OK AS TO FORM
Bm 12-31-13

LOCAL ADDENDUM

This is a local addendum to the
Memorandum of Understanding
that is specific to and between
Jefferson Community and Technical College
and
Jefferson County Public Schools
Iroquois High School
2013-2014

Registration Processes:

All students must complete the KCTCS dual credit application. The $50 Dual Credit administrative charge must be attached to the application in the form of a check or money order made out to "Jefferson Community and Technical College."

Students who qualify for free or reduced lunch are expected to complete the Mary Jo Young scholarship application (May deadline) for assistance with the administrative charge or tuition.

Required assessment scores must be submitted with a student's application when needed for a specific course or program.

Syllabus Criteria:

Instructors teaching dual credit courses must submit a syllabus following the SAC's guidelines listed below prior to student registration. All syllabi must follow Jefferson Community and Technical College's approved syllabi guidelines and all Learning Outcomes for each class must be assessed and assessment data to be reported to the college.

Approved Courses:

Approved courses and instructors for the 2013-2014 academic year are as follows:

Air Conditioning and Refrigeration

ACR 100 & 101/ Refrigeration Fundamentals & Lab David McKinney
3.0 credit hours/2.0 credit hours
Prerequisite for students: NONE
Co-requisite for students: ACR 100 & ACR 101 enrollment must be concurrent
Contact hours: 45 and 60

ACR 102 & 103/HVAC Electricity & Lab David McKinney
3.0 credit hours/2.0 credit hours
Prerequisite for students: NONE
Co-requisites: ACR 102 & ACR 103 enrollment must be concurrent
Contact hours: 45 and 60

ACR 130 & ACR 131/ Electrical Components & Lab David McKinney
3.0 credit hours/ 2.0 credit hours
Prerequisite for students: NONE
Co-requisite for student: ACR 130 & ACR 131 enrollment must be concurrent
Contact hours: 45 and 60

Plumbing

PLB 150/ Plumbing, Introduction to the Trade Christopher Purcell
3.0 credit hours
Prerequisite for student: NONE
Co-requisites: NONE
Contact hours: 45

PLB 151/Basic Plumbing Skills Christopher Purcell
3.0 credit hours
Prerequisite for student: NONE
Co-requisite: must have concurrent enrollment in PLB 150
Contact hours: 135

Welding

WLD 100 & 101/ Oxy-Fuel Systems & Lab George Nichols
3.0 credit hours/2.0 credit hours
Prerequisite for student: NONE
Co-requisite: WLD 101/WLD 100 or consent of instructor
Contact hours: 30/60

WLD 110 & 111/Cutting Processes & Lab George Nichols
3.0 credit hours/2.0 credit hours
Prerequisite for student: NONE
Co-requisite: WLD 111/WLD 110 or consent of instructor
Contact hours: 30/90

WLD 120 & 121/Shielded Metal Arc. Welding & Lab George Nichols
3.0 credit hours/2.0 credit hours
Prerequisite for student: NONE
Co-requisite: WLD 121/WLD 120 or consent of Instructor
Contact hours: 30/90

LOCAL ADDENDUM

This is a local addendum to the
Memorandum of Understanding
that is specific to and between
Jefferson Community and Technical College
and
Jefferson County Public Schools
Iroquois High School
2013-2014

Dr. Anthony Newberry, President
Jefferson Community and Technical College

11·25·13
Date

Dr. Donna Hargens, Superintendent
Jefferson County Public Schools

Date

not limited to, a consideration of curriculum changes and an evaluation of the success of students in college programs. Revisions of this agreement may be based on this review

KDE, OCTE, and KCTCS Memorandum of Understanding

Dual Credit
Memorandum of Understanding (MOU)
between the
KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
and the
KENTUCKY DEPARTMENT OF EDUCATION
and the
KENTUCKY OFFICE OF CAREER AND TECHNICAL EDUCATION

This Memorandum of Understanding
is specific to and between
Jefferson Community and Technical College
and
Jefferson County Public Schools
Iroquois High School

3/28/13

Dr. Donna M. Hargens
Superintendent
Jefferson County Public Schools

Date

3.13.13

Dr. Anthony Newberry
President
Jefferson Community and Technical College

Date

KDE, OCTE, and KCTCS Memorandum of Understanding

Dual Credit
Memorandum of Understanding (MOU)
between the
KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
and the
KENTUCKY DEPARTMENT OF EDUCATION
and the
KENTUCKY OFFICE OF CAREER AND TECHNICAL EDUCATION

