

Vincennes University

Project EXCEL

2019-2020 Memorandum of Understanding

With

Central Nine Career Center

The purpose of this agreement is to set out the terms and conditions upon which courses will be offered in partnership with Vincennes University's dual credit program, Project EXCEL. The purpose of this partnership is to allow eligible high school students to enroll in Vincennes University courses and receive college credit and high school credit, concurrently.

Under this agreement, Vincennes University and Central Nine Career Center agree to provide opportunities for eligible students to enroll in Vincennes University dual credit courses, earning both Vincennes University and high school credit, culminating in the successful completion of the course content. A qualified high school instructor, approved by Vincennes University as an adjunct faculty member, will teach the Project EXCEL dual credit course during the regular high school day.

Please refer to the "Approved Project EXCEL Instructor and Course List" (Attachment A) for a list of approved instructors and courses.

This agreement establishes adherence to the following Policies and Procedures:

High School Instructors

Approval and requirements to participate in Project EXCEL:

1. High school instructors must submit all required VU adjunct faculty application materials, be fully approved by Vincennes University to teach the requested course(s), and complete all final approval requirements, PRIOR to the established deadline, in order to be included in the "Approved Project EXCEL Instructor and Course List" (Attachment A) of this agreement.
2. Approved instructors (Vincennes University adjunct faculty members) must complete HR paperwork, submit official transcripts/certifications/licensures, submit a signed Project EXCEL Instructor Agreement, and complete all orientation requirements (see 3.), prior to receiving final approval to teach a dual credit course through Project EXCEL.
3. Instructors must attend the required curriculum orientation session, with a designated faculty liaison on the VU campus, for each course being taught prior to teaching the course for dual credit. The priority deadline for submitting all HR paperwork, official transcripts and completing the required orientation is May 1 for fall classes and December 1 for spring classes. Depending on the availability of the faculty liaison, the final deadline to teach fall classes may extend to August 1 for select disciplines. Please note that faculty applications submitted after the March 1 deadline are not guaranteed approval for the fall semester, due to many faculty being off contract and unavailable to conduct orientations during the summer months.
4. In accordance with the approval notification, sent by the Project EXCEL office, the high school instructor is responsible for contacting the VU faculty liaison to schedule the orientation session.
5. Instructors must participate in an administrative orientation session with a Project EXCEL staff member. Typically, this is conducted while the instructor is on campus for the curriculum orientation session.
6. Instructors must ensure that the high school has adequate facilities, equipment, and resources to support the VU course (as stipulated by the VU department chair) prior to teaching the course for dual credit.
7. Instructors agree to promote Vincennes University and to notify all eligible students of the dual credit opportunities available through Project EXCEL.

