

**MEMORANDUM OF UNDERSTANDING**  
Lee College Dual Credit Program

Lee College (College) and Liberty Independent School District (school district) enter into this Memorandum of Understanding (MOU), which supersedes all previous agreements, versions, and addenda concerning dual credit programs. This MOU describes the roles and responsibilities for governance of the Dual Credit Program and the dual credit partnership and is in alignment with HB 1638: Statewide Dual Credit Goals.

**TERM**

This MOU shall be in effect for two years from August 1, 2021 to July 31, 2023.

**1. OVERVIEW**

The College is committed to serving the students and communities of the service region through collaborative work with the School District in the College's service area. A major initiative promoting a college-going and college graduation culture is the Lee College Dual Credit Program, which complies with the rules set forth by the State of Texas [TAC title 19, Chapter 4, Subchapter D, Rule § 4.84 Section (a)] for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students.

**2. MOU PURPOSE**

The purpose of this MOU is to specify the roles and responsibilities of the College and the School District participating in the Dual Credit Program.

**3. Program Goals**

(A) Exhibit A-Statewide Dual Credit Goals contains a description of how this Agreement's dual credit program goals align with statewide goals. Statewide goals for dual credit programs address:

- (1) A dual credit program's achievement of enrollment in and acceleration through postsecondary education;
- (2) Performance in college-level coursework;
- (3) Effective bridge between secondary and postsecondary; and
- (4) Specific program goals aligned with statewide goals.

**4. DUAL CREDIT PROGRAM DEFINITIONS**

(A) "Dual Credit " is a program for eligible high school students to complete college course(s) and receive credit from both the college and the high school. Since college courses are being utilized to award dual credit, the content and rigor are no different from what is taught to other college students and utilize the same curriculum and

policies. These college courses, including academic and career/technical courses, apply toward high school graduation and a college degree or certificate.

(B) "Concurrent Enrollment" is a system whereby a student enrolls in more than one educational institution (including high school and public institution of higher education) simultaneously. Concurrent enrollment students earn course credit from each distinct educational institution but a course credit awarded by one institution is not counted at the other institution. Concurrent enrollment students are subject to the full cost of tuition.

## **5. COLLABORATION**

(A) It is mutually recognized that the College and the School District have certain objectives in common:

- (1) educating and training students in preparation for future education and future employment;
- (2) providing residents of the district with the highest quality educational opportunities, and;
- (3) ensuring accessibility to education in the most economical means possible.

(B) The College and School District agree as follows:

- (1) The College and School District officials will work collaboratively to provide the necessary information to ensure that an effective college course schedule is created and maintained for dual credit.
- (2) Beginning in 2022, the College and School District officials agree to meet no later than February 1st to construct the schedule for the next academic year. Adjustments to the schedule will be made as needed. The College reserves the right to cancel courses due to low enrollment. Course cancellation decisions will be made prior to the first day of class.
- (3) Maximum course enrollment is strongly encouraged to promote the best possible learning environment.
  - a. The course minimum for college courses taught, during the school day, by dual credit instructors (see page 4 for definition) is 10 students per section.
  - b. Course minimum for face-to-face or hybrid college courses taught by Lee College instructors at the high school is 20 students for a lecture course and 15 students for a lecture/lab course.
- (4) The College liaison is the Dual Credit Advisor and/or other appointed Dual Credit personnel. The School District will appoint liaison(s) with the authority to approve courses and certify student eligibility.

## **6. DUAL CREDIT REQUEST FORM**

Each semester, a College Dual Credit Request Form must be used to document all students' requests for enrollment in college courses and follow the review and approval process established by the College and School District. The form must contain signatures of the student, parent/guardian, and designated School District officials. All completed request forms must be turned into the Dual Credit Advisor and/or other appointed Dual Credit personnel prior to the first day of class.

