campus resources to promote academic success, and enhance retention and success through developing personal interactions with faculty and staff. Academic advising at St. Philip's College seeks (a) to improve and expand faculty academic advising for all students across the college and (b) to unite assessment and advisement in support of developmental education and retention programs of the college. The advising process is composed of five steps to assist the student with their educational goal. These steps include (1) exploration of life goals, (2) exploration of educational/career goals, (3) selection of educational program, (4) selection of coursework, and (5) the scheduling of classes. Academic advisors assist students with navigating requirements of their degree program.

Academic Programs

To accommodate student needs, St. Philip's College provides a variety of course delivery modes and flexible class scheduling. In addition to traditional face-to-face courses, the College offers distance learning through Internet, hybrid, teleconference, clinical, internships, dual credit, and classes taught at remote locations. The myriad class offerings and delivery modes are available during day, evening and weekend hours to serve all learners. Student support services are also available online; local, off-campus, and distance learning students can take care of needs and issues without coming on campus. Chat rooms are available along with traditional email and phone support. The **Center for Distance Learning** provides resources to students currently enrolled or anticipating enrolling in coursework via distance education.

Campus Life

Student Life department supports the mission of the College by engaging students in activities to enhance the student's college experience. Students connect with the College by participating in activities, such as student organizations, campus and recreation activities, and social development activities. In addition, the department supports students by providing the following services: *bus cards, lockers, student laptops for personal use, and a student lounge/recreation area.*

Job, Family, or Personal Concerns

Career and Transfer Services Department provides current and former students with the necessary support, skills, and resources to assist them with choosing careers and obtaining employment and or long range educational goals while ensuring that the transition is a seamless process. The Career and Transfer Center provides students with comprehensive information on career and transfer opportunities. Career Exploration and Job Search Services assist students with identifying personal goals, interests, and abilities. Computerized job market information allows students to explore career options. The Career and Transfer Center staff eagerly assist students with information regarding criteria for admission, selectivity of specific colleges, on and off-campus housing, tuition, financial aid and scholarship information and when and where one can apply. College Fair Days, Graduation Audits, Arrange University and College Campus Visits, Transfer and Degree Advising, Tours to 4 College Catalogs.

The Career and Transfer Services Department also provides students with information on Joint Admission Agreements, Transfer Scholarships, and Transfer Equivalency Guides. Career development and the pursuit to increase one's knowledge is fundamentally a lifelong process geared toward the acquisition of skills, which will strengthen students' ability to live meaningful, enjoyable, and economically rewarding lives. Career and Transfer Services staff devotes to every individual the opportunity to discover, determine, and develop his/her way of life. Lastly, the Career and Transfer Services Department seeks to serve all students registered with the Center.

The **Student Health Center** is staffed with professionally trained and licensed nurses. The center seeks to inform and educate the campus community in the art of "staying well." The staff is readily available to respond and administer first aid to on-site emergency injuries and illnesses. A wide assortment of health-related services are available at the Health Center.

The mission of **Counseling Services** is to support student success by providing professional counselors who are available to discuss personal, social, educational, and psychological concerns. Counseling Services assist in student's adjustment to college life and contribute to their efforts in resolving issues that are vital to healthy emotional development, as well as necessary for coping with personal difficulties, issues, or crises. Counselors are also available to provide academic advising, support and scholastic intervention as needed. Counseling Services strives to collaborate with the college community to promote the personal, social, and mental well-being of students. Collaboration occurs through outreach services, classroom visits, topic-specific workshops, and consultation with faculty, staff, and administration. Counseling Services strives to enhance the practice of college counseling through promoting ethical and responsible professional practice, and fostering an accepting and inclusive campus culture which will value, affirm, and respect the differences among all members.

PHYSICAL RESOURCES

The location and physical description of each facility follows:

Automotive Technology Academy, 3736 Perrin Central, Bldg. #4, San Antonio, TX 78217

The Automotive Technology Academy (ATA) is a state-of-the-art high school program within North East ISD, where students are challenged to become lifelong learners in the ever-changing automotive industry. Students work with state-of-the-art equipment that prepares them with the skills and knowledge to pursue a post-secondary education or begin a career in the automotive industry.

NEISD maintains equipment at their facility, and the quality is comparable to those at SPC. The day-to-day operations of the facilities of ATA are managed by NEISD with oversight by SPC and will have minimal impact on existing programs and services at SPC. The Automotive Technology Academy (ATA) Program is one of the high school magnet programs located within the Northeast Independent School District (NEISD) in San Antonio at the Career & Technology Education Center. ATA students are trained in a state-of-the-art facility utilizing modern industrial equipment. The facility has over ten service bays where students are provided hands-on training. The diesel laboratory contains 3,300 square feet (220 sq. ft. tool room & 150 sq. ft. instructor office) with two stalls and 33 foot maintenance pit, and classrooms comprise 1,620 total square feet equipped with smart technology, dry-erase boards, and computer stations loaded with current automotive software programs. The facility includes:

- 5 student tool boxes and 1 instructor tool box— all equipped with NATEF hand tools

- 1 Hunter Heavy Duty Tire Changer
- 1 Hunter Heavy Duty Tire Balancer
- 1 Amatrol Two-Sided Hydraulics Trainer
- 1 Bendix Air Brake Trainer
- 1 Cummings Engine Fault Trainer
- 1 Diesel Parts Washer

The automotive technology program at NEISD was recently accredited by the National Automotive Technicians Education Foundation in Maintenance & Light Duty Repair and is a recognized AYES (Automotive Youth Educational Systems) program. The accreditation process included an on-site evaluation of the program curriculum, instructor qualifications, administrative support, facility, learning resources, counseling, essential tools and diagnostic equipment. The ATA program has an advisory committee that consists of business and education partners; at least one instructor in the automotive program at St. Philip's College is on their advisory committee. The automotive instructors that teach in the automotive program at the in the ATA program are certified Master Automotive Technicians. The ATA provides students with entry-level skills and has a student Internship program with local dealerships and independent garage owners in which students complete 320 hours of training at a job-site during the summer months between their junior and senior year.

Poteet High School, 800 Leming Road, Poteet, TX 78065

The Automotive Lab is approximately 1500 square feet, and the Automotive Classroom is approximately 100 square feet. The physical facility meets guidelines for Theory instruction and hands-on performance of all the basic tasks providing initial training for entry-level employment in the automotive service field or prepare the students for future training.

For tasks in Introduction to Automotive Technology, Automotive Brakes, Automotive Suspension and Steering and Automotive Electrical, Poteet High School Automotive Technology Department complies with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.

The impact the initial training provides for entry-level employment is second to none. When students leave the Poteet High School Automotive Technology Department, graduates are ready to go to work and be successful in the automotive industry.

Poteet ISD maintains equipment at their facility, and the quality is comparable to those at SPC. The day-to-day operations of the facilities of Poteet High School are managed by Poteet ISD with oversight by SPC and will have minimal impact on existing programs and services at SPC.

FINANCIAL SUPPORT

Financial support for each of the following high schools uses the same protocols for funding as any comprehensive high school in their respective districts: **Automotive Technology Academy and Poteet High School**. The Independent School Districts receives federal, state and local revenues and salaries of faculty and administrative personnel are funded by independent taxing districts.

St. Philip’s College does not provide financial support for the operation for each high school. Student tuition and fees are set by Alamo Colleges District and St. Philip’s College receives funding from the state based upon contact hour generation through enrollment in college courses. All institutional support expenditures for areas such as student services, IT, Dual Credit, and library services are budgeted within and absorbed by the respective departments/programs operational budgets.

Costs:

- Dean of Arts & Sciences \$91,000 at 5% = \$4,550
- Director of High School Programs \$89,019 at 5% = \$4,451
- Director of Student Support Services \$77,905 at 5% = \$3,895
- College Coordinator of High School Programs \$50,856 at 60% = \$30,514
- Automotive Faculty \$70,002.02 at 3% = \$2,100.06

All other associated costs are absorbed by the various departments as part of their normal cost of doing business.

The following table provides expenditures for St. Philip’s College for the academic year 2016-2017.

FY 16-17 Expenses by Functional Category	
Instruction	\$28,107,330
Academic Support	\$5,461,864
Student Services	\$5,998,689
Institutional Support	\$3,750,402
Public Services	\$144,444
Operations and Maintenance	\$37,497
Scholarships & Fellowships	\$0
Auxiliary	\$113,425
Transfers	\$653,425
Total	\$44,266,771

EVALUATION AND ASSESSMENT

St. Philip’s College uses integrated and cyclical processes for overall institutional assessment and improvement, including Strategic Planning as well as Operational Unit and Assessment Planning (OUAP). This process applies to all off-campus sites and locations. Additional institution-wide assessments that are specific to educational programs include Student Learning Outcomes Assessment and Instructional Unit Review. Collectively these approaches provide broad-based student, faculty, staff, and administrative participation in assessment activities that affect the whole college community.

Strategic Planning occurs as part of the College’s Good to Great (G2G) initiative and engages all employees who make decisions about human and/or financial resources as well as Faculty Senate, Staff Council, and Student Government representatives. Using these Good to Great sessions two times per year (more if needed), St. Philip’s College practices a cohesive and inclusive approach to college-wide assessment.

The **Dual Credit** and Early College High school courses offered are equivalent to those offered at St. Philip’s College; the procedures for systematic evaluation and assessment of instructional results,

including the process of monitoring and evaluating programs are the same. Educational content and student learning outcomes for the Associate of Arts Degree are identical. St. Philip's College assesses overall institutional effectiveness through the Planning, Budgeting and Assessment (PBA) Cycle. The goal of the intensive College-wide review process is to determine effectiveness of programs and services to support the College mission and goals and to identify opportunities for improvement. The Operation Unit and Assessment Planning (OUAP) component of this process is performed annually and affords departments the opportunity to regularly review data, including pertinent Key Performance Indicators such as graduation and transfer rates, perform environmental scanning, and research best practice.

St. Philip's College assesses student satisfaction of support programs and services using the national **Ruffalo Noel-Levitz Student Satisfaction Inventory (SSI)**, administered every *even* year, spring semester. The survey was issued in spring 2016 and will next be administered in 2018. The instrument helps to determine student perceptions of the College, including importance of and satisfaction with educational support programs and services. The SSI aggregates the survey questions and responses under eight scales: Academic Advising, Admissions and Financial Aid, Campus Climate, Campus Services, Instructional Effectiveness, Registration Effectiveness, Safety and Security, and Student Centeredness.

St. Philip's College also participates in a national survey focusing on student perception of teaching, learning, and retention in community colleges. The **Community College Survey of Student Engagement (CCSSE)** indicates that students perform better and are more satisfied at colleges that are committed to their success and that cultivate positive working and social relationships among groups on campus. The Community College Survey of Student Engagement (CCSSE) is administered each *odd* year, spring semester. The survey will be issued to students in spring 2019, having last been administered Spring 2017.

St. Philip's mission is to empower our diverse student population through personal educational growth, ethical decision-making, career readiness, and community leadership. The college has made great progress in analyzing, designing, developing, implementing, and evaluating its performance in all modes of instructional delivery. The Vice President of Academic Success (VPAS) oversees educational programs implemented by faculty and supporting departments. Using input from regulatory agencies, business and industry, students, educational institutions, and a scan of best practices, faculty design curriculum and learning environments based on best practices, engage in professional development, develop instructional strategies and assessments, implement new or enhanced instruction, assess instruction through formal processes, and make improvements based upon the evidence gained from the assessments to ensure quality output.

Key to the development of curriculum and teaching strategies is a definition of student learning outcomes. St. Philip's College adopts its **Institutional Student Learning Outcomes (ISLOs)** for educational programs from the Texas Higher Education Coordinating Board (THECB). Effective fall 2014, the Texas Higher Education Coordinating Board (THECB) promoted the following core objectives and competencies: Critical Thinking, Communication, Empirical and Quantitative Skills, Team Work, Social Responsibility, and Personal Responsibility. In conjunction with these core objectives, the College's Quality Enhancement Plan (QEP) assesses Ethical Decision Making. All of the competencies described in the Instructional Student Learning Outcomes (ISLOs) are embedded within the College's general education core. Instruction within the core contains educational experiences that help students achieve and demonstrate competency in all areas. The College uses the Educational Testing Service (ETS) Proficiency Profile test to measure Instructional Student Learning Outcomes (ISLOs), except critical thinking. Critical thinking measures are based upon the Quality Enhancement Plan Student Learning

Outcomes (QEP SLOs) assessment process that utilize faculty developed rubrics with specific skills identified and assessed.

Each educational program includes these competencies through the core curriculum requirements. This process assures students engage in learning activities that address all of the Instructional Student Learning Outcomes (ISLOs). (See Appendix E).

The college uses a **Scorecard** to tie goals, measures, benchmarks, supporting documentation and results in a consolidated format. It also provides trend data, which is used to inform targets for the next year. The scorecard makes it very easy to see where and how data is being used. For example, Quality Enhancement Plan (QEP) and Educational Testing Center (ETS) results influence our productive grade, employment, transfer, and licensure passage rates. They are also components of our overall performance excellence. Programs can use the scorecard to see how they are part of the college's overall performance and goals. (See Appendix F).

Appendix A: Memoranda of Understanding

NEISD High Schools

Poteet High School



ALAMO COLLEGES DISTRICT
St. Philip's College

To: Dr. Jo Carol Fabianke, Vice Chancellor of Academic Success
 Thru: Dr. Adena Williams Loston, President *Adena Williams Loston by AFH*
 Thru: Mr. Lacy Hampton, Vice President of College Services *Lacy Hampton*
 Thru: Mr. Randall Dawson, Interim Vice President of Academic Success *Randall Dawson 6/21/17*
 From: Mr. George Johnson, Interim Dean of Arts and Sciences *G 6/20/17*
 Date: June 19, 2017
 Re: Dual Credit MOU for Northeast ISD

-
- Please sign the attached Dual Credit MOU and return to Interim Dean Johnson.
 - The MOU will be sent from the Dean's office to Rosena Garcia at District Support Operations.
 - Ms. Garcia will present to the Vice Chancellor's office for Dr. Fabianke's signature.
 - Ms. Garcia will email the signed copy to SPC and Northeast ISD once Vice Chancellor Fabianke has signed.

VP Academic Success

RECEIVED JUN 20 2017

VPCS
RECEIVED
JUN 21 2017
RG
EMAILED
ARTS & SCIENCES
RECEIVED JUN 19 2017



**2017-2020
DUAL CREDIT MEMORANDUM OF UNDERSTANDING
BETWEEN
NORTH EAST ISD
AND
ST. PHILIP'S COLLEGE
ALAMO COLLEGES DISTRICT**

This Dual Credit Memorandum of Understanding ("MOU" or "Agreement") is entered into by and between ST. PHILIP'S COLLEGE (herein referred to as "the College"), a college of the ALAMO COMMUNITY COLLEGE DISTRICT (herein referred to as "Alamo Colleges District"), and the NORTH EAST ISD (herein referred to as the "School District"), a Texas Independent School District contracting on behalf of its High School(s) listed at the Alamo Colleges District High School Programs Website (<http://www.alamo.edu/hsprograms>) (herein collectively referred to as "School"), or a private or charter high school (hereinafter referred to as both "School" and "School District"), to facilitate the cooperation between the College and School in the provision of instruction of Dual Credit courses for their School. Each College and School are herein referred to as a "Party," and collectively as "Parties." The Parties enter into this Agreement under the general provisions of the Interlocal Cooperation Act, Texas Government Code Chapter 791.

