

**NORTHWEST VISTA COLLEGE
PROCEDURE**

Procedure Number: SS 2.3.2
Procedure Title: Vista Central Check-In Procedures

I. Purpose

Northwest Vista College (NVC) provides a central location, Vista Central, for supporting the onboarding of new students through the enrollment steps. Vista Central in its infancy stage is currently serving students which have been referred for assistance in which the students' need has already been determined.

II. Procedure Statement

Vista Central students will be tracked by Banner I.D./default ID when necessary. The services provided will be also tracked and the outcome of their visit. This data will be used to process improve and provide much needed data for analysis of services.

A. Check- In Process:

1. Photo I.D. is required at check-In
2. Student Banner number (ID) will be entered in Who's Next
3. If Banner number has not been assigned a default ID will be used
4. Services needed will be entered into Who's Next
5. Student will be sent to Lab area for access to computer use and assistance
6. Example of services:
 - a. ACES username and/or Banner Number Retrieval
 - b. Complete & Submit Apply Texas
 - c. Complete AE Modules
 - d. Enrollment Checklist review
 - e. FAFSA
 - f. Pay Tuition and Fees
 - g. Refer to Advising
 - h. Refer to Disability Service
 - i. Refer to Financial Aid
 - j. Refer to Math Advising
 - k. Refer to Readiness
 - l. Refer to Records
 - m. Refer to Residency
 - n. Refer to Testing
 - o. Refer to VA
 - p. Refer to VC Advisor Sr Advisor
 - q. Refer to VC Supervisor
 - r. Register for Admission Appointment
 - s. Register for New Student Orientation
 - t. Register for Transfer Student Orientation
7. Visit Notes will be entered if needed

B. Check-out Process:

1. Student will be checked out using Who's Next
2. Services completed will be notated in Who's Next
3. Notes will be added if necessary to notate outcome of visit

Contact for Interpretation:

Director, Admissions and Records

Relevant Board Policy:

N/A

Relevant SACSCOC Principle:

CS 3.3.1.3

Last Updated: ___ September 22, 2016 ___

Approved: _____
Vice President for Student Success

2014 – 2015
COLLEGE PREPARATORY MATHEMATICS AND ENGLISH LANGUAGE ARTS
COURSES MEMORANDUM OF UNDERSTANDING
BETWEEN

ALAMO COMMUNITY COLLEGE DISTRICT
AND
THE UNIVERSITY OF TEXAS AT SAN ANTONIO

The ALAMO COMMUNITY COLLEGE DISTRICT (herein referred to as the “Alamo Colleges”) on behalf of _____ College (herein referred to as the “College”), and The University of Texas at San Antonio (herein referred to as the “University”) and _____ (herein referred to as the “School District”) enter the following Memorandum of Understanding (“MOU”) for the creation of College Preparatory Courses in Mathematics and English Language Arts (herein referred to as “College Preparatory Courses”) as of _____, 201_. Both “College” and “University” together will be referred to as the “IHE” the institution of higher education. Collectively the parties are referred to as “Parties.”

The purpose of this MOU is to outline the collaboration of the Parties, as listed above, in creating College Preparatory Courses in Mathematics and English Language Arts (“ELAR”) for high school students who have not demonstrated college readiness (“Program”).

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

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

2. **TERMS**. Subject to any annual approvals that may be required by law, by the Texas Education Agency (“TEA”), or by the Texas Higher Education Coordinating Board (“THECB”), the term of this MOU shall commence upon the date that the last of the Parties has signed this MOU (“Commencement Date”) and

shall end on _____, 201_. Notwithstanding the foregoing, the Parties acknowledge and agree that a condition precedent to a party's signing the MOU is approval of the MOU by that party's governing board. Upon mutual written agreement by the Parties and approval as may be required by the Parties' governing boards, TEA, and THECB, this MOU may be extended for a one-year renewal term ("Renewal Term"). As used in this MOU, "Term" shall mean the initial term, the initial term as may be extended by the Renewal Term, or such shorter period of time in the event of termination of this MOU.

3. **COURSE DEVELOPMENT/CURRICULUM.**

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

4. **FACULTY SELECTION, SUPERVISION, AND EVALUATION.** School District will assign highly qualified faculty for each high school offering the College Preparatory Courses. Appropriate School District high school faculty will meet regularly, at least one time per year, with appropriate IHE faculty to ensure that each course is aligned with the Program's expectations.

5. **LOCATION OF CLASSES.** College Preparatory Courses developed will be held on the campus of the School District high schools offering the course(s).

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

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

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

- A. An end-of-course assessment instrument for each of the College Preparatory Courses will be developed and adopted by IHE and School District to ensure the rigor of the College Preparatory Courses. This assessment will account for at least 15% and no more than 20% of the final average which will be dependent on local policy.
- B. For the ELAR and Mathematics College Preparatory Courses, a student earning a grade of 75 or above in a particular course will demonstrate proficiency in the course and will be eligible to enroll in an entry-level college level English composition or Mathematics course. A student earning a grade between 70 – 74 will receive high school credit for that course but will not have demonstrated college-readiness.
- C. Specific to the Mathematics College Preparatory Courses, assessments will comprise 80% of the final course grade with no single assessment weighted over 20 %. If a School District allows students to retest, the score on this assessment must be limited to a 70.
- D. Successful completion of the college level course will demonstrate Texas Success Initiative (“TSI”) compliance.

