**MEMORANDUM of UNDERSTANDING**

**to**

**OFFER CONCURRENT ENROLLMENT COURSES**

**Academic Year 2018-19**

Under the terms of this Memorandum of Understanding (MOU), ***College/University***

and ***High School agree*** to allow high school students to enroll in college/university courses offered on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ High School Campus.

**Authority to offer Concurrent Courses**

Arkansas Statute 6-18-223 authorizes Arkansas High School students to enroll in college/university courses to earn credit that will be applicable to a college degree and concurrently to a high school diploma.

The Concurrent Enrollment Policy of the Arkansas Higher Education Coordinating Board (AHECB Policy 5.16) includes guidelines for establishing and maintaining concurrent courses, but not limited to, requirements for faculty teaching concurrent courses, ownership by the College/University for the courses offered at the high school, eligibility of students, and funding of the concurrent program.

**Approval**

As a program approved by the Arkansas Department of Higher Education (ADHE), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High School Concurrent Director Concurrent Program adheres to requirements of the Arkansas Higher Education Coordinating Board (AHECB) to offer concurrent courses.

All Arkansas colleges and universities offering concurrent courses will submit concurrent-related data and information to ADHE.

**Oversight of Concurrent Courses**

The college/university administration will be responsible for all aspects of the concurrent course, including hiring/designating an Institutional Concurrent Coordinator, and participating in the faculty selection, orientation, and evaluation processes.

**Contact Person**

The College/University Concurrent Enrollment Coordinator will be the contact for the concurrent enrollment partnership. The high school will provide a Concurrent Liaison/Coordinator to serve as the High School contact for the partnership.

**College/University Concurrent Enrollment Contact Information**:

Name:

Title:

Phone Number:

E-mail Address:

**High School Concurrent Enrollment Contact Information:**

Name:

Phone Number:

E-mail Address:

**Requirements for Concurrent Instructors – General Education Courses**

To ensure that concurrent courses meet the same standard as those offered on the college/university campus, high school faculty must meet the same academic qualifications required by the college/university faculty. The college/university Concurrent Coordinator and the college/university Academic Unit must review and approve the credentials of each concurrent instructor. Credentials include:

* A master’s degree that includes 18 graduate hours in the teaching field.
* Current curriculum vitae/resume
* Transcripts
* Syllabi for all concurrent courses previously taught by faculty new to the institution’s concurrent program.
* Other information requested by the college/university.

**Concurrent Courses – General Education**

* Freshman and/or sophomore-level courses listed in the course catalog, and approved for concurrent credit by the college/university approval process.
* Courses offered for concurrent credit **will** meet the same standards as courses taught on the college/university campus.
* Concurrent faculty will use the same course syllabi used on the college campus.
* General Education courses offered for concurrent credit must be listed in the Arkansas Course Transfer System (ACTS)
* General Education courses offered for concurrent credit must be listed in the MOU between the high school and college/university.

**Course Location/Classroom Arrangements**

* Courses offered for concurrent courses will be taught on the high school campus.
* For the course to be identified as a concurrent course, 51% or more of the students must be enrolled for concurrent credit.
* Students in classes with a mixed population of concurrent and non-concurrent students must meet the same requirements for completion of the course, whether or not the student is simultaneously registered for college credit.
* It is expected that one course will be offered in each classroom used for concurrent courses, and a concurrent-qualified teacher is teaching the course.
* Concurrent courses offered online will be monitored by a concurrent-qualified instructor.
* It is understood that a high school may have a concurrent agreement with more than one college/university; however, there should not be unnecessary duplication of college course offerings.

*Note: If there is not agreement among multiple institutions offering college courses at one high school/school district, the college/university seeking clarification on the implementation of the concurrent enrollment policy must contact the ADHE Director in writing and follow the AHECB Policy Off-Campus Instruction Policy-Criteria for Conflict Resolution.*

**Student Requirements for Concurrent Courses Listed in ACTS**

* Minimum ACT composite score of 19
	+ Minimum ACT Reading score of 19
	+ Minimum ACT Math score of 19
	+ Minimum ACT English score of 19
* GPA of 3.0 or higher
* Classification as a Sophomore, Junior or Senior.

**Tuition for Concurrent Courses**

Concurrent students will be charged \_\_\_\_\_\_\_\_\_per credit hour for a high school instructor and \_\_\_\_\_\_\_\_per credit hour for college instructor.

**Effective Date**

This MOU is effective when signed by the College/University President/Chancellor and the High School Principal. The MOU will remain in effect for one academic year, unless terminated by either institution. Either party may terminate this agreement by serving the other with written notice one semester in advance.

**Official Signatures**

**The signatures below confirm that this Memorandum of Understanding is acceptable and is agreed to by Arkansas State University – Mountain Home and Mountain Home Public School*.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**President/Chancellor Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Superintendent or Principal Date**

**Page 4: Course list**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| High School Course | College/University Course | College/University Course Number | College Credit | High School Units |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Page 5: High School Faculty Credentials**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Faculty Name** | **Degrees Earned (College name and degree)** | **Program of Study** | **Assigned Subject Area** | **Concurrent Courses taught in the past 5 years** |
| **Tara Camp** | **Master’s, Arkansas State University** | **American Literature** | **ENG** | **4** |
| **Kathleen Ireland** | **Doctorate, Iowa State University** | **Currriculum & Instrumental Tech/Sci Ed** | **BIOL** | **1** |
| **Tamera Mitchell** | **Master’s, Morehead State University and Western Oregon University** | **English/Ed Information Technology and MSEd** | **ENG** | **0** |
| **Karen Kimbriel** | **Doctorate, University of Arkansas** | **Biology** | **BIOL** |  **0** |
| **Garrett Rucker** | **Bachelor, Harding University** | **Math** | **MATH** | **2** |
| **Carol Wegerer** | **Bachelor, University of Illinois** | **Math** | **MATH** | **4** |
| **David Bendler** | **Master’s, University of Central Arkansas** | **Math** | **MATH** | **2** |
| **Beth Whitfield** | **Master’s, University of Fayetteville** | **Math** |  | **0** |
|  |  |  |  |  |
|  |  |  |  |  |

**Review of previous year**

Provide the following information for **all concurrent courses** (general education and career and technical courses) offered in the previous academic year:

1. Course Enrollment:
2. Provide the number of students enrolled in each general education course(s)
3. Provide the number of students completing each general education course(s)
4. Provide the number of students enrolled in each Career and Technical course(s)
5. Provide the number of students completing each Career and Technical course(s)
6. Grade Distribution

Provide a grade comparison of concurrent courses and on-campus course section (ex. Concurrent English 1 grade distribution compared to on-campus English I grade distribution).

1. Concurrent Instructor Evaluation

Provide the following information related to the evaluation of concurrent instructors:

1. Describe the evaluation process the Concurrent instructor.
2. When is the evaluation conducted?
3. Who conducts the evaluation?
4. When is it conducted?