



Collin County Community College District
and
Lewisville Independent School District

Partnership Agreement
August 1, 2023 to July 31, 2026

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Collin County Community College District and Lewisville Independent School District

Partnership Agreement for Academic Year 2023-2026

I. PURPOSE

1) Collin County Community College District (“Collin College”) and Lewisville Independent School District (“Lewisville ISD”) hereby enter into the following Partnership Agreement (“Agreement”) effective August 1, 2023 (“Effective Date”) to provide opportunities for high school students to concurrently enroll in college courses and programs. This Agreement is written in accordance with Title 19, Part 1, Chapter 9, Subchapter H of the Texas Administrative Code pertaining to partnerships between secondary schools and public two-year colleges.

II. AGREEMENT

1) Collin College and Lewisville ISD agree to enter into a partnership to award dual credit. This Agreement hereby incorporates by reference all dual credit requirements defined in the Texas Administrative Code (“TAC”) and the accreditation requirements established by the Southern Association of Colleges and Schools Commission on Colleges (“SACSCOC”) which is Collin College’s accrediting body, as such may be amended during its term. Unless otherwise noted, this Agreement applies to dual credit courses only.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained in this Agreement and other valuable consideration, Collin College and Lewisville ISD agree as follows:

A. Definitions and Common Terms

- a) The term “dual credit” is defined as enrollment of a high school student in a college to receive simultaneous academic credit for the college course from both the college and the high school.
- b) The term “concurrent credit” is defined as enrollment of a high school student in a college to receive academic credit for the college course only.
- c) Community Colleges – General

The mission of community colleges is to support student access to and success in higher education. You can learn more about the goals of community colleges in general by visiting the website for the American Association of Community Colleges:

www.aacc.nche.edu/

d) Collin College – Mission and Values

Collin College is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect. Our Core Values are Learning, Service and Involvement, Creativity, and Innovation. Academic Excellence, Dignity and Respect, and Integrity. You can learn more by going to our website www.collin.edu/aboutus.

e) Collin College Accreditation and Governing Bodies

Collin College's policies are guided by the work of several groups. To help you understand some of the abbreviations in this Agreement, you may be interested in learning more about these groups.

Collin College's accrediting body is SACSCOC. Collin College must adhere to the requirements set forth by this accrediting body. You can learn more about SACSCOC, including its mission and values here: www.sacscoc.org.

THECB (Texas Higher Education Coordinating Board) guides the efforts of public colleges and universities in Texas. You can learn more about this organization here: www.highered.texas.gov.

Collin College is governed by a nine-member elected Board of Trustees, and is under the leadership of the district president. You can learn more about the Board of Trustees here: www.collin.edu/leadership/board_of_trustees.html. Information on our Leadership Team is available here: www.collin.edu/leadership/LeadershipTeam.html.

III. GENERAL PROVISIONS FOR DUAL CREDIT

A. Student Eligibility

1) Prior to enrolling in college classes, students must satisfy Texas Success Initiative Assessment ("TSIA") requirements. The TSIA is a college readiness assessment in reading, writing, and mathematics that is required for all students taking college-level courses at a public college in Texas. Students must also satisfy all local assessment requirements.

High school students may be exempt from state-mandated TSIA testing if they meet the qualifying standard listed in the current Collin College Catalog. Exemptions may be extended for the SAT or ACT. Dual credit students may be able to use temporary waivers (TSIA waived for one year) with appropriate scores in PSAT/NMSQT, ACT-Aspire, STAAR English II, or Algebra I (with a final Algebra II average of 70 or higher). All submitted tests scores must be within 5 years:

- TSIA Exemptions:
 - SAT scores: Evidence-Based Reading and Writing score of 480 or higher (for TSIA ELAR) and a Math score of 530 or higher (for TSIA Math)
 - ACT scores:
 - **Tests taken on or before Feb. 14, 2023** - A student with an ACT Composite Score of 23 (or higher) is exempt from TSIA Math with an ACT Math score of 19 (or higher) even though the ACT English may be less than 19. A student with an ACT Composite Score of 23 (or higher) is exempt from TSIA ELAR with an ACT English score of 19 or higher, even though the Math may be less than 19. Scores must be less than 5 years old.
 - **Tests taken on or after Feb. 15, 2023** - (less than 5 years old) A student with a Math score of 22 or higher is exempt from TSIA Math even if the student does not meet the English/Reading requirement. A student with a combined English and Reading score of 40 or higher is exempt from the TSIA ELAR even if the student does not meet the Math requirement.
- TSIA Dual Credit Waivers:
 - PSAT/NMSQT: Evidenced-Based Reading and Writing score of 460 or higher will be waived from TSIA ELAR; Math score of 510 or higher will be waived from TSIA Math
 - ACT-Aspire: Minimum English score of 435 or higher will be waived from TSIA ELAR; minimum Math score of 431 or higher will be waived from TSIA Math
 - STAAR/EOC English II: Level 2 score of 4000 or higher will be waived from TSIA ELAR
 - STAAR/EOC Algebra I: Level 2 score of 4000 or higher and at least a grade of 70 in their two-semester Algebra 2 course will be waived from TSIA Math

Exemption requirements and scores subject to change under Texas law or regulations.

Students may also be exempt if they are enrolling in workforce education courses contained in a Level I Certificate or a program leading to a credential of less than a Level I Certificate.

- 2) Students must have permission from Lewisville ISD to enroll in Collin College for dual credit or concurrent credit. Collin College must be notified whether students are dual credit or concurrent (college only) credit.
- 3) Lewisville ISD must provide a letter notifying Collin College of early graduates.
- 4) Official high school transcripts are not required to participate in the Collin College Dual Credit Program. However, a transcript may be required to demonstrate college readiness, or to confirm academic information, e.g., test scores, grade classification, vaccination, or other pertinent information.

B. Student Expectations, Rights, and Responsibilities

- 1) Students enrolled in dual credit courses are considered to be college students and are subject to all Collin College policies and procedures. Dual credit students must comply with standards of conduct required of all Collin College students and have all the same rights and responsibilities in all matters related to the dual credit program. Dual credit students must also follow Lewisville ISD's Student Code of Conduct.
- 2) Unless a conflict arises between the obligations of Lewisville ISD and Collin College under their respective policies and procedures for student conduct, Lewisville ISD and Collin College staff and administrators will work collaboratively to determine the appropriate party to initiate an investigation or resolution process in response to the alleged student conduct violation(s). In the event a conflict arises, regarding the initiation of such investigation or resolution efforts, the parties agree to use the Conflict Resolution efforts listed in Section IV, O on "[Conflict Resolution](#)".

The Parties agree neither Party is prohibited from utilizing its own complaint resolution process, separate and apart from the other Party's process, but both Parties shall cooperate with each other to provide the necessary information and access to students and employees necessary to fulfill each Parties' obligations under its own specific policies and procedures.

- 3) Lewisville ISD and Collin College agree to inform the other as soon as reasonably possible (within two business days or sooner) if a dual credit student is subject to disciplinary action that may affect his or her enrollment status as a dual credit student.
- 4) Regardless of the location of the conduct, if Lewisville ISD's Code of Conduct and disciplinary process could result in removal of the student from the regular education program due to suspension, placement in a disciplinary alternative education program, or expulsion/removal to a Juvenile Justice Alternative Education Program, Lewisville ISD shall notify Collin College of any disciplinary action in response to the alleged student behavior. Collin College may determine if there are any potential consequences under

applicable Collin College policies or procedures that could also result in the student's removal from enrollment of the student in a dual credit class(es). In addition, per the Collin College Student Code of Conduct, Collin College has the right to immediately remove a student from its premises via the interim suspension process, upon notification and a determination by the Dean of Students. Collin College will notify Lewisville ISD of any discipline that will be imposed due to Collin College procedures.

C. Faculty Selection, Supervision, and Evaluation

- 1) All Collin College faculty will meet the minimum requirements to teach courses as specified by SACSCOC. Collin College shall select, supervise, and evaluate Collin College faculty for courses which result in the award of dual credit as outlined in Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.85 of the Texas Administration Code.
- 2) Collin College faculty who teach dual credit courses will be required to meet the same standards, reviews, and approval procedures used by Collin College to select all Collin College faculty. Official transcripts of all faculty must be kept on file at Collin College.
- 3) Embedded faculty are full-time high school teachers hired by Collin College as adjunct faculty to teach Collin College courses during regular high school hours. When teaching dual credit courses at the high school campus, embedded faculty are under the guidance of Collin College and must follow the guidelines and procedures of Collin College such for items including but not limited to; curriculum, the Family Educational Rights and Privacy Act (FERPA), Title IX of the Education Amendments of 1972, syllabus, college schedule, etc.

