



ADDENDUM to the Board of Trustees Meeting Agenda

Eastern Wyoming College
Board Room
Aug. 13, 2024

Table of Contents

I. Additional Action Items:

A. Approval to request an August Public Hearing on the Final Budget for FY24.

Request for Public Hearing on Final Budget for FY2024: Pursuant to W.S 16-4-112, a public hearing will be held on August 22, 2024, on EWC's main campus in the Dolores Kaufman Boardroom, Room 274, of the Eastern Wyoming College Tebbet Classroom Building, for the purpose of soliciting public comments on proposed transfers of unexpended and unencumbered appropriations within the current, endowment, and plant funds for the fiscal year ending June 30, 2024.

B. Approval of the Template for Concurrent and Dual Enrollment Memorandum of

Understanding (2024-2025).....2

Memorandum of Understanding Template for (2024-2025) Between Eastern Wyoming College and School District.

6 MOU Template 2024-25.pdf.....2

C. Approval for the purchase of a Polaris Utility Vehicle from Frank Powersports not to exceed \$50,000.

Paid for by the WIP Tourism grant.

Concurrent and Dual Enrollment
MEMORANDUM OF UNDERSTANDING (2024-2025)
Between Eastern Wyoming College and School District

DEFINITIONS

Concurrent Enrollment

- Concurrent enrollment courses are college classes taught by high school faculty who have been approved as community college adjunct faculty and who are teaching said courses as part of their duties as a school district employee. As such, these college courses also satisfy high school graduation requirements. These courses have been approved by the college as having equivalent content, learning competencies, and assessments to an existing college course. Course content and competencies are equivalent to the related college course as determined and defined by the college faculty.
- High school faculty teaching concurrent enrollment courses are considered adjunct faculty for the purposes of the college. Adjunct faculty teaching concurrent enrollment courses are approved by the college and will be included in communications with all college adjunct faculty. Additionally, high school faculty teaching concurrent courses interact as required with the appropriate college representative for issues such as student records, grades, and other student or learning issues.
- The student will be graded consistently with the standards, expectations and academic freedom governed by full-time and adjunct faculty at the college. The students will receive a grade on the official college and high school transcripts.

Dual Enrollment

- Dual enrollment credit is given to qualified high school students who complete college level courses for which the college hires and pays the instructor and which the high school agrees to allow high school graduation credit.
- The course will typically be delivered on the college's academic calendar and schedule; students and the local high school may need to make adjustments collaboratively to meet this schedule. The high school student will be treated as equal to any college student in that course. Coursework and grading will be according to the college standards and expectations. The students will receive a grade on the official college transcript, as well as the official high school transcript. Qualified high school students have access to the full variety of delivery modalities such as face-to-face, online, or hybrid (ZOOM/online).

Jump Start Courses

- Jump Start courses are classes taught at the college that are not required for high school graduation purposes. Such courses are considered enrichment to a student's educational pathway in providing seamless transition to advanced post-secondary programs of study.
- The cost of all fees and textbooks for Jump Start courses are the student's responsibility.
- All costs of additional course work beyond the terms of this MOU are the student's responsibility.

PURPOSE

The purpose of this agreement is to establish a partnership that provides post-secondary opportunities for eligible high school students, specifically concurrent and dual enrollment classes. Additionally, the purpose of this agreement is to define the procedures related to concurrent enrollment of high school students in college classes as defined by Wyoming Statute 21-20-201.

Wyoming community colleges believe that concurrent enrollment programs allow for opportunities to

- **Serve as an impetus or vehicle for seamless transition between high school and post-secondary education.**
 - Establish a partnership to support student success.
 - Establish written agreements between the school district and a community college that clarify the process and mutual expectations.
 - Ensure that the high school faculty and students are informed of the rigor of college courses.
 - Ensure that more high school students are prepared for college-level work upon graduation.
- **Serve as an access point for students who otherwise are unlikely to attend college.**
 - Reduce the time associated with completing a postsecondary credential.
 - Provide opportunities for those who did not know that they were “college material.”

- Facilitate successful student completion of college courses and demonstrate that there are college programs available for them.
- Align and fortify curricular options available to advanced high school students through enrollment in college transfer and technical courses.
- **Provide a head start for advanced students already planning to attend college or enter the workforce.**
 - Ensure that more high school students are college-ready upon graduation and have acquired the skills necessary to compete in the state’s global economy.

