College Credit Plus

MEMORANDUM OF UNDERSTANDING

School Year 2015 - 2016

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Equal Opportunity

Zane State College is committed to equal opportunity for all and does not discriminate in admission or access to, or treatment or employment in, its programs or activities on the basis of race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, or veteran status. The College's policies and practices concerning the admission and treatment of students follow federal guidelines set forth in Title VI, Title IX, and Section 504. Inquiries or concerns should be directed to Zane State College Human Resources Office, Room 158 College Hall, or call 740-454-2501.

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SECTION I: INTRODUCTION

Zane State College allows eligible high school students to enroll in college courses while attending high school and permits the students to take courses in place of, or in addition to, the normal course load at their high school in its College Credit Plus (CCP) program. High school students must be eligible to participate in the program to receive college credit. In addition, high school students admitted to the program must meet the same requirements as all other college students. College credit earned upon successful completion of the course may be applied towards an Associate Degree at Zane State College or may transfer to other colleges and universities.

This Memorandum of Understanding (MOU) refers strictly to CCP courses approved by Zane State College and delivered at the High School by a High School teacher who has been credentialed and approved by Zane State College. **All references to College Credit Plus in this MOU document are specifically limited to the delivery of College courses at the High School.***

***NOTE:** **For students who register for a College Credit Plus course delivered at Zane State College, the cost for each course is $160.00 per credit hour and includes tuition, fees, and textbooks.**

SECTION II: GUIDELINES

The selection and offering of CCP courses are a shared responsibility between Zane State College and each School District. Each institutional representative is responsible for upholding all course requirements and agreements.

Memorandum of Understanding

The MOU authorizes the offering of CCP courses at participating School Districts. The MOU remains in effect for the duration of the state of Ohio's biennium in which the MOU was signed or until amended with agreement by both parties. **See Appendix A for the official MOU signature page.**

Classification of CCP Teachers

CCP Teachers are high school teaching employees who have been approved to teach Zane State College courses at those teachers' high schools during the regular school day. These Teachers are employed by, and remain employees of the School Districts, not Zane State College.

Credentialing of CCP Teachers

CCP Teachers must meet the minimum credential requirements as described within the "Guidelines and Procedures for Academic Program Review" document, Ohio Chancellor of Higher Education:

> *Faculty members teaching general education courses must hold a master's degree in the discipline or a master's degree and a cohesive set[1] of at least 18 semester credit hours of graduate coursework relevant to the discipline.*
>
> *Individuals who are making substantial progress toward meeting the faculty credentialing requirements and who are mentored by a faculty member who does meet the minimum credentialing requirements may serve as instructors while enrolled in a*

[1] *A "cohesive set" of courses is a program of study that includes disciplinary content comparable to that which would be obtained in a master's degree in the discipline. The program of study should be planned in collaboration with experts in the discipline and preferably completed at a single institution.*

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program to meet credentialing requirements. Examples of such individuals include graduate teaching assistants (GTAs), adjunct faculty members and dual enrollment faculty member.

For courses other than general education courses, faculty members must hold a terminal degree or a degree at least one level above the degree level in which they are teaching:

- *At least a bachelor's degree if teaching in an associate degree program*
- *At least a master's degree if teaching in a bachelor's degree programs*
- *A terminal degree if teaching in a graduate program.*

Individuals who are making substantial progress toward meeting the faculty credentialing requirements and who are mentored by a faculty member who does meet the minimum credentialing requirements may serve as instructors during their educational programs. Examples of such individuals include graduate teaching assistants (GTAs) or adjunct faculty members who are working toward meeting the faculty credentialing requirements.
(Source: Ohio Chancellor of Higher Education, 2014)

Zane State College is responsible for ensuring that all CCP courses are taught by qualified teachers regardless of location of the class (i.e., college campus, high school campus, or satellite site).

CCP Teachers' Teaching Load
CCP Teachers are full-time employees of their School Districts and are contractually obligated to teach an assigned number of classes during the day by their School District. Therefore, the number of classes that are offered for CCP is determined by the number of qualifying students and may vary from high school to high school.

