Contract Committee Review Request
MUST BE COMPLETED IN FULL   Date: July 25, 2022

Contract/Agreement Vendor:

Tulsa Community College (TCC)   Angela Sivadon
Name of Vendor & Contact Person

angela.sivadon@tulsacc.edu
Vendor Email Address

Memorandum of Understanding agreement between BAPS and Tulsa Community College.
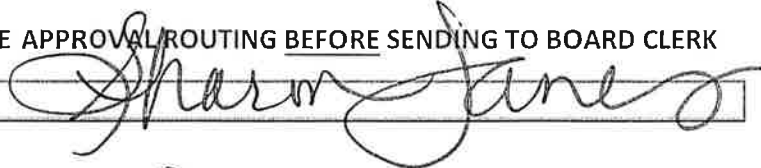*Describe Contract (Technology, program, consultant-prof Development, etc.)*

Please use Summary below to fully explain the contract purchase , any titles, and details for the Board of Education to review.

Juniors and Seniors at Broken Arrow Early College High School
Reason/Audience to benefit

August 8, 2022   Dependent upon number of students enrolled
BOE Date   Amount of agreement

Person Submitting Contract/Agreement for Review: Sharon James

PLEASE SEND THROUGH APPROPRIATE APPROVAL/ROUTING BEFORE SENDING TO BOARD CLERK

Principal **&/or** Director or Administrator: *Sharon James*

Does this Contract/Agreement utilize technology? YES NO
If yes, Technology Admin:

Leadership Team Member: *Kari Dyps*

Funding Source: 11/165   165-1000-561-100-4400-000-720
                 Fund/Project   OCAS Coding

☐ **Consent**

☑ **Action**

Accept and approve the Memorandum of Understanding Addendum between Broken Arrow Public Schools and Tulsa Community College (TCC). TCC is offering juniors and seniors at Broken Arrow Early College High School the opportunity to earn up to sixty-one hours of college credit or an Associate of Arts Liberal Arts degree in TCC's Dual Credit to College Degree program while at the same time satisfying their high school graduation requirements. The cost to the District is based on the number of students concurrently enrolled AND an OK-Promise student and will be paid with 2 + 2 Initiative funds./S. James

Summary   *This area must be complete with full explanation of contract*

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

MOU Addendum
Start: Su 2022
Complete: Sp 2024

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Tulsa Community College Dual Credit to College Degree
In partnership with Broken Arrow Public Schools
Program: Dual Credit to College Degree

In cooperation with Broken Arrow Public Schools, Tulsa Community College (TCC) is offering juniors and seniors at Broken Arrow Early College High School the opportunity to earn up to sixty-one hours of college credit or an Associate of Arts Liberal Arts degree in TCC's Dual Credit to College Degree program while at the same time satisfying their high school graduation requirements. The goal of this project is for all students involved to successfully complete the college academic plan, earn the AA degree, and transfer the TCC earned hours to a bachelor's degree program at Northeastern State University.

Tulsa Community College Responsibilities
Program administration:
- Meet with the district and high school administrations annually to review and revise the MOU for the upcoming cohort.
    - Provide assessment data through a TCC's student exit survey, student survey, and faculty survey.
    - Provide an annual report to all partners to inform program revisions and quality improvements.
    - Provide space for an annual quality improvement PDSA cycle meeting.
- Assign a Dual Credit Coordinator to the dual credit to college degree program. Coordination includes programs administration (admission and enrollment guidance) and student success initiatives as outlined in the Dual Credit to College Degree Student Engagement Plan.
Degrees:
- Provide 16-week POT courses (fall and spring) and 8-week POT summer courses that follow the TCC academic calendar for all course dates including drop, withdraw, and finals.
- Adopt open source texts or web-based texts as the primary textbook for as many cohorted courses as possible; some courses may require inexpensive supplementary texts (e.g., English, College Success classes) or an online learning platform (math classes).
- Allow additional dual credit students to enroll in the cohort courses if seats are available after cohort enrollment.
    - Cohort students may enroll on the first day of TCC's enrollment period in the Dual Credit Student Enrollment Portal
    - Additional student enrollments are allowed to meet section minimums and are not cohort students and do not receive cohort 3rd party billing.
- Provide two TCC Associate of Arts degree academic plans, for the six semesters of high school student eligibility that clearly indicate the course options and the additional costs (if any) of the selected pathway.
- Degree option one: Liberal Arts Degree Map no course options
    - No alternative courses may be swapped into the degree map.
    - Collaboratively develop a Liberal Arts Degree Map with TCC deans, faculty, and BAPS.
    - Cohort students throughout the degree plan
    - Deliver all courses at the designated site, online, or online live (lab sciences and one gen. ed. will be delivered on a TCC campus in the senior summer)

