



Collin County Community College District
and
Plano Independent School District

Partnership Agreement
August 1, 2023 to July 31, 2024

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Collin County Community College District and Plano Independent School District
Partnership Agreement for Academic Year 2023-2024

I. PURPOSE

1) Collin County Community College District (“Collin College”) and Plano Independent School District (“Plano ISD”) hereby enter into the following Partnership Agreement (“Agreement”) effective August 1, 2023 (“Effective Date”) to provide opportunities for high school students to concurrently enroll in college courses and programs. This Agreement is written in accordance with Title 19, Part 1, Chapter 9, Subchapter H of the Texas Administrative Code pertaining to partnerships between secondary schools and public two-year colleges.

II. AGREEMENT

1) Collin College and Plano ISD agree to enter into a partnership to award dual credit. This Agreement hereby incorporates by reference all dual credit requirements defined in the Texas Administrative Code (“TAC”) and the accreditation requirements established by the Southern Association of Colleges and Schools Commission on Colleges (“SACSCOC”) which is Collin College’s accrediting body, as such may be amended during its term. Unless otherwise noted, this Agreement applies to dual credit courses only.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained in this Agreement and other valuable consideration, Collin College and Plano ISD agree as follows:

A. Definitions and Common Terms

- a) The term “dual credit” is defined as enrollment of a high school student in a college to receive simultaneous academic credit for the college course from both the college and the high school.
- b) The term “concurrent credit” is defined as enrollment of a high school student in a college to receive academic credit for the college course only.
- c) Community Colleges – General

The mission of community colleges is to support student access to and success in higher education. You can learn more about the goals of community colleges in general by visiting the website for the American Association of Community Colleges: <https://www.aacc.nche.edu/>

d) Collin College – Mission and Values

Collin College is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect. Our Core Values are Learning, Service and Involvement, Creativity, and Innovation. Academic Excellence, Dignity and Respect, and Integrity. You can learn more by going to our website <https://www.collin.edu/aboutus>.

e) Collin College Accreditation and Governing Bodies

Collin College's policies are guided by the work of several groups. To help you understand some of the abbreviations in this Agreement, you may be interested in learning more about these groups.

Collin College's accrediting body is SACSCOC. Collin College must adhere to the requirements set forth by this accrediting body. You can learn more about SACSCOC, including its mission and values here: <http://www.sacscoc.org/>.

THECB (Texas Higher Education Coordinating Board) guides the efforts of public colleges and universities in Texas. You can learn more about this organization here: <https://www.highered.texas.gov/>.

III. GENERAL PROVISIONS FOR DUAL CREDIT

A. Student Eligibility

1) Prior to enrolling in college classes, students must satisfy Texas Success Initiative Assessment ("TSIA") requirements. The TSIA is a college readiness assessment in reading, writing, and mathematics that is required for all students taking college-level courses at a public college in Texas. Students must also satisfy all local assessment requirements.

High school students may be exempt from state-mandated TSIA testing if they meet the qualifying standard listed in the current Collin College Catalog. Exemptions may be extended for the SAT or ACT. Dual credit students may be able to use temporary waivers (TSI waived for one year) with appropriate scores in PSAT/NMSQT, ACT-Aspire, STAAR English II, or Algebra I (with a final Algebra II average of 70 or higher). All submitted tests scores must be within 5 years:

- TSIA Exemptions:
 - SAT scores: Evidence-Based Reading and Writing score of 480 or higher (for TSI ELAR) and a Math score of 530 or higher (for TSI Math)
 - ACT scores:

- **Tests taken on or before Feb. 14, 2023** - A student with an ACT Composite Score of 23 (or higher) is exempt from TSI Math with an ACT Math score of 19 (or higher) even though the ACT English may be less than 19. A student with an ACT Composite Score of 23 (or higher) is exempt from TSI ELAR with an ACT English score of 19 or higher, even though the Math may be less than 19. Scores must be less than 5 years old.
- **Tests taken on or after Feb. 15, 2023** - (less than 5 years old)
A student with a Math score of 22 or higher is exempt from TSI Math even if the student does not meet the English/Reading requirement. A student with a combined English and Reading score of 40 or higher is exempt from the TSI ELAR even if the student does not meet the Math requirement.
- TSIA Dual Credit Waivers:
 - PSAT/NMSQT: Evidenced-Based Reading and Writing score of 460 or higher will be waived from TSI ELAR; Math score of 510 or higher will be waived from TSI Math
 - ACT-Aspire: Minimum English score of 435 or higher will be waived from TSI ELAR; minimum Math score of 431 or higher will be waived from TSI Math
 - STAAR/EOC English II: Level 2 score of 4000 or higher will be waived from TSI ELAR
 - STAAR/EOC Algebra I: Level 2 score of 4000 or higher and at least a grade of 70 in their two-semester Algebra 2 course will be waived from TSI Math

Exemption requirements and scores subject to change under Texas law or regulations.

Students may also be exempt if they are enrolling in workforce education courses contained in a Level I Certificate or a program leading to a credential of less than a Level I Certificate.

- 2) Students must have permission from the Plano ISD to enroll in Collin College for dual credit or concurrent credit. Collin College must be notified whether students are dual credit or concurrent (college only) credit.
- 3) Plano ISD must provide a letter notifying Collin College of early graduates.

4) Official high school transcripts are not required to participate in the Collin College Dual Credit Program. However, a transcript may be required to demonstrate college readiness, or to confirm academic information, e.g., test scores, grade classification, vaccination, or other pertinent information.

B. Student Expectations, Rights, and Responsibilities

1) Students enrolled in dual credit courses are considered to be college students and are subject to all Collin College policies and procedures. Dual credit students must comply with standards of conduct required of all Collin College students and have all the same rights and responsibilities in all matters related to the dual credit program. Dual credit students must also follow Plano ISD's Student Code of Conduct.

2) Unless a conflict arises between the obligations of Plano ISD and Collin College under their respective policies and procedures for student conduct, Plano ISD and Collin College staff and administrators will work collaboratively to determine the appropriate party to initiate an investigation or resolution process in response to the alleged student conduct violation(s). In the event a conflict arises, regarding the initiation of such investigation or resolution efforts, the parties agree to use the Conflict Resolution efforts listed in Section IV, O on "[Conflict Resolution](#)".

The Parties agree neither Party is prohibited from utilizing its own complaint resolution process, separate and apart from the other Party's process, but both Parties shall cooperate with each other to provide the necessary information and access to students and employees necessary to fulfill each Parties' obligations under its own specific policies and procedures.

3) Plano ISD and Collin College agree to inform the other as soon as reasonably possible (within two business days or sooner) if a dual credit student is subject to disciplinary action that may affect his or her enrollment status as a dual credit student.

4) Regardless of the location of the conduct, if Plano ISD's Code of Conduct and disciplinary process could result in removal of the student from the regular education program due to suspension, placement in a disciplinary alternative education program, or expulsion/removal to a Juvenile Justice Alternative Education Program Plano ISD shall notify Collin College of any disciplinary action in response to the alleged student behavior. Collin College may determine if there are any potential consequences under applicable Collin College policies or procedures that could also result in the student's removal from enrollment of the student in a dual credit class(es). In addition, per the Collin College Student Code of Conduct, Collin College has the right to immediately remove a student from its premises via the interim suspension process, upon notification and a determination by the Dean of Students. Collin College will notify Plano ISD of any discipline that will be imposed due to Collin College procedures.

C. Faculty Selection, Supervision, and Evaluation

- 1) All Collin College faculty will meet the minimum requirements to teach courses as specified by SACSCOC. Collin College shall select, supervise, and evaluate Collin College faculty for courses which result in the award of dual credit as outlined in Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.85 of the Texas Administrative Code.
- 2) Collin College faculty who teach dual credit courses will be required to meet the same standards, reviews, and approval procedures used by Collin College to select all Collin College faculty. Official transcripts of all faculty must be kept on file at Collin College.
- 3) Embedded faculty are full-time high school teachers hired by Collin College as adjunct faculty to teach Collin College courses during regular high school hours. When teaching dual credit courses at the high school campus, embedded faculty are under the guidance of Collin College and must follow the guidelines and procedures of Collin College such for items including but not limited to; curriculum, the Family Educational Rights and Privacy Act (FERPA), Title IX of the Education Amendments of 1972, syllabus, college schedule, etc.

As Collin College adjunct faculty, embedded faculty are responsible for fulfilling all regular duties and responsibilities of all college faculty, including, but not limited to:

- maintaining college-level rigor in all instructional practices
 - utilizing a Canvas shell and gradebook for each course
 - developing a course syllabus and calendar of assignments
 - certifying rosters
 - following FERPA regulations
 - providing mid-term and final numerical grades to the P-12 Partnerships Office
 - posting final course grades in Collin College's student management system
 - following Collin College's mandatory reporting procedures
 - responding promptly to email requests and due dates sent by the offices of academic affairs
- 4) All faculty, including embedded faculty, are responsible for attending required Collin College training sessions.
 - 5) All Collin College faculty members must inform their Collin College supervisor (Associate Dean/Director) as well as the high school campus administrator where they teach when they need to be absent. Embedded faculty will follow the Plano ISD process

for reporting absences as well as contacting their Collin College associate dean/director. With sufficient advanced notice, Collin College will make a good faith effort to provide a substitute when a faculty member will be absent.

- 6) Embedded faculty will work with the appropriate associate deans/director and high school administrators regarding class schedules during the high school day.
- 7) Collin College Faculty, even if employed by and paid by Plano ISD, must be supervised in instructional matters by the Collin College Academic department and must meet all administrative and evaluation requirements, and attend required faculty training including the dual credit faculty training.

Collin College Faculty are expected to comply with Collin College board policies, including the Employee Standards of Conduct found in [DH \(Local\)](#) and [DH \(Exhibit\)](#). Dual credit faculty at the Plano ISD are also expected to abide by the state Educator's Code of Ethics found in the Texas Administrative Code (19 TAC 247.2) for standard practices and ethical conduct towards students, unless it conflicts with Collin College's Employee Standards of Conduct. If a conflict arises, the Parties agree to use the conflict resolution procedures found in Section IV, O on "[Conflict Resolution](#)".

- 8) All availability of courses structured under dual credit is contingent upon the availability of Collin College faculty. Students may need to take classes virtually or on a Collin College campus to continue with a sequence.
- 9) Collin College and Plano ISD agree to a mutual understanding to resolve issues that may arise in the course of this partnership with faculty. The Parties agree to use the conflict resolution procedures listed in Section IV, O on "[Conflict Resolution](#)".

- a) Joining the Collin College Faculty

1. Collin College Commitment to High School Faculty

The following series of steps to facilitate the interview process for high school instructors who wish to teach dual credit with Collin College:

- Before applying to Collin College, interested high school faculty members can reference job expectations and responsibilities available here: <https://collin.wd1.myworkdayjobs.com/ExternalFacultyCareerSite>.
- Plano ISD will provide Collin College with a roster of faculty interested in embedded faculty assignments for the next academic year by February 1. The roster should include candidates' unofficial transcripts as well as resumes of work experience.