TERM AND TERMINATION: This Agreement shall be in effect from the beginning of the School semester, August 2017, to the end of the academic year, June 2020. College shall have a right to initiate a negotiated revision of this MOU prior to the commencement of each of the Fall and Spring semesters during the term hereof. The College and School will complete an Annual Agreement as hereinafter specified. The Annual Dual Credit Timeline, located on the Alamo Colleges District High School Programs Website (<http://www.alamo.edu/hsprograms>) will define all deadlines for the actions defined in this agreement. The College and School reserve the right to terminate this Agreement upon service of written notice to the other party sixty (60) days prior to the expiration of any academic term.

ACADEMIC AGREEMENTS

1. **AGREEMENTS BETWEEN THE COLLEGE AND SCHOOL:** The Dual Credit program will function through three (3) documents: this MOU, a Course Agreement, and a College Enrollment Annual Agreement ("Annual Agreement"). Each School will have a college designated as its primary provider ("Primary College"). Where courses are offered by a College from the Alamo

Colleges District other than the Primary College, a separate MOU will be executed with each Secondary College. Primary and Secondary Colleges for each School will be shown on the Alamo Colleges District High School Programs Website (<http://www.alamo.edu/hsprograms>). This MOU and the Course Agreement will be in effect for three years, subject to amendment as herein provided. The Annual Agreement will be entered into online at <http://www.alamo.edu/hsprograms>. Certain specific responsibilities of the College and School are defined in **EXHIBIT A**, which is attached hereto and made a part hereof for all purposes, with deadlines defined in the Annual Timeline.

2. **ACADEMICS:** This MOU hereby incorporates, by reference, all Dual Credit requirements defined in the Texas Administrative Code (“TAC”) and the accreditation requirements established by the Southern Association of Colleges and Schools Commission on Colleges (herein referred to as “SACSCOC”), as such may be amended during its term.

Dual Credit courses may include, courses in the core curriculum listing available in the college catalog, a career and technical education / workforce course that applies to any certificate or associate degree, or a foreign language course. Dual Credit course schedules will be determined by the location of the course delivery, provided that the required contact hours and prerequisites must first be met. The School District will adjust its schedule as necessary to enable students to enroll in and attend the college-level courses provided by College. The School District and College will coordinate the testing requirements of the students to ensure students may take all required State examinations without penalty. Should a School choose to enroll students in courses taught at the College, it may be necessary for its students attending dual credit courses at the College to attend classes on days when the School District is closed (*e.g.*, different within-term holiday closures). During days when the two institutions are out of alignment on days of operation, and students must attend classes that are in session at the College site, the School District will provide at least one staff member with administrative authority to be available in case of emergency.

Semester grades and grading policies shall be outlined in each instructor’s course syllabus. Teachers will assign grades by the deadline defined in the Annual Timeline. Grades are awarded on a 4.0 scale at the College, and School will convert them to School letter grades according to its procedures.

According to Title 19 Texas Administrative Code § 4.85, students taking Dual Credit courses should have demonstrated college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative Assessment. Students must meet the basic skills requirements for the courses and programs defined by the colleges of the Alamo Colleges District. To continue in the College’s Dual Credit program, students must be in good standing as defined in the College catalog. Students who are not progressing to successful completion in any Dual Credit course will be counseled by the course instructor, the School and the College. Faculty will follow the College policies for Early Alert and grade posting. Students taking dual credit courses will be informed by the instructor of academic progress/grade status at the third week and at mid-semester. Students struggling to maintain a passing grade will be provided with options for the student’s successful completion or be advised by the instructor, the high school counselor, assigned high

school staff, and/or the College academic representative on consequences of withdrawing from the College course in order to minimize future problems related to admissions, financial aid, and scholarships. Students performing poorly in any Dual Credit course may be dropped from the college-level course prior to the drop deadline. Students enrolled following the drop deadline will receive the grade earned. Withdrawal from the College course does not result in a withdrawal from the high school course. Both the School staff and the designees from the College's Office of High School Programs are responsible for monitoring these actions.

Students may find appropriate resources to support their college experience at www.alamo.edu/hsprograms/student-resources. Students enrolled in High School Programs (Dual Credit, Early College High School or Alamo Academies) have access to services similar to traditional college students who have graduated from high school.

3. **COURSE AGREEMENTS:** Course Agreements will be developed by the College and the School District for each Dual Credit course taught, regardless of instructional site. Academic representatives from both the College and the School District will agree on alignment of college course outcomes and School District curriculum, including but not limited to, length of the course, whether the AP curriculum is appropriate for college-level course, and approved textbook(s) and instructional materials that will be supplied to students by the School District. The Course Agreement requirement for Dual Credit extends to designation of academic and workforce courses for Traditional Dual Credit, Early College High Schools ("ECHS") and the Alamo Area Academies. College, School District and School shall ensure that a Dual Credit course and the corresponding course offered at the School are equivalent. In collaboration, the academic representatives from both the College and the School will develop a Dual Credit syllabus satisfying requirements of both institutions to include: course identifying information, faculty qualifications, text(s), student learning outcomes, and performance measures.
 - A. Course Agreements will include any additional instructional requirements, any required faculty development/training, and the requirements for evaluation of teaching. A Course Agreement will be completed by the deadline designated in the yearly Dual Credit Timeline for any course. School shall agree on the Dual Credit courses offered at the School which will be listed on the Alamo Colleges District High School Programs website (<http://www.alamo.edu/hsprograms>). This list will be reviewed and revised prior to the beginning of each academic year. College and School will develop a timeline for completing a Course Agreement by the beginning of each Fall semester for each course currently offered as Dual Credit. All courses offered for Dual Credit must have an approved Course Agreement. The Course Agreement will be effective for three years unless either party requests a modification. For course sections taught at the School, the College will maintain the same instructional materials and editions for Dual Credit courses taught at the high school campus for a minimum of three years, unless otherwise specified in the applicable Course Agreement or as otherwise specified in the section hereof captioned "Instructional Materials." The adoption of any course materials, print or electronic, after a Course Agreement is signed will require an agreed and signed addendum.

- B. Course Agreements will identify those College programs requiring more frequent textbook cycles than the otherwise applicable three-year cycle. Refer to Section 10 - Instructional Materials where details related to the application of instructional materials fees and how these may be incurred by the School District as defined herein.
4. **COLLEGE ENROLLMENT ANNUAL AGREEMENT:** The Annual Agreement will list the courses offered each semester and will be finalized with the School by the date listed on the Annual Timeline. The student enrollment on census day will be the basis for compensation between the parties.
 5. **COMPOSITION OF DUAL CREDIT CLASSES:** Dual Credit designated courses offered on the School campus must be composed of Dual Credit students only, except as follows.

Exceptions for a mixed class that includes Dual Credit and high school credit-only students may be allowed only under one of the following conditions:

- A. If the course involved is required for completion under the State Board of Education Foundation High School Program or Distinguished Level of Achievement and/or Performance Acknowledgements graduation requirements, and the School involved is otherwise unable to offer such a course.
- B. If the high school credit-only students are simultaneously enrolled in a comparable College Board Advanced Placement course.
- C. If the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credit.

Students in Dual Credit, Early College High School or Alamo Academies enrolled in college courses with traditional College Students may be co-enrolled in the same sections only under the following conditions:

- A. The School does not have its own instructor meeting the qualifications defined in the Course Agreement.
 - B. Dual Credit and Early College High School (ECHS) students may be co-enrolled in either an ECHS high school designated class or a Dual Credit designated class per Course Agreement.
6. **IDENTIFYING AND ADMITTING DUAL CREDIT STUDENTS:** Each School will assume responsibility for providing information to potential Dual Credit students under the direction of the College. College may collaborate with the School to hold an information session at the School for potential students and their parents. College will work with School to identify classes to be offered from the Course Agreement list. Time frames for each process will be included in the Annual Timeline.
 7. **STUDENT ELIGIBILITY AND ENROLLMENT REQUIREMENTS:** Students meeting admission requirements by the deadlines defined by the College in the Annual Timeline may be accepted for Dual Credit courses. In compliance with the State-mandated STAAR and TSI Laws,

the Assessment Policy of the College, and the School requirements, students must meet the eligibility criteria and demonstrate the following academic prerequisites at the time of enrollment into the Dual Credit course(s):

- A. Achievement of the required basic skills prerequisites as defined for each course. Placement scores and course requirements can be viewed through the Alamo Colleges District High School Programs web site (<http://www.alamo.edu/hsprograms>).
- B. Achievement of appropriate School eligibility criteria and satisfactory completion of School Course(s).
- C. Must be in the ninth through twelfth grade as documented in the verification form.
- D. Must be in good standing as defined by the College catalog.
- E. School is responsible for ensuring all Dual Credit students have up-to-date bacterial meningitis documents on file per their records.

These requirements may be modified if the College's requirements are changed. School will be notified of any changes by the date designated on the Annual Timeline.

- 8. **STUDENT DATA SHARING.** While both Parties maintain information on shared students, each agree to share data not available to the other to ensure data integrity as both Parties use data for enrollment into courses, state reporting, financial matters, and other official business related to the High School Programs listed herein. Parties agree to share student information exclusively for those students who are shared in High School Programs. Parties agree to adhere to the confidentiality requirements set forth by the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g as implemented by 34 C.F.R. part 99 ("FERPA") and will encrypt the student data before it is transmitted electronically. The School District will transmit the student data to a secure location mutually agreed upon by both Parties. The College will retrieve and delete the student data from the secure location so as not to expose any sensitive student information. The student data retrieved from the School District will be entered into the Banner, the College's system of record, and used exclusively for official business pertaining to all High School Programs.
- 9. **SCHOOL OBLIGATION OF STUDENT ASSESSMENT.** If the School is authorized to administer the Texas Success Initiative (herein referred to as "TSI") approved assessment test, then the following requirements shall apply. If the School is not so qualified, then the School shall notify the College in writing of that non-qualification within 30 days after the completion of signature of this MOU.
 - A. School will perform on behalf of College the requirement of TSI Rule 4.55 (19 Texas Administration Code 4.55) that each test-taking student be provided pre-assessment activities ("Activities") that address, at a minimum, the defined Activities components in an effective and efficient manner, such as through workshops, orientations, and/or online modules. Upon request by the College, the School will provide the College an explanation of said Activities and how they are provided. By administering the approved assessment test, the School certifies that the student has been provided the Activities.

- B. The School shall administer a Texas Success Initiative (TSI) college placement exam to all prospective students, abiding by the rules set forth by the College Board to ensure compliance, to assess college readiness, provide students with appropriate academic advising, design individual instructional plans, and enable students to begin college courses based on their performance.
- C. The School shall implement a plan for TSI success, including academic preparation classes for accepted students and academic interventions for students who do not pass TSI, which interventions shall occur before retesting. The School shall report to the College the number of students who have currently passed each section of the TSI assessment. Results from TSI exams administered by the School District as a College Board approved test site will be submitted to the College in the required technical format that facilitates official delivery/receipt.
The School District will share the results from TSIA administered via ISD/College Board-approved-test-sites and submit to the College in the required technical format that facilitates official delivery/receipt. The TSIA scores will be electronically input into the College's official system of records. The College agrees to adhere to the confidentiality requirements set forth by the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g as implemented by 34 C.F.R. part 99 ("FERPA"). The College will use students' TSIA assessment score data exclusively for official business related to the dual credit program.

10. **INSTRUCTIONAL MATERIALS:** The School District will provide all course materials, including textbooks, instructional materials, syllabi, course packets, and other materials needed for enrollment in classes.

- A. For courses in which Dual Credit students are placed into traditional College classes at the College, the College selects the instructional materials required, and no maintenance period is committed. Notwithstanding anything appearing elsewhere herein to the contrary, for courses taught on the College campus in which Dual Credit students are placed into traditional College classes with non-Dual Credit students, whether face-to-face or online, the College selects the Instructional Materials required and the required materials may change at the discretion of the College: (i) no instructional material continuity commitment applies; and (ii) Instructional Materials fees will be incurred by the School District.
- B. For Dual Credit courses sections taught at the School District or the College containing exclusively Dual Credit students, the College will maintain the same instructional materials and editions for dual credit courses taught at the high school campus for a minimum of three years dependent upon the signed Course Agreement. The adoption of any course materials, print or electronic, after the signed Course Agreement will require an Addendum.
- C. For some classes where Dual Credit students are enrolled in course sections with Traditional College Students and Instructional Materials are included in the registration process, the School will be invoiced for the Dual Credit students enrolled. Individual Course Agreements will contain details on the type of instructional materials required for each dual credit course. The Department Chair of each discipline of the College maintains discretion to designate instructional materials for courses in their discipline.

- D. The School must consult with the College High School Programs office to determine, prior to enrolling students in courses defined in this section, if Instructional Materials fees are applicable, as the School District will be billed for these fees. The Alamo Colleges District Business Office will bill the School District for those students who are enrolled in these courses on the College's census date. Students who withdraw after census will be billed per Alamo Colleges District billing policy.
11. **ENROLLMENT PROCESS:** Students desiring academic credit from the College must be enrolled for each course during the registration period. In coordination with the School, the College will conduct enrollment each fall and spring semester. The School will meet the deadlines defined in the College Annual Timeline. Students failing to complete the process by the published deadlines will not be eligible for the Dual Credit program. The College must adhere to these deadlines to meet all requirements prior to the published first day of class.
 12. **CHANGES IN STUDENT STATUS THROUGHOUT SEMESTER:** The College has a defined process for Students withdrawing from courses. Student withdrawals following census date require the teacher of record or the College's approval in order to process the Student's request. Once processed, the withdrawal will appear on the Student's college transcript. Census rolls are the documentation of Dual Credit students enrolled in classes. Students not listed on the census roll will not be eligible to receive a grade in the course.
 13. **GRANTING COLLEGE AND HIGH SCHOOL CREDIT:** In order to have a grade assigned, students must be enrolled at the beginning of the class, must be on the census roll as approved by the instructor of record, and must complete all requirements for the course. Exceptions may be made to these requirements if approved by the School principal and the College's chief academic officer or designated representatives.
 14. **TRANSCRIPTION OF COLLEGE COURSES:** All Dual Credit courses will be transcribed immediately upon a student's completion of the performance required in the course. Students enrolled through the census date will have the courses recorded on their permanent student transcript.

ACADEMIC ADVISING AGREEMENTS

15. **SCHOOL OBLIGATION OF ACADEMIC ADVISING:** The School and College through the academic advising process will develop either a two-year or four-year course of study plan (grades 9-12) that meets the requirements of Applicable Law, provides a seamless transition for students from high school to post-secondary education or the workforce and represents high levels of rigor, acceleration, and support. The plan will provide pathways to a certificate, an associate degree or baccalaureate degree, and must follow the courses defined by the College. Designees from the College's Office of High School Programs and the School will be responsible for working to develop and refine a clear and coherent academic course sequence across the two institutions for curriculum alignment.

