



ALAMO COLLEGES DISTRICT
St. Philip's College

Office of the President

June 21, 2018

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 Level 1 Certificate Restaurant Supervision at the following high school location:

Memorial High School (Edgewood Independent School District)
1227 Memorial St.
San Antonio, TX 78228

We anticipate that greater than 50% of the necessary coursework leading to the Level 1 Certificate Restaurant Supervision may be obtained by students beginning in the spring 2019 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,

A handwritten signature in black ink, appearing to read "Adena Williams Loston".

Adena Williams Loston, Ph.D.
President

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

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

ST. PHILIP'S COLLEGE

1801 Martin Luther King Drive, San Antonio, Texas 78203

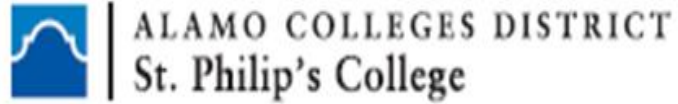
SACSCOC Substantive Change Prospectus



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



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

Memorial High School, Edgewood Independent School District

Prepared by St. Philip's College

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

June 21, 2018

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

- Associate of Arts
- Associate of Science

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

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

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

- Associate of Arts in Teaching - EC-6, 4-8, EC-12 Special Education FOS
- Associate of Arts in Teaching 7-12 and Other EC-12 FOS
- Business FOS

- Computer Science FOS
- Criminal Justice FOS
- Mechanical Engineering FOS (Voluntary Transfer Compact)
- Mexican-American Studies FOS
- Music FOS
- Speech Communication FOS

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

- Aircraft Mechanic Airframe
- Aircraft Mechanic Powerplant
- Early Childhood and Family Studies
- Histologic Technician
- Power Generation and Alternative Energy
- Vocational Nursing

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

| | |
|---|--|
| Advanced Diesel Heavy Equipment | Hospitality Management Fundamentals |
| Aircraft Structures Mechanic | Hotel Limited Service Property Management |
| Aircraft Turbine Mechanic | Hotel Rooms Division |
| Artisan Breads & Specialty Desserts | Industrial Maintenance |
| Automotive Heating and Air Conditioning Specialist | Inert Gas GTAW/GMAW Welder (MSGW) |
| Automotive Performance Specialist | Information Technology Cybersecurity Specialist |
| Automotive Technology | Manufacturing Operations Maintenance Mechanic |
| Baking Principles | Manufacturing Skills Trade Helper |
| Brake and Front End Specialist | MCSE: Server Infrastructure |
| Cake Decorating | Office Applications Specialist (OAS) |
| Catering Management | Payroll Specialist |
| Chocolates and Plated Desserts | Plumber's Helper |
| Cisco Systems Networking | Plumbing Trades |
| CNC Operator | Principles of Hotel Food and Beverage Management |
| Collision Technology | Production Tool Operator / Maintenance Assistant |
| Computer Maintenance with Cisco Specialization | Refinishing Technology |
| Construction Technology | Refrigeration |
| Culinary Studies | Residential Air Conditioning Installation |
| Diesel Heavy Equipment | Residential Air Conditioning Technician |
| Diesel/Light to Heavy Truck Technology Brake and Front End Specialist | Restaurant Supervision |
| Diesel/Light to Heavy Truck Technology | Small Business Management |
| Electrical Trades | Structural/Pipe Layout |
| Ford Maintenance and Light-Duty Repair | Transmission Specialist |

| | |
|-----------------------------|--------------------------|
| GM Light Maintenance Repair | Web and Mobile Developer |
|-----------------------------|--------------------------|

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

| | |
|---|---|
| Air Conditioning Systems - Installation | Electronics Assistant |
| Air Conditioning Systems - Service | Human Patient Simulation Technology |
| Aircraft Technology | Information Technology Specialist |
| Android Application Developer | Leadership Theory & Practice |
| Beginning Bookkeeping | Power Generation and Alternative Energy |
| Cloud Computing | Project Management |
| CompTIA Linux+ Certification Preparation | Retail Management |
| CompTIA Security + Certification Preparation | Social Media Specialist |
| Cyber First Responders | Web Designer Apprentice I |
| Diesel/Light to Heavy Truck Technology Mechanic Helper I | Web Designer Apprentice II |
| Diesel/Light to Heavy Truck Technology Mechanic Helper II | |

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 Restaurant Supervision

Level 1 Certificate Catering Management

Associate of Applied Science Restaurant Management

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 |
| Canyon High School | 1510 IH 35 North New Braunfels, TX 78130 | General Academic Courses |
| Canyon Lake High School | 8555 RM 32 Fischer, TX 78623 | General Academic Courses |
| Samuel Clemens High School | 1001 Elbel Road Schertz, TX 78154 | General Academic Courses |
| Judson High School | 9142 FM 78 Converse, TX 78109 | General Academic, Technical and Vocational Courses |
| La Vernia High School | 225 Bluebonnet Rd. La Vernia, TX 78121 | General Academic Courses |
| Navarro High School | 6350 North State Hwy 123 Seguin, TX 78155 | General Academic Courses |
| Smithson Valley High School | 14001 Hwy 46 West Spring Branch, TX 78070 | General Academic Courses |
| Byron P. Steele II High School | 1300 FM 1103 Cibolo, TX 78130 | General Academic Courses |
| Automotive Technology Academy | 3736 Perrin Central, Bldg. #4 San Antonio, TX 78217 | Vocational Courses |
| Poteet High School | 800 Leming Road Poteet, TX 78065 | Vocational Courses |
| First Baptist Academy | 1401 Pat Booker Road Universal City, TX 78148 | General Academic Courses |
| Trinity Christian Academy | 5401 North Loop 1604 East San Antonio, TX 78247 | General Academic Courses |
| Vanguard Christian Institute | 43360 IH 10 West Boerne, TX 78006 | General Academic Courses |

List of existing 25% off-campus sites and their addresses

| | | |
|-------------------------|---|---|
| Fort Sam Houston | Army Education Center Bldg. 2268, Rm. 207 2478 Stanley Road Fort Sam Houston, TX 78234 | General Academic, Technical and Vocational Courses |
| Lackland Air Force Base | 1550 Wurtsmith St. Lackland AFB, San Antonio, TX 78236 | General Academic, Technical and Vocational Courses |
| Randolph Air Force Base | 301 B Street West Randolph AFB, San Antonio, TX 78148 | General Academic, Technical and Vocational Courses |
| Agape Christian Academy | La Vernia Christian Teaching Center | General Academic Courses |