## **7. ELIGIBLE COURSES**

- (A) College courses that are academic core, a field of study, or technical and that simultaneously allow students to earn credit toward a postsecondary degree or certificate and high school graduation are eligible for dual credit. College courses are taken to meet elective or core course requirements at the high school. Classes offered in the high school setting must conform to the College's academic standards.
- (B) The college courses will comply with the rules and regulations of the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- (C) All college courses adhere to the description and content of the course as defined in the current edition of either the Academic Course Guide Manual (ACGM) or the Workforce Education Course Manual (WECM).
- (D) Courses provide advanced academic instruction and content providing the student the opportunity to master the Texas Essential Knowledge and Skills for the appropriate high school course.
- (E) Developmental education courses are not approved for dual credit.
- (F) The College and School District will make available an approved list of dual credit offerings for inclusion in the appendix.

## **8. LOCATION OF CLASS AND TEACHING ENVIRONMENT**

- (A) Courses are taught on a college campus/site, at the high school (which is approved by SACSCOC as an off-campus instructional location), or online/hybrid.
- (B) High School Campus courses:
  - (1) The College will work with the School District to ensure that the School District's facilities meet the expectations and criteria required for college classes and are appropriate for college-level instruction that includes the following:
    - a. School District will ensure College faculty and dual credit students have appropriate access to all available instructional resources and essential technology for virtual learning.

- b. School District shall permit access to the College's electronic learning resources when the course is taught at the School District, and
  - c. School Districts offering science courses shall meet the laboratory safety standards and have material/equipment that comply with the College's current science program requirements.
- (2) The College will clearly define the contact hours, curriculum, and grading for college courses taught on a high school campus.
  - (3) Dual Credit Instructors must use the College's approved Learning Management System, Blackboard Learn, to post the syllabus and maintain course grades.

**(C) Online courses:**

- (1) Dual Credit Instructors must use the College's approved Learning Management System, Blackboard Learn, to post the syllabus, maintain grades, and provide course content. Alternative instructional software cannot be used without prior approval from the division chair.
- (2) Online courses must comply with the THECB's adopted Principles of Good Practice for courses offered electronically.
- (3) The School District must provide a proctored testing environment for its students.
- (4) The School District can provide a proctor for online courses at the School District's expense if the Dual Credit Instructor does not proctor his/her own assessments.

**(D) Teaching Environment:**

- (1) The School District ensures that the classroom environment is conducive to college-level learning by:
  - (a) designating a classroom for the college classes,
  - (b) displaying the signs provided by the College outside of the classroom that indicate "College Course is in Session", and
  - (c) assuring no interruptions take place in the college course while in session, such as removing students for high school activities or making announcements except for official business or emergencies.

**9. SCHEDULING**

- (A) When there are differences in calendar schedules and College classes are being offered off the high school campus at a time when the School District is not in session, the student is responsible for attending the college course.
- (B) When there are differences in calendar schedules and the College is not in session, the School District is responsible for providing personnel to supervise dual credit students.
- (C) College or School District closures due to situations such as inclement weather or environmental issues will be honored without penalty to the students
- (D) Students are responsible to abide by both College and School District calendars when participating in dual credit and concurrent enrollment.

## **10. FACULTY SELECTION, SUPERVISION, EVALUATION AND DEVELOPMENT**

- (A) The College has established an approval process for selecting and/or approving qualified faculty (Dual Credit Instructor) to teach college course(s) for dual credit. Dual Credit Instructors are required to have the same qualifications as other college faculty. Each approved Dual Credit Instructor will be supervised by the College's respective department chair or designee and be evaluated and monitored to ensure quality of instruction and compliance with the College's policies and procedures, in accordance with the standards established by the State of Texas and SACSCOC.
- (B) The College will collaborate with the School District to ensure that the School District instructors applying to become Dual Credit Instructors meet the Colleges credentialing requirements, including individual department requirements.
- (C) The College recommends that when the School District is hiring a teacher with the intention of becoming a dual credit instructor, the School District allow for a representative from the College content area to be on the hiring committee.
- (D) School District faculty approved as Dual Credit Instructors will be cleared by the College's Office of Human Resources to teach college courses.
- (E) Dual Credit Instructors will submit all required reporting documents such as roster verifications, student learning outcome results, core course assessment artifacts, syllabi/section outlines, and submission of grades (pass/fail and numeric) by the deadline set by the College.
- (F) College and Dual Credit Instructors teaching college courses for dual credit will verify the first week class roster to validate all dual credit students are enrolled in the college course and refer students not on the roster to the appropriate School District liaison. Any student not listed on the Official 12<sup>th</sup> Day Verification (Census) Roster will not be enrolled in the college course.
- (G) In order to ensure compliance with FERPA, email communication between college staff and Dual Credit Instructors will use Lee College email accounts. Dual Credit Instructors are required to check their Lee College email at least once per day.
- (H) Dual Credit Instructors and College faculty teaching on the high school campus will notify the liaison on the high school campus when he/she will be absent due to an emergency or anticipates an absence. The liaison will then notify the College Dual Credit Office.
- (I) Dual Credit Instructors teaching hybrid or online courses must comply with mandatory Lee College training/certifications for teaching hybrid/ online classes requirements. Dual Credit Instructors who do not complete mandatory trainings/certifications may have their stipends withheld until the trainings/certifications are completed.

