

Southeast Tech
Dual and Concurrent Enrollment Update
Executive Summary

Purpose of Report: To inform the School Board of Southeast Technical College of a Memorandum of Understanding for Concurrent Enrollment with the Sioux Falls School District 49-5 and of the dual and concurrent enrollment opportunities with other school districts.

Southeast Technical College has been working with the Sioux Falls School District 49-5 on establishing a Memorandum of Understanding (MOU) on Current Enrollment. The MOU established the process for high school faculty to become certified to teach Southeast Technical College courses at the high school. Students enrolled in the concurrent enrollment courses will be earning both high school credit and college credit at Southeast Tech.

Southeast Tech has established partnerships with the Harrisburg, Tea, and Brandon Valley School Districts. We are providing students with the opportunity to enroll in and take courses in construction management, health care, and welding.

Administrative Recommendation to School Board: Acknowledge the report on the signed Memorandum of Understanding with the Sioux Falls School District 49-5 and dual and concurrent enrollment opportunities provided to students within Southeast Tech's service area.

Concurrent Enrollment Memorandum of Understanding Between Southeast Technical College and Sioux Falls School District 49-5

TERM

The term of this Memorandum of Understanding (MOU) is July 1, 2021, through June 30, 2025. This MOU, definitions, guidelines, appendices, and concurrent enrollment course list addendum will be reviewed annually.

In order to best understand the intention and roles in this MOU, definitions are provided:

DEFINITIONS

Dual Enrollment is the overarching term used to describe college-credit programs/courses available to high school students in which the student earns credit on both their college and high school transcripts. Programs/Courses included in dual enrollment are concurrent enrollment and dual credit (defined below).

High School-Based Concurrent Enrollment courses are college courses that take place in the high school, during the high school day, being taught by high school faculty who have been approved (as per Southeast Tech Faculty Qualification Policy) to instruct said college-level courses as part of their duties as a school district employee. High school students participating in concurrent enrollment will earn a grade on the permanent college and high school transcripts. The high school student will be treated as equal to any college student on the same campus-based course.

College Based Dual Credit courses are college courses that take place at the college or through the online college offerings, taught by college faculty, in which qualified high school students are enrolled and will earn a grade on the permanent college and high school transcripts. The high school student will be treated like a college student in that course. Southeast Tech faculty identified for college-based dual enrollment course will hold a South Dakota Board of Post-Secondary Education credential.

Partner High Schools are identified as Washington High School, Lincoln High School, Roosevelt High School, Jefferson High School, and Career and Technical Academy.

SOUTHEAST TECH'S ROLE

- Establish and communicate to the school district's administration the tuition and fee schedule as established by the South Dakota Board of Education, South Dakota Board of Technical Education, and Sioux Falls School District;
- Coordinate details of the Admission and Registration process with the partner school district;
- Approve of faculty credentials and maintain credentialing file;
- Assign a college mentor faculty for concurrent enrollment courses;
- Provide partner school district with college course academic requirements/outcomes;
- Provide students with full access to all campus technology and student services;
- Provide training and professional development for faculty;
- Ensure all South Dakota Board of Technical Education policies and procedures are met.

PARTNER HIGH SCHOOL AND DISTRICT ROLE

- Propose course/instructor for concurrent enrollment classes;
- Coordinate the dual enrollment process with Southeast Tech dual enrollment personnel and faculty;
- Communicate process for admission and registration to students and parents;
- Communicate cost of tuition and fees associated with enrolling in the course;
- Coordinate and assist with high school faculty to Southeast Tech faculty communication;
- Coordinate and assist with high school faculty meeting faculty credentialing requirements;
- Communicate and adhere to all course academic requirements and /outcomes as established by Southeast Tech;
- Provide access to all textbooks and required materials;
- Provide Southeast Tech with access to high school classroom for high school faculty observations and student surveys;
- Ensure that all admissions testing and placement requirements are met and in alignment with the policies established by Southeast Tech;
- Ensure grades and student withdrawals are reported according to Southeast Tech's deadlines;
- Ensure all South Dakota Board of Education and South Dakota Board of Technical Education administrative rules are met.

STUDENT RESPONSIBILITIES

- Complete application materials;
- Complete placement tests, if required;
- Provide prerequisite documentation, if required;
- Pay for tuition and course fees in accordance with college deadlines;
- Obtain required dual credit textbooks and materials, if not provided by the school district;
- Pay applicable course drop and additional fees;
- Follow all Southeast Tech student policies and procedures, including procedures for initiating the official withdrawal from courses;
- Adhere to the College Code of Conduct;
- Determine transportation unless otherwise stipulated by the high school for the college-based dual credit course.

HOLD HARMLESS AND INDEMNIFICATION

Each party shall be solely liable for its own tortuous acts or omissions or breaches of third-party contractual rights related to this Agreement. Each party shall fully indemnify and hold harmless the other party from all legal claims and liabilities arising out of the tortuous acts or omissions or breaches of third-party contractual rights by the indemnifying party, including all litigation costs and attorney fees. In addition, these covenants shall extend to Southeast Technical College, the South Dakota Board of Technical Education, and System agents, representatives, and employees.

NON-DISCRIMINATION

The parties to this Agreement do not discriminate on the basis of race, creed, religion, sex, marital status, color, age, physical or mental handicap, or because of national origin, unless based on reasonable grounds, in compliance with the requirements of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Titles VII and VIII of the Public Health Service Act, the Rehabilitation Act of 1973.

CONCURRENT ENROLLMENT ADJUNCT FACULTY HANDBOOK

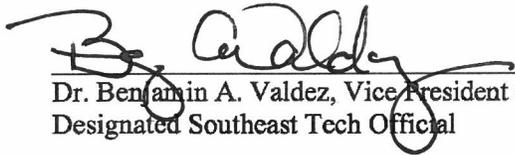
The Concurrent Enrollment Adjunct Faculty Handbook will outline and provide a definition for the following topics:

- Who May Participate in Concurrent Enrollment
- Roster Process
- Available Academic Resources
- How Grades Are Recorded
- Assessment of Student Learning
- Student Evaluation of Instruction
- Classroom Observations
- Professional Development
- Adjunct Instructor Qualification to Teach
- Substitute Policy
- Non-Renewal Policy
- Census Drop and Withdraw Procedures
- Southeast Tech Email
- Learning Management System

ANNUAL REVIEW AND REVISION

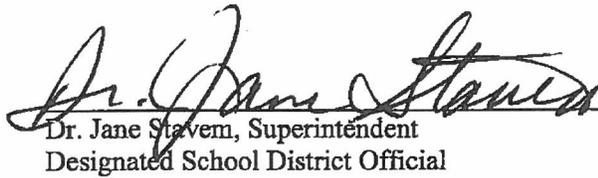
The designated Southeast Tech official and designated school district official will conduct an annual review of the approved MOU for updates and ensure accuracy.

Southeast Tech and the Sioux Falls School District 49-5 enter a Memorandum of Understanding (MOU) for dual enrollment with qualified high school students to receive college credit for specified dual enrollment courses.



Dr. Benjamin A. Valdez, Vice President of Academic Affairs
Designated Southeast Tech Official

27 Apr 21
Date



Dr. Jane Stavem, Superintendent
Designated School District Official

4-26-21
Date

APPENDIX:

Name of High School: _____

Instructor	HS Course	College Course	Year or Semester	Transfer or CTE	CR HRS
Instructor of Record Name	High School Course Name	Southeast Tech Course Name	Fall 2021	Item	3