COURSE OFFERINGS

Eastern Wyoming College will collaborate with the appropriate personnel at the local high schools to identify potential courses and faculty for each high school. If a course is not offered in a format accessible to a student through Eastern Wyoming College, the district has the option to utilize courses through Wyclass.org. Eastern Wyoming College will not request textbook updates for concurrent enrollment courses offered in the high schools more frequently than every four years unless both parties agree to an update. The number of concurrent enrollment courses available to students will be limited only by the approved offerings at their high schools which are attached in Appendix A of this MOU.

FACULTY APPROVAL

High school faculty who teach concurrent enrollment courses are college adjunct faculty; therefore, their applications to teach a college course are reviewed in the same manner and according to the same standards as all other college adjunct faculty who teach a specific course. All employment forms and official transcripts must be submitted through the appropriate office.

A faculty credential approval process, consistent with college accreditation, requirements and needs for flexibility in exceptional circumstances will be developed. Exceptions shall be based upon demonstrated proficiency in the discipline, progress toward graduate education, or appropriate certification.

Eastern Wyoming College follows guidelines established by the Wyoming Community College Commission (WCCC) and standards established by the National Alliance for Concurrent Enrollment Partnerships (NACEP) for approving adjunct faculty. All concurrent enrollment instructors are **Eastern Wyoming College** Adjunct Faculty.

Adjunct faculty members who teach **transfer** courses typically hold a master’s degree in the teaching discipline or master’s degree in a closely related academic field or subfield with a minimum of 18 credit hours of graduate level coursework in the teaching discipline. In some instances, faculty without a master’s degree or the required 18 graduate credit hours of graduate level course work may be deemed qualified by the expertise they have developed through other means. This may include a combination of equivalent tested experience, training, or alternative credentialing qualifications.

Faculty teaching in Career Technical Education (CTE) college-level courses should hold an associate’s or bachelor’s degree in the teaching discipline or field and/or a combination of education, training, tested experience, and alternative credentialing. When an academic degree or credential does not exist, equivalent tested experience may be applied.

The department head of the discipline at **Eastern Wyoming College** can provide specific credentialing details.

Provisional approval for faculty who do not yet meet the expectations for full approval is permitted under the following conditions. In recognition of the need to adhere to the Higher Learning Commission’s (HLC) minimum Faculty qualification, faculty at **Eastern Wyoming College** who are transitioning to meet the minimal requirement will have an education plan developed in collaboration with their supervisor. Education plans will be used in the event of curricular changes that require an update to faculty credentialing.

Table A

If a teacher is provisionally approved to teach a transfer course because s/he...	Then the teacher must...
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(1) possesses a bachelor's degree related to the discipline and a master's degree in a different discipline than the assigned course	successfully complete 18 graduate hours in the discipline no later than September 1, 2023 or obtain the credentialing specifically required for his or her teaching discipline
(2) possesses the industry appropriate credentials and the minimum education requirements for the discipline of the assigned course	successfully complete necessary education and industry specific credentials no later than September 1, 2023

Provisional approval will continue annually as long as a provisionally approved teacher demonstrates annual progress toward full approval according to the relevant section marked in Table A. Annual evidence of progress, as recorded on official college transcripts, should be sent to the **Eastern Wyoming College** Office of Human Resources, where they will be reviewed by the Vice President of Academic Services.

Failure to submit annual evidence of progress towards full approval will result in non-approval and the adjunct faculty member may no longer teach the assigned course at the high school campus until he/she has attained full approval. Once the adjunct faculty member successfully completes the requirements for full approval, he/she will receive fully approved status.

STUDENT ELIGIBILITY

1. Be seniors, juniors, or have the permission of a high school official; and,
2. Have permission from their parent(s) or guardian(s) and a designated school official; and
3. Meet course entrance requirements and/or prior course work required before enrolling in a particular course.

Note: No high school, community college or BOCES/BOCHES can impose additional eligibility requirements.

PROGRAM COORDINATION & QUALITY

Each partnership shall provide a liaison between the high school and college with responsibilities for coordinating advisement, arranging course schedules, regular and standardized communications, course transferability, and support services.

The high school will provide a designated official at the high school to serve as the point of contact on matters related to concurrent enrollment. Duties include (but are not limited to):

- Coordination of appropriate paperwork (WDE requirements, course summary form, student registration, dual credit contract, etc.),
- Act as communication liaison for college with faculty and students,
- Assist college personnel in implementation of electronic course evaluations,
- Assure that each student and parent signs a copy of the *Community College-High School Dual/Concurrent Registration* form which discusses student responsibility and transfer issues. It is important that the student and his/her parents clearly understand that enrolling in a concurrent enrollment or dual enrollment course will result in a college grade on a permanent college transcript and a high school grade on a high school transcript. The concurrent course grade will contribute to that student's College/university GPA.
- Remind students of college course drop dates, withdrawal dates and possible impact on future financial aid.