| | | |
|---|--|--------------------------|
| | 10688 U.S. Hwy 87 West La Vernia, TX 78121 | |
| Alamo University Center (AUC) | 8300 Pat Booker Road Live Oak, TX 78233 | Vocational Courses |
| Westside Education Training Center (WETC) | 563 Southwest 40 th Street San Antonio, TX 78237 | Vocational Courses |
| Alamo Heights High School | 6900 Broadway San Antonio, TX 78209 | General Academic Courses |
| Bandera High School | 474 Old San Antonio Hwy. Bandera, TX 78003 | Vocational Courses |
| Bracken Christian Academy | 670 Old Boerne Rd. Bulverde, TX 78163 | General Academic Courses |
| G.W. Brackenridge High School | 400 Eagleland Drive San Antonio, TX 78210 | General Academic Courses |
| Calvary Chapel Christian Academy | 2935 Pat Booker Rd. Suite 118 Universal City, TX 78148 | General Academic Courses |
| Robert G. Cole High School | 4001 Winans Rd. San Antonio, TX 78234 | General Academic Courses |
| Floresville High School | 1813 Tiger Lane Floresville, TX 78114 | Vocational Courses |
| Gloria Deo Academy | 1100 Bulverde Rd. Bulverde, TX 78163 | General Academic Courses |
| Harlandale High School | 114 East Gerald Ave. San Antonio, TX 78214 | Vocational Courses |
| Highlands High School | 3118 Elgin Ave San Antonio, TX 78210 | Vocational Courses |
| Lanier High School | 1514 W. Cesar E. Chavez Blvd. San Antonio, TX 78207 | General Academic Courses |
| Lifegate Christian School | 395 Lifegate Lane Seguin, TX 78155 | General Academic Courses |
| Living Rock Academy | 2500 Bulverde Rd. Bulverde, TX 78163 | General Academic Courses |
| Lytle High School | 18975 W. Farm to Market 2790 S. Lytle, TX 78052 | Vocational Courses |
| James Madison High School | 5005 Stahl Rd. San Antonio, TX 78247 | Vocational Courses |
| John Marshall High School | 8000 Lobo Ln. San Antonio, TX 78240 | Vocational Courses |
| McCollum High School | 500 W. Formosa Blvd San Antonio, TX 78221 | Vocational Courses |
| Memorial High School | 1227 Memorial St. San Antonio, TX 78228 | Vocational Courses |
| San Antonio Christian High School | 19202 Redland Rd. San Antonio, TX 78259 | General Academic Courses |

| | | |
|---------------------------------|--|--------------------------|
| School of Excellence | Milton B. Lee Academy of Science and Engineering 1826 Basse Rd. San Antonio, TX 78213 | General Academic Courses |
| Seguin High School | 815 Lamar Street Seguin, TX 78155 | General Academic Courses |
| South San Antonio High School | 7535 Barlite Blvd. San Antonio, TX 78224 | Vocational Courses |
| Southside High School 78221 | 19190 Hwy 281 South #2 San Antonio, TX | Vocational Courses |
| Southwest High School | 11914 Dragon Lane San Antonio, TX 78252 | Vocational Courses |
| Southwest Preparatory School | 1258 Austin Hwy., Bldg. 1 San Antonio, TX 78209 6535 Culebra Road San Antonio, TX 78238 | General Academic Courses |
| St. Gerard Catholic High School | 521 South New Braunfels Avenue San Antonio, TX 78203 | General Academic Courses |
| Stockdale High School | 500 South 4th Street Stockdale, TX 78160 | General Academic Courses |
| Town East Christian High School | 2030 Bible Street San Antonio, TX 78220 | General Academic Courses |
| Wagner High School | 3000 N. Foster Rd. San Antonio, TX 78244 | General Academic Courses |
| Earl Warren High School | 9411 Military Drive West San Antonio, TX 78251 | Vocational Courses |
| Veterans Memorial High School | 7618 Evans Road San Antonio, TX 78266 | General Academic Courses |

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ABSTRACT

St. Philip's College (SPC) Divisions of Arts and Sciences and Applied Science and Technology respectfully request approval to offer greater than 50% of the Level 1 Certificate Restaurant Supervision for a new off-campus dual credit program. The planned implementation for this change is the spring 2019 semester. Although students will not be able to achieve the Level 1 Certificate, as many as 12 hours of the Level 1 Certificate may be completed in four academic years. The enrollment of the first cohort (ongoing) will be approximately 58 students at the high school campus. The courses in this program will be held at the following off-campus site:

Memorial High School (Edgewood Independent School District)
1227 Memorial St.
San Antonio, TX 78228

The proposed dual credit 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 dual credit courses reduce the time to complete a college degree and cost of higher education, this program also 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 face-to-face instruction offered at the high school.

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 district 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 120 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, Texas 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. Dual Credit programs and course offerings have seen steady growth, particularly since approval of Texas HB505 in 2015, which states: SECTION 1. ...A rule may not limit:

- (1) the number of dual credit courses or hours in which a student may enroll while in high school;
- (2) the number of dual credit courses or hours in which a student may enroll each semester or academic year; or
- (3) the grade levels at which a high school student may be eligible to enroll in a dual credit course.

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 respond effectively to the needs of business and industry. Business stakeholders and constituencies depend on St. Philip's College to provide a reliable, skillfully trained, and intellectually

prepared workforce. Four-year colleges also depend on St. Philip’s College to equip students academically for transfer to their institutions. 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 |

Expansion of St. Philip’s College’s dual credit partnerships supports Strategic Objectives 1 and 2 by 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 Restaurant Supervision will be available to the following high school: **Memorial High School** (Edgewood 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 Community 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 ISDs 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 courses necessary to begin the requirements and program level outcomes for a Level 1 Certificate Restaurant Supervision from St. Philip's College, while attending courses at the following high school:

Memorial High School (Edgewood Independent School District)
1227 Memorial St
San Antonio, TX 78228

Students who take college level courses at the above-listed high school 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 must meet the enrollment requirements according to the Memorandum of Understanding in place between St. Philip's College – ***Alamo Colleges District and Northside Independent School District listed above.*** (See Appendix A).

Dual Credit courses at the aforementioned high school 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 will be hired, if not currently employed, by the respective school district. St. Philip's College reviews faculty credentials to assure all faculty meet SACSCOC and local instructor credentialing requirements prior to teaching college level courses (2018 *Principles* 6.2.a). 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 Restaurant Supervision courses and student learning outcomes are listed in Appendix B. Below is a proposal of courses students can take following SACSCOC approval and faculty vetting:

| Level 1 Certificate Restaurant Supervision | |
|---|-----------------------------------|
| Course | High School Name of Course |
| HAMG 1170 | Principles of Hospitality |
| FDNS 1301 | Introduction to Culinary Arts |
| CHEF 1205 | Culinary Arts |
| CHEF 1301 | Culinary Arts |
| HAMG 1170 | Practicum of Culinary Arts |
| HAMG1340 | Practicum of Culinary Arts |

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 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, the Workforce Education Course Manual (WECM) defines the rules and regulations for assigning semester credit hour (SCH) to Career Technical Education (CTE) 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):

Sanitation and Safety

| CIP | Rubric | Number | Course Title | Status | Semester Credit Hrs. | Min Cont. Hrs. | Max Cont. Hrs. |
|---------|--------|--------|-----------------------|------------|----------------------|----------------|----------------|
| 12.0503 | CHEF | 1005 | Sanitation and Safety | Active | 0 | 32 | 96 |
| 12.0503 | CHEF | 1205 | Sanitation and Safety | Active | 2 | 32 | 80 |
| 12.0503 | CHEF | 1305 | Sanitation and Safety | Active | 3 | 48 | 96 |
| 12.0503 | CHEF | 1105 | Sanitation and Safety | Archived # | 1 | 16 | 48 |

Course Level: Introductory

Course Description: A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

End-of-Course Outcomes: Identify causes of and prevention procedures for food-borne illness, intoxication, and infection; discuss personal hygiene and safe food handling procedures; describe food storage and refrigeration techniques; explain sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal; discuss Occupational Safety and Health Administration (OSHA) requirements and workplace safety programs.