- Collin College Academic Departments will conduct an initial review to determine whether the high school faculty member meets SACSCOC standards.
- High school faculty found to be SACSCOC qualified would complete an official Collin College application as an adjunct faculty member.
- The associate dean/director will contact applicants if selected for an interview. It is at this point that the associate dean/director can provide the candidate with additional information about a particular position. The interview may include a demonstration of teaching capability, communication, and presentation skills. An interview panel may be used, at the discretion of the department. Candidates will be notified of acceptance or non-acceptance by April 1. If the latter decision is made, an explanation will be offered with suggestions for next steps.
- Once accepted for hire, the high school faculty member is expected to attend a New Hire Orientation provided by Collin College's Human Resource Department. Additionally, they will be required to attend Adjunct faculty trainings as directed by the Academic Department. The P-12 Partnerships Office will also provide a dual credit faculty presentation on dual credit practices and procedures at the start of each long semester.

2. Prospective Dual Credit Faculty

High School teachers who are interested in teaching dual credit courses on their high school campus for Collin College need to be aware of expectations from both their high school and Collin College. The Appendix E "[Coursework Expectations](#)" will help acquaint instructors with the similarities and differences in requirements for teaching across both school levels. In all cases, the college rules will apply, in some cases, faculty will also have to adhere to high school requirements.

3. Basic Qualifications

SACSCOC is the accrediting body for Collin College. Every prospective dual credit instructor at Collin College must meet these minimum requirements. The requirements can be found at: http://www.collin.edu/hr/employment/FCI_System.html.

4. Coursework Expectations

In many cases, high school teaching expectations will differ from Collin College's teaching expectations. In Dual Credit courses, Collin College's teaching expectations and student learning outcomes are followed. Appendix E: [Coursework Expectations](#) provides an outline of differences between high school and Collin College coursework expectations.

D. Location and Student Composition of Class

1) Dual credit courses may be taught on one of the Collin College campuses, online, at an approved high school campus, or at an agreed upon and approved location. Dual credit courses need a minimum of 15 students enrolled to be offered regardless of location. Workforce/CTE classes may have exceptions to this minimum as they are limited by space and teacher-to-student ratios for safety. All course minimums and maximums are subject to review by Collin College's Academic Deans.

2) Collin College classes that require a "lab" component at the high school will have the same equipment, specs, and consumables provided at an equivalent Collin College campus. Before a "lab" course is approved to be offered at the high school, the designated Collin College staff will evaluate the proposed "lab" location to ensure it meets Collin College's minimum standards. The high school will be responsible for maintaining, upkeep, and storing consumables and non-consumables related to the Collin College "lab" courses.

3) Courses will be comprised of dual credit high school students only or of dual credit high school students and college credit students if offered online or on a Collin College campus. High school students will not be allowed to concurrently enroll in college courses for high school credit only. During Maymester and Wintermester terms, dual/concurrent credit students may enroll in one course with Plano ISD approval.

4) As part of this Agreement, Plano ISD will assign Collin College faculty to a classroom to carry out the functions of the dual credit program for courses located on the Plano ISD's campus. Plano ISD retains control of all classroom space under this Agreement. In order to ensure the program is equipped for college-level instruction, Plano ISD will provide the following:

- Adequate board space
- Computer equipment with projection
- Upon advanced written request from Collin College faculty for multimedia equipment, Plano ISD will provide notice of availability of such equipment and provide it if it is available
- Internet access that aligns with Collin College and State of Texas standards for delivery of instruction to ensure comparable delivery of instruction and access to course materials as found in the college-level courses
- A classroom that is available and ready for use within the allotted instructional class time(s)

Plano ISD will designate an official contact that will facilitate the classroom instructional needs listed above. Plano ISD will notify Collin College's P-12 Partnerships Office and the Academic Affairs office of the name and contact information of the designated liaison. If a conflict arises regarding providing classroom space or equipment, the Parties agree to follow the resolution guidelines in Section IV, O on "[Conflict Resolution](#)".

5) In the Agreement, Plano ISD agrees to provide Collin College copies of all documents concerning any applicable rules, regulations, policies, and procedures of Plano ISD related to security or restriction, which would be applicable to Collin College faculty while present on a Plano ISD campus.

6) Collin College and the Plano ISD will work collaboratively to provide approved accommodations for a Collin College faculty member with a documented disability. If a conflict arises regarding a requested or approved accommodation, the Parties agree to follow the resolution guidelines in Section IV, O on "[Conflict Resolution](#)".

E. Academic Policies and Student Support Services

1) Plano ISD must provide an atmosphere that promotes a collegiate environment for classes which includes adequate classroom facilities, and minimizes disruptions of college classes for announcements, pep rallies, removal of students from class to conduct high school related activities, etc. Plano ISD will provide Collin College with a schedule of events that may impact dual credit course delivery on a Plano ISD site each semester. After a term's registration period has started, changes cannot be made to Collin College's class schedule unless there are extenuating circumstances approved by both parties.

2) Dual credit courses will follow the Collin College academic calendar. If the Plano ISD calendar is different from that of Collin College, Collin College and Plano ISD will identify a mutually agreeable alternative arrangement for course continuation.

3) High school dual credit and concurrent enrollment students will have access to all Collin College academic and student support services including, but not limited to: libraries, electronic library resources, writing centers, tutorial services, assessment, admissions, student engagement activities, and academic advisement. Some services are available only on a Collin College campus.

4) Per the Texas Education Code, all dual credit students receive academic and/or college readiness advising as referenced in Appendix A: "[Statewide Goals for Dual Credit](#)". Per the Texas Education Code, Plano ISD designates the high school campus counselor as responsible for academic advising to students in the dual credit program.

5) High school dual/concurrent credit students agree to abide by all Collin College policies and procedures as outlined in the current Collin College Student Handbook.

a) Disability Services and Accommodations

1) Students with disabilities who need accommodations must apply for disability services through Collin College's Accommodations at Collin College for Equal Support Services (ACCESS) Department, provide current documentation, and be determined eligible for accommodations at Collin College. The accommodations process is not automatic and may take time to complete. Not all students who qualify for modification for high school classes will be eligible for accommodations in college classes.

If determined eligible for academic accommodations at Collin College, students must request accommodations each semester through the Collin College ACCESS Department. The dual credit course location will determine who provides the academic accommodation needs by Collin College's ACCESS Department. Dual credit course accommodations offered on the high school campus are provided by high school personnel. Dual credit course accommodations offered on a Collin College campus will be provided by Collin College personnel. The Parties will designate each other as school officials with a legitimate educational interest under FERPA as provided in Section IV.G. "[Confidentiality of Data](#)" so that information regarding accommodations may be shared.

F. Eligible Courses

1) All courses offered for dual credit will be identified as college level academic courses in the current edition of the Lower-Division Academic Course Guide Manual or as a college technical course in an Associate of Applied Science (AAS) degree or certificate program. Collin College does not offer kinesiology (KINE) or developmental education courses for dual credit.

2) A course equivalency crosswalk that identifies the number of credits that may be earned for each course completed through the dual credit program in [Appendix B](#) has been approved for the 2023-2024 academic years. Programs listed in [Appendix C](#) have been approved for the 2023-2024 academic years.

Additional courses may be added with approval from Plano ISD and Collin College. An addendum will be created if three or more additional courses are requested by Plano ISD in writing. An addendum for additional courses can be approved and added to this agreement by authorized Plano ISD and Collin College representatives.

G. Course Curriculum, Instruction, and Grading

1) Collin College will ensure that a dual credit course and the corresponding course offered at the main campus of Collin College are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards will be upheld regardless of the student composition of the class. Dual credit courses will take

additional considerations regarding content appropriateness for students under 18 years of age.

2) Students will be expected to meet all requirements of the dual and concurrent credit class(es) and will receive letter grades on their Collin College transcript. Collin College faculty will provide numeric grades at the end of the semester to be weighted or factored into the student's high school grade point average as determined by Plano ISD. Mid-term grades will be provided upon request. Collin College will provide grades to Plano ISD in a timely manner at the mutually agreed upon intervals.

3) Faculty members teaching dual credit courses may alert both the Collin College liaison and the designated high school counselor of any students having academic difficulty. They may also utilize Collin College's Early Alert Referral System (EARS) for this purpose.

4) Faculty are conscious of FERPA guidelines when communicating with students about grades. Grade information is never provided over the phone or via text or non-college email. Currently, grades of A, B, C, D, F, and I are awarded by faculty to each student on their college transcript. Grades of "I" are only temporary and must be resolved by the end of the next long semester. Numeric grades are also provided to Plano ISD. If a student withdraws from a course, a "W" will appear on the student's college transcript.

5) The Grade Appeals Process is available online:
collin.edu/studentresources/support/gradeappeal

6) All faculty will attend faculty meetings and other special meetings called by their Collin College divisional office as needed. Dual credit faculty will also attend a high school campus safety training provided by high school campus administration prior to the start of the semester when dual credit courses are taught at a Plano ISD site.

H. Transcription of Credit

1) High school and college credit will be added to the student's transcripts immediately by Plano ISD and Collin College upon the student's completion of the dual credit course.

I. Funding

1) State funding for dual credit courses will be available to both Independent School District and Collin County Community College District based upon the current agreement between the Commissioner of Education and Commissioner of Higher Education.

2) Tuition and fees will be collected from the high school student unless evidence is presented documenting the high school student's participation in the federal free and

reduced lunch program in Plano ISD, or if the Plano ISD is covering the student's charges through third party billing. If Plano ISD participates in third party billing, Plano ISD agrees to abide by the policies set forth by the Bursar's Office. Plano ISD will provide a verification list of dual credit students participating in the federal free and reduced lunch program to Collin College each semester. All dual credit students are responsible for purchasing their own textbooks and other required course materials unless otherwise purchased on their behalf.

IV. GENERAL OBLIGATIONS OF THE PARTIES

A. Recognition of Higher Education Partner, Promotion, Marketing, and Advertising

1) When reporting and publicizing high school students' completion of dual credit courses, degrees, or certificates, Plano ISD will recognize Collin College as their higher education partner awarding college credit. Both Parties agree not to use the other Party's name, logo, or likeness in any press release, marketing materials, or other public announcements without receiving prior written approval from an authorized designee.

B. Understanding of the Parties

1) Both parties understand the safety and security risks inherent with minors and agree that certain risks may be unforeseeable. Further, the Parties agree that the public safety departments from both Collin College and Plano ISD will collaborate to develop and/or review safety and security standards and/or guidelines, including emergency response.

2) In accordance with FERPA, Collin College and Plano ISD will protect students' privacy and guard against the unauthorized release of identifying student information and records, and comply with all applicable requirements of FERPA.

C. Criminal History Background Check and Fingerprinting Requirements

1) Pursuant to Texas Education Code (TEC) Section 22.0834, Collin College shall ensure that Collin College faculty and staff assigned to work on a Plano ISD site meet the applicable TEC requirements regarding fingerprinting and background checks. Plano ISD will provide faculty fingerprinting instructions to schedule fingerprinting appointments. Fingerprinting expenses for Collin College faculty and staff will be reimbursed by Collin College directly to the employee. For more information on fingerprinting reimbursement please contact Collin College's Human Resources office. Any additional information required by Plano ISD may be requested in accordance with Section IV.F ["School District Data Sharing and Privacy"](#).

2) Plano ISD is responsible for promptly notifying Collin College of any additional requirements that may be necessary in order to comply with Plano ISD's Board policies

with regard to criminal history requirements for employees of entities with whom Plano ISD contracts. Plano ISD will also notify Collin College if an individual does not pass the fingerprint check within 1-2 business days. Plano ISD agrees to provide Collin College with additional information upon request and, to the extent allowed by law, regarding individuals who do not pass the national criminal history record check or fingerprint check.

