

**MEMORANDUM OF UNDERSTANDING BETWEEN  
SAN JACINTO COMMUNITY COLLEGE DISTRICT AND  
HOUSTON INDEPENDENT SCHOOL DISTRICT  
FOR A DUAL CREDIT PROVIDER RELATIONSHIP**

This Memorandum of Understanding (the "MOU") is entered into and made effective this 13<sup>th</sup> day of December, 2019 (the "Effective Date"), by and between Houston Independent School District ("HISD") and San Jacinto Community College District ("SJCCD"). SJCCD and HISD are sometimes each referred to herein as a "Party" and, collectively as, the "Parties".

The purpose of this MOU is to set forth the understanding between the Parties to establish a dual credit provider relationship and define the responsibilities of the Parties in accordance with the terms herein. Notwithstanding anything to the contrary herein, before this relationship of the Parties under this MOU is binding upon either Party, it must be approved by the respective governing boards of both HISD and SJCCD.

**RECITALS**

WHEREAS, special consideration is given to school districts that commit to SJCCD as the provider of college classes for dual credit students, that consideration shall include, but not be limited to, the following:

- Free testing for the first two attempts on the Texas Success Initiative Assessment (TSIA) for all students attending SJCCD as a dual credit student;
- For additional testing attempts, the student will be charged the actual cost of the test, usually between \$8.75 and \$14.00, depending on the number of sections/testing units required;
- Tuition will be charged and a partial tuition waiver granted, in the amounts and percentages as approved by the SJCCD Board of Trustees, for courses taken by dual credit students. Any non-enrollment fees charged will not be eligible for a waiver; and
- Additional support services for students delivered via a collaborative relationship with HISD.

WHEREAS, the Parties acknowledge that the academic rigor and high standards in student performance and faculty credentials established at SJCCD will be evident in all aspects of dual credit programs, processes, staff/faculty hiring, learning environments, and course materials.

WHEREAS, the Parties acknowledge that SJCCD is limited in facility, equipment and personnel resources, and new requests for dual credit coursework will be evaluated within those limitations.

WHEREAS, the Parties acknowledge that, notwithstanding anything to the contrary herein, approval of this MOU by the respective governing boards of each Party serves as the final approval of the terms of this MOU and the final agreement to the selection of SJCCD as the provider in accordance with the terms herein and the special consideration listed above.

## AGREEMENT

NOW, THEREFORE, in consideration of the covenants and agreements of the Parties contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

### RULES AND CRITERIA FOR COLLEGE COURSES OFFERED FOR DUAL CREDIT

Pertinent rules for administration of partner programs for simultaneous awarding of college credit to fulfill high school graduation requirements are contained in the Texas Administration Code (TAC), TITLE 19, PART 1, CHAPTER 4, SUBCHAPTER D, RULE §4.85. This program is further designed to meet SJCCD's dual credit program goals, in alignment with the requirements of the Texas Higher Education Coordinating Board (THECB), as set forth in Exhibit A.

#### a. Eligible Courses

- i. Courses offered for dual credit by public two-year associate degree granting institutions must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the Texas Higher Education Coordinating Board (THECB) or as college-level workforce education courses in the current edition of the Workforce Education Course Manual adopted by the THECB;
- ii. SJCCD may not offer remedial or developmental courses for dual credit.
- iii. SJCCD shall coordinate enrollment of HISD students in Technical or Workforce Development courses at a SJCCD campus through the Career and Technical Education (CTE) Office of HISD; and
- iv. SJCCD shall coordinate enrollment of HISD students in academic courses at a SJCCD campus through coordination with a designated contact at each high school in HISD.
- v. A college course offered for dual credit must be:
  1. In the core curriculum of the public institution of higher education providing the credit;
  2. A career and technical education course;
  3. A foreign language course; or
  4. Any college course for dual credit offered as part of an early college program that satisfies specific degree plan requirements leading to the completion of a Board approved certificate, AA, AS, AAS degree program or a Field of Study Curriculum (FOSC).