As Collin College adjunct faculty, embedded faculty are responsible for fulfilling all regular duties and responsibilities of all college faculty, including, but not limited to:

- maintaining college-level rigor in all instructional practices
- utilizing a Canvas shell and gradebook for each course
- developing a course syllabus and calendar of assignments
- certifying rosters
- following FERPA regulations
- providing mid-term and final numerical grades to the P-12 Partnerships Office
- posting final course grades in Collin College's student management system
- following Collin College's mandatory reporting procedures

- responding promptly to email requests and due dates sent by the offices of academic affairs
- 4) All faculty, including embedded faculty, are responsible for attending required Collin College training sessions.
 - 5) All Collin College faculty members must inform their Collin College supervisor (Associate Dean/Director) as well as the high school campus administrator where they teach when they need to be absent. Embedded faculty will follow the Lewisville ISD process for reporting absences as well as contacting their Collin College Associate Dean/Director. With sufficient advanced notice, Collin College will make a good faith effort to provide a substitute when a faculty member will be absent.
 - 6) Embedded faculty will work with the appropriate Associate Deans/Director and high school administrators regarding class schedules during the high school day.
 - 7) Collin College Faculty, even if employed by and paid by Lewisville ISD, must be supervised in instructional matters by the Collin College Academic Department and must meet all administrative and evaluation requirements, and attend required faculty training including the dual credit faculty training.

Collin College Faculty are expected to comply with Collin College board policies, including the Employee Standards of Conduct found in [DH \(Local\)](#) and [DH \(Exhibit\)](#). Dual credit faculty at Lewisville ISD are also expected to abide by the state Educator's Code of Ethics found in the Texas Administrative Code (19 TAC 247.2) for standard practices and ethical conduct towards students, unless it conflicts with Collin College's Employee Standards of Conduct. If a conflict arises, the Parties agree to use the conflict resolution procedures found in Section IV, O on "[Conflict Resolution](#)".

- 8) All availability of courses structured under dual credit is contingent upon the availability of Collin College faculty. Students may need to take classes virtually or on a Collin College campus to continue with a sequence.
- 9) Collin College and Lewisville ISD agree to a mutual understanding to resolve issues that may arise in the course of this partnership with faculty. The Parties agree to use the conflict resolution procedures listed in Section IV, O on "[Conflict Resolution](#)".

- a) Joining the Collin College Faculty

1. Collin College Commitment to High School Faculty

The following series of steps to facilitate the interview process for high school instructors who wish to teach dual credit with Collin College:

- Before applying to Collin College interested high school faculty members can reference job expectations and responsibilities available here: collin.wd1.myworkdayjobs.com/ExternalFacultyCareerSite.
- Lewisville ISD will provide Collin College with a roster of faculty interested in embedded faculty assignments for the next academic year by February 1. The roster should include candidates' unofficial transcripts as well as resumes of work experience.
- Collin College Academic Departments will conduct an initial review to determine whether the high school faculty member meets SACSCOC standards.
- High school faculty found to be SACSCOC qualified would complete an official Collin College application as an adjunct faculty member.
- The Associate Dean/Director will contact applicants if selected for an interview. It is at this point that the Associate Dean/Director can provide the candidate with additional information about a particular position. The interview may include a demonstration of teaching capability, communication, and presentation skills. An interview panel may be used, at the discretion of the department. Candidates will be notified of acceptance or non-acceptance by April 1. If the latter decision is made, an explanation will be offered with suggestions for next steps.
- Adjunct faculty will be required to attend trainings as directed by the Collin College Academic Department. The P-12 Partnerships Office will also provide a dual credit faculty presentation on dual credit practices and procedures at the start of each long semester.

2. Prospective Dual Credit Faculty

High School teachers who are interested in teaching dual credit courses on their high school campus for Collin College need to be aware of expectations from both their high school and Collin College. The Appendix D "[Coursework Expectations](#)" will help acquaint instructors with the similarities and differences in requirements for teaching across both school levels. In all cases, the college rules will apply, in some cases, faculty will also have to adhere to high school requirements.

3. Basic Qualifications

SACSCOC is the accrediting body for Collin College. Every prospective dual credit instructor at Collin College must meet these minimum requirements. The requirements can be found at: www.collin.edu/hr/employment/FCI_System.html.

4. Coursework Expectations

In many cases, high school teaching expectations will differ from Collin College's teaching expectations. In Dual Credit courses, Collin College's teaching expectations and student learning outcomes are followed. Appendix D: [Coursework Expectations](#) provides an outline of differences between high school and Collin College coursework expectations.

D. Location and Student Composition of Class

1) Dual credit courses may be taught on one of the Collin College campuses, online (if available), at an approved high school campus, or at an agreed upon and approved location. Dual credit courses need a minimum of 15 students enrolled to be offered regardless of location. Workforce/CTE classes may have exceptions to this minimum as they are limited by space and teacher-to-student ratios for safety. All course minimums and maximums are subject to review by Collin College's Academic Deans.

2) Collin College classes that require a "lab" component at the high school will have the same equipment, specs, and consumables provided at an equivalent Collin College campus. Before a "lab" course is approved to be offered at the high school, the designated Collin College staff will evaluate the proposed "lab" location to ensure it meets Collin College's minimum standards. The high school will be responsible for maintaining, upkeep, and storing consumables and non-consumables related to the Collin College "lab" courses.

3) Courses will be comprised of dual credit high school students only or of dual credit high school students and college credit students if offered online or on a Collin College campus. High school students will not be allowed to concurrently enroll in college courses for high school credit only. During Maymester and Wintermester terms, dual/concurrent credit students may enroll in one course with Lewisville ISD approval.

4) As part of this Agreement, Lewisville ISD will assign Collin College faculty to a classroom to carry out the functions of the dual credit program for courses located on Lewisville ISD's campus. Lewisville ISD retains control of all classroom space under this Agreement. In order to ensure the program is equipped for college-level instruction, Lewisville ISD will provide the following:

- Adequate board space
- Projection equipment
- Upon advanced written request from Collin College faculty for multimedia equipment, Lewisville ISD will provide notice of availability of such equipment and provide it if it is available

- Internet access that aligns with Collin College and State of Texas standards for delivery of instruction to ensure comparable delivery of instruction and access to course materials as found in the college-level courses
- A classroom that is available and ready for use within the allotted instructional class time(s)

Lewisville ISD will designate an official contact that will facilitate the classroom instructional needs listed above. Lewisville ISD will notify Collin College's P-12 Partnerships Office and the Academic Affairs office of the name and contact information of the designated liaison. If a conflict arises regarding providing classroom space or equipment, the Parties agree to follow the resolution guidelines in Section IV, O on "[Conflict Resolution](#)".

5) In the Agreement, Lewisville ISD agrees to provide Collin College copies of all documents concerning any applicable rules, regulations, policies, and procedures of Lewisville ISD related to security or restriction, which would be applicable to Collin College faculty while present on a Lewisville ISD campus.

6) Collin College and Lewisville ISD will work collaboratively to provide approved accommodations for a Collin College faculty member with a documented disability. If a conflict arises regarding a requested or approved accommodation, the Parties agree to follow the resolution guidelines in Section IV, O on "[Conflict Resolution](#)".

E. Academic Policies and Student Support Services

1) Lewisville ISD must provide an atmosphere that promotes a collegiate environment for classes which includes adequate classroom facilities, and minimizes disruptions of college classes for announcements, pep rallies, removal of students from class to conduct high school related activities, etc. Lewisville ISD will provide Collin College with a schedule of events that may impact dual credit course delivery on a Lewisville ISD site each semester. After a term's registration period has started, changes cannot be made to Collin College's class schedule unless there are extenuating circumstances approved by both parties.

2) Dual credit courses will follow the Collin College academic calendar. If the Lewisville ISD calendar is different from that of Collin College, Collin College and Lewisville ISD will identify a mutually agreeable alternative arrangement for course continuation.

3) High school dual credit and concurrent enrollment students will have access to all Collin College academic and student support services including, but not limited to: libraries, electronic library resources, writing centers, tutorial services, assessment,

admissions, student engagement activities, and academic advisement. Some services are available only on a Collin College campus.

4) Per the Texas Education Code, all dual credit students receive academic and/or college readiness advising as referenced in Appendix A: "[Statewide Goals for Dual Credit](#)". Per the Texas Education Code, Lewisville ISD designates the high school campus counselor as responsible for academic advising to students in the dual credit program.

5) High school dual/concurrent credit students agree to abide by all Collin College policies and procedures as outlined in the current Collin College Student Handbook.

a) Disability Services and Accommodations

1) Students with disabilities who need accommodations must apply for disability services through Collin College's Accommodations at Collin College for Equal Support Services (ACCESS) Department, provide current documentation, and be determined eligible for accommodations at Collin College. The accommodations process is not automatic and may take time to complete. Accommodations available for high school classes may be different, modified, or not available for college-level courses.