D. Clery Act Obligations

1) If Collin College is using space on a Plano ISD campus or facility for the purposes of providing dual credit services and/or courses, Plano ISD's law enforcement agency will respond in a timely manner to any requests made by Collin College for statistical information of crimes that have been reported at that location, so Collin College may fulfill its obligations under the Clery Act (20 U.S.C. § 1092(f)) and its regulations.

E. Prohibition of Discrimination and Harassment

2) Collin College has policies and procedures in place to receive, investigate, and resolve student and employee complaints alleging civil rights violations, including claims under Title VI and Title IX. Plano ISD and Collin College shall each comply with their own policies and any applicable state and federal law that prohibit discrimination and harassment on the basis of a student or employee's disability, race, color, national origin, religion, or sex. Each party shall adhere to its obligations under relevant policy and law without regard to the other party's obligations.

1) Plano ISD agrees to report to the Associate Vice President for P-12 Partnerships, within 2 business days, any allegation of discrimination or harassment involving a College employee or dual credit student, regardless of where the alleged conduct occurred. The Associate Vice President for P-12 Partnerships will work with Plano ISD staff on reporting the incident(s) to Collin College's Title IX/ADA and 504/Title VI Coordinator. Collin College has designated the following individual as its District Title IX/ADA&504/Title VI Coordinator:

Terrence P. Brennan, M.A.

District Dean of Students

Collin College

(972) 881-5604

tbrennan@collin.edu

F. School District Data Sharing and Privacy

1) Plano ISD will provide the following student information for each student from 8th-12th grade participating in a Collin College program, if requested.

Student Data Information 8-12th grade and Certified List of Graduates:

- Student Name (Last, First, Middle)
- Date of Birth
- Eligibility for accommodations
- Eligibility for free or reduced lunch
- Grade Level
- Anticipated year of high school graduation
- Plano ISD identification numbers (PIEMS ID and HS ID)
- Mailing address (Street, City, State, Zip)
- Name of School
- College readiness scores: SAT, PSAT, ACT, ACT-Aspire, STAAR English II, STAAR Algebra I with a passing final Algebra II grade, and TSIA.

2) The data outlined above will be sent electronically in a template provided by Collin College and will be provided in a timely manner as agreed upon by both Parties upon request.

- Upon receipt of student information, Collin College may use the student mailing information to send information pertaining to Collin College enrollment to the families of participating students.
- Collin College will provide the following information to Plano ISD following its initial entry into the program: postsecondary transition rates from Plano ISD students to Texas institutions of higher education (taken from THECB data); benchmark data from the prior year to show Plano ISD student enrollment at Collin College upon request.
- Collin College will provide the following reports to Plano ISD Superintendent of Schools, Plano ISD district designee, and dual credit principal(s) each academic year: dual credit enrollments by high school; dual credit student success outcomes by high school; course and section offerings by high school.
- Collin College will provide, upon written request from an appropriate school district official, information on Collin College articulated credit attainment and college major selections by individual students. This information is designed to assist school personnel in education programming and is protected under FERPA, and may not be published.

- Collin College will utilize the Early Alert Referral System (EARS) to identify students at risk of not completing college coursework to provide effective interventions.
 - Collin College will provide TSIA Scores for students that tested through Collin College Testing Centers to Plano ISD.
 - Collin College and Plano ISD will implement improvement efforts, as needed, based upon mutual review of the following data:
 - Matriculation of high school students in four-year colleges/universities and level of entry.
 - Enrollment/retention rates
 - Student participation in activities at Collin College
 - Additionally, Plano ISD and Collin College agree to the facilitation of the exchange of pertinent information regarding faculty:
 - qualifications for teaching dual credit courses
 - eligibility of faculty in meeting background check and fingerprinting requirements
 - full information sharing with appropriate administration in the event of an investigation of a personnel matter regarding a Collin College faculty member to the extent allowable by each Party's governing policies.
- 3) Any unauthorized disclosure of confidential student information is a violation of FERPA and the implementing regulations found in 34 CFR Part 99 and shall not be permitted to occur. While in possession of this data, Plano ISD and Collin College shall permit only those employees authorized to have access to the data. Both parties agree to store the data in a secure area to prevent unauthorized access.
- 4) Upon request from Plano ISD, Collin College may provide mutually agreed upon reports of student enrollment and course grades to designated Plano ISD officials as allowed by FERPA. Plano ISD will designate a school district and high school campus official to request such Collin College reports.
- 5) This section is not exclusive to all instances in which information may be shared between the Parties under FERPA. See section IV.M. [“FERPA Compliance and Disclosure of Education Records”](#) for additional examples.

G. Confidentiality of Data

- 1) Both Parties will maintain the confidentiality of all student data shared with it in compliance with FERPA and its associated federal regulations. Both Parties agree not to share information with third parties unless authorized to do so by state or federal law.
- 2) Data obtained will be used solely for the purposes described in the Agreement. Collin College and Plano ISD will notify designated individuals authorized to access the individual student or employee data for purposes outlined in the Agreement that they must maintain the confidentiality of all personally identifiable data and confidential information.
- 3) Collin College and Plano ISD will provide a copy of any sections of this Agreement related to data sharing and privacy to any employee who transfers, maintains, accesses, or reviews any confidential data obtained in accordance with the Agreement.
- 4) The confidentiality requirements shall survive the termination or expiration of the Agreement.

H. Security Safeguards

- 1) To ensure the continued confidentiality and security of the data, Collin College and Plano ISD shall each independently employ industry best practices, both technically and procedurally to protect the data from unauthorized physical and electronic access. In addition, both Parties shall adhere to the following safeguards when data covered by the Agreement is processed, stored, or transmitted on either Party's information resources:
 - Procedures and systems that ensure all student records provided by Collin College and Plano ISD are kept in secured facilities and access ID such records are exclusively limited to authorized personnel.
 - Procedures and systems that shall require the use of secure passwords or permissions to access the data.
 - Mandatory training for respective personnel on information security, at least on an annual basis.
 - Procedures and systems to ensure all data is maintained in a secure manner that prevents the interception, diversion, or other unauthorized access.
- 2) The procedures and systems developed and implemented to access the data shall ensure that any data disclosure to third parties in accordance with applicable state law (i.e. under the Texas Public Information Act or in response to an audit or other lawful reason in accordance with the TEA or THECB's rules and regulations) shall comply with all provisions under FERPA and Texas laws governing exceptions to disclosure of confidential student information.

I. Method of Access or Transfer

1) Individual level student surveys and academic data will be transferred between designated Plano ISD officials and designated Collin College officials in a manner that maintains the confidentiality and security of individually identifiable records and data. (Typical approaches use secure File Transfer Protocol, secure cloud-based drop box, and encryption of personally identifiable data).

J. Physical Location of Data

1) Data will be housed in a secure physical or electronic facility accessible only to individuals authorized to access the data for the purposes stated in this document and the Agreement. Data will be stored in a manner that prevents unauthorized access to personally identifiable data. (Secured permissions or passwords will be used to access data stored electronically. Personally identifiable data that resides for any length of time on laptops, desktop computers, CDs, or other media will be encrypted.)

K. Notification of Security Breach

1) Collin College and Plano ISD both agree that in the event of any breach or compromise of the security, confidentiality, or integrity of shared data where personally identifiable information of a student or employee was, or is reasonably believed to have been acquired and/or accessed by an unauthorized person, the Party's information system in which the breach occurs shall notify the other Party of the breach within 24 hours and take immediate steps to limit and mitigate the damage, if any, of such security breach to the greatest extent possible in accordance with applicable laws, such as Tex. Bus. & Com. Code Sections 521.001-152. Notice shall be provided to the designated Plano ISD and Collin College officials.

L. Disposition of Data

1) Collin College and Plano ISD will maintain and destroy any data covered under the Agreement in accordance with each Party's respective policies on records retention.

M. FERPA Compliance and Disclosure of Educational Records

1) Students participating in a dual credit program described herein are enrolled in a post-secondary institution and are thus afforded rights under the Family Educational Rights and Privacy Act (FERPA) as post-secondary students. This means a high school student who is enrolled at Collin College for purposes of participating in one of these programs, regardless of age, is given the right of privacy in their educational records. Collin College will not disclose information protected under FERPA, even to a student's parent, unless the dual credit student consents to the release in writing, or the parent provides proof of dependency in accordance with 34 CFR 99.31(a)(8).

2) For purposes of this agreement, pursuant to FERPA, Collin College and Plano ISD designate each other as school officials with legitimate educational interests in the educational records of the participating high school students enrolled in Collin College, to the extent that access to the records is required by either Party to carry out the functions of the program, enforce or comply with discrimination laws, address student safety and discipline, or any matter where a student's participation in a course or program may be affected, or for any other purpose allowed under applicable law.

3) Plano ISD agrees to share permissible disciplinary information that may affect the enrollment of a dual credit student such as suspension, disciplinary alternative education placement, expulsion, or that relate to conduct that is under investigation while the student is enrolled in a dual credit class.

4) Both Collin College and Plano ISD will provide notice to students, parents and employees of applicable policies and procedures related to disclosure of educational records to ensure compliance with FERPA.

N. Entire Agreement

1) This Agreement, including the Appendices, constitute the entire agreement between Collin College and Plano ISD.

- [Appendix A: Statewide Goals for Dual Credit](#)
- [Appendix B: Courses Approved for Plano ISD/Collin College Dual Credit](#)
- [Appendix C: Programs for Plano ISD/Collin College Dual Credit](#)
- [Appendix D: Articulated Credits and Courses](#)
- [Appendix E: Coursework Expectations](#)
- [Appendix F: College and Career Counselors](#)
- [Appendix G: Embedded Faculty FAQs and Review Process](#)
- [Appendix H: Collegiate Academy](#)
- [Appendix I: Workforce Programs](#)
- [Appendix J: Health Science Academy](#)

O. Conflict Resolution

1) The Parties agree to a mutual understanding to resolve issues or concerns that may arise in the course of this partnership that involve students, staff, and/or faculty. In the event a conflict or disagreement should arise in the interpretation or implementation

of the obligations, terms, and responsibilities of the Parties to this Agreement, each Party shall designate administrative liaisons for the purposes of resolving concerns at both the campus (liaison must be a Principal or other designated high school campus administrator) and central administrative levels. In order to be collaborative, Collin College must be able to communicate with administrators on campuses in which dual credit students/programs are present.

2) If resolution is not found through those levels, a request may be made that the matter be handled through the Parties' respective legal counsel(s). If resolution is not found through those levels, a request may be made that the matter be handled by voluntary mediation through a mutually approved mediator within thirty (30) days of the selection of a mediator.

P. Termination

1) It is agreed that either Party may terminate this Agreement with written notice to the other party within thirty (30) days. In the event of termination mid-semester, currently enrolled dual credit students would be permitted to complete their courses for that semester. No new dual credit registrations would be permitted for the current or future terms.

2) It is agreed that either Party may also terminate this Agreement with written notice to the other Party immediately for breach.

3) This Agreement may also be terminated by mutual agreement of the Parties.

4) In the event of any termination under this section, the Parties will work collaboratively to allow currently enrolled dual credit students to complete their courses for that semester. No new dual credit registrations would be permitted for the current or future terms.