#### b. Student Eligibility

- i. A high school student in HISD is eligible to enroll in **academic** college courses for dual credit, if the student:
  1. Demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative as set forth in TAC 19, §4.57 (relating to College Ready and Adult Basic

- Education [ABE] Standards) on relevant section(s) of an assessment instrument approved by the Board as set forth in TAC 19, §4.56 (relating to Assessment Instrument); or
2. Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth in TAC 19, §4.54 of this title (relating to Exemptions, Exceptions, and Waivers).
- ii. A high school student is also eligible to enroll in college courses taken for dual credit that require demonstration of TSI college readiness in reading, writing, and/or mathematics under the following conditions:
1. Courses that require demonstration of TSI college readiness in reading and/or writing:
    - a. If the student achieves a minimum score of 4000 on the English II State of Texas Assessment of Academic Readiness End of Course (STAAR EOC); or
    - b. If the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015, and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.):
      - i. A combined score of 107 with a minimum of 50 on the reading test on a PSAT/NMSQT administer prior to October 15, 2015; or
      - ii. A score of 460 on the evidence-based reading and writing (EBRW) test on a PSAT/NMSQT exam administered on or after October 15, 2015; or
    - c. If the student achieves a composite score 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.
  2. Courses that require demonstration of TSI college readiness in mathematics:
    - a. If the student achieves a minimum score of 4000 on the Algebra I STAAR EOC and passing grade in the Algebra II course; or
    - b. If the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015, and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.):
      - i. A combined score of 107 with a minimum of 50 on the mathematics test on a PSAT/NMSQT exam administered prior to October 15, 2015; or

- ii. A score of 510 on the mathematics test on a PSAT/NMSQT exam administered on or after October 5, 2015; or
    - c. If the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire.
- iii. A high school student is eligible to enroll in **workforce** education college courses for dual credit contained in a **Level 1** certificate program, or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute and shall not be required to provide demonstration of college readiness or dual credit enrollment eligibility.
- iv. A high school student is eligible to enroll in **workforce** education college courses for dual credit contained in a **Level 2** certificate or **applied associate degree** program under the conditions listed in the subsection b.ii above.
- v. Students who are enrolled in private or non-accredited secondary schools or who are home-schooled must satisfy the sections **i – iv** of this subsection.
- vi. A student who is exempt from taking STAAR EOC assessments may be otherwise evaluated by an institution to determine eligibility for enrolling in workforce education college courses for dual credit.
- vii. To be eligible to enroll in a college course offered by a public college, students must meet all of the college’s regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified prerequisite course, etc.). An institution may impose additional requirements for enrollment in college courses offered for dual credit that do not conflict with this section referenced above, including but not limited to pre-requisite requirements for certain programs and courses.
- viii. To remain eligible for continued dual credit enrollment, students must pass all courses with a grade of C or better in order to enroll for subsequent coursework. Students who fail to meet this minimum grade requirement are subject to the rules regarding Academic Warning, Probation, and Suspension, found in the current SJCCD Catalog. An institution may impose additional requirements for enrollment in college courses offered for dual credit that do not conflict with this section referenced above, including but not limited to pre-requisite requirements for certain programs and courses.
- ix. Enrollment of students
  - 1. Dual Credit students wishing to enroll for college courses must complete the following steps of the Admissions Process before actual registration in college courses:

- a. Complete the Apply Texas application online;
  - b. Submit documentation verifying compliance with the testing requirements listed in the previous section;
  - c. Submit a permission form signed by the high school principal or designee, parent or guardian, and student; and
  - d. Submit proof of a current bacterial meningitis vaccination or booster.
- x. **Withdrawal from college courses**
1. Dual Credit students wishing to withdraw from college courses must provide written permission from a counselor or other designated administrator at their high school;
  2. The aforementioned withdrawal notification must be submitted to the Dual Credit office at the applicable SJCCD campus;
  3. All dates regarding withdrawal deadlines published on the SJCCD website shall apply to dual credit students. Once the final withdrawal deadline has passed, the student shall have no further opportunities for withdrawal thereafter and will receive the grade earned in the class.