8. Instructors must ensure that students enrolled in Project EXCEL dual credit courses meet requirements for student eligibility, including class standing and any applicable placement scores and/or course prerequisites.
9. Instructors are responsible for distributing or providing access to the Project EXCEL student handbook, available on the Project EXCEL website, to all enrolled students.
10. Instructors are responsible for signing and submitting verified class rosters, as sent by the Project EXCEL office at the end of the registration period, for the applicable term. This responsibility must be fulfilled by the designated due date as part of the eligibility requirements to receive the full administrative stipend for which s/he may be entitled to receive.
11. Instructors agree to provide students with class time, computer/internet access, and instructions to complete the online enrollment form, at the beginning of the semester/year, and the course evaluation, at the conclusion of each course/semester.
12. Instructors must provide a copy of his or her course outline and syllabus, demonstrating equivalency for course content, objectives, assignments, grading standards, assessments, and outcomes as established for the corresponding course on the main campus, to both the faculty liaison and to the Project EXCEL office, by the designated due date. This responsibility must be fulfilled by the designated due date as part of the eligibility requirements to receive the full administrative stipend for which s/he may be entitled to receive.
13. Instructors are responsible for posting final grades, electronically, in accordance with the guidelines and time frames set forth by Vincennes University and Project EXCEL. This responsibility must be fulfilled by the designated due date as part of the eligibility requirements to receive the full administrative stipend for which s/he is entitled to receive.
14. Instructors agree to submit copies of student work, exams, and grades and to participate in required VU assessment activities, as requested by the faculty liaison and/or Project EXCEL office.
15. Instructors agree to participate in periodic classroom visits, with the designated Vincennes University faculty liaison, including a required visit during the first year in which they begin teaching Project EXCEL courses. Subsequent visits will be determined and scheduled by the faculty liaison, and shall occur no less than every three years.
16. In accordance with accreditation standards, instructors must attend the required annual professional development session related to the discipline, and/or other educational topics deemed appropriate for the teaching of Project EXCEL courses.
17. If an instructor becomes unable to teach the VU dual credit course, and is likely to be absent for 10 or more consecutive days, the instructor or another school representative must notify the Project EXCEL office immediately. Project EXCEL will consult with the school regarding the situation and, based upon the circumstances, will determine whether Vincennes University credit can still be awarded to enrolled students. A long-term, temporary instructor, with background and experience in the discipline, may apply for an emergency approval for the remainder of the semester or year in which the course is being taught. Once approved, Project EXCEL staff and faculty liaisons will work with the temporary instructor to ensure that the approved syllabus for the VU course continues to be followed, and that appropriate assessment and pedagogy is employed in the instruction of the course content.
18. Instructors agree to adhere to all program guidelines and requirements as set forth by Vincennes University, Project EXCEL, and NACEP (National Association for Concurrent Enrollment Partnerships). Instructors shall follow all program requirements set forth in the Project EXCEL Policies and Procedures, and as disseminated by the Project EXCEL office.
19. Vincennes University currently provides an administrative stipend to Project EXCEL instructors, based upon the number of unduplicated student enrollments upon completion of the course, as outlined in the current Project EXCEL Policies and Procedures manual. The stipend is compensation for the administrative responsibilities associated with student registration process, not for teaching the course. Instructors are responsible for ensuring all student registrations are completed accurately, thoroughly, and legibly and for submitting all required registration paperwork by the designated due date. Release of the stipend payment is also dependent upon submission of updated and approved course syllabi, each term in which the course is taught, verified and signed class rosters, for each course/section, and electronic submission and verification of ALL final grades into VU's Banner system during the designated grading window.

Students

Eligibility and requirements to participate in Project EXCEL:

1. Students must have a high school junior or senior class standing for most Project EXCEL dual credit courses. Select courses, as indicated on the Project EXCEL Course Listing and Placement Chart, are open to sophomores. All students must meet any applicable placement scores, course prerequisites, and/or corequisites, as outlined in the Project EXCEL Course Listing and Placement Chart, prior to enrolling in a Project EXCEL course.
2. In accordance with Indiana HEA 1213, a student must achieve at least the equivalent of a 2.0 on a 4.0 unweighted grading scale in order to enroll in subsequent related dual credit course work in the same subject area.
3. In accordance with VU's Dual Credit Accuplacer Retesting Policy, students will automatically be permitted to take up to TWO VU Accuplacer testing sessions in the calendar year prior to starting VU Project EXCEL courses. Retests cannot be taken within 30 days of the last Accuplacer, regardless of the testing site (i.e. high school or other post-secondary administered test). Please see the Project EXCEL Policies and Procedures for detailed guidelines concerning the Accuplacer Retest Policy.
4. Students wishing to enroll in a foreign language course must meet all course prerequisites, including minimum scores on the foreign language placement test, where applicable.
5. Students will pay a tuition fee of \$25 per credit hour to enroll in each course unless otherwise exempt as stipulated in PL 185 (eligible for free/reduced lunch status) or under Vincennes University's Career & Technical Fee Waiver. Project EXCEL students are not eligible for other forms of student financial aid.
6. Students are responsible for completing the Online Enrollment Form, prior to submitting a completed course registration form.
7. Students are responsible for submitting legible, accurate, and thoroughly completed and signed course registration forms to the high school instructor or designated high school representative, to be submitted to the Project EXCEL office by the designated due date.
8. Electronic billing statements will be sent to students, via the preferred email address they listed on the Online Enrollment Form. Fees are due within 15 days of the email notification sent to the student's preferred email address. **Students will be dropped from the Project EXCEL course for non-payment, and will not earn Vincennes University transcribed credit for the course.** Credit cards or electronic checks are accepted for payment of fees.
9. Students are responsible for requesting official Vincennes University transcripts be sent to his or her institution of choice for credit transfer to another institution, with final approval residing at the accepting institution. Please note that transcripts will not be released to another institution or employer for students who have a hold on his or her account for any unpaid fees.
10. Students are subject to all Vincennes University and/or Project EXCEL program requirements, including the Vincennes University Standard of Student Behavior, as stipulated in the Project EXCEL Student Handbook.