- o Choose OER texts as the primary text if possible.
- o Provide cohort sections for all students who choose option one, the fully cohorted degree plan
  - Courses have minimum enrollment requirements of twelve (12) students per section
  - Cohort students may enroll on the first day of TCC's enrollment period and continue for two weeks prior to releasing seats to non-cohort students
  - All enrollment is completed in the Dual Credit Student Enrollment Portal
  - Additional high school students may enroll in degree plan sections beginning in week three to meet minimums of twelve (12) per section.
- o Deliver student ENGAGE events to assist student post high school planning
- o Coordinate with BA ECHS to provide student engagement "Find Your Path" event for juniors to select their degree map option by the end of September.
- o Dual Credit coordinators will support enrollment processes (supply cohort schedules, CRNS, Section numbers necessary for portal entry.)
- o Supply financial arrangements for option one: fully cohorted plan at NSU-BA
  - Students who withdraw, fail, do not meet prerequisite requirements, or are academically withdrawn may repeat the course at their own expense (tuition, fees, books.) Repeat courses may not be available at NSU-BA campus until the degree map cycle.
  - Tuition
    - TCC will pay 12 credit hours of tuition for all juniors
    - TCC will pay 18 credit hours of tuition for all seniors
    - Broken Arrow PS will pay tuition beyond waivers for all juniors and seniors
  - Books
    - TCC will use OERs as primary textbooks for all courses except MATH courses
    - Broken Arrow will purchase math codes for OK Promise registered students only
    - TCC courses may requires an inexpensive supplemental reader in addition to the OER text.
    - Broken Arrow will purchase supplemental readers for OK Promise registered students only
  - Fees
    - TCC will charge a one-time admission cost of $20.00
    - TCC will reduce course fees from $29.45 to $12.25 per credit hour for all DC2CD students in the cohorted courses at NSU-BA
    - TCC will reduce course fees from $29.45 to $12.25 per credit hour for all DC2CD students in the senior summer courses at TCC Southeast Campus for option one Liberal Arts degree – BIOLOGY for Non-Majors
    - TCC will charge science lab fees
    - TCC will charge a $5.00 student ID fee per semester
- Degree option two: Liberal Arts Degree Map with Course Options
  - o Cohort students through the three semesters of the junior year only (summer, fall, spring.)
  - o Deliver junior year, cohorted courses at the designated site, online, or online live.
  - o Choose OER texts as the primary text for junior cohorted courses if possible.
  - o Deliver student ENGAGE events to assist student post high school planning.
  - o Students will select their degree map option by the end of September of the junior fall semester during student engagement "Find Your Path" event.
  - o Students choosing option two may tailor the Liberal Arts degree
    - Senior year only starting with summer post 11th grade.