The college shall require:

1. Collaboration with individual high schools to develop plans for providing dual or concurrent courses to meet the needs of their students and ensure quality.
2. Classes taught in high schools use equivalent syllabi, assignments, and end-of-course assessments as those used in courses taught on campus.
3. College faculty responsible for concurrent courses will collaborate with high school concurrent course teachers and review student work on a regular basis.
4. Annual review of course agreements to assure quality.
5. The release of the student's educational records for dual credit to the high school.

TUITION AND FEES

By WS 21-20-201, if there is a concurrent enrollment and dual enrollment agreement, students cannot be charged even if they fail or withdraw from the course.

As required by Wyoming Statute 21-20-201, (d), *"The school district and the university or community college district entering into an agreement for purposes of this section shall, if there are any fees within the agreement, establish fees to be assessed the school district for student participation under the program, the payment schedule for the established fees and other necessary arrangements to facilitate fee payment and collection."*

Concurrent Enrollment Payments

Therefore, the school district agrees to pay the tuition for all students enrolled in concurrent enrollment based on the final class roster issued on or about midterm of the current semester. After the college receives the sum for students' tuition from the school district, the college agrees to pay an identical amount to that school district for space, supplies, instruction, and other related costs.

Dual and Jump Start Payments

- **School District** will pay all mandatory student fees, course fees and textbook costs for the students participating in dual credit courses according to the rate and refund schedule established by the college for the current year under this MOU.
- The **Eastern Wyoming College** Business Office will issue a billing statement to **School District** for dual credit fees no later than January 30 for the fall semester and within thirty (30) days after the end of the spring semester. **Eastern Wyoming College** billing is done after the end of the term to ensure that all changes to student schedules and late starting classes are included.

TEXTBOOKS AND MATERIALS

The high school is responsible for ensuring that textbooks and materials are available for these students. As required by Wyoming Statute 21-20-201(d), *"Any textbooks, materials or equipment purchased under the established fees shall be addressed within the agreement entered into between the university or college and the school district. The university or community college shall not directly assess and collect any fee from the participating student for textbooks, materials, student services or any other fees otherwise assessed and collected from students attending the institution."*

COLLEGE RESOURCES

Students will have access to all the standard support services that any college student has available. Services include: advising, tutoring, disability assistance, etc. Participating students who take classes on the college campus will meet with an **Eastern Wyoming College** admissions representative (transitional advisor) prior to registering in order to receive advising and insure completion of all application forms and assessment tests.

GRADING

Grading shall be valid and reliable based on student academic performance. Weighted grades may be used in secondary schools, but final grade point average (GPA) shall be computed on a 4.0 (A=4.0, B=3, C=2, D=1, F=0) scale.

Students in concurrent enrollment classes are held to the same standards of achievement as those expected of students in on campus sections. Students in concurrent enrollment classes are held to the same grading standards as those expected of students in on campus sections. Students in concurrent enrollment courses are assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in on campus sections.

DISTANCE EDUCATION

Ongoing collaborations between the University of Wyoming, community colleges, school districts, and the Wyoming Department of Education should continue regarding technological infrastructure and distance delivery methods to improve access to quality dual and concurrent enrollment courses.

DATA COLLECTION AND ANALYSIS

Concurrent and dual enrollment courses provide some students and families substantial benefit, but only if the courses truly provide students opportunity to acquire the knowledge and skills necessary for success in subsequent related

courses and/or the workforce. To assist schools and colleges in assessment of student course outcomes, data on student participation and performance in concurrent and dual enrollment coursework, high school graduation, success in subsequent academic coursework, persistence of post-secondary programs toward certificate and/or degree completion may be collected. Wyoming community colleges and the University of Wyoming have common course names and numbers which may facilitate data analysis. Courses numbered identically, i.e. ENGL 1010, offered students at schools, community colleges and UW will be included in any assessments and analysis. Any data and/or results will be provided, upon request, to educational providers, educational researchers, and governmental entities with an appropriate rationale.

Renewal of Agreement: This agreement will be reviewed and renewed on an annual basis.

School District Contact

College Contact

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Appendix A

All concurrent enrollment courses that may be offered during the term of this agreement are listed below:

Classes offered in School District

Dept/Crs#	Course	Cr	HS Course Name	Instructor
<i>Example:</i>				