

CTE Dual Credit Agreement

Between the Community Colleges of Spokane and the Spokane Consortium of Career and Technical Education School Districts.

Parties

This agreement is made and entered into between Community Colleges of Spokane (CCS) and Spokane Consortium of Career and Technical Education (SCCTE) school Districts.

SCCTE is a partnership of business, labor, community, and education that meet common regional needs by preparing students to successfully advance from high school through postsecondary education into the world of work.

Overview

The purpose of this agreement is to articulate a collaborative CTE Dual Credit Program pursuant to RCW 28B.50.530 and 28B.50.531 which authorizes community and technical colleges to establish agreements in collaboration with local school districts. CTE Dual Credit agreements are designed to award college credit to students who successfully complete articulated college level career and technical education courses while still in high school.

Individual articulations for courses will be covered under this agreement and signed by the college and school district designees from each participating institution. The individual articulation agreements are designed to provide students with a non-duplicative, coherent, sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree.

This agreement defines the criteria for equivalency and the granting of credit. The following guidelines provide a framework and operational structure for CCS and SCCTE school districts to facilitate the implementation of this agreement.

The college and school district partners will make reasonable efforts to ensure all student populations are served by the CTE Dual Credit program.

Students

High school students

1. Be 9th, 10th, 11th or 12th grade students.
2. Be enrolled in the required high school class.
3. Meet college admissions standards and apply to CCS (SCC or SFCC) to receive credit.
4. Meet CCS course requirements which could include placement testing and/or other specific course prerequisites and complete all required skills as identified on the competency profile. If an exam or review of completed work is required under the terms of the articulation, students must receive a passing score (determined by college or industry certification) to earn college credit.

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5. Officially register for course/s in SERS to earn credit with a 2.0 GPA or better.
6. All CCS policies and regulations regarding student academic performance shall apply. Students who successfully complete the coursework will receive grades and transcripts from both the high school and CCS. College transcripts and grading policies will be consistent with CCS policies and procedures.
7. College credits, including those awarded through direct transcription, may or may not transfer to four-year institutions or other colleges outside the state's community/technical college system. It is the responsibility of the student to consult with those institutions concerning specific credit transfer and admission requirements.

Curriculum and Assessment

Courses taught pursuant to this agreement

1. Be college level catalogued courses with the same departmental designations, descriptions, numbers, titles, and credits as sections offered on the campus.
2. Be approved through the established CTE Dual Credit college course approval process and have the same pedagogical, theoretical and philosophical orientation as sections offered on the campus.
3. College quarter courses typically will be delivered in a high school semester or over an academic year.
4. Students are held to the same grading policies and standards of achievement as those expected of students on the college campus.
5. Students are assessed using the same methods as students on the college campus (examples include: papers, portfolios, quizzes, labs. etc.).

High School Instructors

High school instructors who administer the courses

1. Will do so as an employee of their school district.
2. Teachers providing the CTE Dual Credit instruction in the high school classroom must have the college course approved by the participating institution of higher education's respective academic department and meet the same institution's requirements for the college course at the institution of higher education campus.
3. Attend scheduled meetings, workshops, or in-service activities that enhance the high school/college partnership and support implementation of the CTE Dual Credit articulated program.
4. Responsible for ensuring the course in the high school meets all requirements and expectations set forth by the applicable CCS academic department and articulation.
5. Hold students accountable for the same competency standards and course expectations as required by the college-equivalent course.
6. Ensure all students receive a copy of the course syllabus outlying information about CTE Dual Credit, the college course competencies and the process required to earn the college credit.
7. If required for articulation, ensure students are prepared to take industry certification exams, complete a professional portfolio documenting their work, or take a final exam to measure their level of skill and competence of the coursework.
8. Submit final grades for students registered to earn college credit no later than June of the current academic year.

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Confirmation of High School Credit

Condition to an eligible student's enrollment in college courses

1. The school district shall establish on a course by course basis the amount of high school required or elective credit, or combination thereof, that shall be awarded for each CCS course completed by the student.
2. The school district must determine how many high school credits will be awarded upon completion of each course. The credits may be applied toward graduation and subject area requirements.
3. Upon successful completion of the course, CCS will grant the enrolled student the appropriate amount of college credit through direct transcription for classes with a 2.0 GPA or better. The credit will have the same transferability as its equivalent course within the CCS system.
4. CCS and the school district shall independently have and exercise exclusive jurisdiction over academic and discipline matters involving a student's enrollment and participation in courses, and the receipt of services and benefits from the district, charter school, tribal compact school or the institution of higher education.