SECTION III: IDENTIFICATION AND APPROVAL OF CCP TEACHERS

The responsibilities of the School Districts and of Zane State College as well as the process for identification, application, and approval for CCP Teachers are outlined as followed:

The High School Principal or designee will:

- Identify prospective CCP Teachers who will meet the credentialing criteria by June 1 of each year. **Only under specific and unanticipated circumstances might additional teachers be considered after June 1 for the upcoming school year.** Such circumstances include consideration of a new hire after the June 1 deadline owing to an unexpected retirement or resignation**.** Zane State College maintains the sole discretion whether to consider any CCP Teachers after the June 1 deadline.
- Submit the transcripts, cover letter, and application of any teachers who meet the requirements for teaching Zane State College courses to Zane State College representatives.

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Zane State College will:

- Communicate with the School District about the qualifications for CCP Teachers.
- Meet with the prospective CCP Teacher and provide the Zane State College "Application for Dual Enrollment Teaching Status" form for interested high school teachers to complete.
- Evaluate the prospective CCP Teacher's credentials and transcripts before forwarding the documents to the appropriate Department Chair, Academic Dean, or Provost.

CCP Teacher Selection Process

A high school teacher who is identified as a prospective CCP Teacher must complete a Zane State College application packet that will include:

- Zane State College "Application for Dual Enrollment Teaching Status"
- Résumé including professional references (Zane State College Department Chair will have the option to conduct reference checks)
- College or University Transcripts from all institutions attended
- Letter of intent to teach College Credit Plus courses

Approval Process

The approval process for the CCP Teacher member who will teach a College course will be consistent with the standards used to hire a faculty member for the course taught on the Zane State College campuses. Merely having the credentials to teach college courses is no assurance of approval into the program. The department chair has full authority to interview and to make the final decisions regarding the approval and dismissal of teachers teaching CCP courses in the high schools based on credentials, teaching experience, presentation, subject knowledge, and other instructional factors related to the subject matter.

A high school teacher who is identified as a prospective CCP Teacher must be approved by the Zane State College department chair in the teaching discipline, the Academic Division Dean, or the Provost and meet the same qualifications as Zane State College faculty. **Zane State College's Provost (Chief Academic Officer) has the final and official approval authority of CCP Teachers.**

According to Zane State College policies, CCP Teachers must comply with Title IX requirements. This policy entitled "Anti-discrimination, Harassment and Sexual Misconduct Policy," is available for review at Zane State College's Human Resources office or the College website: https://www.zanestate.edu/files/assets/employee_anti_harrassment.pdf.

In accordance with Ohio law, and with guidance from the Ohio Department of Education, teachers must have a completed background check on file with the district office. Refer to the Ohio Department of Education website for background check requirements.

Initial Approval of High School Instructor as CCP Teacher

Department Chair and Division Dean will use the following procedures as part of the approval process:

- Chair or Division Dean examines candidate's application packet
- Chair or Dean reviews and confirms that the candidate's academic credentials meet minimum requirements.
- The Dean or Department Chair completes a "Faculty Credential Approval Form" for each teacher. The form is signed by the Chair or Dean and the Provost.

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Conditional Approval of High School Instructor
If a High School Teacher does not meet the minimum credential requirements but is conditionally approved to teach a CCP course, the "Credentialing of CCP Faculty" form must be completed by the high school teacher, high school principal, and signed by the Provost of Zane State College. The form identifies the plan for teachers to obtain the necessary requirements within a specific timeframe.

Continuation of High School Instructor as CCP Teacher
After initial approval, a CCP Teacher may continue teaching CCP courses without the need to undergo the approval process again contingent upon the following items:

1) CCP courses being taught continuously each year in the same discipline and/or teaching area;
2) The School District will provide teacher evaluations conducted by the School District as requested by Zane State College on an annual basis; and
3) CCP Teacher teaching the course adequately meets all evaluations requirements, departmental requirements, responsibilities, and procedures.