- A. The School District will provide the School Counselors, School Dual Credit Liaisons and/or other appropriate staff who manage, enroll or otherwise provide guidance to students expressing interest in participating in High School Programs, release time during the summer months or the regular Academic Year to attend the designated workshop session(s) on High School Programs delivered by the College or other Alamo Colleges District Staff. These professional development workshop sessions will prepare participants to provide guidance to high school students throughout the time they are enrolled in High School Programs courses. The workshop series will contain language, guidance, and resources used by the College staff.
- B. The School will assist students to take courses that will count toward the degree at their respective 4 year universities of choice or a degree or certificate from the College.
- C. Staff from the College Student Success will provide students with academic advising on their chosen AlamoINSTITUTE and program of study. Each student will select a high school graduation and college degree plan. The selected plans of study will align with the student's selected high school endorsement.
- D. The Parties must review and agree to the appropriateness of students' enrollment in online courses for each semester.
- E. To enroll in any college-level course, students must meet all of the regular College-course prerequisites. The Parties will assess each student for overall readiness to engage in any college-level course. Any out-of-pocket costs associated with said courses shall be borne by School District. Based on such assessment, designees from the College's Office of High School Programs and the School will determine what forms of assistance and remediation may be needed by a student in order to meet enrollment requirements for any college-level course.
- F. If a student fails a course, any retake will be outside the regularly scheduled academic plan and all Early Admission requirements will apply. Tuition and any applicable fees will be imposed and must either be paid by the School District as fiscal agent or by the student's parent / guardian.
- G. Students taking Dual Credit courses are subject to the same academic policies and procedures as all post-secondary students enrolled in the College. This includes, but is not limited to the Academic, Probationary, Dismissal and Withdrawal policies and procedures of the College.

FINANCIAL OBLIGATIONS

- 16. **FISCAL AGENCY:** For the purpose of this MOU, the School District will act as the fiscal agent. Any fees incurred by students from the corresponding School District will be billed to the School District as the fiscal agent. The School District may, by policy, elect to recover fees incurred by students and paid to the Alamo Colleges District by the School District as fiscal agent to the extent permitted by Applicable Law. Should the School District fail to meet its payment responsibilities as fiscal agent regarding a student, College shall refuse enrollment of that student for the next Academic Year after determination of payment default.
- 17. **COST SHARING:** The Alamo Colleges District and the School District will share costs of all Dual Credit Programs (Traditional Dual Credit, Early College High School and Alamo Academies) by payments from one to another determined by which of them primarily funds the cost of the Dual

Credit Instructor as detailed below.

- A. When the School District contracts the Dual Credit Instructor to teach a Dual Credit course section, the Alamo Colleges District will pay \$600 for each course section that contains at least 15 students, but not otherwise. The official student enrollment count will be taken on the course section census date. The Alamo Colleges District Business Office will communicate with the School District Business Office to provide the appropriate payment to be paid net 45 days after the applicable course section census date.
 - B. When the College contracts the Dual Credit Instructor to teach a Dual Credit course section and the School District's student enrollment in that course section totals less than 80% of the total student enrollment of the said course, the School District will pay \$100 per student in that course section to the Alamo Colleges District. The official student enrollment count will be taken on the course section census date. The Alamo Colleges District Business Office will communicate with the School District Business Office and provide an invoice to be paid net 45 days after the applicable course section census date.
 - C. When the College contracts the Dual Credit Instructor to teach a Dual Credit course section and the School District's student enrollment in that course section totals to 80% or more of the total student enrollment of that course section, the School District will pay \$2,800 per course to the Alamo Colleges District. The official student enrollment count will be taken on the course section census date. The Alamo Colleges District Business Office will communicate with the School District Business Office and provide an invoice to be paid net 45 days after the applicable course section census date.
 - D. Should the School District fail to meet its cost-sharing payment responsibilities, the College may decline to enter into the Annual Agreement and so terminate the Dual Credit relationship, for the next Academic Year after determination of uncured default in payment from the School District.
18. **TUITION AND FEES:** Subject to the cost-sharing noted above, Alamo Colleges District will waive tuition and fees for students enrolled in Dual Credit courses. Students in Traditional Dual Credit may take a maximum of 14 courses in total from the various Colleges of the Alamo Colleges District during their high school tenure based on the approved course load listed in this MOU. Course loads will vary per semester depending on the student's grade level classification and the College's approval. All tuition promotions, incentives or discounts as published by Alamo Colleges District or the College via www.alamo.edu, in printed format, or other broadcast media do not apply to students enrolled in Dual Credit, Early College High School or the Alamo Academies. Examples of promotional incentives include the "*Summer Momentum Plan*" published in the Alamo Colleges District web site, www.alamo.edu/free.
19. **DUAL CREDIT COURSE OPTIONS:** As part of the Alamo Colleges District High School Programs offerings, students may enroll in Dual Credit courses following an academic or workforce program of study. As appropriate, students may enroll in a combination of academic and workforce courses, but shall not exceed 14 courses per student as a cumulative total during their time in high school. Should students chose to enroll in both programs, both students and their parents or guardians must be made aware of the implications of enrolling in multiple

programs. Students wishing to take or retake any additional college courses should apply for Early Admission status. All Early Admission tuition and fees will apply.

20. **TRANSPORTATION:** The School District will be responsible to provide for such student transportation as may be required to and from the College by means meeting the requirements of Applicable Law pursuant to applicable School District rules and procedures.

PROGRAM QUALITY ASSURANCE

21. **FACULTY SELECTION, SUPERVISION AND EVALUATION:** All instructors teaching Dual Credit courses for college credit must meet the College's academic requirements as outlined by SACSCOC Faculty Credentialing requirements, as determined by the College. All instructors teaching Dual Credit classes at the School must be approved as faculty by the College prior to teaching Dual Credit courses. The same credentialing and hiring will apply for all dual-credit faculty as for College faculty teaching regular credit courses, per SACSCOC requirements. The College will designate personnel to supervise and evaluate the instructors of the Dual Credit course(s) using the same or comparable procedures used for faculty at the main campus of the College. The instructor(s) will be responsible for providing instruction for the minimum contact hours required for the Dual Credit course(s) (e.g., a 3-semester-hour course requires 48 contact hours). The School District will be responsible for compensating instructors on its staff who teach Dual Credit designed course sections.
- A. The School District shall be responsible for ensuring that high school curriculum courses will meet the requirements of the Texas Essential Knowledge and Skills ("TEKS") and all other law applicable to Texas public school districts and that School District students are able to meet all high school graduation requirements, including all End of Course examinations, while earning college credit. School District will be responsible for monitoring and ensuring the quality of instruction for the exclusive high school credit courses offered by the College. College faculty teaching dual credit courses will teach using the respective course Student Learning Outcomes ("SLOs"). Alignment of objectives between School District TEKS and the College SLOs are addressed in the individual Course Agreements.
 - B. Faculty teaching Dual Credit classes at the School will be evaluated at least annually by School District and the College. Student evaluation of instruction takes place each semester and will be a part of the annual evaluation process. Performance evaluation of all dual-credit faculty will adhere to College and academic division protocols and schedules as pertain to all other College adjunct faculty, per SACSCOC requirements, as well as those required by the Texas Education Agency.
 - C. Instructors' Dual Credit classes may include both traditional dual credit and ECHS students.
 - D. Faculty teaching Dual Credit classes at the School are expected to participate in the early alert system. This system is designed to assist the student and the College to determine when interventions or academic suspensions are required. All Dual Credit instructors must adhere to applicable Alamo Colleges District and College policies. Alamo Colleges District policies are located at: alamo.edu/district/policies/, particularly sections E, F & H. College

academic policies are located at the College's eCatalog and Title IX policies are directly available on the Alamo Colleges District Web site: <http://www.alamo.edu/alamocares/>.

- E. The College and School District will provide professional development opportunities to their respective employees in accordance with their respective institutional policies. The College will provide professional development in critical thinking, leadership, student engagement, and other areas deemed necessary.
22. **PARENT OUTREACH:** The School District will take the lead on parent outreach efforts to ensure parents understand the long-term implications of students earning college credits. These long-term implications could pose challenges to their college careers and federal financial aid eligibility, as well as possible consequences that a student may experience as a result of course withdraws, failures, retaking courses and taking excess hours beyond their degree or program requirements. The parties may agree that College representatives could be involved in recruitment events. To ensure that students and parents are aware of college credit opportunities, it is highly recommended that meetings are held on middle school or high school campuses to appropriately explain the opportunities, required commitment and all other implications of students taking college courses during their high school tenure.
23. **COMMUNICATION WITH PARENTS / GUARDIANS:** The School District or School staff will be responsible for all communication with parents. The College personnel will not be expected to communicate with parents.
24. **COMMUNICATION WITH STUDENTS:** In the absence of available School staff, College staff in the High School Programs office will communicate directly with students to ensure that all pertinent details are available to enroll students into courses for the following semester.

LEGAL MATTERS, POLICIES & COMPLIANCE

ACCREDITATION: The College is accredited by SACSCOC, but has been placed on warning status. The warning is not a reflection of the College's quality of instruction, but related to issues of autonomy of each college within the Alamo Colleges District. The College has until December 2017 to address the accreditation principles cited in the warning notification and is taking corrective action. In the event that the College accreditation status changes, another accredited institution within the Alamo Colleges District will fulfill the responsibilities outlined in the MOU.

25. **STUDENT SAFETY:** When on the College campus, students will follow the policies and procedures of the College to ensure the safety and well-being of the fellow classmates, faculty, staff and visitors. Students traveling for College events will be required to sign an Alamo Colleges District General Participation Release as a condition of participation as are all Alamo Colleges District students.

Alamo Colleges District is subject to legislation requiring it to allow licensees to carry concealed handguns on its campuses effective August 1, 2017, and students will potentially encounter license holders availing themselves of this privilege. Any notice of these facts to parents of students will be the responsibility of School District.

26. **STUDENT ATTENDANCE POLICIES:** Students enrolled in Dual Credit courses are required to maintain regular and punctual attendance in class and laboratories to meet the required number of contact hours per semester. Absences, dismissal of classes, and early release (except in emergency or inclement weather, when permitted by Applicable Law, or when related to state-mandated assessment days) shall be avoided. Detailed attendance requirements may be found at the College Catalog section titled Academic Standards. The catalog is accessible at www.alamo.edu for the College.
27. **STUDENT CONDUCT:** Students enrolled in Dual Credit courses are required to adhere to School District and College policies, procedures, and regulations regarding facilities and equipment usage and both School District and College codes of student conduct as well as the Alamo Colleges District Student Responsibility for Success Policy. All disciplinary action, including suspension and dismissal from the College, shall be in conformity with the Codes of student conduct of the parties. All students will be provided access to the College eCatalog and the Alamo Colleges District Student Code of Conduct, Student Handbook, and Title IX / Clery Act materials in the same manner as all other students enrolled in the College. In the event of a conflict between the policies of School District and College, the Parties will collaborate to resolve any conflict. Students who do not comply with policies and codes of conduct will be subject to the code of conduct process as outlined in the College catalog. For more detailed information on the Student Code of Conduct, please refer to the Alamo College District Board Policies <http://alamo.edu/district/policies/> under section F.4.2.
28. **STUDENT RECORDS:** In accordance with Applicable Law, School District will maintain student records pertaining to School and provide College copies of the grades, progress, and other informational data on student assessment, promotion, retention, award of diplomas, and other student data necessary and advisable for College to perform its obligations under this MOU. Each party will be responsible for maintaining student records and records pertaining to the Program in conformity with the Texas Record Retention laws and the federal FERPA. Each Party designates the other Party as its agent with a legitimate educational interest in students' education records for purposes of FERPA, and each Party agrees in its capacity as such agent to comply with the FERPA requirements set forth, without limitation, at 20 CFR 99.33. Each party shall institute policies and procedures reasonably designed to ensure that its employees and agents comply with these and all other federal and state laws, including, without limitation, FERPA, governing the rights of students with respect to educational records, and shall protect student education records against accidental or deliberate re-disclosure to unauthorized persons.
29. **APPLICABLE LAW:** The parties agree to operate the Dual Credit program in compliance with the applicable federal, state, and local laws, implementing regulations, executive orders, and interpreting authorities, including, without limitation: (a) the following federal statutes as may be amended: Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act; Title IX of the Education Amendments of 1974; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act; the Family Educational Rights and Privacy Act of 1974 ("FERPA"); Title IV of the Higher Education Act of 1965; and the Individuals with Disabilities in Education Act; (b) the Texas constitution; (c) applicable provisions of the Texas Education Code,

including, without limitation, Section 29.908 and Chapter 39; (d) State and federal laws regarding the reporting of any and all alleged child abuse, school-related crimes, and sexual molestation of students; (e) State record retention laws; (f) applicable provisions of Title 19 of the Texas Administrative Code, including, without limitation, Chapter 4, Subchapters D and G; Section 102.1091; and Chapters 110-125; (g) TEA guidelines and requirements, including the Student Attendance Accounting Handbook ("Attendance Handbook") and the Financial Accountability System Resource Guide; (h) THECB guidelines and requirements, including, without limitation, course conformity in accordance with the Lower Division Academic Course Guide Manual ("LDACGM") and the Workforce Education Course Manual ("WECM"); and (i) all applicable requirements of the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC").

College disability support services are provided to students attending classes at an Alamo Colleges site or online and may include special testing arrangements, readers, scribes, and note-taking services. The College is neither able nor required to provide the level of disability support services required by the public school system. Therefore, a student requiring disability support services may have differing levels of assistance from School District and College. For a student to receive disability support services at the College, the School counselor must provide a copy of the student's current 504 plan to the Disability Student Services (DSS) office at College. Should the 504 plan not provide adequate information to determine the impact of the disability and to identify appropriate accommodations, the College DSS office may require additional documents to provide needed clarification. The College DSS office will review said documentation and will produce one or more official College accommodations letters for the student. The letters will be given to the student and the School counselor, who then provide the letters to the student's respective faculty members. Accommodations required by state law or School District policy exceeding those applicable to College, if any, shall be the responsibility of School District. The Parties agree to operate the Dual Credit program in compliance with applicable College and School District board policies and procedures and policies and procedures. The foregoing as set forth in this section and any other laws, rules, and guidelines applicable to the subject matter of this MOU, including, without limitation, the requirements of accrediting authorities, collectively, shall be referred to as "Applicable Law" when used herein.

30. **CIVIL RIGHTS AND ALAMO COLLEGES DISTRICT POLICIES:** The Alamo Colleges District Policy and Procedure on Civil Rights prohibits discrimination, harassment, and retaliation in violation of several statutes, including but not limited to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. In particular, Section 504 prohibits discrimination and the denial of benefits or participation in any program or activity receiving federal financial assistance on the basis of disability. The protection extends to employees and students. Title IX prohibits discrimination based on sex (gender) of employees and students at educational institutions receiving federal financial assistance. Sex and gender discrimination under Title IX cover sexual harassment and sexual assaults and violence occurring on campus.