If determined eligible for academic accommodations at Collin College, students must request accommodations each semester through Collin College's ACCESS Department. The dual credit course location will determine who provides the academic accommodation needs by Collin College's ACCESS Department. Dual credit course accommodations offered on the high school campus are provided by high school personnel. Dual credit course accommodations offered on a Collin College campus will be provided by Collin College personnel. The Parties will designate each other as school officials with a legitimate educational interest under FERPA as provided in Section IV.G. "[Confidentiality of Data](#)" so that information regarding accommodations may be shared.

F. Eligible Courses

1) All courses offered for dual credit will be identified as college level academic courses in the current edition of the Lower-Division Academic Course Guide Manual or as a college technical course in an Associate of Applied Science (AAS) degree or certificate program. Collin College does not offer kinesiology (KINE) or developmental education courses for dual credit.

2) A course equivalency crosswalk that identifies the number of credits that may be earned for each course completed through the dual credit program in [Appendix B](#) has been approved for the 2023-2026 academic years. Programs listed in [Appendix C](#) have been approved for the 2023-2026 academic years.

Additional courses may be added with approval from Lewisville ISD and Collin College. An addendum will be created if three or more additional courses are requested by Lewisville ISD in writing. An addendum for additional courses can be approved and added to this Agreement by authorized Lewisville ISD and Collin College representatives.

G. Course Curriculum, Instruction, and Grading

- 1) Collin College will ensure that a dual credit course and the corresponding course offered at the main campus of Collin College are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards will be upheld regardless of the student composition of the class. Dual credit courses will take additional considerations regarding content appropriateness for students under 18 years of age.
- 2) Students will be expected to meet all requirements of the dual and concurrent credit class(es) and will receive letter grades on their Collin College transcript. Collin College faculty will provide numeric grades at the end of the semester to be weighted or factored into the student's high school grade point average as determined by Lewisville ISD. Mid-term grades will be provided upon request. Collin College will provide grades to Lewisville ISD in a timely manner at the mutually agreed upon intervals.
- 3) Faculty members teaching dual credit courses may alert both the Collin College liaison and the designated high school counselor of any students having academic difficulty. They may also utilize Collin College's Early Alert Referral System (EARS) for this purpose.
- 4) Faculty are conscious of FERPA guidelines when communicating with students about grades. Grade information is never provided over the phone or via text or non-college email. Currently, grades of A, B, C, D, F, and I are awarded by faculty to each student on their college transcript. Grades of "I" are only temporary and must be resolved by the end of the next long semester. Numeric grades are also provided to Lewisville ISD. If a student withdraws from a course, a "W" will appear on the student's college transcript.
- 5) The Grade Appeals Process is available online:
collin.edu/studentresources/support/gradeappeal
- 6) All faculty will attend faculty meetings and other special meetings called by their Collin College divisional office as needed. Dual credit faculty will also attend a high school campus safety training provided by high school campus administration prior to the start of the semester when dual credit courses are taught at a Lewisville ISD site.

H. Transcription of Credit

1) High school and college credit will be added to the student's transcripts immediately by Lewisville ISD and Collin College upon the student's completion of the dual credit course.

I. Funding

1) State funding for dual credit courses will be available to both Lewisville ISD and Collin College as indicated by the Commissioner of Education and Commissioner of Higher Education.

2) Tuition and fees will be collected from the high school student unless evidence is presented documenting the high school student's participation in the federal free and reduced lunch program in Lewisville ISD, or if Lewisville ISD is covering the student's charges through third party billing. If Lewisville ISD participates in third party billing, Lewisville ISD agrees to abide by the policies set forth by the Bursar's Office. Lewisville ISD will provide a verification list of dual credit students participating in the federal free and reduced lunch program to Collin College each semester. All dual credit students are responsible for purchasing their own textbooks and other required course materials unless otherwise purchased on their behalf. Collin College maintains the right to offer scholarships to students. These scholarships will come solely from Collin College or the Collin College Foundation and are selected by committees comprised of their designees. These scholarships may be used to pay tuition and fees and do not represent any judgement or representation on behalf of Lewisville ISD.

IV. GENERAL OBLIGATIONS OF THE PARTIES

A. Recognition of Higher Education Partner, Promotion, Marketing, and Advertising

1) When reporting and publicizing high school students' completion of dual credit courses, degrees, or certificates, Lewisville ISD will recognize Collin College as their higher education partner awarding college credit. Both Parties agree not to use the other Party's name, logo, or likeness in any press release, marketing materials, or other public announcements without receiving prior written approval from an authorized designee.

B. Understanding of the Parties

1) Both parties understand the safety and security risks inherent with minors and agree that certain risks may be unforeseeable. Further, the Parties agree that the public safety departments from both Collin College and Lewisville ISD will collaborate to develop and/or review safety and security standards and/or guidelines, including emergency response.

2) In accordance with FERPA, Collin College and Lewisville ISD will protect students' privacy and guard against the unauthorized release of identifying student information and records, and comply with all applicable requirements of FERPA.

C. Criminal History Background Check and Fingerprinting Requirements

1) Pursuant to Texas Education Code (TEC) Section 22.0834, Collin College shall ensure that Collin College faculty and staff assigned to work on a Lewisville ISD site meet the applicable TEC requirements regarding fingerprinting and background checks. Lewisville ISD will provide faculty fingerprinting instructions to schedule fingerprinting appointments. Fingerprinting expenses for Collin College faculty and staff will be reimbursed by Collin College directly to the employee. For more information on fingerprinting reimbursement please contact Collin College's Human Resources office. Any additional information required by Lewisville ISD may be requested in accordance with Section IV.F "[School District Data Sharing and Privacy](#)".

2) Lewisville ISD is responsible for promptly notifying Collin College of any additional requirements or changes in the law that may be necessary in order to comply with Lewisville ISD's Board policies with regard to criminal history requirements for employees of entities with whom Lewisville ISD contracts. Lewisville ISD will also notify Collin College if an individual does not pass the fingerprint check within 1-2 business days. Lewisville ISD agrees to provide Collin College with additional information upon request and, to the extent allowed by law, regarding individuals who do not pass the national criminal history record check or fingerprint check.

D. Clery Act Obligations

1) If Collin College is using space on a Lewisville ISD campus or facility for the purposes of providing dual credit services and/or courses, Lewisville ISD's law enforcement agency will respond in a timely manner to any requests made by Collin College for statistical information of crimes that have been reported at that location, so Collin College may fulfill its obligations under the Clery Act (20 U.S.C. § 1092(f)) and its regulations.

E. Prohibition of Discrimination and Harassment

1) Collin College has policies and procedures in place to receive, investigate, and resolve student and employee complaints alleging civil rights violations, including claims under Title VI and Title IX. Lewisville ISD and Collin College shall each comply with their own policies and any applicable state and federal law that prohibit discrimination and harassment on the basis of a student or employee's disability, race, color, national origin, religion, or sex. Each party shall adhere to its obligations under relevant policy and law without regard to the other party's obligations.

2) Lewisville ISD agrees to report to the Associate Vice President for P-12 Partnerships, within 2 business days of the report of discrimination or harassment involving a College employee or dual credit student, regardless of where the alleged conduct occurred. The Associate Vice President for P-12 Partnerships will work with Lewisville ISD staff on reporting the incident(s) to Collin College's Title IX/ADA and 504/Title VI Coordinator. In addition, LISD reporting and investigative policies will remain the same as outlined in LISD's internal policies and guidelines and work in conjunction with Collin College. Collin College has designated the following individual as its District Title IX/ADA&504/Title VI Coordinator:

Terrence P. Brennan, M.A.

District Dean of Students

Collin College

(972) 881-5604

tbrennan@collin.edu

F. School District Data Sharing and Privacy

1) Lewisville ISD will provide the following student information for each student from 8th-12th grade participating in a Collin College program, if requested.

Student Data Information 8-12th grade and Certified List of Graduates:

- Student Name (Last, First, Middle)
- Date of Birth
- Eligibility for accommodations
- Eligibility for free or reduced lunch
- Grade Level
- Anticipated year of high school graduation
- Lewisville ISD identification numbers (PIEMS ID and HS ID)
- Mailing address (Street, City, State, Zip)
- Name of School
- College readiness scores: SAT, PSAT, ACT, ACT-Aspire, STAAR English II, STAAR Algebra I with a passing final Algebra II grade, and TSIA.

2) The data outlined above will be sent electronically in a template provided by Collin College and will be provided in a timely manner as agreed upon by both Parties upon request.