(J) The School District will allow release time from School District duties for all Dual Credit Instructors to attend required College professional development days organized by the College before each College full semester begins and departmental meetings.

(K) The School District shall ensure that the building principals/ designee comply with all standards.

## **11. CLASS CONFIGURATION**

(A) College courses taught on a high school campus during the school day will consist of dual credit students only.

(B) Non-dual credit high school students are not permitted to enroll into a dual credit course on a high school campus.

(C) College courses taught by College faculty can consist of a combination of dual credit and college credit students, except when the course is taught in the daytime at the high school campus.

## **12. COURSE CURRICULUM, INSTRUCTION, AND GRADING**

(A) The College will make every effort to adopt textbooks for a minimum of three years.

(B) The College will provide a list of textbooks 21 days in advance of the start of the semester for college courses taught by Lee College instructors at the high school campus to ensure purchase prior to the school year/term.

(C) The School District will ensure that all dual credit students have textbooks on the first day of class.

(D) Attendance information and periodic grade requests will be entered by dual credit instructors per progress period (three weeks).

(E) College policy restricts absences to three class meetings. Excused absences are determined by the instructor of record.

(F) The School District or high school campus will supply a calendar of scheduled events at the beginning of the semester that could interrupt class instruction and will notify the course instructor two days in advance of any additional activities. All dual credit students are expected to notify their instructors of absences at the class meeting prior to the expected absence. Students are responsible for making up work when absent.

(G) To accommodate exchange of information among the College, School District, and instructors, all instructors teaching college courses will receive e-mail accounts from respective institutions.

- (H) The School District will provide access to college faculty and dual credit instructors to input numeric grades into their respective student records/grading system.
- (I) Submission of progress report grades may be in Pass/Fail (P/F) format, but semester and final grades will be numeric.
- (J) Spring semester course averages for seniors will be submitted in numerical format by Lee College to the high school senior counselor or designee at the end of the 5<sup>th</sup> six-week period for the high school Academic Class Ranking process. A list requesting this grade for the seniors will be sent out by the Dual Credit office prior to the needed date.
- (K) Student course evaluations will be conducted at the end of each semester.
- (L) The School District is responsible for administering high school state mandated testing.
- (M) Lee College is committed to providing all with a learning and work environment that is free from sexual harassment and assault. Appropriate resources, both on and off campus are available at <http://www.lee.edu/know-more/available-resources>. The link for the U.S. Department of Education Title IX – Sex Discrimination is [https://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html](https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)
- (N) Lee College is an open enrollment institution and offers a variety of vocational and academic programs. Lee College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin or veteran status in its educational programs, activities, or employment practices as required by Title VII, Title IX, Section 504, ADA, or 34 C.F.R.

### **13. LIABILITIES OF PARTIES**

- (A) Dual credit status shall neither enhance nor diminish on-campus liabilities for the College or School District. Management of risk and liabilities shall be in accordance with the College and School District policies and codes of conduct.

### **14. ACADEMIC POLICIES, STUDENT CONDUCT, AND STUDENT SUPPORT SERVICES**

- (A) Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit courses and students.
- (B) Course performance will be part of students' permanent academic records at Lee College and the School District.
- (C) Students are subject to the rules of conduct, plagiarism, and disciplinary standards published in the College catalog and are subject to the penalties defined by such standards.