Licensing/Certification Agency: National Restaurant Association Education Foundation

CIP Code Description: 12.0503 (Culinary Arts/Chef Training)

Effective Date: September 1, 2013

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 district and will be assigned to teach at their respective high school. 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 are 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 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 school. 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. Scanners and printers are 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 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 through the library's web site.

Other resources found on the web site include general library information, the catalog of library holdings, 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:

- 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
- Scanners
- 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 and a response is provided 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.

The 4,580 square footage library at Memorial High School (MHS) is staffed by one full-time librarian and assisted by student aides during the eight period school day. The library is open for students to use Monday through Friday from 8:00 AM until 5:00 PM. Students also have access using computers in the library through the college's portal system and website.

The MHS library has a Culinary Arts section with many books about Culinary Arts, cooking, and recipes. There is a Career Section with information about careers in Culinary Arts, Hospitality & Tourism. In the non-fiction section are more books with food related topics. The Library also has electronic resources such as PrepSTEP. This program has Career Test Preparation for Culinary Arts and Workplace Skills. The library includes a number of databases such as Encyclopedia Britannica, EBSCO, Gale Group and World Book Online. Students also have access to use computers and Internet resources for the program courses, including access to the college's portal system – Alamo Colleges Educational Services (ACES) and the College's website. The library has 10 educational databases and 46 computer workstations that are available for student to use for research, classwork, and other assignments as needed.

The Library has magazines including *Bon Appetit*, *Cooking Light*, and *Cooking with Paula Dean*. Books and magazines may be checked out. The electronic information is accessed through the website. Username and passwords are provided to the students by the librarian or teacher. The library has 46 computers available for student use. Students have access to free printing, provided it is related to school, dual credit, or job related materials. Laptops are available in the classroom. The websites may also be accessed on student phones or other mobile devices.

The students are given instruction at the start of the school year through English classes. The librarian and student assistants are also available to guide and instruct students in locating online resources. The librarian will assist students when they need materials that are not available at the school library by (1) checking other libraries within the district or interlibrary (2) check with the San Antonio Library for availability, and (3) add to request list for ordering when needed. (See Appendix D for additional library resource information).

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, military, 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, financial aid, bursar's services, 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 School 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 SMARTthinking for tutoring assistance. SMARTthinking 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 faculty. 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 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. Disability Services office 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

The Department of Student Life 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 academic co-curricular opportunities, leadership and professional development, cultural/ethnic events, intramural/extramural activities, recreational activities, student organizations, health and wellness activities, social events, and much more.

The Turbon Student Center (MLK) contains a six-lane bowling alley, pool tables, ping-pong tables, gaming stations for PlayStation and Xbox, lockers, and areas for student lounging. The Southwest Campus Student Center is equipped with pool tables, ping-pong tables, PlayStation and Xbox, and a fitness area with a treadmill, exercise spin bicycle, free weights, and more. Students can also check out basketballs for the outdoor park across the street.

Job, Family, or Personal Concerns

Academic Advising - Certified Advisors provide 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. Certified Advisors provide 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. Certified Advisors 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. Additionally, they assist with College Fair Days, Graduation Audits, Arrange University and College Campus Visits, and conduct Transfer and Degree Advising.

Certified Advisors also provide 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, seek to serve all students registered with SPC.

The Student Health Centers at the MLK and SW Campuses are staffed with professionally trained and licensed nurses. The centers 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 for on-site emergency injuries and illnesses. A wide assortment of health-related services and resource information are available at the Health Centers.

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 strives to collaborate with the college community to promote the personal well-being of students via outreach services such as classroom visits, topic-specific workshops, and consultation with faculty, staff, and administration. Counseling Services fosters an accepting and inclusive campus culture, which values, affirms, and respects the differences among all members.

Student services at MHS include tutoring available to every student before or after school. In addition, counselors instruct students in the college process, the importance of grades and attendance, college GPA and how this may affect them in the future as regards college admission and financial aid. The Student Support Services facilitate numerous programs and activities that help students achieve academic success. The staff provides support by providing guidance and counseling, social work, mental health, social-emotional resources, academic support, college and career readiness, credit recovery programs, and extensive support for school-age pregnant teens and teen parents, support for homeless, and parental involvement.

PHYSICAL RESOURCES

The location and physical description of the facility follows:

Memorial High School (Edgewood Independent School District), 1227 Memorial St., San Antonio, TX 78228. The facilities at Memorial High School total 167,921 square feet. The environment includes several buildings and several open seating areas for students to congregate. The campus includes general classrooms, science classrooms with labs, a library, auditorium, gym, and a separate building for Health Science and other CTE programs. The campus also houses the proposed Culinary Arts program in a separate building that is directly behind the main building and is shared with other general classrooms. There is also a separate science and band building.

The Culinary Arts program currently has 3 classrooms and a commercial kitchen. The classrooms have approximately 800 square feet each. The defined kitchen area and work station has approximately 750 square feet plus additional square footage in a café/seating area. The district is planning to expand the kitchen facilities by creating an additional kitchen lab using converted classroom spaces. This additional kitchen lab will be in operation for the 2018/2019 school year.

Currently a commercial kitchen is available with a plan to add another kitchen for the coming school year. The Culinary Kitchen includes a walk in refrigerator and walk in freezer, 2 double stacked ovens, a flat grill, char broiler, steamer, 6 burner gas range, 3 compartment sink, 2 compartment sink, hand washing sink, proofer, professional microwave, commercial grade dishwasher, 4 mixers and 1 commercial grade mixer, 6 kitchen aid mixers, ice machine, reach-in cooler, washer and dryer, 2 laptop carts, 9 stainless steel prep tables and 2 wood top prep tables, commercial coffee maker, 6 cambro boxes and chaffing dishes, commercial grade steam table and chill table. The additional kitchen will include the commercial grade oven, flat grill, gas or electric range, washing and compartment sinks, professional microwave, stainless steel prep tables, and reach-in coolers.

Proposed courses are incorporated into the school Master Schedule. There is no impact to existing programs and services. Students participating in the Culinary Dual Credit program will have planned time within the school day for use of equipment and facilities.