This Memorandum of Understanding
is specific to and between
Jefferson Community and Technical College
and
Jefferson County Public Schools
Iroquois High School

I. Introduction And Purpose

Pursuant to the Kentucky Postsecondary Education Improvement Act of 1997 (House Bill 1), the Kentucky Community and Technical College System is charged with enhancing the relationship of credentials between secondary and postsecondary programs that permit secondary students to participate in opportunities such as dual credit. In order to offer a more seamless path of education and training for students in the Commonwealth of Kentucky, the Kentucky Community and Technical College System (kctcs) enter into this Dual Credit Memorandum of Understanding with the Kentucky Department Education (KDE) and the Kentucky Education and Workforce Development Cabinet, Office of Career and Technical Education (OCTE). This agreement reflects national standards and best practices for dual credit as outlined by the National Alliance for Concurrent Enrollment Partnerships (NACEP). This agreement is aligned according to regional standards set forth by the Southern Association of Colleges and Schools – Commission on Colleges (SACS-COC) and statewide standards according to Kentucky Revised Statutes (KRS) and KCTCS policy.

This agreement is designed to benefit students by providing a seamless pathway to postsecondary education while reducing student expense and time to credential

attainment. The ultimate purpose of dual credit is the completion of a postsecondary credential.

This agreement outlines the terms and conditions under which courses for dual credit will be offered by KCTCS colleges and at secondary schools under the leadership of KDE and OCTE and, more specifically, the terms and conditions through which opportunities will be provided for secondary students to take college-level courses and receive both college credit and high school credit.

II. Definition of Dual Credit

For the purposes of this agreement, dual credit is defined as a college-level course of study offered to high school students. This definition is consistent with Kentucky Revised Statute 164.002 and KCTCS Administrative Policy and Procedures 4.15.

KCTCS (JCTC - Jefferson Community and Technical College) dual credit is concurrent enrollment in high school and JCTC with credit awarded by both. A high school student may earn both high school and college credit (dual credit) for the same course upon completion of course requirements. A secondary student must apply to JCTC and be accepted, and JCTC is responsible for the academic integrity of the courses for which postsecondary credit will be awarded.

Dual credit will only be awarded for college-level coursework. Each college must ensure the quality, consistency, and rigor of courses accepted for dual credit. Coursework must be relevant to a credential offered at Jefferson Community and Technical College.

III. Compliance with Accreditation Standards, Policies and Regulations

The Southern Association of Colleges and Schools – Commission on Colleges accredits each of the 16 KCTCS colleges. Dual credit courses offered pursuant to this agreement will comply with all appropriate SACS-COC criteria, Kentucky Revised Statutes, requisite KCTCS policies and procedures, and other regulations governing the provision of college credit opportunities to secondary students.

IV. Elements of the Agreement

This agreement specifies eligible courses, academic quality of dual credit courses, dual credit course approval, course requirements, student eligibility, faculty credentialing, and roles/responsibilities of KDE, OCTE, and KCTCS at the system and college levels.

A. Eligibility and Approval of Dual Credit Courses

Courses accepted for dual credit toward an undergraduate credential at KCTCS must be college-level coursework relevant to the credential and meet KCTCS college standards for content, quality, and rigor pursuant to the requirements of SACS-COC. Dual credit courses must be equivalent to the same courses offered at the local KCTCS college in course content, competencies, and learning outcomes as evidenced in the required syllabi components.

Eligible courses for dual credit under this agreement included courses for which all of the following criteria can be documented:

- Required courses or technical electives that apply to one of the programs of study offered at the local KCTCS college (JCTC).
- Courses that are specified in an agreement between the local KCTCS college (JCTC) and the partner secondary school and outlined in appendices to this MOU.
- Courses that are taught by college faculty or secondary school faculty who are approved by the KCTCS college (JCTC) as having appropriate credentials to serve as college faculty for the purposes of SACS accreditation. (SACS 3.7.1)
- Courses in which KCTCS curricula are taught and for which student learning competencies and outcomes as well as course descriptions are aligned between the local KCTCS college (JCTC) and the secondary school. (SACS 3.4.10)
- Courses for which syllabi are approved by the KCTCS college (JCTC) and provided to students enrolled in dual credit courses on the first or second day of the college course. (SACS 3.4.10; KCTCS Senate Rule 2.1 and 2.2)
- Courses for which formal mechanisms exist for the evaluation of faculty effectiveness and student success as approved by the KCTCS college (JCTC). (SACS 3.7.2)