SECTION IV: COURSE MONITORING PROCESS

The College will monitor the quality of instruction in order to assure compliance with the standards established by the state of Ohio, the Higher Learning Commission of the North Central Association of Colleges and Schools, the College, and the School District.

Zane State College will monitor the CCP course offerings. This monitoring will include the following:

- Establish opportunities for CCP Teachers to meet with appropriate College faculty to discuss the particular requirements for the department as needed;
- Provide CCP Teachers with information detailing add/drop and withdrawal policies, student code of conduct, grading policies, critical dates, and other pertinent information;
- Coordinate Professional Development activities for the CCP Teachers; and
- Conduct at least one observation for each teacher during the first year of review that the CCP Teacher is teaching the college-level course at the high school. The time for observations should be coordinated with the CCP Teacher prior to the observation. The observation process will use the same criteria as for full-time and/or adjunct faculty.

Zane State College Policy and Procedures
Even though CCP Teachers are full-time employees of the School District wherein each teaches the college course(s), CCP Teachers are expected to follow all Zane State College policies as applicable during the instructional time designated for CCP courses.

SECTION V: RESPONSIBILITIES OF CCP TEACHERS

Curriculum, Course Competencies, and Teaching Requirements

- CCP Teachers will utilize the provided course syllabi document and will customize fields as appropriate.
- The syllabus must be submitted to Zane State College within the first week of instruction.
- Approved CCP Teacher will teach the course. If a CCP Teacher is unable to teach the course, arrangements must be made by contacting Zane State College prior to an absence.
- CCP Teachers will advise students concerning their academic progress prior to the last day to drop/withdraw from Zane State College course.

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- CCP Teachers will post grades for assignments and exams on the Zane State College Blackboard learning management system. **Final grades must be posted in the Blackboard system**. Final grades must be reported on the official "Grade List" form provided by Zane State College. If an alternative method for reporting grades is instituted, Zane State College will provide information to CCP Teachers. All grades and information contained in the Zane State College Backboard system are considered maintained by Zane State College. Any other assignment/grading and other coursework records are considered maintained by the respective School Districts.
- CCP Teachers will attend Zane State College planning meetings and staff development activities, including CCP training workshops.

Textbooks

- CCP Teachers are expected to use approved textbooks during the Zane State College course. Textbooks must be college-level and approved by the Department Chairs.
- The textbooks have to be available to the students on the first day of class.
- Textbooks may be obtained by contacting the Zane State College Bookstore (740-588-1388).
- Zane State College will contact School Districts with changing textbook information as applicable. School Districts must confirm currency of textbooks with the College Bookstore before purchasing textbooks from other vendors.

Contact Hours Pertaining to CCP Teachers

- CCP Teachers are obligated to meet the required number of contact hours for the courses per semester or academic year (depending on course start and end dates).
- In order to ensure meeting the required contact hours, CCP Teachers are expected to make up lost contact hours.
- In line with the importance of contact hours and attendance, students may not be added to a course after the "last date to add" deadline, unless an error in the registration process occurred.

Student Evaluation of Teacher Performance

CCP Teachers will be evaluated once each semester/academic year by the students using the same Student Opinion of Instruction (SOI) instrument used on the College's campuses. The student evaluation forms will be disseminated to the CCP Teachers. These evaluations must be returned by the designated date. Teachers will be provided with information [regarding the evaluations] during the semester in which the course is being delivered.

SECTION VI: STUDENT ELIGIBILITY AND ADMISSION

Steps to Admission

- All interested students must complete a Zane State College "College Credit Plus Program Application" form.
- All students must demonstrate he/she is "college-ready" in order to enroll in CCP. Zane State uses a holistic advising method to determine a student's college-readiness. All students must complete the Accuplacer placement exam and score at a college-ready level to ensure appropriate placement into general education and technology courses. The raw exam score may be supplemented by other factors such as, but not limited to, the Student's SAT, ACT, or COMPASS results in order to demonstrate the student is college-ready.