- Upon receipt of student information, Collin College may use the student mailing information to send information pertaining to Collin College enrollment to the families of participating students.
- Collin College will provide the following information to Lewisville ISD following its initial entry into the program: postsecondary transition rates from Lewisville ISD students to Texas institutions of higher education (taken from THECB data); benchmark data from the prior year to show Lewisville ISD student enrollment at Collin College upon request.
- Collin College will provide the following reports to Lewisville ISD Superintendent of Schools, Lewisville ISD district designee, and dual credit principal(s) each academic year: dual credit enrollments by high school; dual credit student success outcomes by high school; course and section offerings by high school.
- Collin College will provide, upon written request from an appropriate school district official, information on Collin College articulated credit attainment and college major selections by individual students. This information is designed to assist school personnel in education programming and is protected under FERPA, and may not be published.
- Collin College will utilize the Early Alert Referral System (EARS) to identify students at risk of not completing college coursework to provide effective interventions.
- Collin College will provide TSIA Scores for students that tested through Collin College Testing Centers to Lewisville ISD.
- Collin College and Lewisville ISD will implement improvement efforts, as needed, based upon mutual review of the following data:
 - Matriculation of high school students in four-year colleges/universities and level of entry.
 - Enrollment/retention rates
 - Student participation in activities at Collin College
- Additionally, Lewisville ISD and Collin College agree to the facilitation of the exchange of pertinent information regarding faculty:
 - qualifications for teaching dual credit courses
 - eligibility of faculty in meeting background check and fingerprinting requirements

- full information sharing with appropriate administration in the event of an investigation of a personnel matter regarding a Collin College faculty member to the extent allowable by each Party's governing policies.
- 3) Any unauthorized disclosure of confidential student information is a violation of FERPA and the implementing regulations found in 34 CFR Part 99 and shall not be permitted to occur. While in possession of this data, Lewisville ISD and Collin College shall permit only those employees authorized to have access to the data. Both parties agree to store the data in a secure area to prevent unauthorized access.
- 4) Upon request from Lewisville ISD, Collin College may provide mutually agreed upon reports of student enrollment and course grades to designated Lewisville ISD officials as allowed by FERPA. Lewisville ISD will designate a school district and high school campus official to request such Collin College reports.
- 5) This section is not exclusive to all instances in which information may be shared between the Parties under FERPA. See section IV.M. [“FERPA Compliance and Disclosure of Education Records”](#) for additional examples.

G. Confidentiality of Data

- 1) Both Parties will maintain the confidentiality of all student data shared with it in compliance with FERPA and its associated federal regulations. Both Parties agree not to share information with third parties unless authorized to do so by state or federal law.
- 2) Data obtained will be used solely for the purposes described in the Agreement. Collin College and Lewisville ISD will notify designated individuals authorized to access the individual student or employee data for purposes outlined in the Agreement that they must maintain the confidentiality of all personally identifiable data and confidential information.
- 3) Collin College and Lewisville ISD will provide a copy of any sections of this Agreement related to data sharing and privacy to any employee who transfers, maintains, accesses, or reviews any confidential data obtained in accordance with the Agreement.
- 4) The confidentiality requirements shall survive the termination or expiration of the Agreement.

H. Security Safeguards

- 1) To ensure the continued confidentiality and security of the data, Collin College and Lewisville ISD shall each independently employ industry best practices, both technically and procedurally to protect the data from unauthorized physical and electronic access. In

addition, both Parties shall adhere to the following safeguards when data covered by the Agreement is processed, stored, or transmitted on either Party's information resources:

- Procedures and systems that ensure all student records provided by Collin College and Lewisville ISD are kept in secured facilities and access ID such records are exclusively limited to authorized personnel.
- Procedures and systems that shall require the use of secure permissions or passwords to access the data.
- Mandatory training for respective personnel on information security, at least on an annual basis.
- Procedures and systems to ensure all data is maintained in a secure manner that prevents the interception, diversion, or other unauthorized access.

2) The procedures and systems developed and implemented to access the data shall ensure that any data disclosure to third parties in accordance with applicable state law (i.e. under the Texas Public Information Act or in response to an audit or other lawful reason in accordance with the TEA or THECB's rules and regulations) shall comply with all provisions under FERPA and Texas laws governing exceptions to disclosure of confidential student information.

I. Method of Access or Transfer

1) Individual level student surveys and academic data will be transferred between designated Lewisville ISD officials and designated Collin College officials in a manner that maintains the confidentiality and security of individually identifiable records and data. (Typical approaches use secure File Transfer Protocol, secure cloud-based drop box, and encryption of personally identifiable data).

J. Physical Location of Data

1) Data will be housed in a secure physical or electronic facility accessible only to individuals authorized to access the data for the purposes stated in this document and the Agreement. Data will be stored in a manner that prevents unauthorized access to personally identifiable data. (Secured permissions or passwords will be used to access data stored electronically. Personally identifiable data that resides for any length of time on laptops, desktop computers, CDs, or other media will be encrypted.)

K. Notification of Security Breach

1) Collin College and Lewisville ISD both agree that in the event of any breach or compromise of the security, confidentiality, or integrity of shared data where personally identifiable information of a student or employee was, or is reasonably believed to have

been acquired and/or accessed by an unauthorized person, the Party's information system in which the breach occurs shall notify the other Party of the breach within 24 hours and take immediate steps to limit and mitigate the damage, if any, of such security breach to the greatest extent possible in accordance with applicable laws, such as Tex. Bus. & Com. Code Sections 521.001-152. Notice shall be provided to the designated Lewisville ISD and Collin College officials.

L. Disposition of Data

1) Collin College and Lewisville ISD will maintain and destroy any data covered under the Agreement in accordance with each Party's respective policies on records retention.

M. FERPA Compliance and Disclosure of Educational Records

1) Students participating in a dual credit program described herein are enrolled in a post-secondary institution and are thus afforded rights under the Family Educational Rights and Privacy Act (FERPA) as post-secondary students. This means a high school student who is enrolled at Collin College for purposes of participating in one of these programs, regardless of age, is given the right of privacy in their educational records. Collin College will not disclose information protected under FERPA, even to a student's parent, unless the dual credit student consents to the release in writing, or the parent provides proof of dependency in accordance with 34 CFR 99.31(a)(8).

2) For purposes of this Agreement, pursuant to FERPA, Collin College and Lewisville ISD designate each other as school officials with legitimate educational interests in the educational records of the participating high school students enrolled in Collin College, to the extent that access to the records is required by either Party to carry out the functions of the program, enforce or comply with discrimination laws, address student safety and discipline, or any matter where a student's participation in a course or program may be affected, or for any other purpose allowed under applicable law.

3) Lewisville ISD agrees to share permissible disciplinary information that may affect the enrollment of a dual credit student such as suspension, disciplinary alternative education placement, expulsion, or that relate to conduct that is under investigation while the student is enrolled in a dual credit class.

4) Both Collin College and Lewisville ISD will provide notice to students, parents and employees of applicable policies and procedures related to disclosure of educational records to ensure compliance with FERPA.

N. Entire Agreement

1) This Agreement, including the Appendices, constitute the entire agreement between Collin College and Lewisville ISD.

- [Appendix A: Statewide Goals for Dual Credit](#)
- [Appendix B: Courses Approved for Lewisville ISD/Collin College Dual Credit](#)
- [Appendix C: Programs for Lewisville ISD/Collin College Dual Credit](#)
- [Appendix D: Coursework Expectations](#)
- [Appendix E: College and Career Counselors](#)
- [Appendix F: General Embedded Faculty FAQs and Review Process for all Secondary Schools](#)
- [Appendix G: Collegiate Academy](#)

O. Conflict Resolution

1) The Parties agree to a mutual understanding to resolve issues or concerns that may arise in the course of this partnership that involve students, staff, and/or faculty. In the event a conflict or disagreement should arise in the interpretation or implementation of the obligations, terms, and responsibilities of the Parties to this Agreement, each Party shall designate administrative liaisons for the purposes of resolving concerns at both the campus (liaison must be a Principal or other designated high school campus administrator) and central administrative levels. In order to be collaborative, Collin College must be able to communicate with administrators on campuses in which dual credit students/programs are present.

2) If resolution is not found through those levels, a request may be made that the matter be handled through the Parties' respective legal counsel(s). If resolution is not found through those levels, a request may be made that the matter be handled by voluntary mediation through a mutually approved mediator within thirty (30) days of the selection of a mediator.

P. Termination

1) It is agreed that either Party may terminate this Agreement upon thirty days written notice to the other Party.

2) It is agreed that either Party may also terminate this Agreement with written notice to the other Party immediately for breach.

3) This Agreement may also be terminated by mutual agreement of the Parties.

4) In the event of any termination under this section, the Parties will work collaboratively to allow currently enrolled dual credit students to complete their courses

for that semester. No new dual credit registrations would be permitted for the current or future terms.