5) This Agreement is expressly made subject to each Party's governmental immunity under the Texas Civil Practice and Remedies Code and all applicable state and federal laws. The Parties hereto expressly agree that no provision of this Agreement is in any way intended to constitute a waiver of any immunities from suit, immunities from liability, defenses, or rights that each Party has by operation of law. Nothing in this Agreement shall be construed as consent to suit by either Party.

Q. Approval Signatures

Collin College and Plano ISD have executed and delivered this Agreement to be effective as of the Effective Date listed above.



Jan 4, 2024

Dr. Theresa Williams, Superintendent
Plano Independent School District

Date



Nov 27, 2023

Dr. H. Neil Matkin, District President
Collin County Community College District

Date

APPENDIX A: Statewide Goals for Dual Credit

Texas Education Code, Section 28.009 (b-1) and (b-2), requires the THECB and the TEA to collaboratively develop statewide goals for dual credit programs in Texas. These goals provide guidance to institutions of higher education and independent school districts on components that must be in place to ensure quality dual credit programs are provided to Texas high school students. These statewide goals address enrollment in and acceleration through postsecondary education, performance in college-level coursework, and strong academic advising.

Goal 1: *ISDs and IHEs will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.*

Collin College's dual credit website is regularly updated with enrollment guidelines, policies, and program details including:

- ISD registration and payment deadlines
- information session schedules
- FAQs
- forms
- links to student resources

Collin College provides dual credit information sessions each spring at all partnering high schools to potential students, parents, and school counselors before students enroll into dual credit classes for fall.

On an annual basis, Collin College provides two dual credit update sessions to all partnering high school counselors. These include updates on dual credit procedures, testing, ACCESS (student accommodations), as well as shared best practices from school districts. Collin College offers a yearly conference for all local high school counselors. Keynote speakers and breakout sessions are provided on relevant topics and current issues.

Collin College also provides College and Career Counselors at partnering high schools. The College and Career Counselors are part of an institutional initiative to support local school districts' college and career readiness goals. They provide dual credit academic advising, orientations, workshops, and other related services as appropriate.

ISD counselors at each high school will collaborate with Collin College dual credit staff to schedule dual credit information sessions to prospective students and parents each year.

Collin College also uses marketing materials to help inform students and parents regarding the benefits of dual credit.

Goal 2: *Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.*

Collin College has College and Career Counselors at partnering high schools. The College and Career Counselors are part of an institutional initiative to support local school districts' college and career readiness goals. They provide dual credit academic advising, orientations, workshops, and other related services

Collin College will share available data related to Collin College enrollment and persistence after high school graduation with ISD administration.

Goal 3: *To bridge them successfully into college course completion, all dual credit students will receive academic and college readiness advising and will have access to student support services.*

All dual credit students receive academic and/or college readiness advising provided by Special Admissions Coordinators (SACs) and College and Career Counselors. High school dual credit students have access to all college academic and student support services including, but not limited to, libraries, electronic library resources, writing centers, tutorial services, academic accommodations, assessment, admissions, and academic advisement. Collin College also partners with local ISDs to develop and provide courses in college preparatory mathematics and English language arts to prepare students for success in entry-level college courses without the need for remedial or developmental coursework.

Goal 4: *Dual credit students' performance will meet or exceed the level of quality and rigor on subsequent courses.*

Collin College ensures that a dual credit course and the corresponding course offered at the main campus of Collin College are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards are upheld regardless of the student composition of the class.

Collin College faculty teaching dual credit courses are required to meet the same standards, reviews, and approval procedures used by Collin College. Faculty attend professional development opportunities provided by Collin College throughout the year.

APPENDIX B: Courses Approved for Plano ISD/Collin College Dual Credit

Collin College Course descriptions are available in the current Collin College Catalog: collin.edu/academics/catalog.html
(Some Course Rubrics and/or Numbers are subject to change throughout the year).

Plano ISD 2023-2024 DUAL CREDIT CROSSWALK						
PEIMS Code	HS Endorsement	HS Dual Credit Course Title	Possible HS Credit 0.5 = 1 sem 1.0 = 1 year	Collin College Course Title		College Hours
Academic Courses						
Academic Preparatory for Dual Credit						
N1290050	Multi-Disciplinary Studies	Dual Credit College Transition	0.5	Learning Framework	EDUC 1300	3
Electives for Dual Credit						
03250400	Arts and Humanities	Dual Credit Theatre Arts IV	1	Introduction to Theater	DRAM 1310	3
English for Dual Credit						
03220300	Multi-Disciplinary Studies	Dual Credit English III or English IV	0.5-1.0	Composition I	ENGL 1301	3
				Composition II	ENGL 1302	3
03220400		Dual Credit English IV	0.5-1.0	World Literature I	ENGL 2332	3
				World Literature II	ENGL 2333	3
Fine Arts for Dual Credit						
03500100	Arts and Humanities	Dual Credit Art I	0.5	Art Appreciation	ARTS 1301	3
03500110		Local Credit Art I	0.5	Art History I	ARTS 1303	3
Mathematics for Dual Credit						
03101100	Multi-Disciplinary Studies	Pre-Cal Dual Credit	0.5	College Algebra (Fall)	MATH 1314	3
			0.5	Pre-Calculus (Spring)	MATH 2412	4
03102530		Statistics Dual Credit	0.5	College Algebra (Fall)	MATH 1314	3
			0.5	Elementary Statistical Methods (Spring)	MATH 1342	3

N110018		Multivariable Calculus	0.5	Differential Equations (Fall)	MATH 2320	3
			0.5	Calculus III (Spring)	MATH 2415	4
Science for Dual Credit						
13037200	Multi-Disciplinary Studies	Dual Credit Scientific Research and Design A	1	Biology for Science Majors I	BIOL 1406	4
		Dual Credit Scientific Research and Design B	1	Biology for Science Majors II	BIOL 1407	4
Social Studies for Dual Credit						
03340107	Multi-Disciplinary Studies	Dual Credit United States History Studies To 1877	0.5	United States History I	HIST 1301	3
		Dual Credit United States History Studies Since 1877	0.5	United States History II	HIST 1302	3
03310300		Dual Credit Economics	0.5	Principles of Macroeconomics	ECON 2301	3
03330100		Dual Credit United States Government	0.5	Federal Government	GOVT 2305	3
03350100		Dual Credit Psychology Special Topics	0.5	General Psychology	PSYC 2301	3
Speech for Dual Credit						
03241400	Business and Industry	Dual Credit Communication Applications	0.5	Introduction to Speech Communication	SPCH 1311	3
Health Sciences						
Electrocardiography*						
13020510	Public Service	Practicum in Health Science II	1	Cardiovascular Concepts	DSAE 2303	3
				Diagnostic Electrocardiography	DSAE 1340	3
				Electrocardiography	ECRD 1211	2
				Clinical - Health Services/Allied Health/Health Sciences, General	HPRS 1160	1
				Basic Health Profession Skills II	HPRS 2310	3
				Introduction to Public Health	HITT 2328	3
Health Science Academy 10th						
13020300	Public Service	Medical Terminology*	1	Medical Terminology	HITT 1305	3
				Healthcare Communication	HPRS 2232	2
				Pathophysiology	HPRS 2301	3

Allied 11th						
13020500	Public Service	Practicum in Health Science I	1	End of Life Issues	HPRS 1303	3
				Administrative Procedures	MDCA 1321	3
				Introduction to Pharmacology	HPRS 1310	3
				Medical Law and Ethics for Health Professionals	HPRS 2321	3
Certified Nursing Assisant 11th						
13020500	Public Service	Health Science Clinical*	1	Nurse Aide for Health Care	NURA 1301	3
				Clinical – Nursing Aide and Patient Care Assistant	NURA 1160	1
				End of Life Issues	HPRS 1303	3
				Administrative Procedures	MDCA 1321	3
				Medical Law and Ethics for Health Professionals	HPRS 2321	3
Certified Nursing Assistant 12th						
13020950	Public Service	Pharmacology	1	Introduction to Public Health	HITT 2328	3
				Basic Health Professions Skills II	HPRS 2310	3
				Introduction to Pharmacology	HPRS 1310	3
Medical Assisting 11th						
13020500	Public Service	Practicum in Health Science*	1	A&P for Medical Assistants	MDCA 1309	3
				Procedures in a Clinical Setting	MDCA 1417	4
				Administrative Procedures	MDCA 1321	3
				Pharmacology and the Administration of Medications	MDCA 1448	4
Medical Assisting 12th						
13020510	Public Service	Practicum in Health Science II	1	Medical Assistant Laboratory Procedures Applications	MDCA 1452	4
				Medical Law and Ethics for Health Professionals	HPRS 2321	3
				Introduction to Public Health	HITT 2328	3
				End of Life Issues	HPRS 1303	3
				Clinical - Medical/Clinical Assistant	MDCA 1360	3
				Medical Assisting Credentialing Exam Review	MDCA 1154	1

Rehabilitation Aide 12th						
13020510	Public Service	Practicum in Health Science II	1	The Profession of Physical Therapy	PTHA 1201	2
				Introduction to Physical Therapy	PTHA 1409	4
				Clinical – Physical Therapist Assistant	PTHA 1160	1
				Basic Health Professions Skills II	HPRS 2310	3
Patient Care Technician 11th						
13020500	Public Service	Practicum in Health Science I	1	Nurse Aide for Health Care	NURA 1301	3
				Clinical – Nursing Aide and Patient Care Assistant	NURA 1160	1
				End of Life Issues	HPRS 1303	3
				Cardiovascular Concepts	DSAE 2303	3
				Electrocardiography	ECRD 1211	2
Patient Care Technician 12th						
13020510	Public Service	Practicum in Health Science II	1	Diagnostic Electrocardiography	DSAE 1340	3
				Phlebotomy	PLAB 1323	3
				Patient Care Technician/Assistant	NUPC 1320	3
				Clinical – Nursing Assistant/Aide and Patient Care Assistant/Aide	NUPC 1160	1
				Basic Health Professions Skills II	HPRS 2310	3
Emergency Medical Technician*						
13020510	Public Service	Practicum in Health Science II	1	Basic Health Profession Skills II	HPRS 2310	3
				Wellness and Health Promotion	HPRS 1102	1
				Introduction to Emergency Medical Technician	EMSP 1371	3
				Emergency Medical Technician	EMSP 1501	5
Workforce						
Biomedical Equipment Technology for Dual Credit (New Students as of 2023-24)						
13037600	Business and Industry	Digital Electronics	1	Fundamentals of Electronics	CETT 1307	3
IT Essentials I: PC Hardware and Software				CPMT 1305	3	
13036200		Principles of Applied Engineering	1	Technical Algebra and Trigonometry	TECM 1343	3
13036800		AC/DC Electronics	1	DC AC Circuits	CETT 1409	4
13037200		Honors Scientific Research and Design	1	General Medical Equipment I	BIOM 2311	3
	Digital Fundamentals			CETT 1425	4	