- (D) Any discipline issues, including academic dishonesty during college course instruction, must be reported immediately to the high school principal and the College Dual Credit Office.
- (E) The high school will send a copy of all student discipline referrals and documented student behavior issues, related to or occurring during any college-instructed course, to the Lee College Dual Credit Office within a week after the event.
- (F) Students who receive a final grade below a "C" will not be allowed to progress to other college courses without repeating the previous course successfully, unless approved through the dual credit appeal process.
- (G) The School District will provide placement for students who are withdrawn from the course for any reason.
- (H) Prior to registration the School District will encourage and assist students who need accommodations to self-identify each semester with Lee College Disabilities Services, located in the Access Center, on the Lee College campus each semester.
- (I) The College requires School District partners to follow all College accreditation related procedures and functions, including, but not limited to, student learning outcome assessment, Core (general education) assessment, strategic plan reporting, posting of CVs, and syllabi posting in PeopleSoft and Blackboard.
- (J) Lee College requires the School District partners to meet contact hour requirements for all course sections. Course sections that do not meet contact hour requirements must use Blackboard to meet minimum contact hour requirements. Courses and/or sections that do not consistently meet contact hour requirements may be suspended or canceled until such time that contact hour requirements can be satisfied.
- (K) Support Services such as labs and tutoring on the Lee College campus are available for utilization by all high school students enrolled at Lee College. Students should obtain a Lee College student ID.

## **15. STUDENT ELIGIBILITY**

- (A) The College requires School District partners to follow all College enrollment procedures and guidelines for dual credit students.
- (B) All high school students are eligible for dual credit by meeting the college readiness standards under the provisions of the Texas Success Initiative Assessment 2.0 (TSIA2) and prerequisites for the course as defined by the College.
- (C) There is no limit on the number of courses a high school student can enroll in during a semester; however, careful evaluation of obligations should be considered.



- (D) Specific exceptions to eligibility are defined in 19 TAC §4.85(b).
- (E) Dual credit students shall be limited to courses within their declared major and corresponding degree plan as identified in the appendix.
- (F) Dual credit students are required to file a degree plan with the College no later than the end of the regular semester after the semester where they earned a cumulative total of 15 or more credit hours. Dual credit students who are required to file a degree plan will not be able to obtain an official transcript until a degree plan is filed.
- (G) The College will provide instructions to students on how to file a degree plan, and will provide options for consulting with an academic counselor/advisor.
- (H) Dual credit students must comply with Financial Aid Satisfactory Academic Progress (SAP) requirements regardless if they are receiving aid or not.

**16. TRANSPORTATION:**

- (A) Transportation for classes to College sites will follow School District policy, which will determine whether the School District will provide transportation and/or allow students to drive their own vehicles.
- (B) Students driving their own vehicles to the College campus must obtain parking permits.
- (C) The College is responsible for transportation related to classroom field trips and may work with the School District to provide the best means.
- (D) The College will make the School Districts aware of any college-sponsored field trips.

**17. TRANSCRIPTION OF CREDIT**

- (A) The College as well as the high school should add a student's grades to their transcript immediately upon completion of the performance required in the course. [19 TAC §4.85(h).] Letter grades will be posted on the College transcript.
- (B) Final numerical grades will be sent to the high school representative in an encrypted spreadsheet after all grades have been collected.
- (C) The School District transcription of grades for courses may differ from the College's based on Texas Education Association policies, specifically those relating to courses required to have the End of Course State of Texas Assessment of Academic Readiness (STAAR) exams.

**18. ENROLLMENT AND TESTING**

- (A) The College will provide information sessions to all interested high school students and parents prior to registration. These sessions will include content about academic policies, access to student information, support services, cost, and student opportunities and commitments. Dual credit students attending for the first time will:

- (1) apply to the College.
- (2) take any required placement tests and pay applicable fees (Lee College retesting), if required.
- (3) complete the dual credit request form.
- (4) complete other applicable forms.