9. **PROFESSIONAL DEVELOPMENT.** Appropriate School District high school faculty will meet regularly, at least one time per year with appropriate IHE faculty to ensure that College Preparatory Courses are aligned with the Program expectations. IHE and School District will develop and provide professional development opportunities for the teachers responsible for the College Preparatory Courses. Designated IHE personnel will coordinate and convene these training opportunities. Evidence of completion of professional development activities will be granted by an approved service provider.

10. **PROGRAM EVALUATION.** School District and IHE will develop a plan for the evaluation of the College Preparatory Courses to be completed each year of the MOU. The evaluation will include, but is not limited to, disaggregated attendance and retention rates, satisfactory progress in the College Preparatory Courses, state assessment results, SAT/ACT, TSI readiness, qualification of College Preparatory Courses’ instructors, and adequate progress toward the college-readiness of the students in the College Preparatory Courses. Periodic independent evaluation of College Preparatory Courses’ content and delivery will be coordinated by Education Service Center-Region 20 (“ESC-20”). Program evaluation will consist of a holistic review of each School District’s College Preparatory Course on a semester basis prior to Spring 2016. Beginning Spring 2016, the Program evaluation will consist of a more rigorous review to include data of student success in corresponding IHE gateway courses. The Program evaluation results will be shared with School District and IHE administration and will be used in the creation of ongoing professional development.

11. **TRANSCRIPTION OF CREDIT.** Transcription of high school credit and assessment results is the responsibility of School District. School District determines how the grades will be recorded in the high school transcript for GPA and ranking purposes. IHE and School District will use an agreed upon nomenclature for determining TSI-compliance.

12. **COMPLIANCE.** School District agrees:

- A. To certify that their sites are Americans with Disabilities Act (“ADA”) compliant.
 - B. To comply with all applicable provisions of the Family Education Rights and Privacy Act, 20 U.S.C. §1232g.
 - C. In all cases, to comply with all federal, state, and local laws applicable to this MOU.
 - D. To have in place and abide by a policy prohibiting sexual harassment.
13. **AMENDMENTS/REVISIONS.** This MOU may only be amended by mutual written agreement of the parties.
14. **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.
15. **TERMINATION.** IHE reserves the right to terminate this MOU upon service of notice to School District sixty (60) days prior to the expiration of any academic term during the Term or Renewal Term of this MOU.

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

<p>Vice Chancellor for Academic Success Alamo Colleges 201 W. Sheridan San Antonio, Texas 78204 Tel: 210-485-0160 Email: jfabianke@alamo.edu</p>	<p>Assistant Vice-President for P-20 Initiatives The University of Texas at San Antonio 501 W. Cesar E. Chavez Blvd. San Antonio, Texas 78207 Tel: 210-458-2829 Email: Joseph.Kulhanek@utsa.edu</p>
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With Copy To:

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

With Copy To:

Office of Legal Affairs
 One UTSA Circle
 The University of Texas at San Antonio
 San Antonio, Texas 78249
 Tel: 210-458-4105
 Email: Virginia.Galloway@utsa.edu

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

_____ [Name]
 _____ [Title]
 _____ [Address]
 _____ Tel:

210/

Email: _____

16. **CHOICE OF LAW.** This MOU 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 MOU shall be in Bexar County, Texas.
17. **NONASSIGNABILITY.** Parties herein shall not assign any interest in this MOU and shall not transfer any interest in same without prior written consent of the Parties.
18. **INDEPENDENT CONTRACTOR.** Parties shall provide services pursuant hereto, as independent contractors. The Parties understand that the tasks, the details of which the Parties do not have legal right to control and no such control are assumed by this MOU. This MOU does not create an employment relationship, partnership, or joint venture between the Parties (or its employees). None of the Parties nor its employees shall be deemed employees of one another for any purpose whatsoever, and none shall be eligible to participate in any benefit program provided by a party.
19. **NO THIRD PARTY BENEFICIARIES.** Nothing in this MOU, 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 MOU 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.
20. **COUNTERPARTS.** This MOU may be executed in counterparts, each one of which shall be an original, and different Parties may sign different counterparts, all of which shall constitute but one document.
21. **ENTIRE AGREEMENT.** This MOU 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 WITNESS WHEREOF, the Parties have caused this MOU to be signed by its duly authorized officer, to become effective as of the date stated above.

ALAMO COMMUNITY COLLEGE DISTRICT:

By: _____
Dr. Jo-Carol Fabianke Date
Vice Chancellor for Academic Success

THE UNIVERSITY OF TEXAS AT SAN ANTONIO:

By: _____
Pamela S. Bacon Date

Associate Vice President for Administration

_____ **DISTRICT:**

By: _____
Name Date
Superintendent / Principal