13036900		Solid State Electronics	1	Physiological Instruments I	BIOM 2315	3
				General Medical Equipment II	BIOM 2343	3
				Fundamentals of X-Ray and Medical Imaging	BIOM 2319	3
13037405		Practicum in STEM	3	Safety in Healthcare Facilities	BIOM 2201	2
				Biomedical Clinical Instrumentation	BIOM 2331	3
				Respiratory Equipment Maintenance	BIOM 2337	3
				Medical Terminology I	HITT 1305	3
Biomedical Equipment Technology for Dual Credit (Continuing Students for 2023-24 School Year)						
13037200	Business and Industry	Honors Scientific Research and Design	1	Digital Fundamentals	CETT 1425	4
General Medical Equipment I				BIOM 2311	3	
13037405		Practicum in STEM	3	Medical Terminology I	HITT 1305	3
				Fundamentals of Electronics	CETT 1307	3
				Safety in Healthcare Facilities	BIOM 2201	2
Electronic Engineering Technology for Dual Credit						
13037600	Business and Industry	Digital Electronics	1	Fundamentals of Electronics	CETT 1307	3
Microprocessor				CETT 1445	4	
13036200		Principles of Applied Engineering	1	Technical Algebra and Trigonometry	TECM 1343	3
13036800		AC/DC Electronics	1	DC AC Circuits	CETT 1409	4
13037200		Honors Scientific Research and Design	1	Robotic Fundamentals	RBTC 1405	4
				Digital Fundamentals	CETT 1425	4
13036900		Solid State Electronics	1	Instrumentation Test Equipment	INTC 1307	3
				Robot Applications, Set-up, and Testing	RBTC 2345	3
				Communications Circuits	EECT 2439	4
13037405		Practicum in STEM	3	Linear Integrated Circuits	CETT 1457	4
				Emerging Topics in Engineering Technology	CETT 2471	4
				Basic Fluid Power	ELMT 1305	3

Robotics and Automation Technology for Dual Credit						
13037600	Business and Industry	Digital Electronics	1	Fundamentals of Electronics	CETT 1307	3
				Basic Fluid Power	ELMT 1305	3
13036200		Principles of Applied Engineering	1	Technical Algebra and Trigonometry	TECM 1343	3
13036800		AC/DC Electronics	1	DC AC Circuits	CETT 1409	4
13037200		Honors Scientific Research and Design	1	Robotic Fundamentals	RBTC 1405	4
				Digital Fundamentals	CETT 1425	4
13036900		Solid State Electronics	1	Programmable Logic Controllers	ELMT 1301	3
				AC/DC Motor Control	INTC 1357	3
				Distributed Control Systems	INTC 2359	3
13037405		Practicum in STEM	3	Instrumentation Test Equipment	INTC 1307	3
				Advanced Programmable Logic Controllers	ELMT 2339	3
				Microprocessor	CETT 1445	4
Computer Networking Program for Dual Credit						
13027300	Business and Industry	Computer Maintenance	1	IT Essentials I: PC Hardware and Software	CPMT 1305	3
				CCNA I: Introduction to Networks	ITCC 1314	3
N1302803		Internetworking Technologies I	1	Network+	ITNW 1358	3
				CCNA 2: Routing and Switching Essentials	ITTC 1344	3
13027400		Networking (Lab Option)	1	CCNA 3: Enterprise Networking, Security, and Automation	ITCC 2320	3
				Shell Programming-Scripting	ITSC 1342	3
13028000		Practicum In Information Technology	2	Fundamentals of Wireless	ITNW 1351	3
				Configuring and Supporting Microsoft Windows	ITMT 1371	3

Computer Aided Drafting and Design for Dual Credit (New Students as of 2023-24)						
13004210	Business and Industry	Principles of Architecture	1	Basic Computer-Aided Drafting	DFTG 1309	3
				Architectural Blueprint Reading	DFTG 1315	3
13004600		Architectural Design I	2	Intro to Technical Animation and Rendering	DFTG 1302	3
				Solidworks Essentials	DFTG 1372	3
				Architectural Drafting - Commercial	DFTG 2328	3
13004700		Architectural Design II	2	Intermediate Drafting	DFTG 2319	3
				Mechanical Drafting	DFTG 1333	3
				MEP Systems	ARCE 2352	3
				Geometric Dimensioning and Tolerancing	DFTG 2350	3
13004800		Practicum in Architectural Design	2	Architectural Drafting - Residential	DFTG 1317	3
				Advanced Solidworks	DFTG 2373	3
				Civil Drafting	DFTG 1330	3
				Advanced Computer-Aided Drafting	DFTG 2332	3
Computer Aided Drafting and Design for Dual Credit (Continuing Students for 2023-24 School Year)						
13004700	Business and Industry	Architectural Design II	2	Intro to Technical Animation and Rendering	DFTG 1302	3
Solidworks Essentials				DFTG 1372	3	
13004800		Practicum in Architectural Design	2	Mechanical Drafting	DFTG 1333	3
				Architectural Blueprint Reading	DFTG 1315	3
				Advanced Computer-Aided Drafting	DFTG 2332	3

Construction Management for Dual Credit						
13004220	Business and Industry	Principles of Construction	1	Materials and Methods	CNBT 1311	3
				Construction Management I	CNBT 2342	3
				Communications in Management	BMGT 1305	3
13004900		Construction Management I - double blocked	2	OSHA Regulations	OSHT 1305	3
				Res and Light Comm Constr Drawings	CNBT 1300	3
				Materials and Methods II	CNBT 2304	3
13005000		Construction Management II	2	Construction Estimating I	CNBT 1346	3
				Project Scheduling	CNBT 1359	3
				Construction Management II	CNBT 2344	3
13006200		Practicum in Construction Management	2	Field Engineering (Lecture and Lab are separate)	CNBT 1315	3
				Mech, Elec & Plumbing Systems	CNBT 2340	3
				Commercial/Industrial Blueprint Reading	CNBT 2310	3
				Building Codes and Inspections	CNBT 1342	3
HVAC Certificate for Dual Credit						
13004220	Business and Industry	Principles of Construction	1	Basic Electricity for HVAC	HART 1401	4
				AC Installation and Startup	HART 2438	4
13005800		HVAC & Refrigeration Tech I	1	Residential Air Conditioning	HART 1441	4
				Residential AC Systems Design	HART 2345	3
				Advanced Electricity for HVAC	HART 2431	4
13005400		Building Maintenance 1 *New Course	2	Refrigeration Principles	HART 1407	4
				Gas and Electric Heating	HART 1445	4
				Heat Pumps	HART 2349	3
13005900		HVAC & Refrigeration Tech II	2	Commercial Air Conditioning	HART 2341	3
				Industrial Air Conditioning	HART 2343	3
13005255		Practicum in Construction Technology and Extended Practicum Construction Technology	3	Advanced A/C Controls	HART 2334	3
				Commercial Refrigeration	HART 2342	3
				Test Adjust Balancing HVAC Sys	HART 2358	3

Welding Technology for Dual Credit (New Students as of 2023-24)						
13032200	Business and Industry	Principles of Manufacturing	1	Intro to Multiple Process	WLDG 1407	4
				Intro to Blueprint Reading for Welders	WLDG 1313	3
13032250		Introduction to Welding	1	Intro to Gas Metal Arc Welding	WLDG 1403	4
				Intro to Layout & Fabrication	WLDG 1317	3
13032300		Welding I - Double Blocked	2	Intro SMAW	WLDG 1428	4
				Intro to GTAW	WLDG 1434	4
				Advanced GMAW	WLDG 2447	4
				Advanced GTAW	WLDG 2451	4
13032400		Welding II - Double Blocked	2	Advanced Layout & Fabrication	WLDG 2435	4
				Advanced SMAW	WLDG 2443	4
13033000		Practicum in Manufacturing - Double Blocked	2	Introduction to Pipe Welding	WLDG 1435	4
				Advanced Welding in Aerospace App	WLDG 2371	3
Welding Technology for Dual Credit (Continuing Students for 2023-24 School Year)						
13032400	Business and Industry	Welding II - Double Blocked	2	Intro to Blueprint Reading for Welders	WLDG 1313	3
				Advanced GMAW	WLDG 2447	4
				Introduction to Pipe Welding	WLDG 1435	4
				Advanced SMAW	WLDG 2443	4
13033000		Practicum in Manufacturing - Double Blocked	2	Intro to Layout & Fabrication	WLDG 1317	3
				Advanced GTAW	WLDG 2451	4
				Adv. Welding in Aerospace App	WLDG 2371	3
				Advanced Layout & Fabrication	WLDG 2435	4

APPENDIX C: Programs for Plano ISD/Collin College Dual Credit

Collin College Program Requirements are available in the current Collin College Catalog: collin.edu/academics/catalog.html (Some Course Rubrics and/or Numbers are subject to change throughout the year).

- A. [Associate of Arts \(AA\) Degree](#)
- B. [Associate of Science \(AS\) Degree](#)
- C. [Associate of Applied Science \(AAS\) Degree](#)
- D. [Associate of Arts in Teaching \(AAT\) Degree](#)
- E. [Certificate Level 2 - Construction Manager](#)
- F. [Certificate Level 2 – HVAC Commercial Servicing Certification](#)
- G. [Certificate Level 2 – Welding Technology Certification](#)
- H. [Certificate Level 1 – Health Professions – Patient Care Technician \(PCT\)](#)
- I. [Certificate Level 1- Robotics and Automation Technology](#)
- J. [Certificate Level 1 - Wireless Infrastructure Technician](#)
- K. [Certificate Level 1 - Medical Assisting \(MA\)](#)
- L. [OSA – Emergency Medical Services Professions](#)
- M. [OSA – Health Professions – Certified Nurse Aide \(CNA\) Track](#)
- N. [OSA – Health Professions - Electrocardiograph Technician \(EKG\) Track](#)
- O. [Occupational Skills Award \(OSA\) – Rehabilitation Aide](#)

APPENDIX D: Articulated Credits or Courses

1) Conditions of articulated courses are formulated with representatives from the Independent School District and Collin College regarding student evaluation criteria, course content, and exit competencies. Through this Agreement, Collin College agrees to articulate college credit for the college level high school courses listed below provided the following requirements are met.

- College credit hours only shall be awarded once the student enrolls at Collin College and successfully completes 3 additional credit hours.
- Students enrolled in concurrent or dual credit courses may apply credit hours earned with a C or better towards the fulfillment of the 3-credit requirement.
- Remedial or developmental course hours taken at Collin College may not be included in the total credit hours.
- Students must satisfactorily complete an end-of-course exam covering student learning outcomes for the articulated course.
- The articulated course or courses appear in the Collin College catalog.
- Plano ISD agrees that for each student participating in an articulated course, Plano ISD will denote the course with the letter "A" on the student transcript.
- Once the 3 credit hours are earned, students will submit the Petition for Articulated Credit form for the articulated credits to be added to their transcripts by the Academic Partnership Office. Petitions must be submitted to Collin College within 12 months of high school graduation.
- Successful completion of a high school course eligible for articulated credit does not guarantee that a student will receive college credit for the course.