B. Dual Credit Course Requirements

- The course requirements for secondary students enrolled in dual credit courses at a secondary school will be equal to those of college students enrolled at the KCTCS college (JCTC).
- Students will receive an official course syllabus by the first or second day of the college course. The syllabus will include:
    a. Course requirement information, including the official description, course prerequisites, course content, grading

policy, attendance requirements, course completion requirements/performance standards, and other related course information.

b. Criteria to be used in evaluating the student's performance, a course grading system that includes specific expectations with relative weights, and the requirement that the grades described in the *KCTCS Catalog* will be used.

C. Dual Credit Delivery Methods

- Dual credit courses may be delivered at the college site, the local high school, another site not on the high school or college campus, in a virtual environment, or in a delivery method that utilizes a combination of these delivery methods.

D. Grading for Dual Credit Courses

The KCTCS grading policy will apply to college courses offered for dual credit under this agreement. (KCTCS Senate Rule 3.0.1)

All grades earned for college credit by the student in a dual credit course will be transcripted by KCTCS.

E. Awarding of Dual Credit

- College credit will be awarded for courses taken for dual credit with a KCTCS college upon the student's completion of the course requirements and will become part of the student's official college transcript. The award of college credit will be in compliance with appropriate accreditation standards for the KCTCS college.
- All KCTCS institutions will recognize credit awarded under this agreement as stated in KCTCS policy and according to accreditation requirements.
- College credit awarded pursuant to this agreement will be applied to KCTCS program requirements in an applicable postsecondary program that the KCTCS college is approved to offer.
- Each local KCTCS college will permit qualified dual credit students to enroll in a maximum of 12 credit hours per academic year. Exceptions above the 12 hour limit may be considered and approved by the Chief Academic Officer at the local KCTCS college (JCTC) based on the specific curriculum or program offered during the dual credit experience. In

addition, exceptions may be allowed for dual credit students enrolled in Early or Middle Colleges.

- High school credit will also be awarded by the secondary school upon successful completion of the course. The award of high school credit will be in compliance with state standards.

F. Selection of Faculty to Teach Dual Credit Courses

- Secondary school faculty will be approved to teach dual credit courses by the local KCTCS college (JCTC) according to the faculty credentialing criteria established by the SACS-COC Guidelines for Faculty Credentials and the local KCTCS college (JCTC) policy.
- Secondary school faculty will demonstrate, through appropriate documentation, compliance with KCTCS teaching qualifications. Appropriate documentation will include:
  a. Official college transcripts;
  b. A current vita, resume, or application showing teaching and work experience;
  c. Official documentation of relevant work experience; and
  d. Additional documentation sufficient for SACS-COC compliance.
- Secondary school faculty who are approved and teach dual credit courses will be paid by the secondary school and must complete a Volunteer Faculty Data form and keep in current in the Office of Dual Credit and Early College at JCTC.

G. Faculty Evaluation

- Faculty evaluation is an integral component of the assessment process for a college course. SACS-COC standards require that institutions regularly evaluate the effectiveness of each faculty member regardless of contractual or tenured status. Part of the faculty evaluation process should include student evaluation of faculty effectiveness. (KCTCS Administrative Policies and Procedures 2.5.1.5)
  a. Faculty Evaluation: The KCTCS college (JCTC) will handle faculty evaluations for dual credit teachers in a manner consistent with its guidelines for revaluation for adjunct faculty.
  b. Student Evaluation of Faculty: Student evaluations on all dual credit instructors will be conducted each semester for each course offered for dual credit in a manner consistent with the guidelines for the student evaluation for all KCTCS faculty/courses.