- Replace degree map courses with student choices that align with post-secondary majors
- Option two course schedules are set on standard campus times and cannot be changed.
- Option two courses will follow standard TCC enrollment dates and guidelines.
- Dual Credit Coordinators will connect students to TCC academic advising.
  - Students will complete enrollment for all option two courses via the Dual Credit Student Enrollment Portal after meeting with academic advisors.
- TCC advisors and university transfer maps will guide DC2CD senior year course enrollments based on:
  - The Liberal Arts graduation requirements.
  - All students graduate with AA Liberal Arts degree.
    - Majors are not changed, courses chosen will align with graduation requirements for Liberal Arts degree.
  - The students' post high school plans: TCC, university transfer major, and transfer university partner.
- Supply financial arrangements for Option Two: Tailored senior year plan
  - Students who withdraw, fail, or are academically withdrawn may repeat the course at their own expense (full tuition, fees, books.)
  - Transportation
    - Students choosing option two for the senior year will provide all required transportation to TCC campus (TBD) for courses, resources (library, tutors, etc.) on their degree map M – R.
  - Tuition
    - District will pay for tuition up to 61 credit hours for all students' associate degrees after all TCC tuition waivers are applied.
    - Option two tuition may exceed the district's obligation of 61 credit hours. Any tuition over 61 hours will be paid by the student.
  - Fees
    - District will pay course fees for OK Promise students for the total associate degree or up to 61 credit hours.
    - Option two fees may exceed the district's obligation of 61 credit hours fees for OK Promise students.
    - All option #2 students, including OK Promise students, will pay fees above 61 credit hours.
    - Option two courses are subject to campus fees, lab fees, additional modality fees.
    - Option two students will enroll in lab science courses in the summer post 11th grade according to the students' post-secondary plan. If a lab science other than the required lab for Liberal Arts (Biology for non-majors) is selected. The student will be responsible for regular fees, books, and materials.
  - Textbooks
    - Option two courses may require textbooks and/or materials to be paid by the student.
    - Students will be charged a $5.00 student ID fee per semester

Faculty:
- Hire and schedule TCC professors
- Assign a TCC full-time faculty liaison to provide support and oversight for adjunct professors.

- Provide faculty an opportunity to alert the College if students are in jeopardy of becoming ineligible per the OSRHE concurrent enrollment policy 3.10 (http://www.osrhe.edu/state-system/policy-procedures/part3.shtml)
- Provide the Oklahoma State Regents for Higher Education mandatory off-campus concurrent orientation to all TCC faculty teaching at NSU-BA.

Student resources:

- Collaborate with high school administrators to provide programmatic information to prospective students and their parents/guardians including group meetings, promotional materials, and appointments.
- Collaborate with the high school administrators, point person/ lead to provide cohort student workshops for advisement, admission, and enrollment.
- Collaborate with the high school administrators and counselors to provide mandatory cohort semester debrief.
- Comply with all Oklahoma State Regents for Higher Education (OSRHE) concurrent enrollment policies as stated in the OSRHE Academic Affairs policy 3.10. https://www.okhighered.org/state-system/policy-procedures/2019/Chapter%203-%20January%202019.pdf
- Provide the district leads and counselors with TCC admissions and enrollment qualifications for dual credit students.
- Provide student admission and enrollment training to district counselors and administrators.
- Collaboratively develop the cohort's student orientation to be provided each June, August, and January on TCC campuses and virtually in a web-conference.
    - o Provide access: Send the recorded link to district leads and post on TCC website
- Provide academic tutoring remotely virtually and at TCC campuses for cohort students through TCC student resources: e.g., writing lab, math lab, library.

High School District Responsibilities

Program administration:

- Meet with TCC annually ~~in October~~ to review and revise the MOU for the upcoming cohort.
    - o Provide TCC's student exit survey and student survey to all enrolled students.
    - o Participate in an annual quality improvement PDSA cycle meeting.
- Assign district Administrator and / or counselor to coordinate the dual credit to college degree program. Coordination includes programs administration and student success initiatives coordinated with the assigned TCC Dual Credit Coordinator
- Collaborate with the high school to offer a combined schedule of courses for Dual Enrollment, High School Plus One, and Dual Credit to College Degree at the off-campus site.
- Identify students who express a desire to go to college, who have time to study and complete assignments outside of class (*a minimum* of 2 hours per every 1 hour in class per week), and who meet the Oklahoma State Regents for Higher Education and TCC's admission and enrollment qualifications for concurrently enrolled high school students.
- Collaborate with TCC to provide programmatic information to prospective students and their parents/guardians including group meetings, promotional materials, and appointments.
    - o Provide communication and space for student and parent informational meetings for interested high school students in grades 8 – 10.
    - o Schedule cohort recruitment in the fall of the freshman and sophomore years (October – December)
- Communicate student deadlines for admission, enrollment, and course payment to students.