(B) For School Districts not an approved TSIA2 testing site:

1. Students are required to complete a Lee College Admission application through [www.applytexas.org](http://www.applytexas.org) in order for test scores to be noted on the student's college record.
2. Students are required to complete the Lee College pre-assessment activity
3. One free testing per TSIA2 section is provided.
4. Students may retest at the Lee College Testing Center for a fee of \$15 per section (ELAR/MATH).
5. High schools will identify personnel to serve as TSIA2 testing proctor(s) Lee College will provide the required training necessary to administer the exam on high school campuses.
6. Each semester the College will provide personnel to support TSIA2 testing, limited to two (2) days for each high school in the School District.
7. School District will provide the Dual Credit Office a list of students needing testing 7-10 working days prior to testing date.
8. Proctor reporting privileges is granted to the college and district designee.

(C) For School Districts that are approved TSIA2 testing site:

1. Student need to complete a Lee College admission application through [www.applytexas.org](http://www.applytexas.org) in order for test scores to be noted on the student's college record.
2. The school district is responsible for ensuring that all students complete the pre-assessment activities.
3. Students will receive one free TSIA2 attempt from Lee College.
  - i. School Districts will provide the Dual Credit Office a list of students needing testing 7-10 working days prior to testing date.
4. All subsequent testing is the responsibility of the school district and completed on the high school campus under the established school district testing site.
5. Proctor reporting privileges is granted to the college and district designee.

(D) All other student testing needs are completed at the Lee College Testing Center.

(E) Collaboratively the College and the School District will ensure students are registered and enrolled in classes.

(F) The College will provide a mandatory orientation for first-time dual credit students.

#### **19. PAYMENT FOR SERVICES:**

(A) Payment is expected prior to the first day of class when paid by students.

(B) Payment is expected within 30 days of receipt of invoice when paid by school district.

(C) Tuition for dual credit students is \$125 per course, per semester.

\_\_\_\_\_ School District will be responsible for their student's tuition, fees, and books.

\_\_\_\_\_ School District transfers the responsibility of tuition, fees and books to its students; students are expected to pay the college directly.

✓ *Liberty Independent* School District will be responsible for their student's tuition and fees but transfers the responsibility of books to its students.

**20. DUAL CREDIT INSTRUCTION COST**

(A) The College will pay the School District directly at the end of each semester in a lump sum for Dual Credit Instructor course sections taught on the high school campus during the school day. The payment to the school district will be based on the course enrollment as of the College census date as specified in the table. Any arrangements for payment to the Dual Credit instructors for teaching Dual Credit courses will be made by the School District.

	10-15 Students	16-19 Students	20+ Students
Lecture Course	\$700	\$1000	\$1400
Lecture/Lab Course	\$900	\$1200	\$1600

**21. ADDITIONAL COSTS**

(A) Low enrollment classes: A minimum of 10 students per section is expected for all course sections taught by Dual Credit Instructors. A minimum of 20 students for lecture courses and 15 students for lecture/lab courses is required for all course sections taught by College faculty during the school day on the high school campus.

(1) If the School District is unable to meet the minimum enrollment, the School District can choose to pay for the unoccupied seat(s) at the amount of \$125 per seat, per semester.

(B) Late Add Provision: Late additions to an open course after the start of the semester will only be available prior to the second class meeting.

(C) Hours beyond contact hours: If the School District requests that the class taught by a College faculty meet for more than the number of contact hours approved by the THECB, the School District will reimburse the College for the costs of that additional

instruction or supervision at the current College rate. As a rule, no college class will meet more than the contact hours unless a dual credit instructor is teaching.

- (D) **Unpaid student accounts:** If the School District allows students who have not paid tuition and fees to remain enrolled in a course, the School District assumes responsibility for monies associated with the students' tuition and fees.

## **22. FUNDING**

Both the College and the School District will report students for state funding purposes.