High School/Career Center

Responsibility and requirements to participate in Project EXCEL:

1. The high school/career center representative (instructor, counselor, and/or administrator) will verify student eligibility and complete all required Project EXCEL paperwork for students enrolling in courses that have course prerequisite or placement score requirements.
2. The high school/career center is responsible for utilizing the Indiana Liberal Arts and CTE Priority Dual Credit Crosswalks to correctly identify the IDOE course number, to be designated on the high school transcript, for each Vincennes University dual credit course.
3. The high school/career center will provide a representative* to serve as a proctor for administration of the VU Accuplacer computerized placement test. **Select CTE partner schools, with a VU Early College partnership, may utilize the VU Early College representative on site to administer the Accuplacer test, as agreed to by the VU Early College Dean. In such cases, the Early College*

representative will provide a printed Accuplacer report, to the designated high school representative, for use in completing the student registration form requirements as outlined above.

4. The high school/career center must ensure that the school has adequate facilities, equipment, and resources to support the course prior to offering the course for dual credit.
5. For students wishing to have the \$25 per credit hour fee waived in accordance with his or her eligibility for free/reduced lunch, the high school/career center must verify the student's eligibility, must keep documentation on file within the school corporation, and must provide such documentation to Vincennes University upon request.
6. The high school/career center will release Project EXCEL instructors from his or her teaching responsibilities in order to participate in a required orientation session on the Vincennes University campus, prior to final approval to teach a Project EXCEL course. The high school/career center will be responsible for securing and compensating a substitute for the high school class during the instructor's absence to attend this required session.
7. The high school/career center will release instructors to participate in a required, one-day annual professional development session, in accordance with NACEP accreditation guidelines. The high school/career center will be responsible for securing, and compensating, a substitute for the high school class during the Project EXCEL instructor's absence to attend this required session.
8. If a Project EXCEL instructor becomes unable to teach the VU dual credit course, and is likely to be absent for 10 or more consecutive days, a school administrator or representative must notify the Project EXCEL office immediately. Project EXCEL will consult with the school regarding the situation and, based upon the circumstances, will determine whether Vincennes University credit will still be available to students. A long-term, temporary instructor, with background and experience in the discipline, may apply for an emergency approval for the remainder of the semester or year in which the course is being taught. Once approved, Project EXCEL staff and faculty liaisons will work with the temporary instructor to ensure that the approved syllabus for the University course continues to be followed and that appropriate assessment and pedagogy is employed in the teaching of the course content.
9. The high school or career center is responsible for securing instructor and student textbooks, course materials, and other required equipment for each dual credit course, as designated by the faculty liaison. The high school or career center may choose to pass along, full or partial, associated costs to the student.
10. The high school/career center agrees to promote and make all eligible students aware of the dual credit opportunities available through Project EXCEL.
11. The high school/career center is responsible for distributing or providing access to the Project EXCEL student handbook to all enrolled students.
12. Students will be expected to evaluate the dual credit course and instruction at the conclusion of each course/semester. Computer and internet access will be required, and must be made available by the high school/career center to Project EXCEL students, for this evaluation process.
13. The high school/career center agrees to adhere to all program guidelines and requirements as set forth by Vincennes University, Project EXCEL, and NACEP (National Association for Concurrent Enrollment Partnerships); and shall follow all program requirements set forth in the Project EXCEL Policies and Procedures and as disseminated by the Project EXCEL office.