Plano ISD Course	Collin College Course	
Principles of Health Science	HPRS 1201	Introduction to Health Professions

APPENDIX E: Coursework Expectations

Category	High School	College
Course Content	Content is determined by the TEKS (Texas Essential Knowledge and Skills).	<p>Content is guided by THECB and the Collin College Academic Department guidelines.</p> <p>Focus is on meeting student learning outcomes through content AFB Policy that is chosen by the faculty member and approved by the academic department. The faculty member has high levels of control of the specific content that is covered.</p> <p>Collin College supports the idea that across every level of education, expectations for student learning should increase. As such, courses taught at the College level should require students to meet rigor and even higher standards than those same courses taught in high school.</p>
Academic Freedom	<p>Standards and expectations are guided by the TEKS. Faculty must meet all standards.</p> <p>Freedom is in how you teach content.</p>	<p>Standards are part of accreditation, but so is a high degree of academic freedom.</p> <p>There is more flexibility in what content is taught, and how it is taught in covering department and college- approved learning outcomes.</p> <p>For more information please refer to Collin College's Board Policy: https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=DGC#localTabContent </p>

Grading Policies	<p>Determined by campus and/or ISD policies.</p> <p>Policies may require reteach and retest.</p> <p>Consequences for attendance are determined by State law and district policies.</p>	<p>Guided by departmental requirements. Some departments have explicit requirements, others provide more flexibility in grading to the instructor.</p> <p>Faculty may choose to, but are not required to allow multiple attempts on assignments or exams.</p> <p>Consequences for poor attendance and lack of adherence to course deadlines are determined by the instructor.</p>
Student Learning Outcomes and Competencies	<p>Must meet TEKS guidelines.</p> <p>Additional outcomes can be required by campus and/or district.</p> <p>See details here: http://tea.texas.gov/curriculum/teks/ </p>	<p>Must meet SACSCOC guidelines, THECB core curriculum requirements, Collin College general education competencies, course SLOs (student learning outcomes), and PSLOs (program-level student learning outcomes).</p>
Regulations of Privacy	<p>FERPA: parents and guardians have access to student information.</p>	<p>FERPA: only students have access to information, regardless of their age. Students may choose to fill out a FERPA waiver to allow parents to have access.</p> <p>See further information here: https://www.collin.edu/gettingstarted/register/ferpa.html </p>

Disability Services	ARD paperwork or 504 plans. All approved accommodations and modifications must be provided.	<p>In the college setting, curriculum modifications are not required for students with disabilities. However, reasonable accommodations may be approved by the Collin College ACCESS office on a course by course, case by case basis. Approved accommodations must be implemented by faculty.</p> <p>Students must provide a Course Accessibility Letter signed by an ACCESS Advisor to faculty before any accommodations can be provided. Accommodations may not be provided before faculty receive a Course Accessibility Letter. The provision of accommodations is not retroactive.</p> <p>Learn more here: https://www.collin.edu/studentresources/disabilityservices/index.html</p>
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APPENDIX F: College and Career Counselors Initiative

PURSUANT to the terms of the Partnership Agreement, both Parties agree to include the College and Career Counselors Initiative program between Plano ISD and Collin College, as described therein. Both Parties desire to describe the terms and conditions set forth in the Services in this Exhibit that are added to or changed from the Partnership Agreement. The parties understand and agree that this Partnership Agreement is the controlling document which governs the relationship between the parties regarding the modified Services and the rights and obligations of the parties arising by virtue of the Partnership Agreement. This exhibit only applies to the College and Career Counselors Initiative program and these terms only apply to this program.

NOW, THEREFORE, the parties, intending legally to be bound, agree as follows:

A. Background

The following additions are hereby incorporated into the Collin County Community College District and Independent School District Partnership Agreement to support the College and Career Counselors Initiative.

B. Collin college will provide the following

A College and Career Counselor assigned to the high school on a daily full-day or part-day basis in a part-time role (20 hours per week)

C. Plano ISD will provide the following

1. Designated office space for the College and Career Counselors to meet with students and or parents
2. Access to students for College and Career Advisement

D. Funding Provisions

All salaries, fringe benefits, professional development, local travel, supplies for the College and Career Counselor will be provided by Collin College.

E. Termination (only applies to College and Career Counselor program)

It is agreed that either party may terminate this Agreement effective thirty (30) days after the receipt of written notification

APPENDIX G: Embedded Faculty FAQs and Review Process

A. Collin College Dual Credit Embedded Faculty FAQs

- What are Embedded Faculty?

Embedded faculty are full-time high school teachers hired by Collin College as adjunct faculty to teach College courses at the high school during regular high school hours. During the college course time at the high school, embedded faculty are under the guidance of Collin College and must follow the guidelines and procedures of Collin College such as but not limited to, Collin College Core Values, curricula, FERPA, syllabi, schedule, etc.

- What are the necessary qualifications?

All faculty credentials are consistent with Collin College and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Guidelines for Faculty Credentials, the Texas Administrative Code Section 7.4(11) (Appendix A), and program-level accrediting agency requirements that apply. Faculty teaching transfer courses must meet the minimum credentialing requirements as stated in the Collin College Faculty Credentialing Manual which typically requires a Master's degree in the discipline or a Master's degree with 18 graduate hours in the discipline.

Faculty teaching in workforce programs must meet the requirements found in the Texas Higher Education Coordinating Board Guidelines (www.theccb.state.tx.us/reports/pdf/3378.pdf#page=8)

Faculty in these programs may have a bachelor's degree in the teaching discipline, an associate's degree, a certificate, or professional work experience that demonstrates competencies in the teaching discipline as required by the specific program. Other demonstrated competencies and achievements that contribute to effective teaching and successful student learning outcomes are also considered during the hiring process. For all cases, Collin College provides justifying documentation of the qualifications of its faculty.

Collin College faculty credential requirements are the same, regardless of location, time of day, day of the week or modality of the course to be taught. Collin College does not distinguish, for the purpose of faculty qualifications, between full-time or adjunct (part-time) positions. After being hired, faculty who wish to teach online sections of a course are required to complete training in online teaching

determined by Collin's virtual campus, iCollin prior to receiving an assignment in that modality.

- What are the expectations for Embedded Faculty in the classroom?

As Collin College adjunct faculty, embedded faculty are responsible for fulfilling all regular duties and responsibilities of all college faculty, including, but not limited to: maintaining college-level rigor in all instructional practices, utilizing a Canvas shell for each course, developing a course syllabus and calendar of assignments, certifying rosters, following FERPA regulations, providing numeric progress grades to the Dual Credit Office, posting final numeric and alpha course grades in Collin College's student management system, and responding promptly to emails, request and due dates sent by the offices of academic affairs. http://www.collin.edu/hr/employment_forms/Collin%20College%20Faculty%20Handbook.pdf

- How is the compensation dispersed?

Embedded faculty employed with the school district who teach a dual credit course as part of their regular duty hours with the school district will not receive additional compensation from Collin College. All dual credit faculty qualifications outlined in the agreed terms still apply. Collin College will pay the school district the equivalent of the current adjunct faculty rate of pay and dual credit stipend for each course taught by an embedded faculty member.

Embedded faculty employed with the school district who teach a dual credit course outside of their regular duty hours with the school district are not considered embedded faculty. They will be paid the current adjunct faculty rate of pay for services rendered under the agreed terms in accordance with College College's faculty compensation plan.

- How does scheduling work?

Embedded faculty will work with the appropriate Associate Deans/Director and their high school regarding class schedules during the high school day.

Embedded faculty are considered part-time adjuncts and are normally limited to nine (9) contact hours per week. (3 classes for a 48-hour contact hour class for 16 weeks). All assignments over nine contact hours are considered a temporary exception and require pre-approval from the associate dean/director, dean, appropriate campus provost, and senior vice president of campus operations. CourseVite Professor is an 'invitation to teach' application used by Collin College

Associate Deans and Directors to aid in schedule Adjunct Faculty course assignments. The application can be accessed by logging into CougarWeb and accessing it through OneLogin. The basic steps for using the application are as follows: 1) Log in and select the semester. 2) Set your preferred campus. 3) Set your preferred availability. 4) Check your profile for accuracy. 5) Review and respond to any course invitations within 24 hours. Note that notification of an 'invitation to teach' will be sent to your @collin.edu email. Instructors should contact the scheduling Associate Dean or Director with any questions.

- How does evaluation of Embedded Faculty work?

Collin College will select, supervise, and evaluate all faculty employed by Collin College, including embedded faculty. Embedded faculty teaching dual credit courses will be evaluated through the Adjunct Faculty Appraisal Process each year.

- What if an Embedded Faculty member must be absent from class and wants a substitute to meet the class?

The embedded faculty member should follow the high school's absence procedure, but must also contact their Collin College supervisor (Associate Dean/Director) to inform them that they will be absent and would like a substitute. In a class period where the college curriculum is covered, a credentialed and ISD fingerprinted College employee can meet the class and provide instructional coverage. This must be arranged in advance of the absence.

- What happens if the teacher leaves the district in the middle of the semester?

Collin College will work to find a qualified faculty to teach the remainder of the course in the same medium as originally agreed. If this is not an option, Collin will work with the district to find another reasonable solution.

- How does Collin College work with ADA student accommodations?

Students who receive accommodations from the ISD may be eligible for accommodations from Collin College; however, their accommodations from the ISD are not applicable to the college classroom. Students must contact Collin College's ACCESS office and be evaluated by a case officer and presented with an accommodation letter from Collin College. The student must self-identify her/himself as needing accommodations, present a copy of the letter to the instructor, and discuss with the professor specific accommodations she/he wishes be employed in the class.

If determined eligible for academic accommodations at Collin College, students must request accommodations each semester. Dual credit course location will determine who provides the academic accommodation needs determined by Collin College's ACCESS Department. Dual credit course accommodations offered on the high school campus are provided by high school personnel. Dual credit course accommodations offered on a Collin College campus will be provided by Collin College personnel.

- What is the protocol if there are issues/concerns/questions with the assigned Embedded Faculty during the college course?

The high school Principal or Assistant Principal will collaborate with the appropriate Collin College Associate Dean or Director and the P-12 Partnerships office to develop an equitable solution that supports the needs of both educational entities and the best interests of the student.

B. Potential Embedded Faculty Review Process

ISD will provide Collin College with a roster of faculty interested in embedded faculty assignments for the next academic year by February 1. The roster should include candidates' unofficial transcripts as well as resumes of work experience.

- The authorized personnel from the partner ISD sends Raul Martinez, AVP P-12 Partnerships, an email recommending a specific ISD faculty as a potential embedded faculty member.
- Raul Martinez, in cooperation with the prospective hiring manager (Associate Dean or Director), facilitates screening of the unofficial graduate transcripts to determine whether the ISD faculty meets minimum qualifications to be considered for an adjunct position at Collin College.
- Following the transcript review, individuals meeting the minimum qualifications will be invited to apply for employment at the Collin College website.
- Raul Martinez notifies the appropriate hiring manager (Associate Dean or Director) of the ISD faculty's completed application.
- Hiring manager (Associate Dean or Director) reviews the application, and, if appropriate, makes contact to establish an initial on-site or virtual interview.
- If the hiring manager determines that an ISD faculty should be moved on to a second on-site or virtual interview, one is conducted – to include teaching demonstration and interview with the prospective hiring manager (Associate Dean or Director) and 1-3 content experts in the discipline. *

- Potential hiring manager (Associate Dean or Director) notifies ISD faculty directly of the hiring decision. **

**Completion of the on-site interview does not guarantee an offer of employment by Collin College.*

***Embedded faculty are considered part-time adjuncts and are normally limited to nine (9) contact hours per week. (3 classes for a 48-hour contact hour class for 16 weeks). Term course load (amount of Collin College courses assigned) is at the discretion of the hiring manager (Associate Dean or Director).*

For questions, please contact Raul Martinez Jr. at rjmartinez@collin.edu

APPENDIX H: Collegiate Academy

A. Purpose

- 1) The purpose of this Agreement is to provide an opportunity for high school students to simultaneously earn a high school diploma and up to 60 hours of college credit and/or an associate degree upon graduation from high school.
- 2) Students in the Collegiate Academy may choose from two degree pathways - Associate of Arts or Associate of Science degrees. All eligible courses must be part of the college core curriculum and serve towards meeting requirements for high school graduation. Collegiate Academy students will work with their high school counselor to ensure that students select courses that align with their chosen career pathway and college major. Students are encouraged to identify the four-year higher education institutions they plan to attend after high school graduation and review course selections against admission and degree requirements from that institution. As Collegiate Academy students progress through the program, they will meet with their high school counselor to ensure requirements for high school graduation and the selected associate degree or college core curriculum are being completed.