H. Student Eligibility

To enroll and obtain college credit in a dual credit course, a student must:

- Be a high school junior or senior. Exceptions may be considered for freshman and sophomore high school students if recommended by the secondary school faculty and approved by the Chief Academic Officer at the KCTCS college (JCTC).
- Meet the requirements of the KCTCS Assessment and Placement policy.
- Complete a KCTCS dual credit application form to be enrolled as a KCTCS student in the course(s) in which the student wishes to receive dual credit.
- Participate in a dual credit course pursuant to this MOU and specified as part of an agreement between the local KCTCS college (JCTC) and the partner secondary school.
- Satisfactorily complete the course with a "D" grade or higher. Credit is not awarded for failing grades and will not apply towards a credential in KCTCS.

I. Tuition and Other Charges

- Tuition and Other Charges for dual credit enrollment courses will be consistent with the tuition rates and policies of KCTCS.
- Students enrolled in a dual credit course on a KCTCS campus, when the course is supported by SEEK funding to the college , will be determined to have paid tuition.
- Students receiving a 100% Dual Credit Tuition Waiver will be assessed a $50.00 KCTCS charge for services equating to the administrative expense per semester (e.g., creating and maintaining student records) incurred by KCTCS in offering the dual credit course. The charge for service will be designated at the beginning of each fiscal year by the KCTCS President. This charge for service shall not be waived for any student receiving a Dual Credit Tuition Waiver. This charge for service for each student receiving a Dual Credit Tuition Waiver shall be paid using one of the following methods:
    a. The student or parent or other individual pays the service charge.
    b. The college pays the service charge using a scholarship.
    c. A third party (e.g., OCTC, the high school, the school district, or a private or other entity) pays the service charge.

- Each KCTCS college in partnership with local school districts shall identify local scholarship funds to cover the administrative charge for dual credit students who demonstrate need for financial assistance to pay the administrative charge.

J. Student Admission to KCTCS Programs

Where applicable, secondary school students who successfully complete KCTCS dual credit courses will be given special consideration in program admissions when matriculating to a KCTCS program with special or selective admissions requirements. (KCTCS Senate Rule 3.0)

K. Institutional Responsibilities

- KCTCS Responsibilities: **Jefferson Community and Technical College**

  The local KCTCS college will be responsible for the following:

  a. Ensuring that all dual credit courses are the same as courses offered on campus by the local KCTCS college.
  b. Advertising and promoting dual credit opportunities among high school students, parents, and high school faculty.
  c. Providing college application and personnel to assist in the enrollment process and administering placement assessments.
  d. Ensuring that each student knows that he or she is enrolling for credit in a KCTCS college course.
  e. Registering students in the college course and maintaining academic records, including grades and transcripts, of courses completed.
  f. Assisting secondary school faculty in the development of the course syllabus
  g. Conducting faculty evaluations for dual credit faculty in a manner consistent with college guidelines for evaluation of adjunct faculty and student evaluation of faculty.
  h. Establishing a formal strategy consistent with the goals of the college's enrollment management plan to recruit and retain students who receive dual credit pursuant to this MOU as degree-seeking students who matriculate to the college.

- Secondary School Responsibilities: **Iroquois High School**

Secondary schools will be responsible for the following:

a. Using KCTCS course prefixes, numbers, and titles for all KCTCS dual credit courses.
b. Providing faculty credentials required by SACS-COC prior to the start of the term in which the course starts in time for faculty credential evaluation consistent with SACS-COC and local KCTCS college policy.
c. Advertising and promoting dual credit opportunities among high school students, parents, and high school faculty.
d. Delivering completed applications to the college's registrar or designated dual credit representative in a timely manner according to the timeframe designated by the local KCTCS college but no later than October 1 for the fall semester and Mach 1 for the spring semester.
e. Providing information to students in reasonable detail in writing (i.e., a syllabus) by the first or second day of the college course about the nature of the course and expecting the course to correspond to its official description. Course requirement information will include course prerequisites, course content, grading policy, attendance requirements, course completion requirements/performance standards, and other related course information.
f. Submitting grades to the college's registrar or designated dual credit representative according to local KCTCS college deadlines, but not to exceed the month of December for the fall semester and the month of June for the spring semester.

- Joint Responsibilities

KCTCS, KDE, and OCTE, including KCTCS colleges and all secondary school partners, will be responsible for the following:

a. Course Alignment Process
    1. When KCTCS seeks to change the learning outcomes of any of the programs and/or courses offered for dual credit pursuant to this MOU, KCTCS will notify KDE and OCTE of the proposed changes at the same

time as the initiation of the KCTCS curriculum approval course revision process.