**e. Location of Class**

College courses for dual credit may be taught on the college campus, on the high school campus, or at a mutually agreed upon location when special circumstances do not permit either of the first two options. For both college courses taught exclusively to high school students on the high school campus and for college courses taught electronically, SJCCD will comply with applicable THECB rules and procedures for offering courses at a distance. In addition, college courses taught electronically shall comply with the THECB's adopted Principles of Good Practice for Courses Offered Electronically. For college courses taught in HISD facilities, the ISD shall be responsible for maintenance and operations at those facilities. For courses taught in SJCCD facilities, the College shall be responsible for the maintenance and operations at the SJCCD campus(es).

**d. Accidents/Emergency Incidents**

Due to federally mandated reporting and procedural requirements applicable specifically to higher education institutions, the procedures set forth in this section will apply in the event any HISD Dual Credit student, instructor, or administrator experiences a physical, mental, or emotional crisis including behavior, or a threat thereof, that is law-violating. Incidents or behaviors that may affect the safety and welfare of a student or students will also follow the provisions of this section. If such an event occurs while the individual is on SJCCD property or attending a SJCCD-sponsored event or activity off campus, the response to such incidents will be based on SJCCD policies, procedures, regulations, and guidelines. If such an event occurs while not on SJCCD property, the response to such incidents will be based on HISD policies, procedures, regulations, and guidelines. Accordingly, while on SJCCD property, the

policies and procedures of both SJCCD and HISD related building use, emergency response, and safety of shall apply, to the extent applicable. Regardless of which policies, procedures, regulations, or guidelines are applied, both Parties agree to share all information regarding the event as soon as safely possible utilizing the agreed upon reporting processes.

**e. Student Composition of Class**

College courses taught for dual credit may be composed of dual credit students only or may be a combination of dual and non-dual credit college students at the sole discretion of SJCCD in accordance with SJCCD policies.

**f. Faculty Selection, Supervision, and Evaluation**

- i.** SJCCD shall select instructors of college courses. These instructors must be regularly employed faculty members of SJCCD or must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges [SACSCOC]) and approval procedures used by the college to select faculty responsible for teaching all College Courses.
- ii.** SJCCD shall supervise and evaluate instructors of college courses taught for dual credit using the same or comparable procedures used for the College.
- iii.** Faculty who are solely employees of the College will be paid the appropriate rate for full-time or part-time faculty as determined by SJCCD.
- iv.** Payment for high school faculty teaching college courses at the high school during their regular work day will be paid to HISD at a rate approved by the College Board of Trustees. HISD may choose how to compensate its high school faculty for their additional work as a college faculty member teaching dual credit students in connection with the college courses described herein.

**g. Course Curriculum, Instruction, and Grading**

SJCCD shall ensure that a college course taught for dual credit at any site and the same course offered on for general college credit are substantially equivalent with respect to the contact hour requirements, curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be reasonably upheld regardless of the student composition of the class. HISD and SJCCD will develop, and review on an annual basis, a course equivalency crosswalk identifying the available courses and course credits that may be earned under this MOU, including the number of credits that may be earned for each course completed through the program. This information will be made publicly available on the websites of both HISD and SJCCD and will be included in each Party's annual course catalog.

**h. Academic Policies and Student Support Services**

- i.** Regular academic policies applicable to courses taught at one of SJCCD's campuses must also apply to college courses taught for dual credit in any other location. These policies are contained in the SJCCD Student Handbook ("Student Handbook") and include, amongst other things, the

appeal processes for disputed grades, class drop policies, the SJCCD academic honesty statement, communication of grading policy to students, timing of syllabus distribution, etc. The Student Handbook can be found online at <http://www.sanjac.edu/student-services/educational-planning/student-handbook>.