Vincennes University Responsibilities

1. Vincennes University will mail an official transcript, at no cost, to Project EXCEL students upon submission of a signed Transcript Request Form, providing that the student has no holds on his/her student account. Electronic transcripts can also be requested for a small fee.
2. A Project EXCEL staff member will conduct an administrative orientation session for each new Project EXCEL instructor, prior to his or her final approval to teach dual credit courses.
3. A VU faculty member will serve as the faculty liaison for each Project EXCEL instructor and course and will provide information concerning course content, classroom activities, student evaluations, teaching methodologies, assessment and other topics related to maintaining the academic integrity of the course(s).
4. A designated faculty liaison will plan and conduct an initial orientation session for each new course a Project EXCEL instructor is approved to teach.

5. Faculty liaisons will coordinate annual, discipline specific, professional development sessions for Project EXCEL Instructors to provide information regarding curriculum changes, textbook changes, assessment requirements and new technologies being used in the corresponding VU course(s), along with other policies and procedures that may affect the delivery of the Project EXCEL course(s).
6. The faculty liaison will conduct at least one class visit to the high school during the initial year of instruction. Subsequent class visits are determined and scheduled by the faculty liaison, no less than every three years.
7. The Project EXCEL office will generate and distribute a report to the high school/career center staff, to be utilized for IDOE reporting purposes, verifying the high school students that have earned VU credit during the academic year, the course for which they earned the credit, and the corresponding grade. This report will be generated and sent no later than June 30 of each academic year once the VU grading window has closed and all final grades have been entered.
8. The Project EXCEL office will communicate administrative changes such as course offerings, placement requirements and faculty credentialing requirements to partner school instructors, counselors, and administrators via email as changes occur.
9. The Project EXCEL staff will serve as the primary resource regarding administrative and program information; will make available all program information, policies, procedures, and requirements; and will disseminate ongoing electronic correspondence regarding program changes, updates, deadlines, etc.

Transcripts and Credit Transfer

College credit earned through Project EXCEL is transcribed credit and will become part of the student's official academic record at Vincennes University. While most colleges and universities will accept credit earned with a grade of C or above, approval resides at the accepting institution. Occupational/technical course credits are applicable to specific curricula and are intended to prepare students for continued education or employment in these areas. Project EXCEL courses included in the Indiana Core Transfer Library (CTL) are subject to transferability, as stipulated by the CTL agreements and guidelines. A high school representative should advise students to consult with institutions, other than VU, to determine if courses will be accepted for transfer, prior to enrolling in a Project EXCEL course.

This Memorandum of Understanding is in effect until June 30, 2020. A revised MOU may be issued should a change occur in teaching assignments, faculty credentialing requirements, or courses offered by Project EXCEL and/or Vincennes University. A revised "Approved Project EXCEL Instructor and Course List" (Attachment A) will be issued as needed to reflect such changes.

AS APPROVED BY



Heather Moffat
Senior Director of Dual Credit Partnerships
Vincennes University

Bill Kovach, Director
Central Nine Career Center

Date: July 5, 2019

Date: _____

2019-20 Approved Project EXCEL Instructor and Course List

As of August 1, 2019, the high school/career center instructors and courses listed below are currently approved for dual credit through Vincennes University's Project EXCEL, in partnership with Central Nine Career Center. *Please note that the list of approved courses, below, may include courses that the high school/career center chooses not to offer during a given academic year.*

| <u>Instructor Name</u> | <u>VU Course Title and Number</u> |
|------------------------|-----------------------------------|
| Lawton, Patricia | HIMT 110 |
| Lucid, David | LAW 100, 101, 145, 150 |
| Magness, Bradley | DESN 120, 140, 155 |
| Mullikin, Jeffrey | CMET 140, 185, 195 |
| Mullikin, Jeffrey | ELEC 100, 110, 130 |
| Prince, James | DESL110/L, 130/L |
| Smith, Jessica | HIMT 110 |
| Tunis, Janice | HIMT 110 |
| Willoughby, Darryl | PMTD 110/L, 120 |
| Keen, Jonathan | AUTO 105 BODY 100/L, 150/L |