2. If it is determined that the proposed change will have an adverse effect on the award of college credit for dual credit courses offered pursuant to this MOU, then:
    a. KCTCS will identify appropriate standards for content, quality, and rigor pursuant to the requirements of SACS-COC for the program and/or course revision.
    b. KDE and OCTE will ensure that courses approved for dual credit will incorporate any and all changes that occur in the same courses at KCTCS.

b. Advisement for Secondary Students and Parents
    1. The local KCTCS college and the partner secondary school are each responsible to provide advising for students and parents regarding dual credit courses and the implications for the students' future collegiate enrollment and financial aid. This advising includes career counseling and college program advising, and promoting matriculation to KCTCS.

c. Identification of Students Needing Financial Assistance
    1. KCTCS, KDE, and OCTE shall collaborate in the development of a process to determine student eligibility for financial assistance.

L. Early College and Middle College

KCTCS colleges having agreements with local school districts for programs generally referred to as "early colleges" or "middle colleges" may continue these agreements under the terms of these agreements.

M. **Purpose of MOU between JCTC and Iroquois High School**

The purpose of this agreement is to set forth the terms and conditions required to award credit for Jefferson Community and Technical College (JCTC) dual credit courses successfully completed by high school students attending Iroquois High School. The agreement allows students to earn college credit for comparable high school coursework. Upon enrollment at JCTC, a student who has successfully completed one or more dual credit courses will have the option of completing his/her college program in less time. This agreement supersedes any previous dual credit agreement established between Jefferson Community and Technical College and Jefferson County Public Schools in the same content area. This agreement is exclusive to the Public School – Iroquois High School and JCTC, and no assurance is given that courses awarded through this agreement will transfer to any other postsecondary institution. Students may enroll in either the course sequence or enroll in the Transfer Education course sequence.

N. **Authorized Dual Credit Courses for the 2012-2013 Academic Year:**

Authorized dual credit courses and faculty for the 2011-2012 academic year in the content area named above are as follows:

ACR 100&101/ Refrigeration Fundamentals & Lab David McKinney
3.0 credit hours/2.0 credit hours
Co-requisite for students: ACR 100 & ACR 101
Contact hours: 45 and 60

ACR 102&103/HVAC Electricity & Lab David McKinney
3.0 credit hours/2.0 credit hours
Prerequisite for students: ACR 102 & ACR 103
Co-requisites: NONE
Contact hours: 45 and 60

ACR 130 & ACR 131/ Electrical Components & Lab David McKinney
3.0 credit hours/ 2.0 credit hours
Co-requisite for student: ACR 130 & ACR 131
Contact hours: 45 and 60

WLD 100 & 101/ Oxy-Fuel Systems & Lab — George Nichols
3.0 credit hours/2.0 credit hours
Co-requisite: WLD 101/WLD 100 or consent of instructor
Contact hours: 30/60

WLD 110&111/Cutting Processes & Lab — George Nicholas
3.0 credit hours/2.0 credit hours
Co-requisite: WLD 111/WLD 110 or consent of instructor
Contact hours: 30/90

WLD 120 & 121/Shielded Metal Arc. Welding & Lab — George Nicholas
3.0 credit hours/2.0 credit hours
Requisite: WLD 121/WLD 120 or consent of Instructor
Prerequisite for student: NONE
Contact hours: 30/90

PLB 150/ Plumbing ,Introduction to the Trade — Christopher Purcell
3.0 credit hours
Prerequisite for student: NONE
Co-requisites: NONE
Contact hours: 45

PLB 151/Basic Plumbing Skills — Christopher Purcell
3.0 credit hours
Prerequisite for student: NONE
Co-requisite: PLB 150
Contact hours: 135

O. **Iroquois High School agrees, in cooperation with students, to:**

- identify all high school students eligible to earn college credit,
- provide a completed KCTCS dual credit admission application for each eligible student approved and choosing to enroll in dual credit,
- teach KCTCS curricula in all dual credit classes, and
- use KCTCS course titles and numbers in all syllabi and grade reports to JCTC.
- Incorporate and collect data for JCTC's course specific Learning Outcomes when available for the course

P. **Effective Date of Agreement**

This agreement will be effective with the 2012-2013 academic year and will be reviewed annually to maintain collegiate level academic standards, program quality, instructor and student competency, and integrity of the partnership. The review will include, but