5) This Agreement is expressly made subject to each Party's governmental immunity under the Texas Civil Practice and Remedies Code and all applicable state and federal laws. The Parties hereto expressly agree that no provision of this Agreement is in any way intended to constitute a waiver of any immunities from suit, immunities from liability, defenses, or rights that each Party has by operation of law. Nothing in this Agreement shall be construed as consent to suit by either Party.

Q. Approval Signatures

Collin College and Lewisville ISD have executed and deliver this Agreement to be effective as of the Effective Date listed above.



Nov 8, 2023

Dr. Lori Rapp, Superintendent

Date

Lewisville Independent School District



Oct 13, 2023

H. Neil Matkin, Ed.D., District President

Date

Collin County Community College District

APPENDIX A: Statewide Goals for Dual Credit

Texas Education Code, Section 28.009 (b-1) and (b-2), requires the THECB and the TEA to collaboratively develop statewide goals for dual credit programs in Texas. These goals provide guidance to institutions of higher education and independent school districts 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.*

Collin College's dual credit website is regularly updated with enrollment guidelines, policies, and program details including:

- ISD registration and payment deadlines
- information session schedules
- FAQs
- forms
- links to student resources

Collin College provides dual credit information sessions each 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, Collin College provides two dual credit update sessions to all partnering high school counselors. These include updates on dual credit procedures, testing, ACCESS (student accommodations), as well as shared best practices from school districts. Collin College offers a yearly conference for all local high school counselors. Keynote speakers and breakout sessions are provided on relevant topics and current issues.

Collin College also provides College and Career Counselors at partnering high schools. The College and Career Counselors are part of an institutional initiative to support local school districts' college and career readiness goals. They provide dual credit academic advising, orientations, workshops, and other related services as appropriate.

ISD counselors at each high school will collaborate with Collin College dual credit staff to schedule dual credit information sessions to prospective students and parents each year.

Collin 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.*

Collin College has College and Career Counselors at partnering high schools. The College and Career Counselors are part of an institutional initiative to support local school districts' college and career readiness goals. They provide dual credit academic advising, orientations, workshops, and other related services

Collin College will share available data related to Collin College enrollment and persistence after high school graduation with ISD administration.

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

All dual credit students receive academic and/or college readiness advising provided by Special Admissions Coordinators (SACs) and College and Career Counselors. 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. Collin 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.*

Collin College ensures that a dual credit course and the corresponding course offered at the main campus of Collin 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.

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

APPENDIX B: Courses Approved for Lewisville ISD/Collin College Dual Credit

Collin College Course descriptions are available in the current Collin College Catalog: collin.edu/academics/catalog.html
(Some Course Rubrics and/or Numbers are subject to change throughout the year).

Lewisville ISD Dual Credit Crosswalk 2023-2026						
PEIMS Code	HS Endorsement	HS Dual Credit Course Title	Possible HS Credit 0.5 = 1 sem 1.0 = 1 year	Collin College Course Title		College Hours
Academic Preparatory for Dual Credit						
03380002	Multi-Disciplinary Studies	SPTSS:D	0.5	Learning Framework	EDUC 1300	3
Business for Dual Credit						
13011200	Business and Industry	PRN BUS/MKT DC (BUSI 1301)	0.5	Business Principles	BUSI 1301	3
13016200		Money Matters	0.5	Personal Finance	BUSI 1307	3
English for Dual Credit						
03220300	Multi-Disciplinary Studies	ENG 3 A/B DC HUM/ ENGLISH 3 A/B DC	0.5-1.0	Composition I	ENGL 1301	3
				Composition II	ENGL 1302	3
03220400		ENGLISH 4 A/B DC	0.5-1.0	Composition I	ENGL 1301	3
				Composition II	ENGL 1302	3
03221800		AE IS EN AM LIT DC (ENGL 2327)	0.5	American Literature I	ENGL 2327	3
Fine Arts for Dual Credit						
03500100	Multi-Disciplinary Studies	ART APPRECIATION DC	1	Art Appreciation	ARTS 1301	3
Mathematics for Dual Credit						
03102500	Multi-Disciplinary Studies	IS MATH COL ALG DC	0.5	College Algebra	MATH 1314	3
03101100		PRECAL B DC	0.5	Plane Trigonometry	MATH 1316	3
		PRECAL A DC		Pre-Calculus Math	MATH 2412	4
03102501		IS MATH BUS & SS DC	0.5	Mathematics for Business & Social Sciences	MATH 1324	3
	IS MATH CONTMTH	Contemporary Mathematics		MATH 1332	3	

03102502		IS MATH BUS CALC DC	0.5	Calculus for Business & Social Sciences	MATH 1325	3
		IS MATH CALC 1 DC		Calculus I	MATH 2413	4
		IS ELEM STAT DC		Elementary Statistical Methods	MATH 1342	3
13016900		SRM ELEM STAT DC	0.5	Elementary Statistical Methods	MATH 1342	3
Science for Dual Credit						
13037200	Multi-Disciplinary Studies	SCI R&D BM1 DC	1	Biology for Science Majors I	BIOL 1406	4
		SCI R&D NBM1 DC	1	Biology for Non-Science Majors I	BIOL 1408	4
13037210		SCI R&D BM2 DC	1	Biology for Science Majors II	BIOL 1407	4
SCI R&D NBM2 DC		1	Biology for Non-Science Majors II	BIOL 1409	4	
Social Studies for Dual Credit						
03340100	Multi-Disciplinary Studies	US HISTORY A DC/US HIST A DC HUM	0.5-1.0	United States History I	HIST 1301	3
		US HISTORY B DC/US HIST B DC HUM		United States History II	HIST 1302	3
03340400		WORLD HIST A DC (HIST 2321) 9W/18W	0.5-1.0	World Civilizations I	HIST 2321	3
WORLD HIST B DC (HIST 2322) 9W/18W		World Civilizations II		HIST 2322	3	
03310300		ECONOMICS DC	0.5	Principles of Macroeconomics	ECON 2301	3
03330100		US GOVT DC	0.5	Federal Government	GOVT 2305	3
03380032		SPTSS DC	0.5	Texas Government	GOVT 2306	3
03221600		HUM COL ACD DC	0.5	Introduction to Humanities	HUMA 1301	3
03350100		PSYCHOLOGY DC	0.5	General Psychology	PSYC 2301	3
03370100		SOCIOLOGY DC	0.5	Introduction to Sociology	SOCI 1301	3
Speech for Dual Credit						
03241210	Business and Industry	AE IS SPCH COM DC	0.5	Introduction to Speech Communication	SPCH 1311	3

APPENDIX C: Programs for Lewisville ISD/Collin College Dual Credit

Collin College Program Requirements are available in the current Collin College Catalog: collin.edu/academics/catalog.html (Some Course Rubrics and/or Numbers are subject to change throughout the year).

- A. [Associate of Arts \(AA\) Degree](#)
- B. [Associate of Science \(AS\) Degree](#)
- C. [Associate of Arts in Teaching \(AAT\) Degree](#)

APPENDIX D: Coursework Expectations

Category	High School	College
Course Content	Content is determined by the TEKS (Texas Essential Knowledge and Skills).	<p>Content is guided by THECB and the Collin College Academic Department guidelines.</p> <p>Focus is on meeting student learning outcomes through content AFB Policy that is chosen by the faculty member and approved by the Academic Department. The faculty member has high levels of control of the specific content that is covered.</p> <p>Collin College supports the idea that across every level of education, expectations for student learning should increase. As such, courses taught at the college level should require students to meet rigor and even higher standards than those same courses taught in high school.</p>
Academic Freedom	<p>Standards and expectations are guided by the TEKS. Faculty must meet all standards.</p> <p>Freedom is in how you teach content.</p>	<p>There is a high degree of academic freedom in that there is more flexibility in what content is taught, and how it is taught in covering department and college- approved student learning outcomes.</p> <p>For more information please refer to Collin College's Board Policy: pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=DGC#localTabContent</p>

Grading Policies	<p>Determined by campus and/or ISD policies.</p> <p>Policies may require reteach and retest.</p> <p>Consequences for attendance are determined by State law and district policies.</p>	<p>Guided by departmental requirements. Some departments have explicit requirements, others provide more flexibility in grading to the instructor.</p> <p>Faculty may choose to, but are not required to allow multiple attempts on assignments or exams.</p> <p>Consequences for poor attendance and lack of adherence to course deadlines are determined by the instructor.</p>
Student Learning Outcomes and Competencies	<p>Must meet TEKS guidelines.</p> <p>Additional outcomes can be required by campus and/or district.</p> <p>See details here: tea.texas.gov/curriculum/teks/</p>	<p>Must meet SACSCOC guidelines, THECB core curriculum requirements, Collin College general education competencies, course SLOs (student learning outcomes), and PSLOs (program-level student learning outcomes).</p>
Regulations of Privacy	<p>FERPA: parents and guardians have access to student information.</p>	<p>FERPA: only student has access to information, regardless of their age. Students may choose to fill out a FERPA waiver to allow parents to have access.</p> <p>See further information here: www.collin.edu/gettingstarted/register/ferpa.html</p>