B. Agreement

- 1) Collin College and Plano ISD enter into the following program agreement for the implementation of a Collegiate Academy. The Parties to this agreement desire to collaborate in the operation of a Collegiate Academy program to prepare students for successful college and career transitions through the integration of high school, college, and career services with a commitment to collaboration in planning, implementation, and continuous improvement. Both Parties agree to collaborate on the development of the Collegiate Academy during the 2023-2024 academic year for implementation during the 2024-2025 academic year.

C. Designated Collin College Contacts

Name	Areas of Ownership	Contact Information
Dr. Lindsay Moore Plano Campus Director for Academic Dual Credit	Academic Dual Credit faculty support including: <ul style="list-style-type: none"> • Collin College academic faculty assignments • Collin College academic faculty concerns • Academic embedded faculty credentialing • Academic course descriptions, syllabi, and student learning outcomes 	972-881-5776 lemoore@collin.edu
Shawna Chamberlin Associate Dean for P-12 Partnerships	Student timeline and support including: <ul style="list-style-type: none"> • Registration • Application • Payment • Dual credit information sessions • Collin College Counselors • Industries Academy • Health Science Academy 	972-377-1505 schamberlin@collin.edu
Raul Martinez Associate Vice President for P-12 Partnerships	Dual credit institutional partnership <ul style="list-style-type: none"> • MOU updates • Crosswalk of courses • Industries Academy • Health Science Academy *Anything dual credit not outlined in this document	972-985-3725 rjmartinez@collin.edu

APPENDIX I: Workforce Programs

A. Purpose

2) Collin College and Plano ISD enter into the following program agreement to provide workforce Dual Credit for Plano ISD students. These workforce programs and courses have been developed to address labor market needs using a model that connects business and industry leaders directly with the curriculum development process. Stackable programs will ensure employment opportunities for high school graduates possessing entry level certifications as well as for students earning certificates or associate degrees.

B. Eligible Dual Credit Courses

1) Eligible dual credit courses under this Appendix are identified as a college-level workforce education course required for an Associate of Applied Science (AAS) degree or certificate program and approved in the current edition of the Workforce Education Course Manual (WECM). Approved courses for Collin College workforce programs are included in [Appendix B](#).

C. General Provisions for Workforce Program Participation

- Collin College Workforce Programs provide high school students with an opportunity to earn entry-level certificates, an AAS through completion of workforce dual credit courses.
- If the Workforce Program is located at a Plano ISD High School, the Plano ISD High School must be approved by Collin College as a dual credit site through SACSCOC. Additional approval of facilities may be required by the Collin College Workforce Program Director.
- If the Workforce Program is located at a Collin College campus, Plano ISD may decide to transport students to a Collin College Campus, which hosts the selected Workforce Program.
- Some Workforce Programs may require demonstration of college readiness in order to continue in the program.

D. Student Eligibility

- To participate in a Workforce Program, students must meet Collin College admissions requirements depending on the Workforce Program (including satisfactory completion of the TSIA in the areas required for the course(s) in which they wish to enroll or documentation of exemption status).

- Workforce Program students may be required to complete a program specific application to be eligible for acceptance into their Workforce Program.

E. Location and Student Composition of Classes

- 1) Workforce Program classes will be taught on a Collin College campus, a Collin College approved site or online if applicable. Courses taught on a Collin College campus may be composed of dual credit and regular Collin College students.
- 2) Plano ISD may agree to transport students to a Collin College campus (campus location subject to change based on course availability) which hosts the approved workforce programs as outlined in [Appendix C:](#)

F. Faculty Selection, Supervision, and Evaluation

- All instructors must meet the minimum faculty requirements as specified by Collin College in accordance with the guidelines of the SACSCOC.
- Collin College shall select, supervise, and evaluate instructors for courses that result in the award of credit, regardless of whether the course is delivered on a Collin College campus or high school campus.
- Plano ISD may identify and recommend candidates for embedded faculty, subject to Collin College hiring the embedded faculty (see Section III.C.a. "[Joining the Collin College Faculty](#)").
- Instructors, even if employed by and paid by an Independent School District, must be supervised in dual credit related instructional matters by the Collin College Program Director and must meet all administrative and evaluation requirements and attend required faculty training.
- Official college transcripts of instructors must be kept on file at Collin College.

G. Course Curriculum, Instruction, and Grading

- The same standards of curriculum shall apply for all courses taught by Collin College, regardless of whether the course is delivered on a Collin College campus or high school campus.
- Instruction of college courses that may be used for dual credit shall be held to the same departmental and curricular standards as all other courses in that discipline.
- The same standards of grading shall apply for all courses taught by Collin College, regardless of whether the course is delivered on a Collin College campus or high school campus.

H. Academic Policies and Student Support Services

1) Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit courses. Students in dual credit courses are eligible to utilize the same or comparable college support services as all other Collin College students. Collin College will provide student support through registration and academic advising, early alert system, and other support services to ensure student success.

I. Transcription of Credit

1) College credits will be transcribed immediately upon a student's completion of course(s) each semester.

J. Funding

1) These provisions supersede Section III.I. "[Funding](#)" of this Agreement.

2) State funding for dual credit courses will be available to both Independent School District and Collin County Community College District based upon the current agreement between the Commissioner of Education and Commissioner of Higher Education.

3) Tuition and fees will be collected from the high school student unless evidence is presented documenting the high school student's participation in the federal free and reduced lunch program in Plano ISD, or if the Plano ISD is covering the student's charges through third party billing. If Plano ISD participates in third party billing, Plano ISD agrees to abide by the policies set forth by the Bursar's Office. Plano ISD will provide a verification list of dual credit students participating in the federal free and reduced lunch program to Collin College each semester. All dual credit students are responsible for purchasing their own textbooks and other required course materials unless otherwise purchased on their behalf.

K. Plano ISD and Collin College Responsibilities:

1) Program Support and Implementation:

- Plano ISD and Collin College agree to support the recruitment of students into the Workforce Programs each year and provide services in the retention and make every effort to assist students in the completion of the program.
- Plano ISD's administrative support for the Collin College Workforce Program will be the Principal or designee of the high school.

- In accordance with Section “[Conflict Resolution](#)” of this Agreement, Plano ISD designee and Collin College Associate Vice President of P-12 Partnerships will serve as the designated central administrative liaison and primary contacts for this partnership and will participate in the development and implementation of processes to facilitate this agreement, and to enhance communication among the partners regarding all aspects of the partnership.
- 2) To the extent possible, Collin College will ensure:
- The degree plan which leads to the entry level certificate is also a pathway to an associate degree.
 - courses for the Workforce Programs are available on a continual basis to ensure successful credential completion of the entry level certificate.

APPENDIX J: Health Science Academy

A. Purpose

- 1) Collin College and Plano Independent School District enter into the following program agreement for the continuation of a pathway in the Health Sciences Academy (“HSA”) for students of the Plano ISD.
- 2) The Health Sciences Academy is a collaborative partnership between Collin College and Plano ISD, providing students in the ninth, tenth, eleventh, and twelfth grades with college-level experiences, while preparing them for careers in the health sciences. College-level courses offered in the HSA will apply to a health science certification, an associate’s degree in a healthcare field or meet general education requirements for an associate or baccalaureate degree.

B. Governance

- 1) Collin College and Plano ISD will collaborate in the planning, implementation, and evaluation of the HSA programs, process and services through annual meetings and specialized work groups as needed. The annual meetings will convene on an agreed upon schedule and will be comprised of college, district, and high school campus leadership staff who will collaborate to further the goals of the HSA partnership.
- 2) Collin College is responsible for guiding and supporting the operation of the HSA under the direction of the Collin College Academic Dean - Health Sciences and Emergency Services. Collin College will be responsible for the delivery of college services and will provide support and assistance to the HSA, including reporting information designed to improve HSA student retention and completion rates.
- 3) Collin College and Plano ISD will collaborate to provide the necessary support to Collin College faculty, to ensure successful program implementation. Specific aspects of the support provided will be determined in joint meetings held subsequent to the execution of this Agreement. Regular meetings between Collin College staff and appropriate Plano ISD staff will be held to ensure successful program implementation.
- 4) Collin College and Plano ISD will communicate with each other as necessary to share any updates or changes related to policies regarding grading periods, course of study, instructional calendar, scheduling of classes, student enrollment and attendance.

C. Responsibilities of Collin College and Plano Independent School District

- 1) Collin College and Plano ISD will maintain the integrity of their separate programs and enter into this MOU as equal partners.

- 2) Collin College and Plano ISD agree to cooperate in communicating with each other and the public concerning the established relationship between the two institutions.
- 3) Collin College and Plano ISD will participate in HSA information sessions to recruit potential HSA students and inform existing students and parents of the unique aspects of the HSA.
- 4) Collin College and Plano ISD will agree on the selection of college programs and courses for the HSA that are beneficial to students seeking careers in the health sciences.
- 5) Collin College and Plano ISD will agree on a calendar and schedule for college dual credit courses that meet the attendance requirements of Plano ISD, contract days for Collin College faculty and contact hour requirements for Collin College courses.
- 6) Collin College and Plano ISD agree to adhere to the student eligibility requirements, faculty qualifications, location and student composition of classes, high school facility and schedule.
- 7) Collin College and Plano ISD will work in collaboration to resolve standards of code of conduct violations by students admitted to the Collin College-Plano ISD Health Sciences Academy. For conduct violations occurring at clinical sites, the Health Sciences Academy student handbook and program protocols will be followed.

B. Responsibilities of Collin College

- 1) Collin College will identify an individual to serve as the primary contact for Plano ISD regarding all aspects of the MOU.
- 2) Collin College will identify an individual to serve as a liaison to HSA students, parents, school principals, and school counselors.
- 3) Collin College is responsible for identifying students for clinical pathways in accordance with program protocol.
- 4) Collin College will be responsible for admitting and registering students, evaluating and awarding grades, and handling student appeals regarding grades for dual credit courses.
- 5) Collin College is responsible for instructional materials, including software, supplies, and equipment.
- 6) Collin College is responsible to select, supervise, and evaluate instructors for courses which result in the award of dual credit.

- 7) Collin College is responsible for supervising students and providing course-related instruction and adhering to contact hour requirements of assigned courses.
- 8) Collin College is responsible for the assignment and collection of tuition and fees assessed to students of Collin College.
- 9) Collin College will acquire all necessary approvals from the Texas Higher Education Coordinating Board and the SACSCOC for programs offered by Collin College at the HSA locations.
- 10) Collin College identifies and requires eligible courses and grading criteria, transcription of credit, and funding provisions as outlined in Section VI.I. [“Grading Periods and Policies”](#) below.