## **23. DATA SHARING**

To encourage student persistence, to assess the Dual Credit Program, and to measure student-learning outcomes, the College and School District will exchange student information, grades, and any other data, as permitted by law. Individual student records are limited to data that are available and to the following:

- (A) Identifiers: student name; date of birth; Texas Student Data System ID; Lee College ID.
- (B) Contact Information: home address; email addresses; phone numbers.
- (C) Demographics: race/ethnicity; gender; citizenship status.
- (D) Academic Records: transcripts showing classes taken, the start and end dates of those classes and the grades in those classes; class attendance; grade point averages; scores on standardized tests; declarations of areas of study such as endorsements, majors and minors; awards representing the completion of educational programs such as diplomas, degrees, and certificates.
- (E) Financial Information: participation in subsidized meal programs; family income; expected family contribution (from FAFSA).
- (F) Family Information: number of siblings; educational level of parents; family structure.

In addition, the College and the School District agree to share information that is created by aggregating the data from individual student records within the limits established in this document.

## **24. RECOGNITION OF HIGHER EDUCATION PARTNER**

When reporting and publicizing dual credit student completion of college courses, degrees or certificates at campuses where the College and the School District partner, the School District will recognize Lee College as their Higher Education partner. In addition, the School District will include the Lee College approved logo and/or name in all communications in which any College course or program is included.

## **25. GENERAL**

- (A) The Parties shall comply with all applicable state and federal laws and regulations regarding data confidentiality, privacy, and security.

- (B) No assignment of this MOU or of any right accruing hereunder shall be made, in whole or in part, by any other Party without the prior written consent of the other, unless authorized by law.
- (C) The Parties agree to use good-faith efforts to resolve all questions, difficulties, or disputes of any nature that may arise under or by this MOU; provided however, nothing in this paragraph shall preclude any other Party from pursuing any remedies available under Texas law.
- (D) Both Parties are entities whose authority and appropriations are subject to actions of the Texas Legislature. If any of the Parties become subject to a legislative change, revocation of statutory authority, or lack of appropriated funds which would render any Party's delivery or performance under the MOU impossible or unnecessary, the MOU will be terminated or cancelled and be deemed null and void. In the event of a termination or cancellation under this Section, none of the Parties will be liable to the other for any damages, which are caused or associated with such termination or cancellation. The Party terminating or cancelling under this Section shall not be required to provide advance notice.
- (E) No Party shall be liable to the other for any delay in, or failure of performance of, any requirement included in this MOU caused by force majeure. The existence of such causes of delay or failure shall extend the period of performance until after the causes of delay or failure have been removed provided the non-performing Party exercises all reasonable due diligence to perform. Force majeure is defined as acts of God, war, fires, explosions, hurricanes, floods, failure of transportation, pandemics, epidemics or other causes that are beyond the reasonable control of any Party and that by exercise of due foresight such Party could not reasonably have been expected to avoid, and which, by the exercise of all reasonable due diligence, such Party is unable to overcome.
- (F) This MOU shall not constitute or be construed as a waiver of any of the privileges, rights, defenses, remedies, or immunities available to any Party as an agency of the State of Texas or otherwise available to the Parties. The failure to enforce or any delay in the enforcement of any privileges, rights, defenses, remedies, or immunities available to a Party under this MOU or under applicable law shall not constitute a waiver of such privileges, rights, defenses, remedies, or immunities or be considered as a basis for estoppel. No Parties waive any privileges, rights, defenses, or immunities available to it as an agency of the State of Texas, or otherwise available to it, by entering into this MOU or by its conduct prior to or subsequent to entering into this MOU.
- (G) If one or more provisions are deemed invalid, illegal, or unenforceable for any reason, such invalidity, illegality, or unenforceability shall not affect any other provision and this MOU shall be construed as if the invalid, illegal or unenforceable provision had never been contained herein.

(H) The headings used in this MOU are for ease of reference only and will not be used to interpret any aspect of this MOU.

(I) The expiration or termination of this MOU shall not affect the rights and obligations of the Parties accrued prior to the effective date of expiration or termination and such rights and obligations shall survive and remain enforceable.

(J) This MOU is governed by and construed under and in accordance with the laws of the State of Texas. Any and all obligations under this MOU are due in the County and venue is proper only in such county.