FINANCIAL SUPPORT

Financial support for the following high school uses the same protocols for funding as any comprehensive high school in the school district: **Memorial High School**. The Independent School District 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 operation of the 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 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
 Faculty \$70,002.02 at 3% = \$2,100.06

All other costs are absorbed by 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 2017-2018:

| FY 17-18 Expenses by Functional Category | |
|--|--------------|
| Instruction | \$26,345,103 |
| Academic Support | \$5,469,539 |
| Student Services | \$6,610,888 |
| Institutional Support | \$3,131,537 |
| Operations and Maintenance | \$28,492 |
| Scholarships & Fellowships | \$0 |
| Total | \$42,906,473 |

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 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

Memorandum of Understanding



ALAMO COLLEGES DISTRICT
St. Philip's College

To: Dr. George A. Railey, Jr., Vice Chancellor for Academic Success

Thru: Dr. Adena Williams Loston, President

AWL 2/13/18

Thru: Mr. Lacy Hampton, Vice President of College Services

LH 2/14/18

Thru: Mr. Randall Dawson, Interim Vice President of Academic Success

Randall Dawson

From: Mr. George Johnson, Interim Dean of Arts and Sciences

GJ 2/13/18

Date: February 12, 2018

Re: 2017 – 2020 MOU Edgewood ISD

- Please sign the attached MOU and return to Dean Johnson.
- The attached MOU will be forwarded from the Dean's office to Rosena Garcia at District Support Operations.
- Ms. Garcia will present to the Vice Chancellor's office for Dr. Railey's signature.
- Ms. Garcia will distribute original signed copies to Edgewood ISD once Dr. George A. Railey, Jr., Vice Chancellor has signed.

VPCS
RECEIVED
FEB 14 2018

VP Academic Success

RECEIVED FEB 12 2018



2017-2020
DUAL CREDIT MEMORANDUM OF UNDERSTANDING
BETWEEN
EDGEWOOD 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 EDGEWOOD 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 Academics. 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:

Edgewood ISD
ATTN: Superintendent of Schools
5358 W. Commerce
San Antonio, Texas 78237

College:

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

Additional Notice to:

Name:

Title:

Address:

Tel:

Email:

Alamo Colleges District:

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

General Counsel
Alamo Colleges District
San Antonio, Texas 78204
Tel: 210-485-0050
Email: pmcurin@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

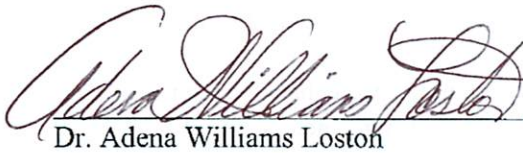
Participating School District or School:

 2-16-18

George A. Railey, Jr., Ed.D. Date
Vice Chancellor for Academic Success
Alamo Colleges District

 11.17.17

Dr. Emilio Castro Date
Superintendent / CEO
Edgewood ISD

 2/15/17

Dr. Adena Williams Loston Date
College President
St. Philip's College

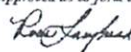
Approved us to form only


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.

Appendix B

Program Learning Outcomes and Awards

Restaurant Supervision Certificate

The Restaurant Supervision level 1 certificate at SPC prepares the student to manage the people, products, facilities, and financial concerns of a commercial food service operation, including restaurant, hotel food and beverage, corporate dining, catering, and more!

Program Outcomes

Program outcomes for students who complete the Level 1 restaurant Supervision Certificate are:

Food safety and Sanitation skills

The student will be able to explain, demonstrate and practice:

Personal cleanliness;

Sanitary practices in food preparation;

Causes, investigation, and control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

Food Knowledge

The student will be able to explain, demonstrate and practice:

The basics of composition of food and the chemical and biological changes that occur in storage and processing. Includes preparation techniques and selection principles.

Legal Issues

The student will be able to explain, demonstrate and practice:

The legal and regulatory requirements that impact the hospitality industry.

Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws.

The basic legal principles governing the hospitality industry; describe guest relationships; list and explain the various laws governing the hospitality industry; and explain the legal environment in which hotels and restaurants must exist.

Cost Controls

The student will be able to explain, demonstrate and practice:

The financial principles and controls of food service operation including review of operation policies and procedures. The financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures.

Food Production

The student will be able to explain, demonstrate and practice:

The Technical aspects of food preparation in the commercial kitchen. This will be accomplished by preparing and serving meals according to a production schedule. Emphasis on teamwork, professionalism, guest relations and table service.

Professionalism

The student will be able to explain, demonstrate and practice:

This course will begin with an overview of professionalism and will focus on the necessity of professional behavior at work and in personal life settings. Attention will be paid to the following: appearance, punctuality, dependability, honesty, and loyalty, diligence, being responsible, displaying good manners, and utilizing good written and verbal communication skills.

Beverage Management

The student will be able to explain, demonstrate and practice:

Beverage service in the hospitality industry including spirits, wines, beers, and non alcoholic beverages. Topics include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods.

Student ID: _____
 Student Name: _____
 Adviser Name: _____

Publication: St. Philip's College Schedule/Catalog 2018-2019
 Program: Restaurant Supervision Level 1 Certificate
 Minimum Credits Required: _____

Restaurant Supervision Level 1 Certificate

This Restaurant Supervision Level 1 Certificate is designed for culinary students who want to complement their cooking skills with management courses and for new students seeking to progress from entry-level employment into supervisory positions.

With this award, you may seek jobs such as:

Kitchen Supervisor, Dining Room Supervisor and Catering Supervisor.

Related Awards:

Restaurant Management, A.A.S.

Total Credit Hours Required: 21

Semester I

| Course Name | Term Taken | Grade | Gen Ed |
|---|------------|-------|--------|
| FDNS 1301 - Introduction to Foods | | | |
| HAMG 1170 - Professionalism in the Hospitality Industry | | | |
| CHEF 1205 - Sanitation and Safety | | | |
| CHEF 1301 - Basic Food Preparation | | | |

Semester II

| Course Name | Term Taken | Grade | Gen Ed |
|--|------------|-------|--------|
| HAMG 1340 - Hospitality Legal Issues | | | |
| RSTO 2301 - Principles of Food and Beverage Controls | | | |
| CHEF 1300 - Professional Cooking and Dining Room Service *** | | | |
| RSTO 1301 - Beverage Management | | | |

Milestone Course(s)

*** denotes Milestone course(s).

A milestone course is a course that is critical for success in this program.

Notes

CIP Code: 12.0504

Major Code: RSSP

Notes:

Restaurant Supervision Level 1 Certificate

This Restaurant Supervision Level 1 Certificate is designed for culinary students who want to complement their cooking skills with management courses and for new students seeking to progress from entry-level employment into supervisory positions.

With this award, you may seek jobs such as:

Kitchen Supervisor, Dining Room Supervisor and Catering Supervisor.

Related Awards:

[Restaurant Management, A.A.S.](#)

Total Credit Hours Required: 21

Semester I

[FDNS 1301 - Introduction to Foods](#)

FDNS 1301 - Introduction to Foods

Corequisites: [CHEF 1301](#) recommended

A study of the composition of food and the chemical and biological changes that occur in storage and processing. Includes preparation techniques and selection principles. It is recommended that students take CHEF 1301 as a co-requisite. Students must receive a B or better. Recommended Basic Skills prerequisites: Ready for INRW 0420

Semester Hours: (3 -3- 0)

CIP: 19.0501

Offered at:

NLC: No
NVC: No
PAC: No
SAC: No
SPC: Yes

[Click here](#) for course schedule information.