- ii. Students enrolled in college courses offered for dual credit are eligible to utilize the same or comparable support services that are afforded to college students on SJCCD campuses. SJCCD is responsible for ensuring timely and reasonably efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), to learning assistance (e.g., tutoring in the Student Success Centers) and to other benefits for which the students may be eligible. The Dual Credit office on the SJCCD Campus serves as the point of contact for all dual credit students from HISD.

i. Transcripting of Credit

For college courses taught for dual credit, high school, as well as college credit will be transcripted immediately upon a student's successful completion of the performance required in the applicable course.

j. Tuition, Fees, Materials, and Transportation Services

- i. HISD students enrolled in college courses at SJCCD campuses or at a HISD high school location will be charged the appropriate SJCCD tuition and/or fee rate based on the residency requirements of the State of Texas.
- ii. SJCCD will waive the portion as approved by the Board of Trustees as the appropriate tuition for college courses taken for dual credit by each HISD student. The remaining percent of the tuition will be paid by HISD or the students from HISD, or any combination thereof. Any fees shall be paid by HISD or the students from HISD.
- iii. HISD or the students from HISD, or any combination thereof, shall provide transportation to and from SJCCD campuses for students enrolled in college courses for dual credit.
- iv. HISD or the students from HISD, or any combination thereof, will cover the expense of all learning materials for HISD students enrolled in SJCCD courses offered for dual credit.
- v. HISD and SJCCD agree to consider the use of free or low-cost open educational resources in courses offered to dual credit students.

k. Funding

- i. The state funding for college courses taught for dual credit will be available to both public school districts and colleges based on the current funding rules of the State Board of Education and the THECB.
- ii. SJCCD may only claim funding for college courses taken by dual credit students when those courses are (1) in the SJCCD Core Curriculum, or (2) are Workforce and Technical Education courses, or (3) foreign language courses, or (4) offered as part of an early college program that satisfies

specific degree plan requirements leading to the completion of a Board approved certificate, AA, AS, AAS degree program or a Field of Study Curriculum (FOSC), all for which the students will receive both high school and college credit.

**I. Concealed Handgun Notice.**

Pursuant to Government Code 411.2031, and in accordance with SJCCD Policy III.3000.A, a holder of a valid license to carry is authorized to possess a concealed handgun on SJCCD property.

**SHARED CONFIDENTIAL STUDENT DATA PROVISIONS**

**a. Nature of Shared Data**

- i.** SJCCD agrees that the data transferred from HISD to the College is and shall remain the sole and exclusive property of HISD. HISD agrees that the data transferred from SJCCD to the HISD shall remain the sole and exclusive property of SJCCD.
- ii.** This MOU establishes that data that deals with confidentiality provisions of the Patient Safety Rule shall not be released by either party. Student education records shared between the Parties shall be maintained in accordance with the Family Educational Rights and Privacy Act ("FERPA"), and HISD and SJCCD policies and procedures for managing student education records and other confidential information.
- iii.** HISD grants SJCCD, and SJCCD grants HISD, permission to use such data only for the following purpose and for no other purpose: to track current HISD students who earned credit in a college course offered for dual credit, or have graduated or completed a sequence of courses leading to certification, licensure, or an Associate Degree from SJCCD while maintaining dual enrollment at HISD.

**b. Scope of Shared Data**

The scope of the data sharing between HISD and SJCCD addressed in this MOU is limited to the following:

1. Student Identifier
  - a. First Name, Last Name, Middle Initial
  - b. Public Education Information Management System (PEIMS) Identifier or HISD Student Identifier
  - c. Date of Birth (DOB)
2. Semester End Date
3. College Courses Offered for Dual Credit Enrollment Information
  - a. SJCCD Student Identification Number (G#)
  - b. Course Name
  - c. Course Rubric and Course Number
  - d. Semester Grade
4. Associate Degree Earned (Y/N)



5. License Awarded (Y/N)
6. Certificate Awarded (Y/N)
7. If "Yes" to 4, 5, or 6, provide Type or Program Name

**c. Format of Data Sharing**

A portion of the relevant student data shall be provided by HISD to SJCCD and a portion of the data shall be provided by SJCCD to HISD. The data shall be provided in the following format: either Microsoft Excel or Access. Any data received by either party pursuant to this MOU shall be destroyed when it is no longer needed for the designated purpose.