The Alamo Colleges District does not tolerate discrimination, harassment, or retaliation on the basis of any protected criteria, including gender or disability. To ensure compliance with the Civil Rights Policy and Procedure on Civil Rights Discrimination, Harassment, and Retaliation, the Alamo Colleges District has designated a Title IX/VII/ADA/504 Coordinator to coordinate the investigation and resolution District-wide of complaints under the Civil Rights Policy and Procedure. All Civil Rights complaints involving any Dual Credit students must promptly be shared with the Alamo Colleges District Coordinator of Title IX and the School District's Title IX Coordinator. Title IX Coordinators from the Alamo Colleges District and School District will collaborate to address the complaint. At all times, the Coordinator and the School District will keep each other informed of complaints reported. The results of the investigation and sanctions will also be communicated to the extent permitted by Applicable Law.

All students will have access to AlamoCARES (<http://www.alamo.edu/alamocares/>), a prevention, education and support program regarding dating violence, domestic violence, sexual assault, and stalking. Within the AlamoCARES site, students will find information on rights granted by Title IX and other federal statutes and resources to help educate and assist them when dealing with gender or disability discrimination, harassment, and retaliation, including sexual harassment and violence.

31. **NO WAIVER OF IMMUNITY:** Neither College nor School District waiver or relinquish any immunity or defense on behalf of itself, its trustees, officers, employees, and agents as a result of the execution of this MOU and the performance of the covenants contained herein.
32. **COUNTERPARTS:** This MOU may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument. A signature transmitted by facsimile or similar equipment shall be deemed an original signature.
33. **SEVERABILITY:** In the event any provision of this MOU shall be found invalid, void and/or unenforceable, for any reason, neither this MOU generally nor the remainder of this MOU shall thereby be rendered invalid, void and/or unenforceable, but instead each such provision, and (if necessary) other provisions hereof shall be reformed by a court of competent jurisdiction so as to effect, insofar as is practicable, the intention of the parties as set forth in this MOU; provided, however, that if such court is unable or unwilling to effect such reformation, the remainder of this MOU shall be construed and given effect as if such invalid, void and/or unenforceable provisions had not been a part hereof.
34. **AMENDMENTS/REVISIONS:** This Agreement, except to the extent of any right of College to make ministerial revisions elsewhere herein specified, may only be amended by mutual written agreement of the parties.
35. **NOTICE:** Any notice required by or permitted under this MOU must be made in writing. Any notice required by this MOU will be deemed to be delivered (whether actually received or not) when deposited with the United States Postal Service, postage prepaid, U.S. certified or registered mail, return receipt requested, and addressed to the intended recipient at the address shown in the signature block of each party below. Any address for notice may be changed by written notice delivered as

provided herein. Such addresses may be changed or additional addresses added from time to time by written notice of such change given in accordance with this section.

All notices, demands, or requests to the College shall be given or mailed to:

School District:

North East ISD
ATTN: Superintendent of Schools
8961 Tesoro Drive, Ste 602
San Antonio, Texas 78217

College:

St. Philip's College
ATTN: College President
1801 Martin Luther King Drive
San Antonio, Texas 78203

Alamo Colleges District:

Additional Notice to:

Alamo Community College District
ATTN: Vice Chancellor for Academic Success
201 W. Sheridan
San Antonio, TX 78204

Name:

Title:

Address:

General Counsel
Alamo Colleges District
San Antonio, Texas 78204

Tel:

Tel: 210-485-0050

Email:

Email: pmeurin@alamo.edu

36. **CHOICE OF LAW:** This Agreement is to be performed in Bexar County, Texas, and is governed by the Constitution and the internal laws of the State of Texas. The exclusive venue of any suit arising from this Agreement shall be in Bexar County, Texas.
37. **NONASSIGNABILITY:** Parties herein shall not assign any interest in this Agreement and shall not transfer any interest in same without prior written consent of both parties.
38. **INDEPENDENT CONTRACTOR:** Parties shall provide services pursuant hereto, as independent contractors. Both parties understand that the tasks, the details of which both parties do not have legal right to control and no such control are assumed by this Agreement. This Agreement does not create an employment relationship, partnership, or joint venture between the parties (or its employees). Neither party nor its employees shall be deemed employees of each other for any purpose whatsoever, and neither shall be eligible to participate in any benefit program provided by either party.
39. **NO THIRD PARTY BENEFICIARIES:** Nothing in this Agreement, express or implied, is intended or shall be construed to confer upon any person, firm or corporation other than the parties hereto and their respective successors or assigns, any remedy or claim under or by reason of this Agreement or any term, covenant or condition hereof, as third party beneficiaries or otherwise, and all of the terms, covenants and conditions hereof shall be for the sole and exclusive benefit of the parties hereto and their successors and permitted assigns.
40. **ENTIRE AGREEMENT:** This Agreement along with the Course Agreement and the Annual Agreement and any and all exhibits attached thereto shall constitute the complete agreement between the parties relating to the subject matter herein and supersedes all prior and contemporaneous

proposals, agreements, understandings, representations, purchase orders, invoices and communications, whether oral or written relating to the subject matter herein. In the event of conflict between these three documents, the order of precedence shall be (1) this MOU, (2) the Course Agreement, and (3) the Annual Agreement.

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

Alamo Colleges District

Participating School District or School:

Jo-Carol Fabianke
Digitally signed by Jo-Carol Fabianke
DN: cn=Jo-Carol Fabianke,
o=Alamo Colleges, ou=Vice
Chancellor for Academic Success,
email=jfabianke@alamo.edu, c=US
Date: 2017.06.26 11:56:21 -05'00'
6/26/17
Date
Jo-Carol Fabianke, Ph.D.
Vice-Chancellor for Academic Success
Alamo Colleges District

Brian Gottardy 6-19-17
Date
Dr. Brian G. Gottardy
Superintendent / CEO
North East ISD

Adena Williams Loston 6/21/17
Approved as to form only
Loston
Date
Dr. Adena Williams Loston
College President
St. Philip's College
by *AW*

EXHIBIT A

Responsibilities of School and College

I. Responsibilities of School:

- a. School teacher/lead for discipline shall collaborate with College on curriculum, syllabus, text for course as defined in Course Agreement;
- b. School teacher/lead for discipline shall collaborate with College on instructors and syllabus for each section as defined in Annual Agreement;
- c. School shall collaborate with College on promotion of Dual Credit opportunities; School representative(s) will work with School Dual Credit ("DC") instructor to provide presentations;
- d. School shall distribute student admission and enrollment materials and assist students with completing the Admission Checklist;
- e. School shall provide time and support for students to complete the ApplyTexas application and work with School DC instructors to schedule class time to work on the ApplyTexas application;
- f. School shall provide College with a certified list of students eligible to enroll in Dual Credit classes. This will serve as the unofficial transcript;
- g. School shall collect all application, enrollment and course documentation required and provide same to College in accordance with the College defined timeline (if available, this documentation should be scanned and forwarded to College by email);
- h. School shall collaborate with College using on-going reporting to ensure that all documentation is provided by specified enrollment dates as provided in the Annual Agreement;
- i. School shall ensure that the School DC instructor provides all faculty hiring materials to the appropriate College academic contact within hiring timelines;
- j. School shall designate a School DC representative to work with School DC instructors to ensure the instructors are verifying their rosters online and that the instructor provides the School DC representative a copy of their final roster;
- k. School shall designate a School DC representative to work with School DC instructors to ensure they post their college grades online by the deadline and that they provide the School DC Representative with a copy of student grades for posting onto high school transcript;
- l. School shall designate a School DC representative to work with School DC instructors to ensure that all participate in evaluation of instruction as requested by the College DC representative and/or College discipline chair/lead;
- m. School shall ensure that the School DC representative and School DC instructors provide all communication to students, and parents where appropriate, regarding eligibility status and missing paperwork. **At no time** will the College directly contact parents of the students;
- n. School DC representative and School DC instructors will submit FINAL School class rosters to College by the first Monday in August for fall enrollment and the last Monday in November for spring enrollment;
- o. School DC representative will serve as liaison for any individual students enrolling in regular college for Dual Credit, including assuming responsibility for working with parents to ensure that tuition and fees are paid by designated deadlines; and

II. Responsibilities of College:

- a. College academic lead will coordinate all academic decisions;
- b. College chair or designee and/or discipline lead will collaborate with School DC discipline lead on curriculum, syllabus, text for course as defined in Course Agreement;
- c. College chair or designee and/or discipline lead will collaborate with School DC discipline lead on instructors and syllabus for each section as defined in Annual Agreement;
- d. College chair or designee and/or discipline lead will approve eligible faculty as adjunct faculty and ensure that School DC faculty are approved by the Alamo Colleges District governing board;
- e. College DC representative will collaborate with School on promotion of Dual Credit opportunities;
- f. College will serve as advocate for all colleges' Dual Credit partnerships;
- g. College will provide potential student/parent orientations;
- h. College will provide training for School counselors on DC and College enrollment materials required and ApplyTexas application process and all requirements for enrollment;
- i. College will coordinate student admission and provide enrollment materials to School;
- j. College will provide assessment opportunities for potential DC students on the College main campus;
- k. College will confirm eligibility of students for enrollment in the DC program;
- l. College will provide appropriate reports to School on each student's required documentation until all materials are received or the student is dropped from the DC program;
- m. College will provide residency verification for all DC students;
- n. College will notify School of missing grades after the deadlines established in the Annual Agreement;
- o. College will post grades to student transcripts;
- p. College will provide college transcripts at students' request upon receiving an official high school transcript from the student with graduation date; and
- q. College will provide reimbursement payment to School based on DC instructor student enrollment ratio in accordance with the Academic Agreement.



ALAMO
COLLEGES

2015-2018
SCHOOL DUAL CREDIT ACADEMIC AGREEMENT
BETWEEN

Poteet ISD

AND

ALAMO COMMUNITY COLLEGE DISTRICT

This Dual Credit Academic Agreement is entered into by and between the Alamo Community College District ("Alamo Colleges"), a public junior college district and political subdivision of the State of Texas, and Poteet ISD, either a Texas independent school district contracting on behalf of its high school(s) listed in **EXHIBIT A** (herein collectively referred to as "School"), or a public charter or private high school (hereinafter referred to as "School"), to facilitate the cooperation between Alamo Colleges and School in the provision of instruction of dual credit courses for School.

1. **AGREEMENTS BETWEEN ALAMO COLLEGES AND SCHOOL:** The dual credit program will function through three (3) documents: this Agreement, a Course Agreement, and a College Enrollment Annual Agreement ("Annual Agreement"). Each School will have a college designated as its primary provider ("College" or "Primary College"). Any courses offered by a college other than the Primary College shall be coordinated through the Primary College. This Academic Agreement and the Course Agreement will be in effect for three years unless amended as herein provided. The Annual Agreement may be modified through a spring semester revision. Certain specific responsibilities of the Alamo Colleges and School are defined in **EXHIBIT B**, which is attached hereto and made a part hereof for all purposes, with deadlines defined in the Annual Timeline.
2. **ACADEMIC AGREEMENT:** This Academic Agreement ("Agreement") hereby incorporates by reference all dual credit requirements defined in the Texas Administrative Code ("TAC") and the accreditation requirements established by the Southern Association of Colleges and Schools, as such may be amended during its term. .
3. **AAAI AGREEMENT EXCEPTION.** In the case of students enrolled in Alamo Area Academies, Inc. ("AAAI") curriculum and program of studies, Alamo Colleges, AAAI, participating Schools, and other parties will enter into an agreement ("AAAI Agreement") regarding dual credit and other AAAI program services and obligations. If School enters into an AAAI Agreement, School agrees to adhere to all terms and provisions of this Agreement, and in the event this Agreement conflicts with the AAAI Agreement, the AAAI Agreement will take precedence over this Agreement.
4. **COURSE AGREEMENT:** The course agreement will be developed by the College and the School for all courses taught at the School. College and School academic representatives will agree on alignment of college course outcomes and School curriculum including but not limited to length of the course, whether the AP curriculum is appropriate for college-level course, approved textbook(s) and instructional materials that will be supplied to students by School, and designation of career and technical courses as "dual credit," or "AAAI curriculum and program of studies." College shall ensure that a dual credit course and the corresponding course offered at the main campus of College are equivalent. The academic representatives will develop a basic dual credit syllabus satisfying requirements of both institutions to

include: Course identifying information, faculty qualifications, text(s), student learning outcomes, and performance measures.

A Course Agreement will include all the above plus any additional instructional requirements, any required faculty development/training, and the requirements for evaluation of teaching. A Course Agreement will be completed by the deadline designated in the yearly Dual Credit Timeline for any course. School shall agree on the dual credit courses offered at the School which will be listed on the Alamo Colleges Dual Credit website. This list will be reviewed and revised prior to the beginning of each academic year. College and School will develop a timeline for completing a Course Agreement by Fall for each course currently offered as dual credit. Courses offered at the School must have an approved Course Agreement. The Course Agreement will be effective for three years unless either party requests a modification.

5. **COLLEGE ENROLLMENT ANNUAL AGREEMENT:** The courses offered each semester will be listed in the Annual Agreement, will be finalized with the School by the date listed on the Annual Timeline, and will be the basis for reimbursement to the School.
6. **FACULTY SELECTION, SUPERVISION, AND EVALUATION:** College will select instructors for dual credit courses from among the School's teachers who meet the qualifications defined in the Course Agreement and approval procedures used by College to select faculty responsible for teaching the same course on the main campus of College to be approved as Alamo Colleges' adjunct faculty. College will designate personnel to supervise and evaluate the instructors of the dual credit course(s) using the same or comparable procedures used for faculty at the main campus of College. The instructor(s) will be responsible for providing instruction for the minimum contact hours required for the dual credit course(s) (e.g., a 3-semester-hour course requires 48 contact hours). The School will be responsible for compensating School instructors who teach dual credit designated course sections.
7. **COMPOSITION OF DUAL CREDIT CLASSES:** Dual credit designated courses offered on the School campus are composed of dual credit students only.

Exceptions for a mixed class that includes dual credit and high school credit-only students may be allowed only under one of the following conditions:

- A. If the course involved is required for completion under the State Board of Education Foundation High School Program or Distinguished Level of Achievement and/or Performance Acknowledgements graduation requirements and the high school involved is otherwise unable to offer such a course.
- B. If the high school credit-only students are College Board Advanced Placement students.
- C. If the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credit.

Exceptions for classes that include both dual credit and college-credit-only students may be allowed only if the School does not have an instructor who meets the qualifications defined in the course agreement.