- Allow additional concurrent students to enroll in the cohort courses if seats are available after cohort enrollment.
  - Additional student enrollments are allowed only to meet section minimums and are not cohort students and therefore do not receive cohort 3rd party billing.
- Contact students who are identified by TCC faculty on the early alert emails.
  - Provide academic counseling and coaching opportunities on Fridays for students that fall below 70% in any class.
- Collaborate with the TCC Dual Credit Coordinator to provide mandatory cohort semester debrief.

TCC Professor Responsibilities:

- Follow the TCC department's syllabus template and course policies.
- Grade and return work in a reasonable amount of time dependent on the discipline specific syllabus.
- Provide Blackboard access to students in the course. Math courses may use computer simulator program for grades.
- Incorporate high-impact practices for engaging students.
- For adjuncts only: provide the course syllabus to your faculty liaison for review and make suggested edits.
- Alert the Director of Dual Credit Programs if any student falls below 70% or misses more than 3 hours of class by returning the weekly early alert email request or raising the appropriate Starfish flag.
- Abide by policies in the TCC Faculty Handbook.
- Ensure that the classroom environment is conducive to learning. If necessary, work with the TCC faculty liaisons to address classroom management issues.

Student Responsibilities

- Attend mandatory informational meeting
  - Attend TCC and DC2CD informational meetings with a parent or guardian.
  - Attend TCC admission and/ or enrollment workshops every semester.
  - Attend TCC advising workshops once per academic year.
  - Attend TCC end of term debriefs every semester
- Qualify for Admission
  - Students from accredited high schools may be admitted to TCC on either a 3.0 unweighted high school GPA or the composite score of the Pre-ACT, ACT, PSAT, or SAT.
  - Students who take the Pre-ACT, ACT, PSAT, SAT exam no later than December of their sophomore year and report scores to TCC in January. [ACT college code #3441; SAT college code #6839.
  - If the student's high school GPA or the national exam score does not meet the acceptance criteria, the student may take the On-Campus ACT at TCC's Northeast Campus testing center. 918-595-7594 for information and guidelines.
- Qualify for enrollment
  - Apply to TCC and enroll in TCC's Dual Credit to College Degree program during the spring semester of their sophomore year for summer courses.
  - Enrollment is filled on a first-come, first-served basis and specific schedules are not guaranteed. After the first day of the semester, students will not be allowed to enroll in a class, even if the class is not at capacity.
  - Meet the placement requirements for college courses (http://www.tulsacc.edu/dualcredit)
  - Sign the districts' student/ parent MOU agreement (if provided.)

- o Complete TCC enrollment each semester including all adds and drops within the Dual Credit Student Enrollment Portal according to the student's cohort group enrollment dates.
- Attend and participate in courses
    - o Attend, log in, and participate on the first day of classes.
    - o Read and follow the TCC Student Handbook while attending TCC courses.
    - o Students, who are not registered with OK Promise, will be expected to purchase math access codes.
    - o Students, who are not registered with OK Promise, may be expected to find and print texts online and may be required to purchase an inexpensive supplementary book for some classes (e.g., English classes).
    - o Communicate any concerns or issues (e.g., missing class, questions about grades) with the TCC professor.
    - o File any course or professor concerns with TCC at www.tulsacc.edu/reportit
    - o Students may be expected to complete service learning and other off-campus activities.
    - o Contact TCC student accounts or MyTCC to pay the appropriate TCC course fees and / or tuition and fees to the TCC Bursar (see TCC financial spreadsheet attached).
    - o Submit student social security number (SSN) in order to receive a federal T-1098 for qualified education expenses. (Non-OK Promise students only.)
    - o Pay bursar account by week five of the fall and spring semesters for enrollment eligibility.