**d. Ensuring Confidentiality of Data**

HISD and SJCCD shall maintain the confidentiality of any and all student data exchanged pursuant to this MOU. The confidentiality requirements under this paragraph shall survive the termination or expiration of the MOU or any subsequent agreement intended to supersede the MOU. To ensure the continued confidentiality and security of the student and staff data processed, stored, or transmitted under this MOU, HISD and SJCCD shall establish a system of safeguards that shall, at a minimum, include doing the following:

- i. HISD and SJCCD shall develop, implement, maintain, and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity, and availability of all data, including electronically-maintained or transmitted data received from, or on behalf of, each other. These measures shall be extended by contract to all subcontractors used by HISD and SJCCD.
- ii. HISD and SJCCD employees, subcontractors, and agents involved in the handling, transmittal, and/or processing of data provided under this MOU shall be required to maintain the confidentiality of all student and staff-related personally identifiable information.
- iii. HISD and SJCCD shall develop and implement procedures and systems that require the use of secured passwords to access computer databases used to process, store, or transmit data provided under this MOU.
- iv. HISD and SJCCD shall develop and implement procedures and systems, such as good practices for assigning passwords, to maintain the integrity of the systems used to secure computer databases used to process, store, or transmit data provided under this MOU.
- v. HISD and SJCCD shall develop and implement procedures and systems that ensure that all confidential student and staff data processed, stored, and/or transmitted under the provisions of this MOU shall be maintained in a secure manner that prevents the interception diversion or other unauthorized access to said data.
- vi. HISD and SJCCD shall develop and implement procedures and systems to process, store, or transmit data provided under this MOU that ensure that any and all disclosures of confidential student and staff data comply with all provisions of federal laws (FERPA, Government, etc.) and Texas state

laws relating to the privacy rights of students and staff as such laws are applicable to the parties of this MOU.

- vii. SJCCD shall return to HISD all data or any portions thereof requested by HISD, or, at HISD's election, SJCCD shall destroy all or any part of HISD's data that is within the possession or control of SJCCD and shall, upon request by HISD, provide certification of such destruction. HISD shall return to SJCCD all data or any portions thereof requested by SJCCD, or at SJCCD's election, HISD shall destroy all or any part of SJCCD's data that is within the possession or control of HISD and shall, upon request by SJCCD, provide certification of such destruction.
- viii. SJCCD shall obtain permission from HISD prior to publications or disclosure of relevant data, or other uses not outlined in this MOU, by SJCCD. HISD shall obtain permission from SJCCD prior to publications or disclosure of relevant data or other uses not outlined in this MOU, by HISD.

### MISCELLANEOUS

- a. Relationship of Parties. Each Party hereby agrees that they are not in partnership or joint venture or any other association or employment with the other Party except as specifically indicated herein. Each party further agrees that it shall not enter into any contracts, agreement, or leases for equipment, supplies or services with third parties, except in its own name. Each party further agrees that it shall not advertise or market using the name of the other party without written consent.
- b. Notices. Any notices or payments permitted or required by this MOU shall be deemed made on the day delivered personally in writing or by Certified Mail, Return Receipt Requested, deposited in the United States Mail, postage prepaid, to the last known address of the other party or to another address designated by the party by notice consistent with this paragraph.
- c. Construction. Titles and headings to sections hereof are for reference only and shall in no way limit, define, or otherwise affect the provisions hereof. Whenever the context requires, the gender of all words shall include the masculine, feminine, and neuter, and the number of all words shall include the singular and plural.
- d. Enforceability. Should any provision of this MOU be held invalid or unconstitutional by any governmental body or court of competent jurisdiction, such holding shall not diminish the validity of any other provision hereof.
- e. Governing Law. This MOU shall be governed by the laws of the State of Texas and is performable and shall be enforceable in Harris County, Texas.
- f. Binding Effect. Notwithstanding anything to the contrary herein, approval of this MOU by the respective governing boards of each Party serves as the final approval of the terms of this MOU and the final agreement to the selection of SJCCD as the provider in accordance with the terms herein. The provisions of this MOU shall

inure to the benefit of and shall be binding on the heirs, personal representatives, successors, assigns, estates, and legatees of each of the Parties.