Dual Credit and Early College High School (ECHS) students may not be co-enrolled in either an ECHS designated class or a dual credit designated class

8. **LOCATION OF CLASSES:** Courses will be held at one of the following locations:
 - A. The dual credit class held at the School that has been approved as dual credit through a Course Agreement.
 - B. The class is held at the College using College

9. **IDENTIFYING AND ADMITTING DUAL CREDIT STUDENTS:** Each School will assume responsibility for providing information to potential dual credit students under the direction of the College. College may collaborate with the School to hold an information session at the School for potential students and their parents. College will work with School to identify classes to be offered from the Course Agreement list. Time frames for each activity will be included in the annual timeline.
10. **STUDENT ELIGIBILITY AND ENROLLMENT REQUIREMENTS:** Students meeting admission requirements by the deadlines defined in the Annual Timeline may be accepted for dual credit courses. In compliance with the State-mandated STAAR and TSI Laws, the Assessment Policy of the College, and the School requirements, students must meet the eligibility criteria and demonstrate the following academic prerequisites at the time of enrollment into the dual credit course(s):
- A. Achievement of the required basic skills prerequisites as defined for each course. Placement scores and course requirements can be viewed through the Alamo Colleges' web sites.
 - B. Achievement of appropriate School eligibility criteria and satisfactory completion of School Course(s).
 - C. Must be in the eleventh or twelfth grade. Exceptions may be made for ninth and tenth graders if approved by the School principal and the College's chief academic officer or representatives.
 - D. Be 16 years of age by the start of the academic year for courses taken on the college campus (does not apply to fully on-line courses).
 - E. Cannot have received a grade of "D or F" in any previous dual credit course
 - F. School is responsible for ensuring all Dual Credit students have up-to-date Bacterial Meningitis documents on file in their student records.

These requirements may be modified if the College's requirements are changed. School will be notified of any changes by the date designated on the Annual Timeline.

11. **CIVIL RIGHTS and ALAMO COLLEGES POLICIES:** The Alamo Colleges Policy and Procedure on Civil Rights prohibits discrimination, harassment, and retaliation in violation of several statutes, including but not limited to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. In particular, Section 504 prohibits discrimination and the denial of benefits or participation in any program or activity receiving federal financial assistance on the basis of disability. The protection extends to employees and students. Title IX prohibits discrimination based on sex (gender) of employees and students at educational institutions receiving federal financial assistance. Sex and gender discrimination under Title IX cover sexual harassment and sexual assaults and violence occurring on campus.

The Alamo Colleges do not tolerate discrimination, harassment, or retaliation on the basis of any protected criteria, including gender or disability. To ensure compliance with the Civil Rights Policy and Procedure on Civil Rights Discrimination, Harassment, and Retaliation, the Alamo Colleges have designated a Title IX/VII/ADA/504 Coordinator to coordinate the investigation and resolution District-wide of complaints under the Civil Rights Policy and Procedure. All civil rights complaints should be reported or routed to the District Title IX/Title VII/ADA/504 Coordinator for handling and processing. At all times, the Coordinator and the school district will keep each other informed of complaints raised against each other.

All dual credit students will have access to AlamoCARES, a prevention, education and support program regarding dating violence, domestic violence, sexual assault, and stalking. Within the AlamoCARES site, students will find information on rights granted by Title IX and other federal statutes and resources to help educate and assist them when dealing with gender or disability discrimination, harassment, and retaliation, including sexual harassment and violence.

12. **DISABILITY SERVICES:**

A disabled student may request an accommodation of his/her disability to participate in the educational programs and activities of the Alamo Colleges. Accommodations are provided through the Disability Support Services (“DSS”) office at each Alamo College. Accommodations may include special testing arrangements, readers, scribes, and note-taking services. However, an Alamo College is neither able nor required to provide the level of disability support services required by the public school system. Therefore, a dual credit student requiring disability support services may have differing levels of assistance from the School District and the College. For a dual credit student to receive disability support services at the College, the School counselor must provide a copy of the student’s current 504 plan to the DSS office at the College. Should the 504 plan not provide adequate information to determine the impact of the disability and to identify appropriate accommodations, the College DSS office may require additional documents to provide needed clarification. The College DSS office will review said documentation and will produce one or more official College accommodations letters for the dual credit student. The letters will be given to the dual credit student and the School District counselor, who then provides the letters to the student’s respective faculty members. Accommodations required by state law or School District policy exceeding those applicable to College, if any, shall be the responsibility of School District. At all times, the Coordinator and the School District will keep each other informed of requests for accommodation and accommodation complaints regarding dual credit students.

13. **SCHOOL OBLIGATION OF STUDENT ASSESSMENT.** If the School is authorized to administer the TSI-approved assessment test, School will perform on behalf of Alamo Colleges the requirement of TSI Rule 4.55 (19 Texas Administration Code 4.55), that each test-taking student be provided pre-assessment activities (“Activities”) that address, at a minimum, the defined Activities components in an effective and efficient manner, such as through workshops, orientations, and/or online modules. Upon request by the Alamo Colleges, the School will provide the Alamo Colleges an explanation of said Activities and how they are provided. By administering the approved assessment test, the School certifies that the student has been provided the Activities.

14. **EXCEPTION FOR SOPHOMORE:** To request an exception to enroll as a freshman or sophomore dual credit student, in addition to meeting all dual credit eligibility requirements, the School will validate the student’s proven progress in prior academics and a high degree of self-management, self-awareness and intention to assume responsibility for his/her own learning.

15. **ENROLLMENT PROCESS:** Students desiring academic credit from the College will be enrolled for each course during the registration period. Upon mutual agreement with the School, the College will conduct enrollment each fall and spring semester. The School will meet the deadlines defined in the Annual Timeline. Students failing to complete the process by the published deadlines will not be eligible for the dual credit program. The College must adhere to these deadlines to meet all requirements prior to the published first day of class.

16. **TUITION AND FEES:** A student will be exempt from payment of all College tuition and fees for two (2) dual credit course(s) (6-8 semester hours) per semester.

17. **INSTRUCTIONAL MATERIALS:** The School District will provide all course materials, including textbooks, instructional materials, syllabi, course packets, and other materials needed for enrollment in classes at no cost to the student. The College will maintain the same instructional materials and editions for dual credit courses taught at the high school campus for a minimum of three years. For courses in which dual credit students are placed into traditional College classes, the College selects the instructional materials required, and no maintenance period is committed. The school will provide the instructional materials (and associated technology, such as tablets/computers) for all courses taken as dual credit in regular college sections. For some classes, instructional materials are included in the registration process and the School will be invoiced for the dual credit students enrolled.

18. **CHANGES IN STUDENT STATUS THROUGHOUT SEMESTER:** The School will document any drops or changes in student status and inform the College for processing. Census rolls are the documentation of dual credit students enrolled in classes. Students not listed on the census roll will not be eligible to receive a grade in the course.
19. **ACADEMIC POLICIES AND STUDENT SUPPORT SERVICES:** Regular academic policies and procedures applicable to regular college courses will also apply to dual credit courses. Students in dual credit courses will be eligible to utilize the same or comparable support services that are afforded to other College students. College is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.
20. **GRANTING COLLEGE AND HIGH SCHOOL CREDIT:** In order to have a grade assigned, students must be enrolled at the beginning of the class, must be on the census roll as approved by the instructor of record, and must complete all requirements for the course. Exceptions may be made to these requirements if approved by the School principal and the College's chief academic officer or designated representatives.
- A. According to the Texas Administrative Code §4.85, students taking dual credit courses should have demonstrated outstanding academic performance and capability. To continue in the Alamo Colleges' dual credit program, students must earn a "C" or better in all dual credit courses. Students performing poorly in dual credit course(s) will be counseled by teacher and School and may be dropped from the college-level course prior to the drop deadline. Students enrolled following the drop deadline will receive the grade earned. The college grade will be assigned following the scale of the College as defined in the College Bulletin. Teachers will assign grades by the deadline defined in the Annual Timeline.
- B. All dual credit courses, high school as well as college credit, will be transcribed immediately upon a student's completion of the performance required in the course.
21. **REIMBURSEMENT:** Reimbursement by Alamo Colleges to School in the amount of six hundred dollars (\$600.00) will be made on an average of twenty students per School instructor for the courses taught on the School campus by the School instructor and listed in the Annual Agreement. The enrollment will be determined by the official enrollment count on the College's census date. College will provide the School with the official enrollment count each semester. The School through the School will provide the College with an invoice based on the Annual Agreement and the official enrollment count by the date defined on the Annual Timeline, and Alamo Colleges shall remit the reimbursement to the School.
22. **TERM AND TERMINATION:** This agreement shall be in effect from the beginning of the School semester, **August 2015**, to the end of the academic year, **May 2018**. All dual credit courses offered at the School require a Course Agreement as defined in this agreement. The College and School will complete the Annual Agreement under the conditions defined in these agreements. The Annual Dual Credit Timeline, located on the Alamo Colleges' Dual Credit Website will define all deadlines for the actions defined in this agreement.

Alamo Colleges and School reserve the right to terminate this Agreement upon service of written notice to the other party sixty (60) days prior to the expiration of any academic semester.

Upon written agreement signed by Alamo Colleges and School, the parties may renew this Agreement for one additional year until **May 2019**. If the parties agree to renew this Agreement, the parties also agree to review the terms of this Agreement and, if determined to be appropriate, execute an amendment prior to **May 2018**.

23. **COMPLIANCE:** Alamo Colleges and School agree:

- A. To certify that their sites are ADA compliant;
- B. To comply with all applicable provisions of the Family Education Rights and Privacy Act, 20 U.S.C. §1232g as implemented by 34 CFR Part 99;
- C. In all cases, to comply with all federal, state, and local laws applicable to this Agreement; and
- D. To have in place and abide by a policy prohibiting sexual harassment.

24. **AMENDMENTS/REVISIONS:** This Agreement may only be amended by mutual written agreement of the parties.

25. **NOTICE:** All notices, demands, or requests from one party to the other may be personally delivered or sent by email and mail, certified or registered, postage prepaid, to the addresses stated in this section, and are considered to have been given at the time of personal delivery or mailing.

All notices, demands, or requests to Alamo Colleges shall be given or mailed to:

Associate Vice Chancellor for Academic Partnerships and Initiatives
 Alamo Colleges
 201 W. Sheridan
 San Antonio, Texas 78204
 Tel: 210-485-0160
 Email: rdalrymple2@alamo.edu

With Copy To:

General Counsel
 201 W. Sheridan
 Alamo Colleges
 San Antonio, Texas 78204
 Tel: 210-485-0050
 Email: pmeurin@alamo.edu

All notices, demands, or requests to School shall be given or mailed to:

Dr. Melinda Salinas [Name]
Assistant Supt. for C&I [Title]
1100 School Drive [Address]
Poteet, TX 78065
 Tel: 210/742-3567
 Email: msalinas@poteetisd.org

26. **CHOICE OF LAW:** This Agreement is to be performed in Bexar County, Texas, and is governed by the Constitution and the internal laws of the State of Texas. The exclusive venue of any suit arising from this Agreement shall be in Bexar County, Texas.

27. **NONASSIGNABILITY:** Parties herein shall not assign any interest in this Agreement and shall not transfer any interest in same without prior written consent of both parties.

28. **INDEPENDENT CONTRACTOR:** Parties shall provide services pursuant hereto, as independent contractors. Both parties understand that the tasks, the details of which both parties do not have legal right to control and no such control are assumed by this Agreement. This Agreement does not create an employment relationship, partnership, or joint venture between the parties (or its employees). Neither

EXHIBIT A**Potential ISD**

Independent School District enters into this Agreement on behalf of the following Schools under the ISD. (Primary College Provider is listed. Any other agreements will be coordinated through the Primary Provider.):

Bexar County	Primary Provider
Alamo Heights ISD Alamo Heights HS	St. Philip's College
East Central ISD East Central HS	Palo Alto College
Edgewood ISD Edgewood Academy Kennedy HS Memorial HS	Palo Alto College Palo Alto College Palo Alto College
Ft. Sam ISD Cole HS	St. Philip's College
Harlandale ISD Harlandale HS McCollum HS Frank Tejeda Academy	Palo Alto College Palo Alto College Palo Alto College
Judson ISD Judson HS Judson Learning Academy Wagner HS	St. Philip's College St. Philip's College St. Philip's College
Lackland ISD Virginia A. Stacey HS	Northwest Vista College
Northeast ISD Academy of Creative Education Churchill HS International School of America Lee HS MacArthur HS Madison HS Reagan HS Roosevelt HS Johnson HS NEISD Career & Technology	San Antonio College San Antonio College
Northside ISD Brandeis HS Brennan HS Business Careers HS Clark HS Communication Arts HS Health Careers HS Holmes HS Jay HS Marshall HS O'Connor HS Stevens HS Taft HS Warren HS	Northwest Vista College Northwest Vista College
Randolph Field ISD Randolph Field ISD	Palo Alto College
San Antonio ISD Brackenridge HS Burbank HS	St. Philip's College Palo Alto College

Cooper Academy	St. Philip's College
Edison HS	San Antonio College
Fox Tech HS	San Antonio College
Healy Murphy Center	St. Philip's College
Highlands HS	St. Philip's College
Houston HS	St. Philip's College
Jefferson HS	San Antonio College
Lanier HS	St. Philip's College
Navarro HS	San Antonio College
Young Women's Leadership Academy	San Antonio College
Somerset ISD	
Somerset HS	Palo Alto College
South San Antonio ISD	
South San Antonio HS	Palo Alto College
Southside ISD	
Southside HS	Palo Alto College
Southwest ISD	
Southwest HS	Palo Alto College
<u>Atascosa County</u>	<u>Primary Provider</u>
Charlotte ISD	
Charlotte HS	Palo Alto College
Jourdanton ISD	
Jourdanton	Palo Alto College
Lytle ISD	
Lytle HS	Palo Alto College
Poteet ISD	
Poteet HS	Palo Alto College
<u>Bandera County</u>	<u>Primary Provider</u>
Bandera ISD	
Bandera HS	San Antonio College
Medina ISD	
Medina HS	San Antonio College
<u>Comal County</u>	<u>Primary Provider</u>
Comal ISD	
Canyon HS	St. Philip's College
Canyon Lake HS	St. Philip's College
Smithson-Valley HS	St. Philip's College
New Braunfels ISD	
New Braunfels HS	San Antonio College
NBISD Learning Center	San Antonio College
<u>Guadalupe County</u>	<u>Primary Provider</u>
Marion ISD	
Marion HS	Palo Alto College
Navarro ISD	
Navarro HS	St. Philip's College
Schertz-Cibolo-Universal City ISD	
Clemens HS	St. Philip's College
Steele HS	St. Philip's College
Allison Steele Enhanced Learning	St. Philip's College

Seguin ISD	
Seguin HS	St. Philip's College
Mercer & Blumberg Lrn. Ctr.	St. Philip's College
<u>Kendall County</u>	<u>Primary Provider</u>
Boerne ISD	
Boerne HS	Northwest Vista College
Boerne Samuel Champion HS	Northwest Vista College
Comfort ISD	
Comfort HS	Palo Alto College
<u>Kerr County</u>	<u>Primary Provider</u>
Center Point ISD	
Center Point HS	San Antonio College
Ingram ISD	
Ingram Tom Moore HS	Palo Alto College
Kerrville ISD	
Tivy HS	San Antonio College
Hill Country HS	San Antonio College
<u>Wilson County</u>	<u>Primary Provider</u>
Floresville ISD	
Floresville HS	Palo Alto College
LaVernia ISD	
LaVernia HS	St. Philip's College
Poth ISD	
Poth HS	Palo Alto College
Stockdale ISD	
Stockdale HS	St. Philip's College

Appendix B: Level 1 Certificate Brake and Front End Specialist Requirements and Proposed Courses

NEISD High Schools

Poteet High School



St. Philip's College

St. Philip's College Schedule/Catalog 2017-2018

Publication Search

Entire Publication

Search Publication

Whole Word/Phrase

[Advanced Search](#)

Publication Home

SCHEDULE OF CLASSES

Search Classes

Steps to Enrollment

Financial Aid Quick Guide - Award Year 2017-2018

Registration Guide

Tuition and Fees

Registration Dates & Payment

Deadlines/Refund Dates

Final Exam Schedules

Distance Learning

Contact Information and Hours

2017 - 2018 CATALOG

President's Message

Academic Calendar

College Overview

Student Support Services and Resources

Student Support Services and Resources cont.