**26. TERM, RENEWAL, AND TERMINATION**

The terms of this agreement shall commence on August 1, 2021, and supersedes previous agreements. This agreement may be amended by mutual written consent. Either party may terminate the agreement with a 90-day written notice to the College's President or the School District's Superintendent at the end of the current term.

**27. AUTHORIZATION OF AGREEMENT**

Each party represents and warrants to the other the execution of this agreement has been duly authorized and this agreement constitutes a valid and enforceable obligation of such party according to its terms.

In Witness thereof, this agreement, in duplicate of originals of equal force has been executed on behalf of the parties hereto as follows:

**LIBERTY SCHOOL DISTRICT**

**LEE COLLEGE**

Bruce Bell

Print Name (School District Official)

Dr. Lynda Villanueva

Print Name (College Official)

Board President

Print Title

President

Print Title

Bruce Bell

Signature

Lynda Villanueva

Signature

7-20-21

Date

10/13/2021

Date

Exhibit A  
Statewide Dual Credit Goals Between Lee College and Liberty ISD

The partnership goals between Lee College ("College") and Liberty ISD ("School") align with statewide dual credit program goals. This Exhibit's purpose is to outline a description of how this Agreement's dual credit program partnership goals align with the statewide goals. Texas Education Code § 28.009 (b-1) and (b-2) requires the Texas Higher Education Coordinating Board ("THECB") and the Texas Education Agency ("TEA") to collaboratively develop statewide goals for dual credit programs. These goals provide guidance to institutions of higher education ("IHEs") and independent school districts ("ISDs") on components that must be in place to ensure quality dual credit programs are provided to Texas high school students. These statewide goals address enrollment in and acceleration through postsecondary education, performance in college- level coursework, and strong academic advising.

**Goal 1:** *ISDs and IHEs will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.*

Lee College's dual credit website is regularly updated with enrollment guidelines, policies, and program details. This includes ISD registration and payment deadlines, information session schedules, FAQs, forms and links to student resources.

Lee College provides dual credit information sessions each fall and spring at all partnering high schools to potential students, parents and school counselors before students enroll into dual credit classes for fall.

On an annual basis, Lee College provides a dual credit update session to all HS counselors, Principals, and Superintendents. The updates include information on dual credit procedures, testing, and best practices from school districts.

Lee College also uses marketing materials to help inform students and parents regarding the benefits of dual credit.

**Goal 2:** *Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.*

All dual credit students receive academic and/or college readiness advising provided by Dual Credit Advisors. High school dual credit students have access to all college academic and career counseling services provided on the main campus.

**Goal 3:** *All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.*

All dual credit students receive academic and/or college readiness advising provided by Dual Credit Advisors. High school dual credit students have access to all college academic and student support services including, but not limited to, libraries, electronic library resources, writing centers, tutorial services, academic accommodations, assessment, admissions, and academic advisement.

Per House Bill 5, Lee College also partners with local ISDs to develop and provide courses in college preparatory Mathematics and English language arts to prepare students for success in entry-level college courses without the need for remedial or developmental coursework.

**Goal 4:** *Dual credit students' performance will meet or exceed the level of quality and rigor on subsequent courses.*

Lee College ensures that a dual credit course and the corresponding course offered at the main campus of the college are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards are upheld regardless of the student composition of the class.

Instructors teaching dual credit courses are required to meet the same standards, reviews, and approval procedures used by the college to select all college faculty. Faculty attend professional development opportunities provided by Lee College throughout the year.