[HAMG 1170 - Professionalism in the Hospitality Industry](#)

HAMG 1170 - Professionalism in the Hospitality Industry

This course will begin with an overview of professionalism and will focus on the necessity of professional behavior at work and in personal life settings. Attention will be paid to the following: appearance, punctuality, dependability, honesty, loyalty, diligence, being responsible, displaying good manners, and utilizing good written and verbal communication skills.

Semester Hours: (1 -1- 0)

CIP: 52.0902

Offered at:

NLC: No
NVC: No

PAC: No
SAC: No
SPC: Yes

[Click here for course schedule information.](#)

[CHEF 1205 - Sanitation and Safety](#)

CHEF 1205 - Sanitation and Safety

A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

Semester Hours: (2 -2- 0)

CIP: 12.0503

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: Yes

[Click here for course schedule information.](#)

[CHEF 1301 - Basic Food Preparation](#)

CHEF 1301 - Basic Food Preparation

Special Program Tuition: \$65

Prerequisites: [CHEF 1205](#) or concurrent enrollment

Corequisites: Recommended: [FDNS 1301](#) with a grade of B or better.

It is recommended that students complete or take concurrently FDNS 1301. A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. Students must receive a "B" or better. Recommended Basic Skills prerequisites: Ready for INRW 0420

Semester Hours: (3 -2- 4)

CIP: 12.0503

Offered at:

NLC: No
NVC: No
PAC: No
SAC: No
SPC: Yes

[Click here for course schedule information.](#)

Semester II

[HAMG 1340 - Hospitality Legal Issues](#)

HAMG 1340 - Hospitality Legal Issues

A course in the legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws. The student will explain the basic legal principles governing the hospitality industry; describe guest relationships; list and explain the various laws governing the hospitality industry; and explain the legal environment in which hotels and restaurants must exist. Recommended Basic Skills prerequisites: Ready for INRW 0420

Semester Hours: (3 -3- 0)

CIP: 52.0901

Offered at:

NLC: No
 NVC: No
 PAC: No
 SAC: No
 SPC: Yes

[Click here for course schedule information.](#)

[RSTO 2301 - Principles of Food and Beverage Controls](#)

RSTO 2301 - Principles of Food and Beverage Controls

A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures. Recommended Basic Skills prerequisites: Ready for INRW 0420

Semester Hours: (3 -3- 0)

CIP: 12.0504

Offered at:

NLC: No
 NVC: No
 PAC: Yes
 SAC: No
 SPC: Yes

[Click here for course schedule information.](#)

[CHEF 1300 - Professional Cooking and Dining Room Service](#) ***

CHEF 1300 - Professional Cooking and Dining Room Service

Special Program Tuition: \$65

Prerequisites: [CHEF 1301](#) with a grade of B or better, [CHEF 1205](#) with a grade of C or better

Technical aspects of food preparation in the commercial kitchen. This will be accomplished by preparing and serving meals according to a production schedule. Emphasis on team work, professionalism, guest relations and table service. Students must receive a "B" or better. Recommended Basic Skills prerequisites: Ready for INRW 0420, MATH 0410

Semester Hours: (3 -2- 4)

CIP: 12.0503

Offered at:

NLC: No
 NVC: No
 PAC: No
 SAC: No
 SPC: Yes

[Click here for course schedule information.](#)

[RSTO 1301 - Beverage Management](#)

RSTO 1301 - Beverage Management

A study of the beverage service of the hospitality industry including spirits, wines, beers, and non alcoholic beverages. Topics include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods. Recommended Basic Skills prerequisites: Ready for INRW 0420, MATH 0410

Semester Hours: (3 -3- 0)

CIP: 12.0504

Offered at:

NLC: No

NVC: No

PAC: No

SAC: No

SPC: Yes

[Click here](#) for course schedule information.

Milestone Course(s)

*** denotes Milestone course(s).

A milestone course is a course that is critical for success in this program.

Notes

CIP Code: 12.0504

Major Code: RSSP

St. Philip's College

St. Philip's College Schedule/Catalog 2018-2019

Catering Management Level 1 Certificate

This Catering Management Level 1 Certificate is designed for culinary students who want to work in the catering business or begin their own small business.

With this award, you may seek jobs such as:

Catering Manager, Catering Cook, Catering Event Planner

Related Awards:

[Restaurant Management, A.A.S.](#)

[Restaurant Supervision Level 1 Certificate](#)

Total Credit Hours Required: 27

Semester I

- [FDNS 1301 - Introduction to Foods](#)
- [HAMG 1321 - Introduction to the Hospitality Industry](#)
- [CHEF 1205 - Sanitation and Safety](#)
- [CHEF 1301 - Basic Food Preparation](#)

Semester II

- [HAMG 1170 - Professionalism in the Hospitality Industry](#)
- [HAMG 1340 - Hospitality Legal Issues](#)
- [CHEF 1300 - Professional Cooking and Dining Room Service ***](#)
- [RSTO 1301 - Beverage Management](#)
- [RSTO 2301 - Principles of Food and Beverage Controls](#)

Semester III

- [RSTO 2307 - Catering](#)

Milestone Course(s)

*** denotes Milestone course(s).

A milestone course is a course that is critical for success in this program.

NOTES

CIP: 12.0504

Major Code: CTRM

St. Philip's College

St. Philip's College Schedule/Catalog 2018-2019

Restaurant Management, A.A.S.

The Restaurant Management degree at SPC prepares the student to manage the people, products, facilities, and financial concerns of a commercial food service operation, including restaurant, hotel food and beverage, corporate dining, catering, and more!

With this award, you may seek jobs such as:

General Manager, Assistant Manager, Kitchen Manager, Food and Beverage Manager, Catering Manager, Bar Manager

Related Awards:

[Catering Management Level 1 Certificate](#)

[Restaurant Supervision Level 1 Certificate](#)

Total Credit Hours Required: 60

Semester I

- [FDNS 1301 - Introduction to Foods](#)
- [CHEF 1301 - Basic Food Preparation](#)
- [HAMG 1321 - Introduction to the Hospitality Industry](#)
- [CHEF 1205 - Sanitation and Safety](#)
- [HAMG 1170 - Professionalism in the Hospitality Industry](#)

Semester II

- [CHEF 1300 - Professional Cooking and Dining Room Service ***](#)
- [HAMG 1340 - Hospitality Legal Issues](#)
- [RSTO 2301 - Principles of Food and Beverage Controls](#)
- [ENGL 1301 - Composition I](#)

- [MATH 1314 - College Algebra](#)
- or [MATH 1332 - Contemporary Mathematics \(Quantitative Reasoning\)](#)

Semester III

- [PHIL 2306 - Introduction to Ethics](#)

Select 1 course from the following:

- [PSYC 2301 - General Psychology](#)
- [PSYC 2315 - Psychology of Adjustment](#)
- [SOCI 1301 - Introductory Sociology](#)
- [SOCI 2301 - Marriage and the Family](#)
- [SOCI 2336 - Criminology](#)

Semester IV

- [COSC 1301 - Introduction to Computing](#)
- [FDNS 1305 - Nutrition](#)
- [RSTO 2307 - Catering](#)
- [HAMG 2305 - Hospitality Management and Leadership](#)
- [HAMG 2337 - Hospitality Facilities Management](#)

Semester V

- [RSTO 2405 - Management of Food Production and Service](#)
- [RSTO 1301 - Beverage Management](#)
- [HAMG 2307 - Hospitality Marketing and Sales](#)
- [RSTO 2264 - Practicum-Restaurant Management](#)

Milestone Course(s)

*** denotes Milestone course(s).

A milestone course is a course that is critical for success in this program.