School District CTE Dual Credit Responsibilities

_____ School District shall

1. Assign a qualified high school instructor who meets the WA State CTE teaching requirements and meet the CCS employment criteria per WAC 131-16-095 (2) for all CCS articulated courses.
2. Provide a complete articulation packet for review.
3. Confirm course approval from the CCS program.
4. Compensate the high school instructor in accordance with School District policies, procedures and the applicable School District collective bargaining agreements.
5. Supervise and evaluate high school instructors per the school district's collective bargaining agreement.
6. Ensure each CTE Dual Credit instructor completes or provides the following for each approved course:
 7. Provide a professional and prepared classroom environment.
 8. Updated course syllabus or program verification information to the CCS office by stated deadline.
 9. Assist students with CCS application and SERS registration process.
 10. Have high school instructors attend scheduled meetings, workshops or in-service activities that enhance the high school/college partnership & support implementation of the CTE Dual Credit articulated program.
 11. Assign grades in SERS for approved courses in accordance with CCS established guidelines and deadlines.
 12. Provide general information about the CTE Dual Credit program to all students in grades eight, nine, ten, eleven, and twelve and to the parents and guardians of those students.
 13. School District assumes sole responsibility for accurately reporting student enrollment to the Office of the Superintendent of Public Instruction.

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14. Course materials, including but not limited to textbooks for each CTE Dual Credit school course, shall be the responsibility of the school district or the student. CCS may specify which materials must be used to articulate the course.
15. Agree to assist in the collection of data concerning student participation, student performance and instructor participation in the CTE Dual Credit program. Data will be used to determine the success of students who received articulated credit during high school and then transfer to college in the same or similar pathway program.

College Responsibilities Related to the CTE Dual Credit Program CCS shall

1. CCS departments collaborate with high school instructors to coordinate course curriculum, materials and assessments.
2. Manage the student CCS application process.
3. Identify the articulated course on the transcript as a regular college-level course. No designation will be used to indicate the course was taken while the student was in high school.
4. Provide transcript request assistance consistent with CCS policy.
5. Ensure that courses are equivalent to the same courses offered on the CCS campuses
6. Approval process for CCS course articulations.
7. Determination that high school course content and material are equivalent to the college's course content and material.

Term

This Agreement is effective beginning September 1, ²⁰¹⁹_____, and will continue to June 30, ₂₀₂₁_____, unless terminated. As required by law, this agreement will be reviewed regularly and approved annually by the lead administrators (CCS and SCCTE designees representing their school districts).

Individual school districts and/or college partners may terminate this agreement without cause by giving 90 days written notice. If the college partner(s) terminate participation in the CTE Dual Credit program, the college will continue to honor CTE Dual Credits for students currently enrolled in articulated courses at the secondary school registered to earn college credit at the end of the term.

Amendment

This Agreement may be modified only by a subsequent written Agreement executed by the parties. The provisions in this Agreement may not be modified by any attachment or letter agreement as described elsewhere in this Agreement.

Compliance with Applicable Laws

The parties to this agreement agree to comply with all applicable federal and state laws and regulations in their performance under this agreement.

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Participating Institutions

We the undersigned representatives agree to all provisions of the memorandum of agreement, have reviewed the agreement and understand the process to which students may be granted college credit through the CTE Dual Credit program. We commit staff time and resources to ensure successful program implementation.

Colleges

Jenni Martin
Jenni Martin Date
SCC Vice President of Instruction

Andrew Feldman
Andrew Feldman Date
SFCC Vice President of Learning

Glen A. Cosby
Glen Cosby Date
SCC Vice President of Student Services

Chrissy Davis Jones
Chrissy Davis Jones Date
SFCC Interim Vice President of Student Services

Valerie S. Senatone
Valerie Smith Senatone Date
CCS Provost

School Districts

Camille Nielsen
Central Valley SD Date
CTE Director

Ellen Smith
Cheney SD Date
CTE Director

Shawn Anderson
Chewelah SD Date
CTE Director

Dan White
Colfax SD Date
CTE Director

Colville SD
Colville SD Date
CTE Director

Noelle Corybeny
Davenport SD Date
CTE Director

Alexis Snyder
Deer Park SD Date
CTE Director

Amy Steinghusen
East Valley SD Date
CTE Director

Christi Kershaw
Elma SD Date
CTE Director

R. Bailey
Freeman SD Date
CTE Director

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Stephanie Jetrick

Kettle Falls SD Date
CTE Director

[Signature]

Liberty SD Date
CTE Director

[Signature]

Mead SD Date
CTE Director

[Signature]

Medical Lake SD Date
CTE Director

Saraya H. Pierce

Newport SD Date
CTE Director

[Signature]

NEWTECH Date
CTE Director

[Signature]

Nine Mile Falls SD Date
CTE Director

[Signature]

Omak SD Date
CTE Director

Chris Franklin

Pullman SD Date
CTE Director

Talana Mielke

Riverside SD Date
CTE Director

Kari Lynn Schuh

Riverview SD Date
CTE Director

[Signature]

Selkirk SD Date
CTE Director

[Signature]

Spokane SD Date
CTE Director

[Signature]

Spokane Valley Tech Date
CTE Director

[Signature]

Walla Walla SD Date
CTE Director

[Signature]

West Valley SD Date
CTE Director

W. H. Sarrett

Yakima SD Date
CTE Director