Disability Services	ARD paperwork or 504 plans. All approved accommodations and modifications must be provided.	<p>In the college setting, curriculum modifications are not required for students with disabilities. However, reasonable accommodations may be approved by the Collin College ACCESS Department on a course by course, case by case basis. Approved accommodations must be implemented by faculty.</p> <p>Students must provide a Course Accessibility Letter signed by an ACCESS Advisor to faculty before any accommodations can be provided. Accommodations may not be provided before faculty receive a Course Accessibility Letter. The provision of accommodations is not retroactive.</p> <p>Learn more here: www.collin.edu/studentresources/disabilityservices/index.html</p>
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APPENDIX E: College and Career Counselors Initiative

PURSUANT to the terms of the Partnership Agreement, both Parties agree to include the College and Career Counselors Initiative program between Lewisville ISD and Collin College, as described therein. Both Parties desire to describe the terms and conditions set forth in the Services in this Exhibit that are added to or changed from the Partnership Agreement. The parties understand and agree that this Partnership Agreement is the controlling document which governs the relationship between the parties regarding the modified Services and the rights and obligations of the parties arising by virtue of the Partnership Agreement. This exhibit only applies to the College and Career Counselors Initiative program and these terms only apply to this program.

NOW, THEREFORE, the parties, intending legally to be bound, agree as follows:

A. Background

The following additions are hereby incorporated into the Collin County Community College District and Independent School District Partnership Agreement to support the College and Career Counselors Initiative.

B. Collin College will provide the following

A College and Career Counselor assigned to the high school on a daily full-day or part-day basis in a part-time role (20 hours per week)

C. Lewisville ISD will provide the following

1. Designated office space for the College and Career Counselors to meet with students and or parents
2. Access to students for College and Career Advisement

D. Funding Provisions

All salaries, fringe benefits, professional development, local travel, supplies for the College and Career Counselor will be provided by Collin College.

APPENDIX F: General Embedded Faculty FAQs and Review Process for all Secondary Schools

A. Collin College Dual Credit Embedded Faculty FAQs

- What are Embedded Faculty?

Embedded faculty are full-time high school teachers hired by Collin College as adjunct faculty to teach College courses at the high school during regular high school hours. During the college course time at the high school, embedded faculty are under the guidance of Collin College and must follow the guidelines and procedures of Collin College such as but not limited to, Collin College Core Values, curricula, FERPA, syllabi, schedule, etc.

- What are the necessary qualifications?

All faculty credentials are consistent with Collin College and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Guidelines for Faculty Credentials, the Texas Administrative Code Section 7.4(11) (Appendix A), and program-level accrediting agency requirements that apply. Faculty teaching transfer courses must meet the minimum credentialing requirements as stated in the Collin College Faculty Credentialing Manual which typically requires a Master's degree in the discipline or a Master's degree with 18 graduate hours in the discipline.

Faculty teaching in workforce programs must meet the requirements found in the Texas Higher Education Coordinating Board Guidelines (www.theccb.state.tx.us/reports/pdf/3378.pdf#page=8)

Faculty in these programs may have a bachelor's degree in the teaching discipline, an associate's degree, a certificate, or professional work experience that demonstrates competencies in the teaching discipline as required by the specific program. Other demonstrated competencies and achievements that contribute to effective teaching and successful student learning outcomes are also considered during the hiring process. For all cases, Collin College provides justifying documentation of the qualifications of its faculty.

Collin College faculty credential requirements are the same, regardless of location, time of day, day of the week or modality of the course to be taught. Collin College does not distinguish, for the purpose of faculty qualifications, between full-time or adjunct (part-time) positions. After being hired, faculty who wish to teach online sections of a course are required to complete training in online teaching

determined by Collin's virtual campus, iCollin prior to receiving an assignment in that modality.

- What are the expectations for Embedded Faculty in the classroom?

As Collin College adjunct faculty, embedded faculty are responsible for fulfilling all regular duties and responsibilities of all college faculty, including, but not limited to: maintaining college-level rigor in all instructional practices, utilizing a Canvas shell for each course, developing a course syllabus and calendar of assignments, certifying rosters, following FERPA regulations, providing numeric progress grades to the Dual Credit Office, posting final numeric and alpha course grades in Collin College's student management system, and responding promptly to emails, request and due dates sent by the offices of academic affairs. www.collin.edu/hr/employment_forms/Collin%20College%20Faculty%20Handbook.pdf

- How is the compensation dispersed?

Embedded faculty employed with the school district who teach a dual credit course as part of their regular duty hours with the school district will not receive additional compensation from Collin College. All dual credit faculty qualifications outlined in the agreed terms still apply. Collin College will pay the school district the equivalent of the current adjunct faculty rate of pay and dual credit stipend for each course taught by an embedded faculty member.

Embedded faculty will be compensated directly by Collin College for courses taught outside of their regular duty hours with the school district. They will be paid the current adjunct faculty rate of pay for services rendered under the agreed terms in accordance with Collin College's faculty compensation plan.

- How does scheduling work?

Embedded faculty will work with the appropriate Associate Dean/Director and their high school regarding class schedules during the high school day.

Embedded faculty are considered part-time adjuncts and are normally limited to nine (9) contact hours per week. (3 classes for a 48-hour contact hour class for 16 weeks). All assignments over nine contact hours are considered a temporary exception and require pre-approval from the Associate Dean/Director, Dean, appropriate Campus Provost, and Senior Vice President of Campus Operations. CourseVite Professor is an 'invitation to teach' application used by Collin College Associate Deans and Directors to aid in schedule adjunct faculty course assignments. The application can be accessed by logging into CougarWeb and

accessing it through OneLogin. The basic steps for using the application are as follows: 1) Log in and select the semester. 2) Set your preferred campus. 3) Set your preferred availability. 4) Check your profile for accuracy. 5) Review and respond to any course invitations within 24 hours. Note that notification of an 'invitation to teach' will be sent to your @collin.edu email. Instructors should contact the scheduling Associate Dean or Director with any questions.

- How does evaluation of Embedded Faculty work?

Collin College will select, supervise, and evaluate all faculty employed by Collin College, including embedded faculty. Embedded faculty teaching dual credit courses will be evaluated through the Adjunct Faculty Appraisal Process each year.

- What if an Embedded Faculty member must be absent from class and wants a substitute to meet the class?

The embedded faculty member should follow the high school's absence procedure, but must also contact their Collin College supervisor (Associate Dean/Director) to inform them that they will be absent and would like a substitute. In a class period where the college curriculum is covered, a credentialed and ISD fingerprinted Collin College employee can meet the class and provide instructional coverage when available. This must be arranged in advance of the absence.

- What happens if the teacher leaves the district in the middle of the semester?

Collin College will work to find a qualified faculty to teach the remainder of the course in the same medium as originally agreed. If this is not an option, Collin will work with the district to find another reasonable solution.

- How does Collin College work with ADA student accommodations?

Students who receive accommodations from the ISD may be eligible for accommodations from Collin College. Students must follow Collin College's application process for all dual credit courses. Students are required to contact Collin College's ACCESS Department, be evaluated by a case officer, and present their instructor with an approved accommodation letter from Collin College. Embedded faculty may only honor the college's approved accommodation for courses, which may differ from the ISD's approved accommodation(s) for the student.

If determined eligible for academic accommodations at Collin College, students must request accommodations through Collin College's ACCESS Department each semester.. The dual credit course location will determine who facilitates the academic accommodation approved by Collin College's ACCESS Department. Dual credit course accommodations offered on the high school campus are provided by high school personnel. Dual credit course accommodations offered on a Collin College campus will be provided by Collin College personnel.

- What is the protocol if there are issues/concerns/questions with the assigned Embedded Faculty during the college course?

The high school Principal or Assistant Principal will collaborate with the appropriate Collin College Associate Dean or Director and the P-12 Partnerships office to develop an equitable solution that supports the needs of both educational entities and the best interests of the student.

B. Potential Embedded Faculty Review Process

ISD will provide Collin College with a roster of faculty interested in embedded faculty assignments for the next academic year by February 1. The roster should include candidates' unofficial transcripts as well as resumes of work experience.