Additional Program Information

The Restaurant Management degree at SPC prepares the student to manage the people, products, facilities, and financial concerns of a commercial food service operation, including restaurant, hotel food and beverage, corporate dining, catering, and more! The foundation knowledge and skills acquired at SPC can lead to careers across the US and around the world with many corporate employment opportunities.

Program recognized as an Exemplary Workforce Education Program by the Texas Higher Education Coordinating Board.

NOTES

CIP Code: 12.0504

Major Code: REST

Appendix C

Faculty Roster Form

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 Memorial High School (Edgewood ISD)

Academic Term(s) Included: Fall 2018 – Spring 2019

Date Form Completed: 05/03/2018

| 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 |
| Davis, Marnique DC | Spring 2019 HAMG 1170 Principles of Hospitality & Tourism (UN) | Johnson and Wales University <ul style="list-style-type: none"> • B.S, Food Service Management • A.S, Culinary Arts McNeese State University <ul style="list-style-type: none"> • M.A.T Secondary Education - Family & Consumer Science | <ul style="list-style-type: none"> • Certified Servsafe Instructor and Examination Proctor • Heartsaver First Aid CPR Certified • Certified Tourism Ambassador • Servsafe Sanitation Certificate |
| Parks, Jennifer DC | Fall 2018 HAMG 1170 Practicum of Culinary Arts (UN) Spring 2019 FDNS 1301 Intro. To Culinary Arts (UN) HAMG 1340 Practicum of Culinary Arts (UN) | The University of Texas at San Antonio <ul style="list-style-type: none"> • Bachelor of Arts in Psychology San Antonio College <ul style="list-style-type: none"> • Associate of Arts in Psychology | <ul style="list-style-type: none"> • Family and Consumer Science (Composite) • Special Education (EC-12) • ServSafe Food Handler • ServSafe Food Manager (In Progress) |
| Slight, David DC | Fall 2018 CHEF 1205 Culinary Arts (UN) Spring 2019 CHEF 1301 Culinary Arts (UN) | Le Cordon Bleu <ul style="list-style-type: none"> • Culinary Arts Certification Sul Ross State University <ul style="list-style-type: none"> • Bachelor of Fine Arts in Communication | <ul style="list-style-type: none"> • FCS Texas teacher certificate • T&I Texas teacher certificate • Servsafe instructor and proctor certificate • Certified CTA |

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

Appendix D

High School Resources



Welcome to the MHS Library

Librarian, Catherine E. Bernstein

Thank you for visiting the library page!

Hours of Operation:
8:00 am to 5:00 p.m

While you are here you can use the databases for research; the online catalog, The Bookriver, to find a book; or check out other links that will help you complete your research paper or project. You can print at no cost to you also. If you need help using any of the databases or in finding a book please ask the librarian, Ms. Bernstein and she will be glad to help you!

UPCOMING SCHOLASTIC BOOKFAIR: ONLINE Nov. 23-Dec.6 IN THE LIBRARY, NOV>.27-Dec. 15. ONLINE RESOURCES:
<http://www.scholastic.com/bf/memorialhighschool2>

We want to hear from you!

<https://www.affordablecollegesonline.org/college-resource-center/plagiarism-prevention-and-awareness>
 Plagiarism Guide

<https://www.affordablecollegesonline.org/college-resource-center/plagiarism-prevention-and-awareness/>

Sebco E-Books

Free E-books!

your student login: [mhs.student](#)

your student password: [eisd2015](#) (NOT CASE SENSITIVE)

your student id number: Students will be asked to input their Student ID (Employee ID)

Titles Available Include:

- | | |
|--|---------------------|
| 1. A Yankee in King Arthur's Court Run | 11. Lightning's |
| 2. African American Musicians Spies | 12. Modern |
| 3. Building a Business in the Virtual World of the Life of Frederick Douglas | 13. Narrative |
| 4. Great Expectations Singer and Songwriter | 14. Pink: Pop |
| 5. Incidents in the Life of a Slave About Choices | 15. Poems |
| 6. K-Pop: Korea's Musical Explosion Century: A History of..... | 16. Sneaker |
| 7. Katy Perry The History of American | 17. Spending Spree: |
| 8. Key Discoveries in Life Science Center of the Universe | 18. We're the |
| 9. Key Discoveries in Earth and Space Chemistry | 19. Women in |
| 10. Key Discoveries in Physical Science the Civil Rights Movement http://library.esebco.com | 20. Women in |

Calendars

A guide to locating events for each day of the year.

<http://www.sldirectory.com/cal.html>

Census Bureau

Quick, easy access to facts about people, business, and geography.

<http://www.census.gov/>

Citation Machine

Citation machine helps students and professional researchers to properly credit the information that they use. Its primary goal is to make it so easy for student researchers to cite their information sources, that there is virtually no reason not to -- because...someday the information that someone else wants to use...will be yours!

<http://citationmachine.net/index2.php?start=>

Citation Maker

Another site where you can simply create citations.

<http://cm.oslis.org/MLACitations/secondary/>

Easy Bib

Add the necessary information and this site formats accurate bibliographic entries for books, newspaper, magazine and journal articles plus up to 55 options for different sources.

<http://www.easybib.com/>

Free Rice

Donate grains of rice to the hungry--by correctly answering questions about vocabulary or grammar (as well as other subjects) --& improve own knowledge at the same time.

<http://www.freerice.com/#/english-vocabulary/1413>

Guys Lit Wire

A site that offers literary news and reviews to teenage boys and the people who care about them. With new posts each week, guyslitwire guarantees good books - new and old - for teen guys.

<http://guyslitwire.blogspot.com/>

Information Please

Free online reference, research and homework help. Contains encyclopedia, almanac, atlas, biographies, dictionary and thesaurus.

<http://www.infoplease.com/>

Jefferson Lab

Science education and math from the Jefferson Lab. Check out the Student Zone for homework help and online games and puzzles for math, reading, and science.

<http://education.jlab.org/>

Library of Congress

Discover all the resources the Library of Congress has to offer. You might be surprised!

<http://www.loc.gov/index.html>

Merriam-Webster Dictionary and Thesaurus

Online dictionary and thesaurus.

<http://www.merriam-webster.com/>

My San Antonio

Online newspaper for San Antonio.

<http://www.mysanantonio.com/>

Roget's Thesaurus

Online dictionary of synonyms and antonyms.

<http://thesaurus.com/>

San Antonio Public Library

Check out what's going on at the San Antonio Public Library and branches around the city.

<http://mysapl.org/>

San Antonio Weather

Check the latest weather for San Antonio.

<http://www.weather.com/weather/today/San+Antonio+TX+USTX1200>

2014 TAYSHAS List

List of the 2014 TAYSHAS titles.