- g. Prior Agreement and Amendment. This MOU terminates and replaces any and all prior agreements, whether oral or written, by and between the Parties relating to the subject matter of this MOU. This MOU contains the entire agreement of the Parties and may be modified or amended only by a written instrument executed by the Parties. This MOU and its amendments, if any, shall be in writing and may be executed in multiple copies. Each multiple copy shall be deemed an original, but all multiple copies together shall constitute one and the same instrument.
- h. Waiver. A waiver by either Party of a breach or failure to perform under this MOU shall not constitute a waiver of any subsequent or any other breach or failure.
- i. Counterparts, One Agreement. This MOU and all other copies of this MOU, insofar as they relate to the rights, duties, and remedies of the Parties, shall be deemed to be one agreement. This MOU may be executed concurrently in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

## **TERM OF AGREEMENT**

### **a. Term**

The term of this MOU shall be from the Effective Date through **five years** from the date of the last signatures, unless renewed or earlier terminated as set forth herein.

### **b. Termination**

This MOU may be terminated by either Party, with or without cause, upon one hundred eighty (180) days' prior written notice to the other Party. However, in the event of such termination, any HISD students taking SJCCD college courses for dual credit at the time this MOU is effectively terminated will be allowed to complete those courses notwithstanding the termination of this MOU.

Each Party understands that, by signing this MOU, neither Party is ceding local authority for program decisions. IN WITNESS WHEREOF, the Parties have executed this MOU to be effective as of the Effective Date herein set forth.

WITNESS OUR HANDS BELOW.

**San Jacinto Community College District**

ID# 74 6028285  
Taxpayer Identification Number

By: \_\_\_\_\_  
Board Chairman

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Chancellor

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Deputy Chancellor and  
President of the College

Date: \_\_\_\_\_

HOUSTON INDEPENDENT SCHOOL DISTRICT

\_\_\_\_\_

OR

By: \_\_\_\_\_  
Sherrie Robinson Date  
Controller

APPROVED AS TO FORM

\_\_\_\_\_

By: \_\_\_\_\_  
David Galbraith Date  
Assistant General Counsel

OR

By: \_\_\_\_\_  
Miles J. LeBlanc Date  
Assistant General Counsel

E4820

**EXHIBIT A**

**SJCCD Dual Credit Program Goals Aligned to THECB State Dual Credit Goals**

<b>STATE DUAL CREDIT GOALS</b>	<b>SJCCD DUAL CREDIT GOALS</b>
<p><b>Goal 1:</b> Independent school districts and institutions of higher education 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. Measures of Implementation: Examples of items to include in documentation:</p> <ul style="list-style-type: none"> <li>• Collaboration between ISDs and IHE partner(s) to host informational sessions for students and parents on dual credit opportunities, benefits and cost</li> <li>• ISD and IHE dual credit webpages reflect the most current dual credit program information including enrollment and fee policies</li> <li>• Hosting dual credit 101 sessions for high school counselors</li> <li>• Collaboration between ISDs and IHE partner(s) on a marketing campaign</li> <li>• Documentation summarizing collaboration and outreach efforts of IHEs and secondary school partners will be readily available and posted.</li> </ul>	<p><b>Goal 1:</b> The SJCCD dual credit program’s achievement of enrollment in postsecondary education goal is fully supported by outreach efforts to inform students and parents of the benefits and costs of dual credit are a major part of this goal, as included in the SJCCD Strategic Plan. Measures of Implementation include:</p> <ul style="list-style-type: none"> <li>• Parent Night and Student Presentations</li> <li>• Financial Aid Information Events</li> <li>• Website and associated College documents updated often to reflect policies, rules, and financial policies</li> <li>• Counselor meetings held throughout the year for all service area ISDs and homeschools</li> <li>• College staff presentations to ISD School Boards, as requested</li> <li>• Dual credit director meets with ISD administrators about dual credit programs</li> <li>• SJCCD advisors and counselors meet annually with ISD counselors</li> <li>• SJCCD provides advising staff on-site at ISDs throughout the ISD school year</li> <li>• SJCCD dual credit office creates marketing posters and brochures to disseminate to the ISDs and homeschools</li> <li>• SJCCD dual credit office maintains a record of visits and activities</li> </ul>
<p><b>Goal 2:</b> Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.</p>	<p><b>Goal 2:</b> The SJCCD dual credit program’s successful transition to and acceleration through postsecondary education goal is to increase dual credit AA, AS, AAS, or</p>