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Registration

- The School District will provide a completed "Class Registration Form" for each CCP course. The information on the form will include the course name, instructor name, and class start and end dates. The "Class Registration Form" must be provided to Zane State College according to the timeline included within this MOU document.

SECTION VII: GRANTING OF COLLEGE CREDIT

Transcripts

Zane State College is responsible for maintaining the college transcript for each student. The high school and School District are responsible for maintaining the secondary school transcript. All courses are identified on the college transcript as regular college-level course work.

Upon a student's request, the College will provide an official Zane State College transcript showing credit for the completed college-level course work. A fee for each official transcript will be charged. Students can access and print unofficial copies of their transcripts from the My Z-Online student intranet portal.

SECTION VIII: CONTINUATION OF CCP COURSE OFFERINGS

This MOU is a binding agreement, and should either party fail to adhere to its responsibilities therein, the removal of CCP courses will be considered if the infraction is not corrected after documentation.

SECTION IX: EXPECTATIONS OF HIGH SCHOOLS AND SCHOOL DISTRICTS

- Adhere to all MOU requirements as noted within this document.
- Submit names of all CCP Teacher candidates by June 1.
- Support the CCP Teacher's attendance to Zane State College's professional development meetings.
- Finalize student enrollment prior to the start of the class. The School District must provide each participating student's SSID numbers to Zane State College according to the timeline of CCP.
- Communicate all schedule changes immediately to Zane State College including add, drop, and withdrawal. Deadlines for each type of schedule change will be established at the beginning of the academic year or semester.
- Follow the rules of the CCP legislation as identified by the Ohio Revised Code, Ohio Department of Education, and the Ohio Chancellor of Higher Education.

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SECTION X: DUE DATES
(These dates were developed using CCP Rules in the Ohio Revised Code, Ohio Department of Education, and Ohio Chancellor of Higher Education.)

DUE DATE	ACTION/RESPONSIBILITY
Prior March 1	Secondary schools must provide an Annual Notice to students and parents about their College Credit Plus programs and institute of higher education (IHE) partners, including Zane State College.
14 days prior to the 1st day of the term	Zane State College must send a "Pre-term Notice of Admission" to the student, parent, school district, and the Ohio Department of Education (ODE). (The successful completion of this item is dependent on Zane State College's receipt of information for student registration from the School District.)
Within 21 days after the first day of the term	Zane State College must present to the student, the secondary school, and ODE a "Confirmation of Enrollment Notice" which will list courses for each student, hours of enrollment for each student, and the CCP option chosen by each student. (The successful completion of this item is dependent on Zane State College's receipt of information for student registration from the School District.)
Prior to the 1st day of the term	Zane State College must provide an academic adviser's name, office hours, and meeting scheduling process to each student. (The successful completion of this item is dependent on Zane State College's receipt of information for student registration from the School District.)
Prior to the withdrawal date that would negatively affect a transcripted grade	The College's academic adviser must meet with each student to provide withdrawal date, academic resources available to assist students, availability of college advisor to assist students after the meeting, process for engaging faculty and other campus resources for academic assistance, student handbook and codes of conduct, and academic impact of dropping a course after the prescribed no-fault withdrawal date.
Prior to the first day of the term	The College must provide to the secondary school counselor (or contact person for CCP) a roster of CCP participants and the withdrawal date. (The successful completion of this item is dependent on Zane State College's receipt of information for student registration from the School District.)
Throughout the Year	Zane State College must send information to CCP students regarding the method of participating in the course evaluation process. The College must provide at least one professional development opportunity for CCP Teachers Also, each CCP Teacher must be observed by a designated Zane State College staff member.
By July 15, 2016	Secondary school and Zane State College must submit CCP data to the Ohio Chancellor of Higher Education, Ohio Department of Education, the chancellor, and the superintendent of public instruction.
February 1	If the secondary school and Zane State College enter into an agreement for an alternative (to the default) funding plan, this must be submitted by this date. All the particulars must be agreed upon and duly noted to the Department of Higher Education. No funding changes can occur after July 1.
February 1	The College can choose to seek approval from the chancellor to waive fees below the floor.
Not later than 2 weeks after 15 calendar days of the term	The College must provide notice to secondary school and ODE of the following information: full name of the institution, participating school district, term and year, census date, SSID number for each student as of the 15th day of enrollment term, CCP course number as it appears in the catalog, number of credit hours (semester or quarter), and cost per credit hour. ODE will "promptly provide the college submission to the secondary school"