**Appendix A  
Dual Credit Classes  
Liberty High School**

**[INSERT UPDATED TABLE]**

**LIBERTY HIGH SCHOOL  
DUAL CREDIT APPENDIX**

College Course	Course Number	College Semester Credit HRS	High School Course	High School Credit	PEIMS Service ID#
Art Appreciation	ARTS 1301	3	DC ART APP 1301	1	03500110
General Biology I	BIOL 1406	4	DC BIOLOGY 1	0.5	13037200
General Biology II	BIOL 1407	4	DC BIOLOGY 2	0.5	13037200
Artistry of Hair Design I	CSME 1254	2	DCCSME 1254 FALL (Intro to Cosme)	0.5	13025100
Artistry of Hair Design II	CSME 1255	2	DC COSMET 1255 YR 2 (Cosme II)	0.5	13025300
Intro.Haircutting/Related The	CSME 1410	4	DCCSME 1410 SPR (Cosme I)	0.5	13025200
Chem.Reformation,Related Theor	CSME 1453	4	DCCSME 1453 SPR (Intro to Cosme)	0.5	13025100
Fundamentals of Cosmetology	CSME 1505	5	DCCSME 1505 FALL (Cosme I)	0.5	13025200
Advanced Cosmetology Technique	CSME 2337	3	DC COSMET 2337 YR (Cosme II)	0.5	13025300
Prin.Hair Color&Related Theory	CSME 2401	4	DC COSMET 2401 (Cosme II)	0.5	13025300
Advanced Hair Design	CSME 2439	4	DC COSM 2439 YR 2 (Cosme II)	0.5	13025300
Prep.for State Licensing Exam.	CSME 2441	4	DC COSMET 2441 LIC PREP Y2 (Cosme II)	0.5	13025300
Learning Frameworks	EDUC 1200	2	College Readiness & Study Skills	0.5	03270100
Electrical Calculations I	ELPT 1315	3	DCELEC 1321/15	0.5/0.5	13005600
Intro.Electrical Safety/Tools	ELPT 1321	3			13005600
National Electrical Code I	ELPT 1325	3	DCELEC 1325/29	0.5/0.5	13005700
Residential Wiring	ELPT 1329	3			13005700
English Composition I	ENGL 1301	3	DC ENG 1301 JR, DC ENG1301JR LC	0.5	03220300
English Composition II	ENGL 1302	3	DC ENG 1302 JR, DC ENG1302JR LC	0.5	03220300
English Lit:Beowulf to Romanti	ENGL 2322	3	DC ENG 1301 SR, DC ENG 2322 LC	0.5	03220400
Engl. Lit: Romantic to Present	ENGL 2323	3	DC ENG 1302 SR, DC ENG 2323 LC	0.5	03220400
Federal Government	GOVT 2305	3	DC Gov 2305	0.5	03330100
Texas Government	GOVT 2306	3	DC Gov 2306	0.5	03380001
History of the U.S. to 1877	HIST 1301	3	DC HIS 1301	0.5	03340100
History of the U.S.Since 1877	HIST 1302	3	DC HIS 1302	0.5	03340100
Intro. to the Humanities I	HUMA 1301	3	DC HUMANTIES	0.5	03221600
Personal/Community Health	KINE 1304	3	DC KINE 1304	0.5	03810200

College Algebra	MATH 1314	3	DC COLLEGE ALGE	0.5	03102500
Intro.to Process Technology	PTAC 1302	3	DC INTRPROC TECA	0.5	N1300262
Safety,Health & Environment I	PTAC 1308	3	DC INTRPROC TECB	0.5	N1300262
Process Instrumentation I	PTAC 1332	3	DC PROCESS TECA	0.5	13001250
Process Technology I-Equipment	PTAC 1410	4	DC PROCESS TECB	0.5	13001250
Principles of Quality	PTAC 2314	3	DC PROC. TECH 3	0.5	13033000
Process Troubleshooting	PTAC 2346	3	DC Process Troubleshooting 2346	0.5	13033000
Process Technology II-Systems	PTAC 2420	4	DC PROC TECH 3	0.5	13033000
Process Tech. III Operations	PTAC 2438	4	DC PROC TECH 4	0.5	13033000
Applied General Chemistry I	SCIT 1414	4	DC SCIT I	0.5	13033000
Introductory Sociology	SOCI 1301	3	DC SOCIO 1301	0.5	03370100
Principles of Public Speaking	SPCH 1315	3	DC SPEECH 1315	0.5	03240900
Technical Algebra	TECM 1341	3	DC TECHMATH1341	0.5	03102500
Technical Math Applications	TECM 1349	3	DC TECHMATH1342	0.5	03102500
Intro.Shielded Metal Arc Weld	WLDG 1428	4	DC WELDING	1	13032700