- The authorized personnel from the partner ISD sends Raul Martinez, AVP P-12 Partnerships, an email recommending a specific ISD faculty as a potential embedded faculty member.
- Raul Martinez, in cooperation with the prospective hiring manager (Associate Dean or Director), facilitates screening of the unofficial graduate transcripts to determine whether the ISD faculty meets minimum qualifications to be considered for an adjunct position at Collin College.
- Following the transcript review, individuals meeting the minimum qualifications will be invited to apply for employment at the Collin College web site.
- Raul Martinez notifies the appropriate hiring manager (Associate Dean or Director) of the ISD faculty's completed application.
- Hiring manager (Associate Dean or Director) reviews the application, and, if appropriate makes contact to establish an initial on-site or virtual interview.
- If hiring manager determines that an ISD faculty should be moved on to a second on-site or virtual interview, one is conducted – to include teaching demonstration and interview with the prospective hiring manager (Associate Dean or Director) and 1-3 content experts in the discipline.*

- Potential hiring manager (Associate Dean or Director) notifies ISD faculty directly of the hiring decision.**

**Completion of the on-site interview does not guarantee an offer of employment by Collin College.*

***Embedded faculty are considered part-time adjuncts and are normally limited to nine (9) contact hours per week. (3 classes for a 48-hour contact hour class for 16 weeks). Term course load (amount of Collin College courses assigned) is at the discretion of the hiring manager (Associate Dean or Director).*

For questions, please contact Raul Martinez, Jr. at rjmartinez@collin.edu

APPENDIX G: Collegiate Academy

A. Purpose

- 1) Collin College and Lewisville ISD will partner to provide an opportunity for high school students to simultaneously earn a high school diploma and up to 60 hours of college credit and/or an associate degree (Collegiate Academy).
- 2) Students in the Collegiate Academy may choose from two degree pathways - Associate of Arts or Associate of Science degrees. All eligible courses must be part of the college core curriculum and serve towards meeting requirements for high school graduation. Collegiate Academy students will work with their high school counselor to ensure that students select courses that align with their chosen career pathway and college major. Students are encouraged to identify the four-year higher education institutions they plan to attend after high school graduation and review course selections against admission and degree requirements from that institution. As Collegiate Academy students progress through the program, they will meet with their high school counselor to ensure requirements for high school graduation and the selected associate degree or college core curriculum are being completed.
- 3) Collin College and Lewisville ISD agree to the following terms for the implementation and/or continuation of a Collegiate Academy. The Parties will collaborate in the operation of a Collegiate Academy program to prepare students for successful college and career transitions through the integration of high school, college, and career services with a commitment to collaboration in planning, implementation, and continuous improvement.

B. Governance

- 1) Collin College and Lewisville ISD will partner in the planning, implementation, and evaluation of Collegiate Academy programs, process and services through joint committee meetings and specialized work groups as needed. The committee meetings will convene monthly during the first year for new Collegiate Academy programs. Committee meetings will convene on an agreed upon schedule for continuing the Collegiate Academy program. Committees will be comprised of Collin College, Lewisville ISD administration, and high school campus leadership staff who will collaborate to further the goals of the Collegiate Academy partnership.
- 2) Lewisville ISD will assume responsibility for the high school program including the responsibility for college-readiness and high school graduation.

3) Collin College is responsible for guiding and supporting the operation of the Collegiate Academies. Collin College will be responsible for delivery of college services, and will provide support and assistance to the Collegiate Academy, including reporting information designed to improve Collegiate Academy student retention and completion rates.

4) Collin College and Lewisville ISD will collaborate to provide the necessary support to Collin College faculty to ensure successful program implementation. Specific aspects of the support provided will be determined in joint meetings held subsequent to the execution of the Agreement. Regular meetings between Collin College staff and appropriate Lewisville ISD staff will be held to ensure successful program implementation.

5) Collin College and Lewisville ISD will communicate with each other as necessary to share information and coordinate policies regarding grading periods, student courses, instructional calendar, scheduling of classes, student enrollment, and attendance.

C. Location & Facilities

1) Lewisville ISD will operate Collegiate Academies at the following Lewisville ISD campus:

- The Colony High School

2) In order to ensure the program is equipped for college-level instruction, Lewisville ISD will provide designated space for the operation of the Collegiate Academy. This space will:

- meet the standards in [Section III.D “Location and Student Composition of Class”](#) in the Agreement
- include a designated area in the building that can be decorated as requested to help create a collegiate environment,
- be a minimum of four designated general-purpose classrooms
- have access to an agreed upon science lab classroom
- shared office space for faculty office hours

3) In addition, Collin College campuses may provide other dual credit courses as part of the Collegiate Academy (Campus location subject to change based on course availability and program)

4) Collin College will provide Collegiate Academy students with access to all Collin College facilities, including libraries, study rooms, learning labs, etc.

D. Curriculum, Instruction, and Professional Development

- 1) Lewisville ISD will ensure the vertical alignment of college readiness skills and a college-going culture for students feeding into the Collegiate Academy.
- 2) Collin College will be responsible for all Collegiate Academy dual-credit courses. Collin College will work with Lewisville ISD staff as well as with Lewisville ISD's Collegiate Academy Principal/Director or designee as necessary to deliver the agreed-upon Collegiate Academy program.
- 3) Lewisville ISD will participate in planning to ensure that the necessary dual credit classes are scheduled in a timely manner to facilitate the goals of the Collegiate Academy. Collin College will ensure that dual credit courses are delivered and where necessary and agreed upon, Collin College will create, to the extent possible, additional Collin College class sections to facilitate the goals of the Collegiate Academy. Lewisville ISD request for additional class sections must comply with the timelines required by Collin College for enrollment and staffing. Fall course request must be submitted by the second to last Friday in January. Course request submitted after that date will be reviewed by the appropriate Academic Department to determine if there are available faculty eligible to teach.
- 4) Collin College will ensure that dual credit courses are equivalent to corresponding Collin College courses with respect to curriculum, materials, lab supplies, instruction, and method/rigor of student evaluation. Lewisville ISD administration will facilitate adherence to requirements imposed by Collin College Academic Departments to ensure the rigor of coursework and college level standards among all faculty.
- 5) If Lewisville ISD uses a specific preparatory program such as Advancement Via Individual Determination (AVID), Lewisville ISD will provide program resources for all Collegiate Academy Staff that can be considered for utilization outside the course curriculum.
- 6) Lewisville ISD will assist with campus orientation and information to Collin College faculty who are not part of the high school faculty, and will provide information about safety protocols, rules, and regulations unique to the high school environment.
- 7) Lewisville ISD will encourage and allow release time for embedded faculty participation in the following Collin College activities:
 - Orientation Activities (faculty and student)
 - Evaluations
 - Student Success initiatives

- Professional Development/Employee Success initiatives

Collin College faculty participation in the above activities are necessary to maintain good standing in the Collin College Academic Departments.

E. Grading Periods and Policies

- 1) Collin College will provide the Lewisville ISD official numerical grades for courses completed to assist with the high school ranking system.
- 2) Lewisville ISD will ensure Collegiate Academy students receive grades within an agreed upon timeframe after the end of the Collin College semester. In addition to final grades, Collin College will ensure all Collegiate Academy students are given midterm grades prior to the withdrawal deadline for the course.

F. Faculty and Staffing

- 1) Lewisville ISD will provide a Principal or Director who is assigned to the Collegiate Academy and has scheduling and budget authority. Lewisville ISD will provide a Collegiate Academy Coordinator to oversee the administration of the program.
- 2) Lewisville ISD will pay for all salary and benefits for adjunct faculty who are Lewisville ISD employees assigned to teach Collegiate Academy courses. Collin College will assist prospective Collin College adjunct faculty candidates who are employed by Lewisville ISD with information regarding the faculty hiring process (See Section III.C. [Joining the Collin College Faculty](#)).
- 3) Lewisville ISD may identify and recommend candidates for embedded faculty, subject to Collin College hiring the embedded faculty (See Section III.C. [Joining the Collin College Faculty](#)).
- 4) Lewisville ISD will ensure that there are sufficient Lewisville ISD staff resources, student records support, and scheduling support necessary to deliver the agreed-upon course sections required in the Collegiate Academy.

G. Funding

- 1) State funding for dual credit courses will be available to both Lewisville ISD and Collin College as indicated by the Commissioner of Education and Commissioner of Higher Education.
- 2) These provisions supersede [Section III.I. "Funding"](#) of the Agreement.

3) Lewisville ISD and Collin College will partner to ensure a strong and viable program by providing the needed resources, staffing, and funding.

4) Lewisville ISD will cover the costs for the following program needs:

- student transportation
- textbooks/instructional supplies
- facilities and energy
- embedded-faculty salary and benefits
- Collegiate Academy Program Coordinator
- Collegiate Academy Counselor
- marketing materials
- summer bridge programming
- campus leadership - a designated administrator at each campus to serve as a point person for the Collegiate Academy and to ensure program success
- application system

5) Collin College will cover the costs and provide the following program supports:

- Marketing materials
- Student support services including access to Collin College resources:
 - Libraries
 - Anthony Peterson Centers for Academic Assistance (tutoring)
 - Disability Services (ACCESS Office)
 - Career Center
 - Testing Center
 - Transcripts
- Collin College & Career Counselors
- Dual Credit Director

H. Instructional Materials

1) Lewisville ISD may purchase college textbooks and other required college instructional materials for participating Collegiate Academy students and will assist with

the coordination for the receiving, inventory, and distribution of college textbooks for participating Collegiate Academy students. For the purposes of the Collegiate Academy, Lewisville ISD is allowed to buy books from the Collin College bookstore whenever it is more expedient and efficient. Collin College will assist with the coordination for the provision of textbooks to Collegiate Academy students.

