

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
September 22, 2020 – 4:00 p.m.
Robert J. Rimington Board Room (H-228)
Highland Community College Student/Conference Center
Freeport, Illinois

Public access to the meeting is provided online via Zoom at
<https://highland.zoom.us/j/93165479630?pwd=ajlwUWZtZzBCclp0cEdhZXZURVBadz09>
or by phone at 312-626-6799 and passcode 456789

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. **PUBLIC HEARING CONCERNING THE 2020 – 2021 BUDGET**
- IV. Approval of Minutes: August 6, 2020 Budget Work Session (rescheduled from July 28)
August 6, 2020 Regular Meeting (rescheduled from July 28)
August 25, 2020 Regular Meeting
- V. Public Comments
- VI. Introductions
- VII. Budget Report
- VIII. Foundation Report
- IX. Consent Items
 - A. Academic
 - 1. Authorization to Enter into Dual Credit Agreements with CareerTEC, Jo Daviess Carroll CTE Academy, and Area High Schools for the 2020 – 2021 Academic Year (Page 1)
 - 2. Linking Talent with Opportunity Program (“LTO”) Dual Credit Memorandum of Understanding Between Highland Community College and West Carroll School District (Page 2)
 - 3. Linking Talent with Opportunity Program (“LTO”) Dual Credit Memorandum of Understanding Between Highland Community College and Hinkley-Big Rock School District (Page 18)
 - 4. Linking Talent with Opportunity Program (“LTO”) Dual Credit Memorandum of Understanding Between Highland Community College and Forrestville Valley School District (Page 25)
 - 5. CollegeNOW Agreement Between Highland Community College and Stockton High School for the 2021 – 2022 (FY22) Academic Year (Page 30)
 - 6. Articulation Agreement Between Highland Community College and the University of Northern Iowa, College of Humanities, Arts & Science (CHAS), Department of Technology (Page 33)

- B. Administration
 - 1. Appointment of Voting Delegate to the Association of Community College Trustees 2020 Leadership Congress (Page 56)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 57)
 - D. Financial (None)
- X. Main Motions
- A. Academic (None)
 - B. Administration
 - 1. First Reading – New Policy 5.24: Cardholder Information Security (Page 63)
 - 2. First Reading – Revised Policy: Policy on Definitions (Page 66)
 - 3. Second Reading – New Policy 3.28: Prohibition of Sex-based Misconduct (Page 71)
 - 4. Planned Retirement Program for Full-Time Administrative, Professional, and Classified Nonunion Employees (Page 74)
 - C. Personnel
 - 1. Approval of Faculty Requesting to Participate in the Planned Retirement Program (Page 76)
 - D. Financial
 - 1. 2020 – 2021 Budget (Page 77)
 - 2. Direct Energy Business, LLC Electricity Supply Commodity Master Agreement (Page 111)
 - 3. Payment of Bills and Agency Fund Report – August 2020 (Page 121)
- XI. Reports
- A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 123)
 - B. Shared Governance
 - C. Partners In Leadership
 - D. ICCTA Representative
 - E. Board Chair
 - F. Administration
 - G. Strategic Plan
- XII. CLOSED SESSION
- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity

- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

XIII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

XIV. Old Business

XV. New Business

XVI. Dates of Importance

- A. Next Regular Board Meeting – October 27, 2020, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Quarterly Board Retreat – December 10, 2020, at 8:30 a.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center

XVII. Adjournment

**AGENDA ITEM #IX-A-1
SEPTEMBER 22, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**AUTHORIZATION TO ENTER INTO DUAL CREDIT AGREEMENTS
WITH CAREERTEC, JO DAVIESS CARROLL CTE ACADEMY, AND
AREA HIGH SCHOOLS FOR THE 2020 – 2021 ACADEMIC YEAR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes the College President to enter into dual credit agreements for the 2019 – 2020 academic year. The agreements may include, but are not limited to, the following educational institutions: CareerTEC, Jo Daviess Carroll CTE Academy, district high schools including Aquin, Dakota, East Dubuque, Forrestville Valley, Freeport, Galena, Orangeville, Oregon, Pearl City, Scales Mound, Stockton, Warren, and West Carroll, and out-of-district high schools including Byron, Belvidere, Belvidere North, Hinckley-Big Rock, and Stillman Valley.