<p>Metric: Examples of items included in analysis:</p> <ul style="list-style-type: none"> <li>• Student enrollment in postsecondary after high school</li> <li>• Time to degree completion</li> <li>• Semester credit hours to degree</li> <li>• Analysis of measures in enrollment in and persistence through postsecondary education, disaggregated by student sub-population.</li> </ul>	<p>certificate completion as included in the SJCCD Strategic Plan.</p> <p>Metric:</p> <ul style="list-style-type: none"> <li>• Goals for both transfer and technical certificate and degree attainment assessed through internal databases, THECB data, and the National Student Clearinghouse data; all data are disaggregated based on race and ethnicity, gender, and age</li> <li>• Time to degree completion tracked through internal data</li> <li>• Semester credit hours to degree tracked through internal data</li> <li>• Analysis of measures in enrollment in persistence through postsecondary education, disaggregated by student subpopulations, tracked through internal data</li> <li>• Dual credit office performs transcript audits to determine hours to degree and graduation options</li> <li>• Dual credit office performs student advising with dual credit high school students per THECB rules</li> </ul>
<p><b>Goal 3:</b> 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.</p> <p>Metric: Examples of items included in analysis:</p> <ul style="list-style-type: none"> <li>• Student enrollment in postsecondary after high school</li> <li>• Time to degree completion</li> <li>• Decrease in excess number of semester hours beyond required hours to degree completion</li> <li>• Analysis of measures in enrollment and degree completion, disaggregated by student sub-population.</li> </ul>	<p><b>Goal 3:</b> The SJCCD dual credit program will develop an effective bridge between secondary and postsecondary education to increase the number of high school graduates who are college ready, according to the policies of THECB and statute, as included in the SJCCD Strategic Plan.</p> <p>Metric:</p> <ul style="list-style-type: none"> <li>• Student enrollment in postsecondary after high school is tracked through internal databases and THECB data; all data are disaggregated based on race and ethnicity, gender, and age, as well as specific ISD</li> <li>• Student Services provides testing and Dual credit office performs transcript evaluations to ensure entering dual credit students are documented as college ready, according to the</li> </ul>

	<p>methodologies set forth in statute and THECB policies</p> <ul style="list-style-type: none"> <li>• SJCCD offers online test preparation courses available to all dual credit students</li> <li>• Dual credit office performs student advising to establish a plan of enrollment for efficient use of courses in order to decrease the excess hours to completion</li> <li>• Dual credit office creates a program completion plan for each student and maintains these on file; dual credit students are tracked according to standard College processes, such as mandatory advising meetings at 20-25 credit hours and again at 42-45 credit hours</li> <li>• Dual credit office maintains the college MOU and advises ISDs on the college preparatory program</li> <li>• SJCCD provides student support services for all dual credit students, as do the ISDs</li> </ul>
<p><b>Goal 4:</b> The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses. Metric:</p> <ul style="list-style-type: none"> <li>• Analysis of performance in subsequent course work.</li> </ul>	<p><b>Goal 4:</b> The SJCCD goal for dual credit students' performance in college-level coursework is to increase academic and career and technical education course completion, as included in the SJCCD Strategic Plan. Metric:</p> <ul style="list-style-type: none"> <li>• Dual credit office analyzes enrollment, completion, and success data by ISD, by course, by student, by instructor, and by mode of delivery</li> <li>• SJCCD Institutional Research Office creates an ISD portfolio for each ISD with pertinent student data, including retention, course A-C success, and completion of certificates and/or degrees; all data are disaggregated by race and ethnicity, gender, and age.</li> </ul>