Financial Overview
- Tuition and state mandated fees are subject to change July 1 per the Oklahoma State Regents for Higher Education.
- TCC provides 30 credit hours of tuition waivers (12 juniors and 18 seniors)
- DC2CD reduced fees are assessed for cohorted courses only for DC2CD students.
    - o Additional students who enroll in cohort sections will pay Regents mandated fees and will not be included in the bursar's 3rd party billing.
- OSRHE mandatory course fees are assessed for all courses outside of the option one degree map.
- TCC will minimize textbook and materials costs by using open educational resources or TCC resources whenever possible for option one degree map courses. Math courses will require an access code.
- Students, not registered for OK Promise, in program option #1 may be responsible for small supplementary books, materials, lab kits and math access codes.
- Students in program option #2 may have additional textbook costs, tuition, and fees when applicable. See option #2.
- The TCC financial office spreadsheet lists each cohort student, OSRHE OK Promise registrant status, and tracks cohort cost through the six-semester program. If a student becomes OK Promise registered (completes registration) after semester billing, then the student's status will be updated on the next semester and will be reflected in the billing.

TCC
- Disperse junior and senior tuition waivers per the TCC and Oklahoma tuition waiver programs for high school students by week four of the semester.
- The bursar invoice will include all cohort students on the TCC Roster on the Monday after semester drop date.

- Invoice the district for the cohort students only following the drop period each semester <u>unless the student desires to receive a T1089.</u>
- Advise students that the T1089 is not available for any amounts paid 3rd party.

District
- Remit full tuition over the waived tuition amounts for all cohort students in degree option #1 and up to 61 hours tuition for students in degree option #2.
- Pay, in addition to tuition, all course fees for Oklahoma Promise registered students listed on the Oklahoma State Regents for Higher Education's (OSRHE) OK Promise registration in degree option #1 (and fees up to 61 hours for students in degree option #2.)
- Direct non-OK Promise students to studentaccounts@tulsacc.edu for balance and payment by week five of the semester.
- Provide the district's contact for cohort students' 3rd party billing to the TCC Bursar.
- Remit payment to TCC Bursars for cohort students only.
- Direct students to the TCC bursar at studentaccounts@tulsacc.edu with account questions.
- Advise students that a 1089T will not be available for costs paid by 3rd party billing.
  - Students will pay TCC directly and file a SSN with TCC in order to receive a federal T-1098 for qualified education expenses.
  - OK Promise students (total paid by the district) are not eligible to receive a T-1098.

Article 1: Degree options
Article 2: Project Timeline

Article 1 Degree options

OPTION ONE: Cohorted @ NSU-BA and SEC		
Rising junior summer	2 courses	COLL 1003 College Success BIOL 1383 Non-lab science req. Nutrition
Junior fall	4 courses	SOCI 1113 Introduction to Sociology ENGL 1113 Composition I HIST 1493 US Civil War to Present COMM 1113 Public Speaking
Junior spring	4 courses	ENGL 1213 Composition II COMM 2103 Interpersonal Communication MATH 1473 Quantitative Reasoning POLS 1113 American Federal Government
Rising senior summer	2 courses	HIST 1053 Ancient Medieval Civilization BIOL 1114 [non-majors lab Biology]
Senior fall	4 courses	PHIL 1113 Introduction to Philosophy RELG 1223 Religions of the Western World HIST 1063 Modern Western Civilization PSYC 1113 Introduction to Psychology
Senior spring	4 courses	MUSC 1113 Music Appreciation SOCI 2113 Social Problems is America PSYC 2023 Developmental Psychology COMM 2053 Intercultural Communication

OPTION TWO: Tailored to transfer major/university		
Junior Summer	Summer #1	COLL 1003 College Success
		BIOL 1383 Non-lab science req. Nutrition
Junior Year	Fall #1	SOCI 1113 Introduction to Sociology
		ENGL 1113 Composition I
		HIST 1493 US Civil War to Present
		COMM 1113 Public Speaking
	Spring #1	ENGL 1213 Composition II
		COMM 2103 Interpersonal Communication
		MATH 1473 or 1513 [non-STEM, STEM]
		POLS 1113 American Federal Government
Senior Summer *Majors or Nonmajors	Summer #2	HIST 1053 Ancient Medieval Civilization
		BIOL 1114 OR BIOL 1224 [non-major, majors]
Senior Year	Fall #2	PHIL 1113 Introduction to Philosophy
		RELG 1223 Religions of the Western World
		HIST 1063 Modern Western Civilization
		PSYC 1113 Introduction to Psychology
	Spring #2	MUSC 1113 Music Appreciation
		SOCI 2113 Social Problems is America
		PSYC 2023 Developmental Psychology
		COMM 2053 Intercultural Communication