C. Responsibilities of Plano Independent School District

- 1) Plano ISD will identify an individual to serve as the primary contact for Collin College regarding all aspects of the MOU.
- 2) Plano ISD will designate an individual to serve as a liaison to HSA students, HSA parents, and the Director of Health Professions.
- 3) Plano ISD will market the HSA to students within Plano ISD, scheduling multiple information sessions prior to the annual application deadline.
- 4) Plano ISD will create and maintain a HSA webpage, ensuring information is timely, current, and accurate.
- 5) Plano ISD will provide adequate facilities and equipment at Williams High School and Plano East Senior High (“the “Facilities”) to accommodate HSA dual credit courses.
- 6) Plano ISD will be responsible for the maintenance of the Facilities, including but not limited to the classroom furnishings, equipment, and computers owned by Plano ISD.
- 7) Plano ISD is responsible for identifying students eligible to enter the Health Science Academy.

D. Insurance

- 1) Collin College and Plano ISD acknowledge that, because each is an agency of the State of Texas, and liability for the tortious conduct of the agents and employees of both entities or for injuries caused by conditions of tangible state property is provided for solely by the provisions of the Texas Tort Claim Act (Texas Civil Practice and Remedies Code,

Chapters 101 and 104), thus each entity shall procure insurance in conformance with applicable state law.

E. Location & Facilities

1) HSA programs may be located at an approved Plano ISD high school campus, a Collin College campus, a site approved by Collin College, or a combination of any of these locations if necessary to ensure students can progress to complete their program of study within the required timeframe.

2) Plano ISD/Collin College (pick which one applies based on the location-unless it is always Plano ISD even on a Collin College campus) will operate the following Collin College program(s) at the following location(s), which are subject to change based on course and program availability:

- Collin College Plano Campus
- Plano East Senior High School
- Williams High School
- Collin College Wylie Campus

3) If the HSA program is located at a Plano ISD high school campus, Plano ISD will provide office space and services (e.g., security, custodial, building access, mail, etc.) as needed for the HSA program. The initial requirements for office space and support services will be determined in meetings held subsequent to the execution of this agreement. Collin College will make specific requests for additional office space and support services prior to the beginning of each semester.

4) Collin College will provide HSA students with access to all Collin College facilities, including libraries, study rooms, learning labs, etc.

F. Curriculum, Instruction and Professional Development

1) Plano ISD is responsible for ensuring that state course requirements for high school graduation are fulfilled.

2) Plano ISD will ensure the vertical alignment of college readiness skills and a college-going culture for students feeding into HSA.

3) Collin College will be responsible for all HSA dual credit courses working with the Plano ISD HSA Principal/Director or designee as necessary to deliver the agreed-upon HSA program.

- 4) Plano ISD will participate in planning to ensure that the necessary dual credit classes are scheduled in a timely manner to facilitate the goals of the HSA. Collin College will ensure that dual credit courses are delivered and where necessary and agreed upon, Collin College will create, to the extent possible, additional Collin College class sections to facilitate the goals of the HSA. Plano ISD requests for additional class sections must comply with the timelines required by Collin College for enrollment and staffing. Fall course requests must be submitted by the second to last Friday in January. Course requests submitted after that date will be reviewed by the appropriate academic dept to determine if there are available faculty eligible to teach.
- 5) Collin College will ensure that dual credit courses are equivalent to corresponding College courses with respect to curriculum, materials, lab supplies, instruction, and method/rigor of student evaluation. Plano ISD administration will facilitate adherence to requirements imposed by Collin College academic departments to ensure the rigor of coursework and college level standards among all faculty.
- 6) If Plano ISD uses a specific preparatory program such as Advancement Via Individual Determination (AVID), Plano ISD will provide program resources for all Collegiate Academy Staff that can be considered for utilization outside the course curriculum.
- 7) Plano ISD will assist with campus orientation and information to Collin College faculty who are not part of the high school faculty, and will provide information about safety protocols, rules, and regulations unique to the high school environment.
- 8) Plano ISD will allow and encourage embedded faculty participation in Collin College faculty orientation activities, Collin College professional development and required evaluation activities, and college and student success initiatives. Plano ISD will provide release time as necessary for embedded faculty to attend college orientation sessions and to participate in college staff development activities as necessary to maintain good standing in the Collin College academic department.

G. Grading Periods and Policies

- 1) Collin College will award credit for courses taken as dual credit courses within the chosen degree plan identified in the HSA Application.
- 2) Collin College will provide the Plano ISD official numerical grades for courses completed to assist with the high school ranking system.

3) Collin College will ensure HSA students receive grades within an agreed upon timeframe after the end of the Collin College semester. Collin College will ensure all HSA students are given midterm grades.

4) Plano ISD may require all HSA students to complete a self-report at midterm.

H. Faculty and Staffing

1) Plano ISD will provide a Principal or designee who is assigned to the HSA and has scheduling and budget authority. Plano ISD will provide an administrative team to oversee the administration of the HSA program. The administrative team will be responsible for providing guidance counseling and advising to HSA students, in addition to other Plano ISD responsibilities related to Plano ISD administration as outlined in the Agreement.

2) Plano ISD will pay for all salary and benefits for adjunct faculty who are Plano ISD employees assigned to teach HSA courses. Collin College will assist prospective Collin College adjunct faculty candidates who are employed by Plano ISD with information regarding the faculty hiring process (see Section III.C.a. "[Joining the Collin College Faculty](#)")

3) Plano ISD may identify and recommend candidates for embedded faculty, subject to Collin College hiring the embedded faculty.

4) Plano ISD will ensure there are sufficient school-district staff resources, student records support, and scheduling support necessary to deliver the agreed-upon course sections required in the HSA program.

I. Funding

1) State funding for dual credit courses will be available to both Independent School District and Collin County Community College District based upon the current agreement between the Commissioner of Education and Commissioner of Higher Education.

2) These provisions supersede Section III.I. "[Funding](#)" of this Agreement.

3) Plano ISD participates in third party billing for the Health Science Academy and agrees to abide by the policies set forth by the Collin College Bursar's Office. Tuition and fees will be collected from Plano ISD unless evidence is presented documenting the high school student's participation in the federal free and reduced lunch program in Plano ISD. Plano ISD is also responsible for purchasing student textbooks for health science courses. For academic courses, students are responsible for purchasing their own textbooks.

J. Instructional Materials

- 1) Plano ISD may purchase college textbooks and other required college instructional materials for participating HSA students. Plano ISD will be responsible for coordination of the receiving, inventory, and distribution of college textbooks for participating HSA students. For the purposes of this Agreement, Plano ISD is allowed to buy books from the Collin College bookstore whenever it is more expedient and efficient. Collin College will assist with the coordinator for the provision of textbooks to HSA students
- 2) Plano ISD may purchase all necessary blue books, scantrons, or other testing materials for participating HSA students.

K. Transportation

- 1) Plano ISD may decide to provide transportation for HSA students to and from the Collin College campus for college credit classes for all semesters where students are enrolled.
- 2) Plano ISD may provide transportation for students to Collin College campuses as necessary to support the goals of the HSA. These visits will introduce the students to the Collin College campus and student resources available to them (Anthony Peterson Centers for Academic Assistance, library, student engagement, etc.).

L. Student Enrollment and Attendance

- 1) Plano ISD will provide college advisement to HSA students each semester. Plano ISD's Guidance and Counseling Department will facilitate enrollment of students into the HSA and in meeting all requirements to take Collin College courses. Collin College will act as a resource for Plano ISD's Guidance and Counseling Department to facilitate the college enrollment process for HSA students.
- 2) Collin College will advise HSA students on the transferability of all college credit offered and earned, and the transferability and applicability to baccalaureate degree plans for all college credit offered and earned.
- 3) Students must demonstrate satisfactory reading and writing scores on the TSIA, unless the requisite proof of exemption or waiver is provided. Students must also complete the Collin College enrollment process, and register for Collin College's approved sequence of classes before the stated registration deadline.
- 4) If the number of applicants exceeds program capacity, a blind lottery will be used to determine which students are accepted into the program. Students not accepted into the program will be placed on a waiting list. If an accepted student moves outside of the

district or chooses not to enter the program before the semester, the next student on the waiting list will be offered entry into the program.

M. Student Supports, Services and Resources

- 1) Plano ISD will provide support as needed for college-related activities necessary to implement the HSA, including activities scheduled during the school day.
- 2) Plano ISD and Collin College will collaborate to facilitate as appropriate the provision of student support services, including electronic resources delivered via technology, for students enrolled in college courses.
- 3) Plano ISD will ensure that HSA staff hold at least two intervention meetings with HSA students who are in danger of being dropped from the program. Plano ISD will work with Collin College to develop and implement an early alert system to identify HSA students at-risk of not completing college coursework and to provide effective interventions to support those students.
- 4) Collin College will partner with Plano ISD to create a process for communicating faculty recommended withdrawals for students who are not in compliance with course policies or not meeting course objectives in the syllabus. Plano ISD shall develop a plan to transition HSA students into a high school credit recovery or other applicable program.
- 5) Plano ISD shall ensure that its HSA Student Handbook and or Guidelines requires students enrolled in the HSA Program to adhere to all Collin College enrollment, attendance, and conduct policies as specified in the Collin College Student Handbook. Collin College will provide new student orientation for HSA students to review Collin College policies regarding student rights and responsibilities.
- 6) Collin College will provide Plano ISD with student data in accordance with Section IV.F. "[School District Data Sharing & Privacy](#)" of this Agreement, to assist high school counselors in monitoring and guiding students' academic process at least once per semester.

N. Instructional Calendar and Administration of Statewide Assessments

- 1) The HSA shall comply with State Board of Education Rules regarding ISD administration of the assessment instruments as required by Subchapter B, Chapter 39 (end of course exams/EOC). Plano ISD will coordinate TSIA testing for prospective and/or current HSA students following college testing guidelines. Collin College will collaborate with Plano ISD staff and provide advising for TSIA results as agreed upon for HSA students.

2) Plano ISD and Collin College will review academic calendars and identify conflicting dates (holidays, exams, and national testing dates). Plano ISD will ensure HSA students satisfy their college attendance requirements regardless of conflicts.

O. Recruitment and Promotion

1) Plano ISD HSA and Collin College staff shall visit all district middle schools and meet with all 8th graders to encourage them to enroll in the HSA Program.

2) Plano ISD will encourage participation in the HSA Program through distribution of promotional materials to middle schools, information sessions for parents, information to middle school principals and counselors, development of a marketing plan, and participation in middle school and high school fairs. Collin College will assist in providing Plano ISD counselors with HSA information for parents and students.

3) Collin College HSA staff will collaborate with relevant Collin College Departments to provide promotional and informational materials about Collin College programs to Plano ISD counseling staff.

4) Collin College will participate in Plano ISD events, as appropriate, to promote the HSA Program.

P. Provisions for Discontinuing the Health Science Academy Operations

1) These provisions supersede Section “Termination”, under the General Obligations of the Parties of this Agreement. Plano ISD and Collin College will work together to discontinue the programs in accordance with the following requirements:

- An HSA Program with an 11th grade cohort must continue operations through that cohort’s scheduled graduation from the HSA Program. Services to enrolled 9th and 10th grade students may be continued through graduation, if agreed upon by Collin College and Plano ISD.
- An HSA Program with only grade 9 and grade 10 cohorts must discontinue operation at the end of the school year in which Plano ISD and Collin College decide to close the HSA Program.
- The HSA Program may not enroll any new students while in the process of discontinuing operation.

Collin College and Plano ISD will continue to meet all required design elements and provide full support for all students enrolled in the HSA Program.