SPC Scholarships

Workforce Development and Continuing Education

Admissions

Registration

Tuition & Refunds

Financial Aid

Financial Aid Resources

Academic Standards

Student Code of Conduct

Student Handbook

SPC Student Handbook

District, State and Federal Regulations

Graduation

Department Information

Degree Information

Core Curriculum Selection List

Degrees, Certificates, and Advising Guides

Course Descriptions

Administration, Faculty and Staff

Locations and Maps

Previous SPC Catalogs

Northeast Lakeview College Catalog

Brake and Front End Specialist Level 1 Certificate



Return to: [Degrees and Certificates - by Degree Type](#)

The automotive brake and front end specialist certificate prepares the individual for an entry level position in the brake and front end area of the automotive field. Students gain extensive skills through shop activities on automotive shops that offer Brake Service. All courses taken will transfer to the A.A.S. degree in Automotive Technology.

With this award, you may seek jobs such as:

Entry-Level Brake & Front End Specialist ASE Certified Technician.

Related Awards

[Automotive Technology, A.A.S.](#)

Total Credit Hours Required: 18

Semester I

- [AUMT 1305 - Introduction to Automotive Technology](#)
- [AUMT 1307 - Electrical Systems ***](#)
- [AUMT 1410 - Automotive Brakes](#)

Semester II

- [AUMT 1316 - Suspension and Steering](#)
- [AUMT 2317 - Engine Performance Analysis I](#)

- [AUMT 1266 - Practicum I ***](#)
- or [AUMT 2288 - Internship I ***](#)

Milestone Course(s)

*** denotes Milestone course(s).
A milestone course is a course that is critical for success in this program.

NOTES:

Exit Point: Entry-Level Brake & Front End Specialist.
Those individuals who wish to continue and pursue the AAS degree must follow the Automotive Technology - Option I degree plan and meet all other College requirements.
CIP Code: 47.0604
Major Code: AFBS

Return to: [Degrees and Certificates - by Degree Type](#)



Northwest Vista College
Catalog
Palo Alto College Catalog
San Antonio College
Catalog
St. Philip's College
Catalog

My Publication

Follow Us On



1801 M. L. King Drive, San Antonio, Texas 78203 (210) 486-2000
800 Quintana Road, San Antonio, Texas 78211 (210) 486-7000

All publications © 2017 St. Philip's College. Powered by the Acalog™ Academic Catalog Management System™ (ACMS™).
Mobile Site.

Accreditation
Alamo Colleges Police Department
College Resume
Texas Homeland Security
EEO Statement
Jobs
SPC Sitemap

About Us
Donate
Business and Community
Financial Aid
Contact Us

Future Students
Current Students
Academics
Admissions
Faculty & Staff
News & Events



Automotive Technology Academy

3736 Perrin Central, Bldg. #4

San Antonio, TX 78217

Dual Credit Courses: Automotive Technology Academy

Brake and Front End Specialist Level 1 Certificate	
2018-2019	
Fall	Spring
AUMT 1305: Intro. to Automotive Tech	AUMT 1307: Electrical Systems
	AUMT 1316: Suspension and Steering
AUMT 1410: Automotive Brakes	AUMT 2317: Engine Performance Analysis I

Dual Credit Courses: Poteet High School

Brake and Front End Specialist Level 1 Certificate	
2018-2019	
Fall	Spring
AUMT 1305: Intro. to Automotive Tech	AUMT 1316: Suspension and Steering
AUMT 1307: Electrical Systems	AUMT 1410: Automotive Brakes

Appendix C: Faculty Roster Forms

NEISD High Schools

Poteet High School

**Faculty Roster Form
Qualifications of Full-Time and Part-Time Faculty**

Name of Institution: St. Philip's College

Name of Primary Department, Academic Program, or Discipline: Dual Credit at NEISD Automotive Technology Academy

Academic Term(s) Included:

Date Form Completed:

1	2	3	4
NAME (F, P)	COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G)	ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught
Izzi, Daniel P. (P)	Fall 2016 AUMT 1305 – Intro to Auto Tech, 3 (UN) AUMT 1410 – Braking Systems, 4 (UN) Spring 2017 AUMT 1307 – Auto Electrical Systems, 3 (UN) AUMT 1316 – Steering & Suspension Systems, 3 (UN) AUMT 2317 – Engine Perf. Analysis I, 3 (UN)	Texas State University B.A.A.S. – Applied Arts & Sciences Texas State University M.Ed.	Automotive Service Excellence Certified Technician in all Automotive areas. Master Certified Technician 10 years of industrial experience.
Martinez, Juan (P)	Spring 2017 AUMT 1307 – Auto Electrical Systems, 3 (UN) AUMT 1316 – Steering & Suspension Systems, 3 (UN)	St. Philip's College A.A.S. Automotive Technology	Automotive Service Excellence Certified Technician in all Automotive areas. Master Certified Technician G1 Certification. 20 years of Industrial Experience

Nazarian, Armen (P)	Fall 2016 AUMT 1305 – Intro to Auto Tech, 3 (UN) AUMT 1410 – Braking Systems, 4 (UN) Spring 2017 AUMT 1307 – Auto Electrical Systems, 3 (UN)	Budapest Technical University Master Degree – Mechanical Engineering	Automotive Service Excellence Certified Technician in all Automotive areas. Master Certified Technician 6 years of industrial experience.
---------------------	--	---	--

F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate

**Faculty Roster Form
Qualifications of Full-Time and Part-Time Faculty**

Name of Institution: St. Philip's College

Name of Primary Department, Academic Program, or Discipline: Dual Credit at Poteet High School

Academic Term(s) Included:

Date Form Completed:

1	2	3	4
NAME (F, P)	COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G)	ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught
Hicks, Kevin (P)	Spring 2017 AUMT 1307 – Auto Electrical Systems, 3 (UN) AUMT 1316 – Steering & Suspension Systems, 3 (UN)	St. Philip's College A.A.S. Automotive Technology Southwest Texas State University B.A.A.S. Degree – Applied Arts & Sciences	Automotive Service Excellence Certified Technician in all Automotive areas. Master Certified Technician 6 years of industrial experience.

F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate

Appendix D: High School Library Resources

NEISD High Schools

Poteet High School



North East Independent School District
Tradition of Excellence

North East ISD / NEISD Library Services / NORTH EAST INDEPENDENT SCHOOL DISTRICT LIBRARY SERVICES / HOME

NORTH EAST INDEPENDENT SCHOOL DISTRICT LIBRARY SERVICES: HOME

TRANSFORMING INFORMATION INTO KNOWLEDGE

[HOME](#) [About](#) [Annual Report](#) [Calendar](#) [Library Webpages](#) [Online Library Catalogs](#)

[Transformation Process](#) [Index](#)

Library News

NEISD Library Resources are now accessible through the Launchpad link at www.neisd.net. Staff and students will use their ADFS credentials to log into Launchpad, which allows access to all resources without the need for separate passwords.

The first time you access Launchpad from home, you may need to install an extension for Classlink Launchpad. Please watch the short video below for instruction.



Information for:

Administrator's Guide to Libraries

Copyright Corner

Professional Library Portal (Curated ASCD and OverDrive Collections)

ASCD eBook Titles to Support T-TESS

Mission Statement

North East ISD libraries offer spaces and resources for students, staff, and the community to explore, connect, create, collaborate, and communicate.

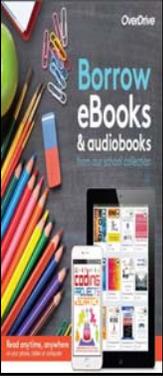
Procedure Manual



Procedure Manual

OverDrive eBooks & Audiobooks

Access thousands of eBooks here!



Twitter Timeline

Tweets by @NEISDLibrary

NEISD Library Srvc. Retweeted

 **NEISD Exec. Dir. @execneisd**
First Watch Dog of the year at Las Lomas. Once a lion always a lion.
[@yankee_todd](#) [@jlomas_lomas](#)
[@NEISD](#)



[Embed](#) [View on Twitter](#)

North East Resource Center



North East Resource Center

Library Services Facebook Page





North East Independent School District

Tradition of Excellence

North East ISD / NEISD Library Services / Welcome to the Molly Pruitt Public Library at Roosevelt High School / Home

Welcome to the Molly Pruitt Public Library at Roosevelt High School: Home

This is a guide for the partnership library between the North East ISD and San Antonio Public Library

Home Library Staff Roosevelt High School Library Meeting Room Rental Chess

Adult Program: SNAP Children Teens

Molly Pruitt Library



The Molly Pruitt Library at Roosevelt High School is the only dual use school and public library in central Texas. Made possible through a continuing partnership between the North East Independent School District (NEISD) and the City of San Antonio, the library serves students at Roosevelt High School while also providing resources and programming to the community. The library is open year round.

San Antonio Public Library (see Events tab for library programs)

General Information

Location & Contact Information

5110 Walzem Rd.
San Antonio, TX 78218
210-650-1122



Public Library Hours

Friday, Saturday, Sunday,
Monday

10:00 a.m. - 6:00 p.m.

Tuesday, Wednesday, Thursday

12:00 p.m. - 8:00 p.m.

School Library Hours

Roosevelt School Library hours are Monday through Friday 8:00 AM until 4:15 PM during the school year.

Visitors to the library during school hours must present a valid photo ID at the library reception desk before entering.

Library Book Collections

Pruitt Library patrons have access to both San Antonio Public Library (SAPL) and Roosevelt High School books. SAPL books may be returned to any public library in the city. Roosevelt books must be returned to the Pruitt Library.

Renewing Books

San Antonio Public Library Books

Click on the icon below and type in your library card number and PIN to renew San Antonio Public Library items.



Roosevelt High School Library Books

Click on the icon below and then go to My Stuff to renew Roosevelt High School items.



For further information about renewing library materials please see the Library Policies tab at the top of this page or call the library.

Last Updated: Aug 2, 2017 5:10 PM | URL: http://neisd.libguides.com/welcome_pruitt_library | Print Page

Login to LibApps

Tags: [partnership library](#) [public library](#) [school library](#)



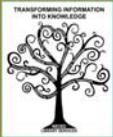
North East ISD / NEISD Library Services / Welcome to the Churchill High School Library / Welcome

Welcome to the Churchill High School Library: Welcome

This guide presents information about the Churchill High School Library.

- [Welcome](#)
- [Campus Resources](#)
- [Annual Report](#)
- [Library Calendar](#)
- [Turn It In](#)
- [Google Accounts for Students](#)
- [Local Resources](#)
- [Book Clubs & Reading Suggestions](#)
- [ASCD Professional Collection](#)
- [Teacher Resources](#)

Search this Group Search

<p>Library News</p> <p>Just Keep Reading...All Summer!</p> <p>Summer Checkouts @ WC-- Easy as 1-2-3!</p> <ol style="list-style-type: none"> 1. Stop by the library to pick up a parent permission form. 2. Return the signed form to the library 3. Check out books for the summer! <p>NEISD Summer Reading Guide</p>	<p>Library Resources</p> <p>Click on the tree icon to access a variety of digital resources for research & reading.</p>  <p>Click to search for library books & materials</p> 	<p>Library Staff</p> <div style="text-align: center; margin-bottom: 10px;">  <p>Charlotte Gustafson- Librarian email- cgusta2@neisd.net</p> </div> <div style="text-align: center;">  <p>Clara Chertakovsky- Library Assistant email- cchert@neisd.net</p> </div> <p style="text-align: center;">Phone- 210-356-0004</p>
<p>OverDrive eBooks & Audiobooks</p> <p>Click the icon for thousands of eBooks and Audiobooks!</p> 	<p>Library Information</p> <p>Library Hours</p> <p>Monday & Friday 8:00 a.m. - 4:30 p.m.</p> <p>Tuesday, Wednesday, Thursday 8:00 a.m. - 5:30 p.m.</p> <p>REteACH Tutoring</p> <p>Tuesday, Wednesday, Thursday 4:15 p.m.-5:30 p.m.</p>	
	<p>Library Transformation Update 2017</p> <ul style="list-style-type: none"> •  LTP Update 	



North East ISD / NEISD Library Services / Welcome to the Johnson High School Library / Welcome

Welcome to the Johnson High School Library: Welcome

This guide provides information about the Johnson High School library.

- [Welcome](#)
- [Campus Resources](#)
- [Annual Report](#)
- [2017 Summer Reading Guide](#)
- [Texas TAYSHAS Reading List 2017](#)
- [BrainPop](#)
- [OverDrive](#)
- [Digital Citizenship](#)
- [Local Resources](#)
- [Password Help](#)
- [Psychological Disorders](#)
- [Online Textbooks](#)
- [Entrepreneurs](#)

Search this Group Search

<h3>Library News</h3> <p>Testing Season Is Here!</p> <p>Use our newly purchased TERC (Testing & Education Resource Center) database to prep for PSAT, SAT, STAAR and other tests too. Online test review books are available and many practice tests are provided. Don't miss out on this great resource located on our Library Resources page!</p>  <p style="font-size: small;">This image provided by Pixabay © CC0 Public Domain</p>	<h3>Library Resources</h3> <p>Click on the tree icon to access a variety of digital resources for research & reading.</p>  <p>Click to search for library books & materials</p> 	<h3>Library Staff</h3>  <p>Terri Sanchez- Librarian email - tsanch@neisd.net Phone- 210-356-0544</p>
<h3>JHS Anime Club</h3> <p>Join our Johnson Anime Club Pick up a form in the library!</p> <p>Dues are \$20. Next meeting TBA soon.</p>  <p style="font-size: x-small;">(image from Empty Blue at http://www.emptyblue.it/data/wallpaper/LittleBusters/rin_kyousuke_child.jpg)</p> <p>Meetings - Mondays 4:15 PM - 5:00 PM</p>	<h3>Library Information</h3> <p style="text-align: center;"><u>Library Hours</u></p> <p style="text-align: center;">Monday-Friday 7:45 a.m. - 4:25 p.m.</p>	<h3>Lady Bird Johnson</h3>  <p>A leader, a role model, and an inspiration. Lady Bird cared about our environment and gave back so much to our state. Read about her legacy at the JHS Library.</p>
	<h3>Overdrive - E-Books Galore!</h3> <p>Use your Kindle, use your Nook, use your smart phone or your tablet to download great books from our Overdrive E-Book and Audiobook collection. They'll download so quickly and you'll have a great book in your hand in no time! Click here to view our collection.</p> 	<h3>Library Staff ONLY</h3> <ul style="list-style-type: none"> • Sign In/Out



North East Independent School District

Tradition of Excellence

North East ISD / NEISD Library Services / Welcome to the Lee High School Library / Richard A. Middleton Library @ Lee High School

Welcome to the Lee High School Library: Richard A. Middleton Library @ Lee High School

Richard A. Middleton Library @ Lee High School; serving Lee, NESAs, STEM and ISA

Richard A. Middleton Library @ Lee High School [Campus Resources](#) [Annual Report](#) [Calendar](#)

[Additional Links](#) [iLearn @ Lee](#) [Password Help](#) [Senior Research](#) [Online Textbooks](#)

[Overdrive Professional Collection](#) [Junior Research Project](#) [Annotated Bibliography](#)

Library News

Welcome Back, Volunteers

If you checked books out for summer reading, this is the week to return those books. Drop them by the library anytime.