2) Lewisville ISD will purchase all necessary blue books, scantrons, or other testing materials for participating Collegiate Academy students.

I. Transportation

1) Lewisville ISD may provide transportation for Collegiate Academy students when needed.

2) Lewisville ISD may provide transportation for students to Collin College campuses as necessary to support the goals of the Collegiate Academy. These visits will introduce the students to the Collin College campus and student resources available to them (Anthony Peterson Centers for Academic Assistance, library, student engagement, etc.).

J. Student Enrollment and Attendance

1) Lewisville ISD will provide college advisements to Collegiate Academy students each semester, including the transferability of all college credit offered and earned. Lewisville ISD's Guidance and Counseling Department will facilitate enrollment of students into the Collegiate Academy and in meeting all requirements to take Collin College courses. Collin College dual credit staff will act as a resource for Lewisville ISD's Guidance and Counseling Department to facilitate the college enrollment process for Collegiate Academy students.

2) Application and recruiting for the Collegiate Academy will be for 8th and 9th grade students only. Students must demonstrate satisfactory reading and writing scores on the TSIA, unless the requisite proof of exemption or waiver is provided. Students must also complete the Collin College enrollment process and register for Collin College's approved sequence of classes before the stated registration deadline.

3) Students admitted to the Collegiate Academy who do not demonstrate college readiness in reading and writing by the end of 8th grade will be removed from the Collegiate Academy and may be served through Collin College's dual credit options outside of the Collegiate Academy.

4) Lewisville ISD may ensure open enrollment pending selection into the Collegiate Academy thru 8th grade. Prospective students who do not meet TSIA requirements will be provided by Lewisville ISD specific coursework to learn the skills necessary to

successfully complete the TSIA. Collin College will ensure open enrollment, provided students seeking enrollment in the Collegiate Academy have passed TSIA within the required timelines and deadlines to register and enroll in Collin College courses.

5) If the number of applicants exceeds program capacity, a blind lottery will be used to determine which students are accepted into the program. Students not accepted into the program will be placed on a waiting list. If an accepted student moves outside of the district or chooses not to enter the program before the semester, the next student on the waiting list will be offered entry into the program.

K. Student Supports, Services and Resources

1) Lewisville ISD will provide support as needed for college-related activities necessary to implement the Collegiate Academy, including activities scheduled during the school day.

2) Lewisville ISD and Collin College will collaborate to facilitate as appropriate the provision of student support services, including electronic resources delivered via technology, for students enrolled in college courses.

3) Lewisville ISD will ensure that high school counselors conduct at least two intervention meetings with Collegiate Academy students who are in danger of being dropped from the program. Lewisville ISD will work with Collin College to develop and implement an early alert system to identify Collegiate Academy students at-risk of not completing college coursework and to provide effective interventions to support those students.

4) Collin College will partner with Lewisville ISD to create a process for communicating faculty-recommended withdrawals for students who are not in compliance with course policies or not meeting course objectives in the syllabus. Lewisville ISD shall develop a plan to transition Collin College students into a high school credit recovery or other applicable program.

5) Lewisville ISD shall ensure that its Collegiate Academy Student Handbook and or Guidelines require students enrolled in the Collegiate Academy to adhere to all Collin College enrollment, attendance, and conduct policies as specified in the current Collin College Student Handbook. Collin College will develop “Welcome Week” activities for all Collegiate Academy students each year.

6) Collin College will provide Lewisville ISD with student data in accordance with Section IV.F. [“School District Data Sharing & Privacy”](#), to assist high school counselors in monitoring and guiding students’ academic process at least once per semester.

7) Lewisville ISD may require all Collegiate Academy students to complete a student self-report at midterm.

L. Instructional Calendar and Administration of Statewide Assessments

1) The Collegiate Academy shall comply with State Board of Education Rules regarding Lewisville ISD administration of the assessment instruments as required by Subchapter B, Chapter 39 (end of course exams/EOC). Lewisville ISD will coordinate TSIA testing for prospective and current Collegiate Academy students following college testing guidelines. Collin College will collaborate with Lewisville ISD staff and provide advising for TSIA results for Collegiate Academy students.

2) Lewisville ISD and Collin College will review academic calendars and identify conflicting dates (holidays, exams, and national testing dates). Lewisville ISD will ensure Collegiate Academy students satisfy their college attendance requirements regardless of conflicts.

M. Recruitment and Promotion

1) Lewisville ISD Collegiate Academy and Collin College staff shall visit all Lewisville ISD middle schools and meet with all 8th graders to encourage them to enroll in the Collegiate Academy.

2) Lewisville ISD will encourage participation in the Collegiate Academy through distribution of promotional materials to middle schools, information sessions for parents, information to middle school principals and counselors, development of a marketing plan, and participation in middle school and high school fairs. Collin College will assist in providing Lewisville ISD counselors with Collegiate Academy information for parents and students.

3) Collin College Collegiate Academy staff will collaborate with relevant Collin College Departments to provide promotional and informational materials about Collin College programs to Lewisville ISD counseling staff.

4) Collin College will participate in Lewisville ISD events, as appropriate, to promote the Collegiate Academy.

N. Provisions for Discontinuing the Collegiate Academy Operations

1) These provisions supersede [Section IV.P. "Termination"](#) of the Agreement. Lewisville ISD and Collin College will work together to discontinue the programs in accordance with the following requirements:

- A Collegiate Academy with an 11th grade cohort must continue operations through that cohort's scheduled graduation from the Collegiate Academy. Services to enrolled 9th and 10th grade students may be continued through graduation, if agreed upon by Collin College and Lewisville ISD.
- A Collegiate Academy with only grade 9 and grade 10 cohorts must discontinue operation at the end of the school year in which Lewisville ISD and Collin College decide to close the Collegiate Academy.
- The Collegiate Academy may not enroll any new students while in the process of discontinuing operation.
- Collin College and Lewisville ISD will continue to meet all required design elements and provide full support for all student enrolled in the Collegiate Academy.

O. Collegiate Academies Sample Degree Plans



COLLEGIATE ACADEMIES

ASSOCIATE OF SCIENCE SAMPLE PLAN

Highlighted Courses are Dual Credit/Collegiate Courses

Freshman Year (12 Hours)
English 1
Science
Math
World Geography
Education 1300/Business 1301 (Fall)
Art 1301/Speech 1311 (Spring)
HS Elective
HS Elective

Sophomore Year (12 Hours)
English 2
Science
Math
History 2321/History 2322
Sociology 1301/Humanities 1301
HS Elective
HS Elective
HS Elective

Junior Year (18-21* Hours)
English 1301/English 1302 (English 3)
Science (Chemistry Recommended)
*Math- If student has completed Algebra 2, they are eligible to take a Dual Credit Math course in 11th grade.
History 1301/History 1302 (US History)
Government 2306/Psychology 2301
HS Elective
HS Elective

Senior Year (23 Hours)
Business 1307
Biology 1406/Lab (Fall)
Biology 1407/Lab (Spring)
Math 1314 (Fall)
Government 2305/Econ 2301
Math 1342 or 2412 (Spring)
HS Elective
HS Elective



COLLEGIATE ACADEMIES

ASSOCIATE OF ARTS SAMPLE PLAN

Highlighted Courses are Dual Credit/Collegiate Courses

Freshman Year (12 Hours)
English 1
Science
Math
World Geography
Education 1300/Business 1301 (Fall)
Art 1301/Speech 1311 (Spring)
HS Elective
HS Elective

Sophomore Year (12 Hours)
English 2
Science
Math
History 2321/History 2322
Sociology 1301/Humanities 1301
HS Elective
HS Elective
HS Elective

Junior Year (18-24* Hours)
English 1301/English 1302 (English 3)
Science (Chemistry Recommended)
*Math- If student has completed Algebra 2, they are eligible to take a Dual Credit Math course in 11th grade.
History 1301/History 1302 (US History)
Government 2306/Psychology 2301
HS Elective
HS Elective
HS Elective

Senior Year (20-26* Hours)
English 2327/Business 1307
Biology 1408/Lab (Fall)
Biology 1409/Lab (Spring)
Government 2305/Econ 2301
Math 1314 (Fall)
Math 1342 or 2412 (Spring)
HS Elective
HS Elective