Students will work with TCC advisors to "swap out" any of the courses in orange for courses that align with their future bachelor degree and university partner. Students will not change TCC majors. All DC2CD students graduate with a Liberal Arts Degree. The course that are "swapped in" must meet the Liberal Arts degree map requirements. Students may swap one or more courses per semester. Courses that are swapped out are not covered by the financial agreement for Option One.

Article 2: Sample Project Timeline
Note: Student ENGAGE calendar is in addition to the project timeline

DATES	FRESHMEN	SOPHOMORES	JUNIORS (summer, fall, spring #1)	SENIORS (summer, fall, spring #2)
August	XXX	HS promote at schedule pick up – flyer with meeting dates.	Begin fall courses; orientation	Begin fall courses; orientation
September	XXX	HS identify students per OSRHE policy rubric for college admission and enrollment.	Jrs. choose option 1 or 2. Students in option 2 meet with advisors; plan summer lab science and fall list of course options.	OPTION #2 SRS. meet with advisors; review spring courses; degree audit
October	September week 4 or October week 1 or 2: (evening), parent meeting at HS for *all freshmen and sophomores* students/parents -TCC program info. / table / short presentation, BA announce that invitations to apply based on the academic rubric will be sent.	September week 4 or October week 1 (evening), parent meeting at HS for *all freshmen and sophomores* students/parents -TCC program info. / table / short presentation, BA announce that invitations to apply based on the academic rubric will be sent. October week 3 Date based on HS calendar: (evening) Parent / student information meeting for all _INVITED_ sophomores – met the rubric- (see sept.) program details from both TCC & BA	OPTION #1 and OPTION #2 JRS. Cohort enrollment paperwork for spring1 due to HS. TCC process cohort enrollment for spring1	OPTION #1 SRS. Cohort Enrollment paperwork for spring due to HS OPTION #2 SRS Cohort Enrollment paperwork for **one** spring cohort course due **to HS** and **three** spring courses **submitted to TCC**
November	XXX	One additional parent meeting if necessary.	XXX	XXX
December	XXX	Possible parent Q and A.	Cohort fall debrief final Friday of semester	Cohort fall debrief final Friday of semester
January	XXX	Parent / student intent form letter to HS; parent / student MOU if used. Cohort formed / sections requested. Lottery if necessary.	Start spring1 courses	Start spring2 courses
February	XXX	Admission workshop w/ TCC (3 semester transcripts for admission)	(5 semester transcript may be use to enroll for sr. yr./ GPA option)	XXX

March	XXX	Enrollment paperwork for summer1 and fall1 due **to HS** (if scores/ Accuplacer is used.) Wait for 4 semester transcripts to use GPA to enroll jrs.	**OPTION #1 JRS.** Enrollment paperwork for summer2 and fall2 due **to HS** **OPTION #2 JRS.** Enrollment paperwork for summer2 due to HS	File for TCC graduation
April	XXX	TCC complete summer1/fall1 cohort enrollment	**OPTION #2 JRS.** Enrollment paperwork for two fall courses submitted to TCC enrollment. TCC coordinator process cohort enrollment courses only.	XXX
May	XXX		Cohort spring debrief final Friday of semester	TCC graduation and HS honor assembly
June	XXX	Orientation and cohort introduction w/ TCC coordinator	Tour and orientation at SEC	Submit final official HS transcript to TCC
July	XXX	Cohort summer debrief last Friday.	Cohort summer debrief last Friday	Receive degree/transfer transcript

Official Signatures

We agree to the above conditions and indicate by our signatures our commitment to provide quality concurrent enrollment courses for our students.

DocuSigned by:

Angela Sivadon

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Dr. Angela Sivadon, Sr. Vice President,

Chief Academic Officer   Board of Education President or Superintendent

Tulsa Community College   Broken Arrow Public Schools

Date   7/21/2022   Date