Library News

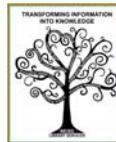
Suggest a Book for Your Library

If you'd like us to purchase a book you couldn't find at the Lee Library use the form below to let us know what book you'd like us to purchase.

Suggest a Book Title

Library Resources

Click on the tree icon to access a variety of **digital resources** for research & reading.

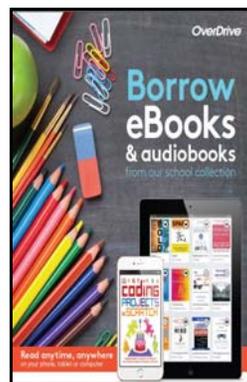


Click to search for library books & materials



OverDrive eBooks & Audiobooks

Access thousands of eBooks here!



Library Staff - Contact Information



Sharon Swarn Librarian
email- sswarn@neisd.net

Dorothy Wood- Library Assistant
email- dwood2@neisd.net

Hours: 7:15 - 4:30
Phone: 210.356.0804

Twitter

Follow @volslibrary

Last Updated: Aug 28, 2017 11:23 AM

URL: http://neisd.libguides.com/welcome_lee_library

[Print Page](#)

[Login to LibApps](#)

Subjects: High Schools

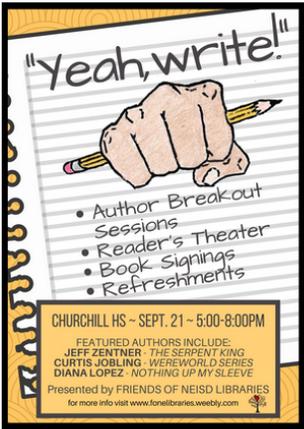
Welcome To the Douglas MacArthur High School Library: Welcome

This guide provides information about the MacArthur High School Library.

- Welcome
- Campus Resources
- Annual Report
- Calendar
- Library Newsletter
- About the Library
- Technology
- Reading Promotion
- OverDrive
- Mac Makerspace
- College/Career Readiness and Test Prep
- STAAR Review Guides
- Online Textbooks
- Using and Citing Sources
- Local History Resources
- Class Projects
- Digital Badges

Library News

Mark your calendar!



• Author Breakout Sessions
• Reader's Theater
• Book Signings
• Refreshments

CHURCHILL HS - SEPT. 21 - 5:00-8:00PM

FEATURED AUTHORS INCLUDE:
JEFF ZENTNER - THE SERPENT KING
CURTIS JOBLING - WEREWORLD SERIES
DIANNA LOPEZ - NOTHING UP MY SLEEVE

Presented by FRIENDS OF NEISD LIBRARIES
for more info visit www.fonelibraries.weebly.com

Check out the details [here!](#)

Take our [Library Interest Survey!](#)

Library Resources

Click on the tree icon to access a variety of digital resources for research & reading.



Click to search for library books & materials



Library Information

Library Hours
Monday - Friday
8:00 a.m. - 4:30 p.m.

The library is open during all three lunches
(availability based on class usage)

Pink passes are required 9:00 a.m. - 4:15 p.m.

Library Staff



Janelle Schnacker - Librarian
email- jschna@neisd.net



@MacArthurLib

Catherine Tschoepe- Library Assistant

Phone: 210-356-7604
Fax: 210-650-1129

Digital Badges

Digital Badges recognize professional learning. The badges below represent verified learning objectives that the librarian pursued and completed during the 2016-17 school year.



North East ISD / NEISD Library Services / Welcome to the Madison High School Library / Welcome

Welcome to the Madison High School Library: Welcome

This guide provides information about the Madison Library.

- [Welcome](#)
- [Campus Resources](#)
- [Annual Report](#)
- [Library Policies](#)
- [Password Help](#)
- [What to read](#)
- [eBooks/Audio books](#)
- [Google Drive](#)
- [Research Help](#)
- [How to Videos](#)
- [Local Resources](#)
- [Summer Reading Lists](#)
- [Schedule](#)
- [Board Builder Help](#)
- [Technology Apps/Programs Help](#)
- [Online Textbooks](#)
- [Career Information](#)
- [Professional Reading](#)
- [Homework Help](#)
- [Real Vs. Fake News](#)

Library News

Welcome back!

Hope everyone had a restful summer break.

Author Visit

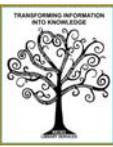
Jeff Zentner will be visiting our library on September 21. See Mrs. DeWinne for details on how you can get a ticket to the author visit.

Summer Reading

Check out the Summer Reading tab on this web page to find all kinds of great summer reading ideas and suggestions. Also, find out how you can download books for free this summer.

Library Resources

Click on the tree icon to access a variety of **digital resources** for research & reading.



Click to search for library books & materials



Library Staff



Kristy DeWinne- Librarian
email - kdewin1@neisd.net

Kathleen Butler- Library Assistant
email- kbutle1@neisd.net

Phone- 210-356-1404

Library Information

Library Hours

M - F 8:00 a.m. - 4:30 p.m.
T & TH
Tutoring in the library from 4:15 - 6:00 p.m.

Copyright Information

- NEISD Copyright Corner
- Beyond Digital Citizenship

What's Tweeting

Tweets by @MadisonLibrary2



Madison Library @



Aug 17, 2017



Madison Library @

School starts soon! Wondering where that summer reading list is? Click here: neisd.libguides.com/welcome_madiso... Happy reading!

NEISD...
This g...
neisd.l...

Aug 15, 2017

[Embed](#) [View on Twitter](#)

What happens in the Library?



Murder Mystery games

Outstanding Books for College Bound

- Arts and Humanities
- History and Cultures
- Literature and Language Arts
- Science and Technology
- Social Sciences

Overdrive Link



Library Documents

-  [OverDrive READ on the Computer](#)
These directions allow you to read an eBook on a computer or device as long as you have Internet connectivity
-  [OverDrive Directions](#)
Directions for downloading eBooks to a device.
-  [Library Information](#)

Last Updated: Aug 25, 2017 2:50 PM

URL: http://neisd.libguides.com/welcome_madison_library

 Print Page

[Login to LibApps](#)

Subjects: [High Schools](#) Tags: [high school](#)



North East ISD / NEISD Library Services / Welcome to the Reagan High School Library / Welcome

Welcome to the Reagan High School Library: Welcome

This guide provides information about the Reagan HS library

- [Welcome](#)
- [Campus Resources](#)
- [Annual Report](#)
- [News Flyers](#)
- [Elective & Other Classes](#)
- [English Classes](#)
- [English IV Research Project](#)
- [YA Literature](#)
- [College Readiness](#)
- [The U.S. Constitution](#)
- [Online Textbook Access](#)
- [AP Human Geo - Global Goals](#)
- [Computer Lab Bookings](#)
- [Password Help](#)
- [Summer Reading](#)

New @RattlersRead

Tweets by @RattlersRea

Reagan HS Library
Congrats to RRHS Quiz Bowl team! Ranked #1 in SA, #12 in TX, #97 in Nation out of 304 teams at Nat'l Tournament! #rrhsway

May 31, 2017

Reagan HS Library
Calling all books! Please put them in our dropbox. #rrhsway

May 16, 2017

Reagan HS Library

[Embed](#) [View on Twitter](#)

Library Resources

Click on the tree icon to access a variety of **digital resources** for research & reading.

TRANSFORMING INFORMATION INTO KNOWLEDGE

Click to search for library books & materials

General Information

Hover your cursor over each star for information about each topic.

Made with

LEARN MORE

Library Staff

Christie Gudowski - Librarian
email: cgudow@neisd.net

Katherine Savage - Library Clerk
email: ksavag@neisd.net

Library Calendar

Classes @ Reagan Library

Today Aug 27 – Sep 2,

Sun Mon Tue Wed Thu Fri Sat 9/2

12am

1am

2am

3am

4am

Events shown
in time zone:

Amazon Associates

[Nintendo Switch with Gray Joy-Con](#)
Nintendo
New \$376.68

[Samsung 128GB 100MB/s Samsung Electronic...](#)
New \$44.99

[Nintendo Switch with Neon Blue and Neon Red Joy-Con](#)
Nintendo
New \$385.99

[Samsung Galaxy S8 Unlocked 64GB - US Version](#)
Samsung Telecommun...
New \$574.99

[SanDisk 32GB Ultra Class 10 SDHC UHS-I Memory Card Up ...](#)
Sandisk
New \$12.99

[Privacy Information](#)

Mission Statement

The mission of the Reagan High School Library is to foster peer and adult **relationships** in a welcoming environment so that students learn the **responsibilities** of technology, including digital citizenship, and research in order for their experience at Reagan High School to **result** in their successful preparation in higher education and the workplace.



[North East ISD](#) / [NEISD Library Services](#) / [Welcome to the Roosevelt High School Library](#) / [Welcome](#)

Welcome to the Roosevelt High School Library: Welcome

This guide provides information about the Roosevelt High School Library.

- [Welcome](#)
- [Campus Resources](#)
- [Annual Report](#)
- [Library Schedule](#)
- [Library Policies](#)
- [Google Accounts](#)
- [Research](#)
- [OverDrive](#)
- [Copyright Corner](#)
- [Prezi Help](#)
- [Turn It In](#)
- [Molly Pruitt Library](#)
- [Technology Boot Camp](#)
- [TR Library Newsletters](#)
- [Library 101 2016-2017](#)
- [ESOL I Research](#)
- [Presentation Programs](#)
- [NEISD Summer Reading](#)

Library News



On May 17, the library held its first **International Culture Festival** with the support of Mrs. Bass' English I students, the International Club, and the ESL Department. View the slideshow above for a taste of the festivities.

The reading lists featured in this Summer Reading Guide were compiled by NEISD librarians and are intended to give students literature suggestions to read for enjoyment over the summer. These lists represent a wide variety of reading levels, genres, points of view, and ideas. While not every book will appeal to every reader, we are hopeful that every reader will be able to find at least one book to enjoy.

NEW! GT, Pre-AP, & AP Summer Reading Choice Books



Free electronic books are waiting for you! All you need is a student or employee ID #.



Click the image and log in with your Student ID and password to access great eBooks and audiobooks!

Students, the library has E READERS FOR LOAN!

Please see Ms. Perez or Ms. Denney for a special checkout form requiring parental consent.

Library Resources

Click on the tree icon to access a variety of **digital resources** for research & reading.



Click to search for library books & materials



Library technology users, please log into your Google account, and then return to this page and click on the link below to use our black and white printer named **004-LIB-M601A**.

<https://www.google.com/cloudprint/addpublicprinter.html?printerid=bc7afb4-4133-ac87-3bc3-55688ce9f59c&key=2736920307>

Library Information

School Library Hours, Monday - Friday 8:00 a.m. - 4:15 p.m.

San Antonio Public Library Hours:
Tuesday -Thursday: 12:00 p.m. - 8:00 p.m.

Friday - Monday: 10:00 a.m. - 6:00 p.m

Library Staff

Phone Lines: **(210) 356-2204** (Front Desk) & **(210) 356-2302** (School Librarian's Office)



School Librarian, Lynnette Perez
Email: lperez3@neisd.net

Click [HERE](#) for the librarian's weekly schedule.



School Library Assistant: Anna Denney

Email: adenne@neisd.net

Digital Badges

Digital Badges are a powerful way to recognize professional learning. The badges below represent verified learning objectives that the School Librarian independently pursued and completed during the 2016-17 school year.



Recommend a library purchase

- Recommend a library purchase

Home Access directions

ARTICLES AND VIDEOS

To view these articles and videos from home, you must be logged into the databases.

DATABASE PASSWORDS

To view the database passwords and digital note taking forms, you must be signed into your NEISD Google account (not your personal Google account).

Click [HERE](#) for help logging into your NEISD Google Account.

Once logged into Google, click [HERE](#) for the database passwords.

OVERDRIVE QUICK SETUP DIRECTIONS FOR MOBILE DEVICES

- EZ Overdrive Mobile setup

@MyTRLib (formerly RoughReaders)

Follow @myTRLib

Tweets by @myTRLib

Roosevelt Library Retweeted

Dee Dee Davenport @ Chess-- learn all about it at Pruitt Library! Family Chess Night resumes on Sept. 14.



Aug 23, 2017

Roosevelt Library Retweeted

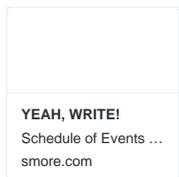
T. Love @tlovesbooks 2 poems come 2mind during times like this. W/ no malice or hate, I, too, sing America. I, too, ask more 2speak up against bigotry & hate.



Aug 14, 2017

Roosevelt Library Retweeted

FONEL Libraries @fon smore.com/68jmy



Aug 10, 2017

Roosevelt Library (Hmm. Wonder what phenomom created these. [#neisdlibraries](#) [#WeAreTRHS](#)



Aug 8, 2017

Roosevelt Library (5 PM on Thursday =Teen Chess time at Roosevelt! Thanks to Rackspace for sponsoring this activity. [#WeAreTRHS](#) [#neisdlibraries](#) [#rackspace](#)



Last Updated: Aug 23, 2017 11:19 PM

URL: http://neisd.libguides.com/welcome_roosevelt_library

 [Print Page](#)

[Login to LibApps](#)

Subjects: [High Schools](#) **Tags:** [high school](#), [welcome](#)



Poteet High School

Home Catalog



Poteet High School Library

Hours: Monday - Friday, 7:30 am to 4:30 pm.

Book Club meets on Wednesdays, 7:30 am

Librarian: Wendy Pitts

Databases

- [Why use a database?](#)
- [American Indians History & Culture](#)
- [American West](#)
- [Gale Databases](#)

Ebooks

- [ebooks at Adelaide](#)
- [Project Gutenberg](#)

TED Talks

- [Technology Entertainment & Design](#)

Research Help

- [Writing Guide](#)
- [Citation Machine](#)
- [Digital Notetaking](#)
- [Easy Bib Research Help](#)
- [How to conduct research](#)
- [Purdue Online Writing Lab](#)

Career Videos

- [Career Exploration](#)
- [Typical Day on Job Videos](#)
- [Education Videos](#)

Various Digital Resources

- [Ebsco Host](#)

Reference

- [Britannica School](#)
- [Britannica Escolar](#)
- [Dictionary & Thesaurus](#)



POTEET
Independent School District



- [Home](#)
- [Schools](#)
- [Departments](#)
- [School Board](#)
- [Resources](#)
- [Employment](#)

[Search](#)

Staff Resources

[Home](#) / [Resources](#) / Staff Resources

eduphoria!