<http://www.txla.org/groups/tayshas>

The Spirit of Texas Reading Program - High School

Books written by Texans, about Texas, etc.

<http://www.txla.org/groups/SpiritofTXHighSchool>

Teen Reads

Cool new books for teens, book clubs, awards and polls like the "Question of the Month."

<http://www.teenreads.com/>

The House of Representatives

Learn about U.S. Representatives, leadership, committees, and legislative activity.

<http://www.house.gov/>

The White House

Learn about the White House, briefing room, issues, administration and our government.

<http://www.whitehouse.gov/>

United States Senate

Check out the Senators, committees, legislation and records, art and history, and reference.

<http://www.senate.gov/>

USA Today

Catch up on news across the world with USA Today.

<http://www.usatoday.com/>

We want to hear from you!

Encyclopedia Britannica

Britannica Online School Edition offers encyclopedias and related materials for students of all levels. Users can also take advantage of the Learning Materials, a collection of educational exercises, activities, and study guides.

Username: minutemen

Password: memorialhs

<http://school.eb.com/failedlogin?target=/>

BrainPop

Creates animated, curriculum content that engages students, supports educators, and bolsters achievement. Topics include Art and Music; English; Health; Math; Science; Social Studies; and Technology.

Username: edgewoodisd_17

Password: brainpop

<http://www.brainpop.com/>

EBSCO

EBSCOhost databases and discovery technologies are the most-used, premium online information resources for tens of thousands of institutions worldwide, representing millions of end-users.

Username: edgewood

Password: edgewood

<http://search.ebscohost.com/>

Discovery Education Streaming

Discovery Education offers a breadth and depth of digital media content that is immersive, engaging and brings the world into the classroom to give every student a chance to experience fascinating people, places, and events. All content is aligned to state standards, can be aligned to custom curriculum, and supports classroom instruction regardless of the technology platform.
Registration passcode: 67BF-1156

<http://www.discoveryeducation.com/>

Gale Group (InfoTrac)

Offers comprehensive access to authoritative reference, periodical and primary source information.

Password: learn

<http://infotrac.galegroup.com/itweb/j015905>

Adam Matthew Digital Login Information and Links

Access American West: www.americanwest.amdigital.co.uk

Access American Indian Histories and Cultures: www.aihc.amdigital.co.uk

Username: j015905

Password: learn

World Book Online

The complete World Book Encyclopedia plus multimedia, web links, periodicals, and more.

Username: eisd

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Follett Shelf E-Books

Click here to access e-books available in Edgewood ISD.

Teachers:

Username and password is your 6-digit employee number.

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Password: eisd

<https://wbb00363.follettshelf.com/shelf/servlet/presentsshelfform.do?site=00363>

We want to hear from you!

All EISD students and teachers are able to access our collection of almost 7000 ebooks and digital audio books via the Follett Shelf Enlight app!

All can access the Follett Shelf on their computer at <https://wbb00363.folletshelf.com>.

Or they can follow the directions below to access using your iOS or Android devices:

Follett Shelf™

Accessing eBooks with the
Follett Enlight App
for iOS Devices and Android Devices
with Access to Google Play

School name: Edgewood ISD, San Antonio

Step 1: Logging in to the Follett Enlight™ App

- Download and install Follett Enlight from the App store or Google Play.
- Launch the mobile app.
- Enter your **User Name** and **Password**.

User Name: (your 6-digit district id#)

Password: (your 6-digit district id#)
- Enter the Follett Shelf URL: <http://wbb00363.folletshelf.com>
- If you are on a private/safe/secure device and want to skip steps C and D next time you access the mobile app, select the **Stay logged in** check box.
- Tap **Log In**.

Follett | Enlight™ Reader

User Name

Password

Full/Partial URL

Stay logged in Check this option if you're on a private/safe/secure device.

Log In

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Step 2: Accessing Follett Shelf and Checking Out an eBook

- Tap the **Follett Shelf** icon to go to your school's Follett Shelf.
- Search for the eBook you want to read.
- Tap on the eBook cover or the **Open Book** link, and then tap **Checkout and Download Now**.

Student can login in with username = eisd, password = eisd .

Teachers can log in and check out items (limit 2 at a time for 14 days) and even download to their mobile devices. Teacher username = 6-digit district ID#, password = 6-digit district ID#

Here are some links to instructional guides to help you to navigate inside of the Follett Enlight app:

[Enlight for Students Quick Reference Guide](#)

[Enlight for Teachers](#)

[FolletShelf](#)

Please feel free to contact me if you have any questions.

Joseph Duffy

Library Media Services Coordinator

(jduffy@eisd.net)

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Appendix E

Student Learning Outcomes and Assessment

INSTITUTIONAL STUDENT LEARNING OUTCOMES

St. Philip's College ensures that students develop the essential knowledge and skills they need to be successful in college, career, community and life by embedding cross-disciplinary student learning outcomes in academic courses and co-curricular activities.



Critical Thinking

St. Philip's College students will demonstrate the ability to use inquiry and analysis, evaluation and synthesis of information and creative thinking and innovation.



Communication

St. Philip's College students will demonstrate the ability to develop, interpret and express ideas through effective written, oral and visual communication for various academic and professional contexts.



Empirical and Quantitative Skills

St. Philip's College students will demonstrate the ability to manipulate and analyze numerical data or observable facts resulting in informed conclusions.



Teamwork

St. Philip's College students will demonstrate the ability to work effectively with others to support a shared purpose or goal and consider different points of view.



Social Responsibility

St. Philip's College students will demonstrate intercultural competency, civil knowledge and the ability to engage effectively in regional, national and global communities.



Personal Responsibility

St. Philip's College students will demonstrate the ability to connect choices, actions and consequences to ethical decision-making.

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 with St. Philip's College in partnership with Alamo Colleges, and respective Independent School District(s)

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 2018 *Principles* (8.2) and 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."*



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High School Programs Course Agreement

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

College Course(s): _____ and

Dual Credit for High School Course(s): _____

Course Information

- I. The class will be held (**check all that apply**):
 - a. At the high school.
 - b. At the college campus. The high school will arrange transportation, if applicable, to the college
 - c. Via Distance Learning with an AC distance learning certified instructor.

- II. The course syllabus will include the College SLOs (Student Learning Outcomes). Depending on where the course is held, one of the following syllabus will be on file with this Course Agreement:
 - a. For courses delivered at the High School, the High School is responsible for ensuring the TEKS requirements for high school and the learning outcomes for college are included in the attached basic College Course Syllabus.
 - b. For courses delivered at the College, whether online or face to face, the syllabus will only include the learning outcomes of the college which are included in the attached basic College Course Syllabus. The High School is responsible for ensuring the TEKS requirements for high school are met.
 - c. For courses delivered at the High School and taught by a College instructor, the syllabus will only include the learning outcomes of the college which are included in the attached basic College Course Syllabus. The High School is responsible for ensuring the TEKS requirements for high school are met.