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DUE DATE	ACTION/RESPONSIBILITY
Not later than 45 days after ODE received the college submission	The secondary school will confirm the information on the notice. ODE "shall promptly provide disputed supporting documents to college. The college shall respond within ten calendar days."
Not later than 30 days after the end of the course	The College may request payment with the following information 1) name of district, 2) name of CCP course as it is in the catalog, and 3) SSID number for each student.

SECTION XI: TUITION AND STUDENT FEES

Zane State College has identified costs related to the delivery of the courses as prescribed in the College Credit Plus legislation and rules. Additional information related to tuition and fees is in Appendix A. Per the CCP legislation and rules, Zane State College will follow the ceiling and floor tuition charges unless an "Alternative Funding Structure Agreement" was completed between the school district and the College. Refer to "Appendix A: Financial MOU signature page" at the end of this document. This Financial MOU signature page is for CCP courses delivered at the high school location only.*

***Note:** For reference purposes ONLY, for students who register for a College Credit Plus course delivered at Zane State College, the cost for each course is $160.00 per credit hour and includes tuition, fees, and textbooks.

SECTION XII: FEDERAL EDUCATION RIGHTS AND PRIVACY ACT ("FERPA")

The FERPA legislation consists of many pertinent rules and regulations. CCP Teachers for Zane State College must adhere to FERPA legislation. **Note that while enrolled in college courses, FERPA limits ALL instructors to providing performance information to only the student without prior consent from the student. This includes CCP Teachers.**

However, for courses taught at the high school location, a reason may exist for a teacher to contact a student's parent in an effort to positively and proactively assist the student in improving performance.

Therefore, **Zane State College requires that each CCP Teacher provide a FERPA "Release of Information Request/Authorization" form to each participating student.** Students may complete this form and return to the teacher. Teachers should keep a copy for their own records and provide the original to Zane State College. If the student is enrolled in CCP courses with more than one teacher, a form must be completed for each CCP teacher.

In the event that a teacher identifies a need to contact a student's parent proactively, they may only do so if a signed Informed Consent form is on file and in the teacher's possession.

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SECTION XIII: CONTACT INFORMATION

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This signature page must be printed, signed, and returned to Zane State College immediately. A postage paid envelope has been provided.

The form will be signed by Zane State College and a copy will be provided to the School District. The original signed form will remain with Zane State College.

APPENDIX A
FINANCIAL - MEMORANDUM OF UNDERSTANDING
COLLEGE CREDIT PLUS – HIGH SCHOOL LOCATION

This agreement made the **7th** day of **August** in the year **2015.**

The administrations of Zane State College and George Washington Local School District for President High School agree to the following:

1. Adherence to the details outlined within the entire Memorandum of Understanding document.

2. George Washington Local School District will pay Zane State College $XX.XX per credit hour per term per student enrolled in Zane State College courses, offered at President High School taught by credentialed high school College Credit Plus teachers.

3. George Washington Local School District will pay for any needed textbooks, software, and instructional materials. All items are available for purchase at the Zane State College bookstore. If the District/High School decides to purchase items from a different vendor, the District/High School must confirm with the College bookstore the correct ISBN, software version, etc., prior to purchase.

4. Zane State College and the George Washington Local School District will adhere to the College Credit Plus required timeline for submission of payment information to the Ohio Department of Education.

5. This agreement will be reviewed annually to determine any necessary adjustments to the reimbursement amount. *This document may be amended at any time with the documented agreement of both parties.*

Signature	Signature
Signature for Zane State College	**Signature for George Washington Local School District**
Name (printed)	**Name (printed)**
Title	**Title**
Date	**Date**

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