Asbestos Public Notice

Poteet ISD is working hard to maintain compliance mandated by both federal and State laws governing asbestos in school buildings. A copy of the Asbestos Management Plan can be found in the main office at each campus. If you have any questions or would like to examine the district's Asbestos Management Plan in more detail please contact Art Sanchez, the district's Asbestos Designated Person at (830) 570-9097.

Schools

- [District](#)
- [Elementary](#)
- [Intermediate](#)
- [Junior High](#)
- [High School](#)

Parent Links

- [Parent Portal](#)
- [District Calendar](#)
- [Parent-Student Handbook](#)
- [Social Networking](#)
- [Software Discount](#)
- [Graduation Toolkit](#)
- [Immunization](#)

- [TEKS Resource Portal](#)
- [Report Bullying](#)

Student Links

- [SAT Question of the Day](#)
- [Word of the Day](#)
- [Parent-Student Handbook](#)
- [District Calendar](#)
- [Graduation Toolkit](#)
- [ApplyTexas](#)
- [Federal Student Aid](#)
- [Campus Tours](#)
- [Report Bullying](#)

Staff Links

- [Staff Resources](#)
- [District Calendar](#)
- [Eduphoria](#)
- [dmac](#)
- [Employee Email Login](#)
- [TxEIS Employee Access](#)
- [TxGradebook](#)

Poteet ISD

[1100 School Drive](#)
[Poteet, TX 78065](#)

Phone: [\(830\) 742-3567](#)
Fax: (830) 742-3332

REPORT A BULLY

© 2017 [Poteet Independent School District](#)

Appendix E: Assessment and Student Learning Outcomes

Student Learning Outcomes Assessment Process as it pertains to the Texas Higher Education Coordinating Board (THECB) Core Courses taught at Dual Credit High School locations in partnership with St. Philip's College, Alamo Colleges District, and respective Independent School Districts

For submission with SACSCOC Substantive Change Prospectus for approval of a new off-campus site where 50% or more of the course credits may be earned.

St. Philip's College provides for a systematic evaluation of educational programs, including evaluation of courses at off-campus sites where 50% or more of the course credits may be earned, and ensures that results are used for improvement. Comparability of off-site and on-campus programs and courses are ensured by the evaluation of educational effectiveness, including assessment of student learning outcomes.

Assessment of Institutional Student Learning Outcomes for courses and educational programs at both on-campus and off-campus sites aligns directly with the St. Philip's College Strategic Plan. Specifically, assessment ties back to the following College Goal and Action Plan.

Goal 1 STUDENT SUCCESS (Provide academic and student support and align labor market-based pathways to achieve student completion) and

Action Plan 1.6 (Assess and improve student learning outcomes/competencies for all academic and workforce programs).

In addition, assessment of Institutional Student Learning Outcomes for courses and educational programs at both on-campus and off-campus sites aligns directly with Texas Higher Education Coordinating Board (THECB) expectations as outlined in the St. Philip's College Core Curriculum Assessment Plan and the expectation as outlined in SACSCOC Comprehensive Standard 3.3.1.1 addressing the following:

- a. Identifies expected outcomes
- b. Assesses the extent to which it achieves these outcomes
- c. Provides evidence of improvement

To ensure that these requirements are met for Dual Credit and Early College High School courses, a Course Agreement Form is prepared and approved by the St. Philip's College Dean and Chairperson associated with the specific St. Philip's College course being taught and by the Curriculum Specialist at the high school. Course Instructors meet with department chairs to ensure that all material is appropriate and that the agreement includes all course material and expected student learning outcomes as outlined in the course syllabus as taught both on- and off-campus. The Dual Credit Course Agreement Form specifies that *“The course requirements listed in the attached St. Philip's Course Syllabus identifies the learning outcomes of the college course listed above. The high school syllabus addresses the Texas Essential Knowledge and Skills (TEKS) requirements for the high school class identified above. Both sets of outcomes will be covered in the course taught at the high school.”*

Alamo Colleges

Dual Credit Course Agreement

In compliance with the *Texas Administrative Code, §4.84, Institutional Agreements*, _____ High School of the _____ ISD (herein called the High School) and St. Philip's College, one of the Alamo Colleges (herein called College) in partnership have agreed to the following concerning:

College Course: _____ and

Dual Credit for High School Class _____

Course Information

- I. The course requirements listed in the attached St. Philip's Course Syllabus identifies the learning outcomes of the college course listed above. The high school syllabus addresses the TEKS requirements for the high school class identified above. Both sets of outcomes will be covered in the course taught at the high school.
- II. The textbook(s) has been approved by the College as comparable to the college-level text and is identified in the attached St. Philip's Course Syllabus.
- III. The course is one of the following:
 - a. ___ A transfer course which is part of the core curriculum requirements of the Alamo Colleges, or
 - b. ___ A career/technical course which is a requirement in a St. Philip's Colleges' certificate and/or AAS degree.
- IV. The length of the section/class will be
 - a. ___ One semester
 - b. ___ Two semesters
 - c. Other: _____
- V. The course is aligned with and must be offered with another course which is:

- VI. The performance measures (how the course will be graded) for the course meets the requirements of the college and is included in the attached St. Philip's Course Syllabus.
- VII. The section/class will be held (indicate all that apply)
 - a. ___ At the high school
 - b. ___ At the college campus with high school arranging transportation to the college
 - c. ___ Via Distance Learning with instructor that has AC distance learning certification

Faculty Qualifications and Requirements

- VIII. The section/class will be offered at the high school and will be taught by a high school teacher qualified for this course as stated below
 - a. ___ For general education courses, doctorate or master's degree in teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline)
 - b. ___ For career/technical courses, bachelor's degree in the teaching discipline or associate's degree and demonstrated competencies in the teaching discipline

The dual credit teacher shall be hired by the Alamo Colleges through the adjunct hiring process before the section/class begins.

- IX. Faculty development/training required for eligibility to teach this specific course is
 - a. Not applicable or
 - b. (list requirements) – attendance at Fall and Spring Adjunct Faculty Meetings
- X. Regular evaluation of the section/class, in accordance with the Alamo Colleges' Faculty Evaluation Procedures, will consist of the following, at a minimum:
 - a. Course Syllabus
 - b. Student Surveys each semester for each section/class
 - c. Classroom Observations as defined in the Faculty Evaluation Procedures

Student Requirements

- XI. The students in each class/section will consist of (indicate all that apply)
 - a. Dual credit students only.
 - b. Dual credit students and AP students.
 - c. Dual credit students and high school credit students earning articulated college credit
 - d. Dual credit students and high school credit-only students if the course involved is required for completion under the State Board of Education Recommended or Distinguished Achievement High School Program graduate requirements and the high school is otherwise unable to offer the course.
 - e. Dual credit students and college students on the college campus (all dual credit students will meet minimum 16-year old requirement by first day of class).
 - f. A distance learning section/class with regular college students and dual credit students.
- XII. The eligibility requirements (basic skills requirements and any other prerequisites) for enrollment in the course are: Contact the Dual Credit Office at your home college for the current requirements.
- XIII. The St. Philip's Course Syllabus with course description, textbooks, and student learning outcomes is attached.

Agreement is for three years from date of approval. Request for review and revision may be made by either party during the three-year period. Any revision must be accompanied with a revised syllabus.

Agreement can be made with ISD for all high schools or with individual high schools within the ISD.

Date of Agreement: _____

High school chair/dean/curriculum specialist

College chair, _____ Department, SPC

Dean _____, SPC

12.10.2012

The process for monitoring and evaluating student learning outcomes at off-campus sites is comparable to the process for evaluating student learning outcomes on-campus. Dual Credit and Early College High School students who are enrolled in an online course or a St. Philip's College campus course are assessed following the institutional student learning outcomes assessment process as described in Description of Student Learning Outcomes Assessment Process below. In those cases, students are assessed like any other student through random sampling of courses.

Students enrolled in a course that take place on the high school campus are assessed through St. Philip's College department faculty overseeing the course. This addresses the challenge of identifying and pulling students enrolled in a different part of term. As an example of how departments conduct assessment, the Communications and Learning Department collects student artifacts from high school instructors and assesses these artifacts using institution-wide assessment rubrics used for ISLO assessment to determine competency attainment.

Description of Student Learning Outcomes Assessment Process

St. Philip's College uses consistent structure and set of institutional processes to identify, assess, and improve expected outcomes for educational programs. It **identifies Institutional Student Learning Outcomes (ISLOs)** through adoption of competencies defined by the Texas Higher Education Coordinating Board (THECB). Through academic year 2012-2013, St. Philip's College adopted intellectual competencies: Reading, Writing, Speaking, Listening, Critical Thinking and Computer Literacy as the College ISLOs. Definitions for these ISLOs were derived from Texas Higher Education Coordinating Board (THECB) descriptors with the exception of Critical Thinking which was derived from the Quality Enhancement Plan.

In August 2013, St. Philip's College adopted new Institutional Student Learning Outcomes based on competencies newly established by Texas Higher Education Coordinating Board (THECB), now called Core Objectives: Critical Thinking, Communication, Empirical and Quantitative Skills, Teamwork, Social Responsibility and Personal Responsibility. Definitions are derived from Texas Higher Education Coordinating Board (THECB) descriptors. The Core Objectives are aligned with core course instruction and, through degree program plans, are embedded in all educational programs.

St. Philip's College uses a variety of instruments to assess progress toward and attainment of **Institutional Student Learning Outcomes**. The following list illustrates instruments used to assess outcomes. Administration cycles show the level of maturity for each instrument. Instruments are administered according to the assessment cycle associated with each instrument and data are collected as provided below.

- Educational Testing Service Proficiency Profile, 2008 to 2016 (ongoing)
- QEP Personal Responsibility rubric assessment, 2014 to 2016 (ongoing)
- Texas Higher Education Coordinating Board (THECB) Core Objectives rubric assessment, Cycle I, 2013-2014; Cycle II, 2014-2015 (ongoing) Core Objectives rubric assessment, Cycle I, 2015-2016;
- Community College Survey of Student Engagement, 2007, 2009, 2011, 2013, 2015, 2017 (alternating spring semesters, ongoing)
- Noel-Levitz Student Satisfaction Inventory, 2010, 2012, 2014, 2016 (alternating spring semesters, ongoing)

Sampling is used to administer both direct and indirect college-wide assessments. It uses standardized sampling procedures that can be replicated to yield representative results during each assessment cycle. Consequently, a number of factors are considered when selecting sampling methods. These include size of the population and the use of stratification approaches to ensure all programs are represented. St. Philip's College utilizes random sampling with all four assessment instruments: Educational Testing Service Proficiency Profile Exam, Texas Higher Education Coordinating Board Core Objectives rubric assessment, Community College Survey for Student Engagement and Noel-Levitz Inventory.

The Student Learning Outcomes Assessment Report monitors compliance with the assessment process and documents improvement based on results.

St. Philip's College **improves Program Student Learning Outcomes** by ensuring that academic programs use results to inform curricular decisions and to continually update programs to ensure continued alignment, relevance and performance excellence. The Program Student Learning Outcomes Reflective Report requires that program coordinators:

1. Clearly define program outcomes.
2. Describe how program is assessed.
3. Determine success at achieving program outcomes, including the analysis approach for evaluating results.
4. Describe how information and/or data are used to improve programs by providing specific examples.

St. Philip's College **improves Institutional Student Learning Outcomes** through annual evaluations of the assessment process. Faculty are asked to comment on successes and areas that need improvement. Resulting recommendations are presented to administration for consideration and action as appropriate.

Appendix F: St. Philip's College Scorecard

St. Philip's College Scorecard FY 2017

For a detailed review of SPC Student Achievement Goals: <http://www.alamo.edu/mainwide.aspx?id=43716>

Results of Mission: Empower our diverse student population through educational achievement and career readiness. Vision: Best in the nation in Student Success and Performance Excellence. Values: Students First Respect For All Can Do Spirit Community Engaged Data Informed Collaboration Core Competencies: Quality Instruction of Educational Programs Student Engagement Community Engagement							
STRATEGIC OBJECTIVES	INSTITUTIONAL PRIORITIES	SUPPORTING DOCUMENTS LEADING INDICATORS	BENCHMARK	RESULTS			TARGET
Student Success	Productive Grade Rate (PGR)	<ul style="list-style-type: none"> SLO Assessment Results (QEP and ETS) Early Alert/Follow-Up Reports Tutoring Student Engagement (CCSSE Survey) 4E, 4L, 4P, 21 Noel Levitz 1-16 	AC baseline (Fall 2006) = 67.3% Dual Credit = 93.8% Non-Dual Credit = 75.3%	Fall 14	Fall 15	Fall 16	Fall 17
	Persistence FT FTIC Fall-to-Fall	<ul style="list-style-type: none"> On-Site Wait Times Noel Levitz 1-16, 43,32,15,65 CCSSE 4O, 4E, 4P, 9B Tutoring/Advising Class Climate 	State & VLCC Best (San Jacinto South) = 70.7% VLCC Average = 62.8% Statewide = 58.5% AC developmental education 50.8%				
	Graduation Rate FT FTIC 3-year	<ul style="list-style-type: none"> Enrollment Productive Grade Rate (PGR) Early Alert Follow-Up Reports Tutoring/Advising Weekly Degree Audits (45+ Hrs) 	VLCC Best (San Jacinto North) = 28.7% VLCC Average = 15.8%, State Average = 17.6%	Fall 11 Cohort	Fall 12 Cohort	Fall 13 Cohort	Fall 14 Cohort
Leadership	Ethical Decision Making (EDM)	<ul style="list-style-type: none"> Rubric Assessment Ethical Decision Making/Personal Responsibility Student Engagement and Satisfaction (CCSSE, Noel Levitz) 	CCSSE every odd year (spring) Target: 50.0% NL every even year (spring) Ethical Decision Making (EDM)/Personal Responsibility Baseline (Fall 2014) = 73%	14/15	15/16	16/17	17/18
				CCSSE ACL 51.3 SE 49.5 AC 49.0 SFI 50.8 SFL 53.7	Assessed Biannually	CCSSE Available 7/2017	CCSSE ACL 51.8 SE 50.0 AC 50.0 SFI 51.3 SFL 54.2
				Assessed Biannually	Summary Score NL 5.90	Next Assessment Spring 18	Summary Score 6.4
Performance Excellence		<ul style="list-style-type: none"> College Climate Survey (PACE) Employee Professional development 	PACE every year (Fall) target 3.76	3.68	3.76	3.86	3.91
Reaffirmation	SACSCOC Reaffirmation	<ul style="list-style-type: none"> Alumni Constituent Survey (ACS) Submission of Autonomy Report and Response Report BOT Review/Recommendations Dec.2017 Action Plans Sustainability Plans for Submission of the 5th year Report in 2021 	Alumni (EDM) SPC Constituent Survey Spring 2016 Average = 80.1% Best in the region (SACSCOC); 0 Recommendations; 2.5 (Average); SPC below average on cited recommendations	TBD	80.1%	84.3%	84.8%



ALAMO
COLLEGES
DISTRICT

St. Philip's College

St. Philip's College
1801 Martin Luther King Drive, 78203 | 800 Quintana Road, 78211
San Antonio, Texas
(210) 486-2000 | alamo.edu/spc
#goSPC