- III. The textbook/material(s)¹ has been approved by the College as comparable to the college-level textbook/material(s) and is identified in the attached basic College Course Syllabus.
 - a. The high school will have the required materials to cover curriculum in the classroom, as outlined in the Memorandum of Understanding (MOU).
 - b. This subject(s) will have an Instructional Materials charge applied to some or all CRNs created during schedule build. The Instructional Materials charge will be applied to each student enrolled, however, the student will not be charged. An invoice will be generated and distributed to the High School after Census per part of term per semester. The College will identify the CRNs with the IM charge and notify the High School.

Yes, _____
Chair Initials

No, _____²
Chair Initials



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High School Programs Course Agreement

- c. This subject(s) will have electronic materials that are unavailable through any vendor or source other than that which is specified in this section. Previously purchased textbooks are no longer acceptable to meet the requirements of this course.

Yes, _____ No, _____
Chair Initials *Chair Initials*

Electronic materials vendor/source information: _____

- IV. This subject will award the following type of credit:

Dual Credit/Alamo Academies/Phoenix:

- a. Transfer credit³ which is a requirement in the Alamo College's core curriculum requirements, or
b. Career/technical credit which is a requirement in an Alamo College's certificate and/or an AAS degree³
c. EDUC 1300, which is not a subject for academic or transfer credit. This subject is simply a means of providing dual credit students with an orientation prior to starting college level programs/courses.

Early College High School:

- a. Transfer credit³ which is a requirement in an Alamo College's degree and part of the core curriculum requirements, or
b. Academic credit which is a requirement in an Alamo College's degree but not required of the core curriculum, or
c. Career/technical credit which is a requirement in an Alamo College's certificate and/or an AAS degree³
d. EDUC 1300, which is not a subject for academic or transfer credit. This subject is simply a means of providing dual credit students with an orientation prior to starting college level programs/courses.

- V. The length of each individual section/class listed will be:

- a. One semester
b. Two semesters
c. Other: _____

- VI. The course is aligned with and will be offered with another course which is:

- a. _____
b. N/A

- VII. The performance measures (how the course will be graded) for the course does meet the requirements of the college and are included in the attached basic College Course Syllabus.



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High School Programs Course Agreement

Faculty Qualifications and Requirements

VIII. In compliance with *Alamo Colleges Board Policy, D.2.3.2 (Procedure) Faculty and Department Chair Positions*; the course(s) offered at the high school or college, will be taught by a high school teacher or College instructor qualified for this course as stated below:

- a. For general education courses in the arts and sciences: 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: academic preparation and work experience should be obtained, typically a combination being a bachelor's degree with appropriate work experience. A master's degree is required for faculty teaching courses where college transfer is a goal or where substantial numbers of students transfer to senior institutions.

The minimum requirement will be supplemented as necessary in accordance with criteria established by appropriate professional, regional, and national accrediting agencies.

The high school dual credit teacher shall be hired by the College through the adjunct hiring process before the course begins. Instructors with foreign degrees need translation and course equivalency certification from an accredited certification in the United States.

Enter any additional hiring information, if necessary:

Here is a list of approved agencies in the United States to have foreign transcripts translated:

IX. Faculty development/training required for eligibility to teach the course is:

- a. Not applicable or
- b. (list requirements):

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

- a. Course Syllabus
- b. Student Surveys each semester in each class
- c. Classroom Observations as defined in the Faculty Evaluation Procedures

Student Requirements

XI. The students in the course will consist of (*check all that apply – options on page 4*):



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High School Programs Course Agreement

Dual Credit and Early College High School:

- a. Dual credit students only (for courses held at the high school campus or college campus).
- b. Dual credit students and AP students.
- c. Dual credit students and Pre-AP students.
- d. Dual credit students and high school credit-only students - The course involved is required for completion under the State Board of Education's applicable graduation plans and the high school is otherwise unable to offer the course.
- e. Dual credit students and regular college students on the college campus.
- f. A distance learning course with regular college students and dual credit students.
- g. A distance learning course with dual credit students only (for courses held at the high school campus or college campus).
- h. A mix of dual credit students, early college high school students, and/or academy students, whether face to face or online.

Alamo Academies:

- a. Dual credit students only, on the College campus.
- b. Dual credit students and regular college students, on the College campus.
- c. A mix of dual credit students, early college high school students, and/or academy students, whether face to face or online.

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

XIII. A basic College Course Syllabus with course description, textbooks, and student learning outcomes is attached.

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

Agreement can be made with ISD for all high schools or with individual high schools not associated with an ISD (Private/Public Charter).

¹The textbook/material(s) for courses delivered by the College are on a three year cycle that may interfere with this agreement. Written notification will be provided to the High School when change occurs with textbook/material requirements.



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High School Programs Course Agreement

²Caution: The Instructional Materials (IM) charge applied to subjects delivered by the College cannot be removed from individual student records if dual credit students are enrolled with regular college students. Therefore, the High School will be invoiced for each enrolled student in courses with IM charges delivered by the College regardless of the instructional method. Prices vary per subject and possibly per CRN built for the subject depending on the College's program needs for the subject in question.

³Transfer credit clarification. The College's reference to transfer credit is in compliance with the *Texas Administrative Code, §4.24, Transfer of Credit, Core Curriculum and Field of Study Curricula*. Although, the course listed in this agreement is fully transferable among public institutions and can be substituted for the equivalent course at the receiving institution; the rule allows the receiving institution to determine the applicability of transferred courses for specific programs. Additionally, this rule applies specifically to academic courses and degree programs, and does not apply to technical courses or technical degree programs.

Start Term: Fall _____ Spring _____

Signatures required on the next page.

High School Chair/Dean/Curriculum Specialist

Date

High School Financial Representative

Date

College Chair

Date

College Dean (optional)

Date

College Department

Date

College

Date

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 2017 (ongoing)
- QEP Personal Responsibility rubric assessment, 2014 to 2017 (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; Cycle II 2016-2017; Cycle I 2017-2018
- 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, 2018 (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 |
|------------------------|----------------------------------|---|---|-------------------------|---|-------------------------|---|
| | | | | Fall 15 | Fall 16 | Fall 17 | Fall 18 |
| 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% | 83.1% | 82.6% | 82.3% | 83.8% |
| | 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 (NVC) = 71.1% VLCC Average = 62.6% Statewide = 58.4% | 58.6% | 57.2% | 64.0% | 64.5% |
| | 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) = 35.4% VLCC Average = 20.1%, State Best (Clarendon) = 41.6% State Average = 20.7% | Fall 12 Cohort 12.0% | Fall 13 Cohort 16.2% | Fall 14 Cohort 26.4% | Fall 15 Cohort 26.9% |
| 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% | 15/16 | 16/17 | 17/18 | 17/18 |
| | | | | Assessed Biannually | CCSSE ACL 48.1 SE 52.1 AC 48.8 SFI 48.3 SFL 56.0 | Assessed Biannually | CCSSE ACL 50.0 SE 52.6 AC 50.0 SFI 50.0 SFL 56.5 |
| | | | | Summary Score NL 5.90 | Next Assessment Spring 18 | Avail Soon | 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 | 3.76 | 3.86 | Avail Soon | 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 | 80.1% | 84.3% | 88.4% | 88.9% |



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