BACKGROUND: The dual credit agreements represent the ongoing relationship and partnership between Highland Community College and CareerTEC, Jo Daviess Carroll CTE Academy, and in- and out-of-district high schools. Through these agreements, we are able to provide a mechanism that allows high school students to enroll in specific classes at their high school, career center, or Highland Community College and simultaneously earn high school and college credit, as approved by each local district. These agreements conform with the guidelines and directive of the Illinois Community College Board.

BOARD ACTION: _____

**AGENDA ITEM #IX-A-2
SEPTEMBER 22, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**LINKING TALENT WITH OPPORTUNITY PROGRAM (“LTO”) DUAL CREDIT
MEMORANDUM OF UNDERSTANDING BETWEEN
HIGHLAND COMMUNITY COLLEGE AND
WEST CARROLL SCHOOL DISTRICT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Memorandum of Understanding (MOU) between Highland Community College and West Carroll School District to be used for the Linking Talent with Opportunity (LTO) grant.

BACKGROUND: The College has a signed agreement to partner with Rock Valley College on the LTO grant project. One core component of the grant is to have Pathways start at the high school level in which students earn Dual Credit and the attached MOU would be used as part of the pathways delivery process. See attached MOU.

BOARD ACTION: _____

**Linking Talent with Opportunity Program ("LTO") Dual Credit
Memorandum of Understanding between
Highland Community College and West Carroll School District**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 1st day of August, 2020 between West Carroll School District ("School District"), located at 500 Cragmoor Street, Savanna, Illinois 61074 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the "Parties").

WHEREAS, School District and Highland Community College working together would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the "Linking Talent with Opportunity" Program (hereinafter "LTO"); and

WHEREAS, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Highland Community College will, each school year, make available to eligible students participating in the LTO Program agreed upon "dual credit courses," as listed in Appendix A which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before May 15, 2020 and made available to students within School District.
2. All dual credit courses shall be taught by qualified School District instructors ("School District Dual Credit Instructors") or in some cases Highland Community College instructors during the academic year.
3. All dual credit courses shall be taught at the School District's campuses or in some cases at Highland Community College or delivered through alternative delivery methods.
4. It is further agreed upon by the Parties that School District, on an annual basis, will:
 - a. Verify that School District Dual Credit Instructors meet Highland Community College's faculty credential qualifications to teach by submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach;
 - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit a completed student enrollment form and the Dual Credit/Dual Enrollment Agreement;
 - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College's placement requirements necessary for each class, which may include English, Reading, and/or Mathematics, prior to registering for a class, if applicable;
 - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;

- e. Upon request, send Highland Community College an initial roster, by August 15 for the fall semester and January 15 for the spring semester;
- f. Ensure that School District Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by School District and Highland Community College;
- g. If School District chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
- h. Be responsible for School District Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
- i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the School District Dual Credit Instructor and Administration. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any school district instructor's performance evaluation under Article 24A of the School Code;
- j. Require all School District Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix B which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
- k. Attend an annual mandatory orientation meeting between the School District and Highland Community College to discuss dual credit processes and procedures;
- l. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;
- m. Ensure that unqualified students (those students who do not meet all the course eligibility prerequisites) are not allowed to enroll in the same section with qualified students. All students in the dual credit section must meet Highland Community College prerequisites;
- n. Participate in Highland Community College's periodic assessment of student learning activities;
- o. Provide at ^{shared} their cost a School District Dual Credit Instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
- p. Provide associated instructional costs such as instructional materials and supplies, as needed.
- q. If the School District cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for

expenses associated with their proposed instructional delivery of the dual credit course at the School District.

- r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program.
5. It is agreed by the Parties that Highland Community College will:
- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
 - b. Provide the School District with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
 - c. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
 - d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the School District Dual Credit Instructor;
 - e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the School District Dual Credit Instructor and District Administration;
 - f. Provide the School District with all appropriate forms including, but not limited to, a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
 - g. Provide appropriate placement testing to participating students, as required;
 - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
 - i. In instances when a Highland Community College instructor is teaching the course, Highland will provide the School District with the final grade for each participating student at the end of the semester;
 - j. Review this MOU annually for accuracy; and
 - k. Host an annual orientation meeting between the School District and College to discuss dual credit matters.
6. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
7. *This Agreement may be terminated by mutual agreement of the parties upon 30 days notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.*

8. This agreement will be in effect for the 2020-2021 school year.

Julie Katzenberg 6/29/2020
High School Superintendent Date

Highland Community College President Date

J. M. Justice 6/29/2020
Board of Education Date

Highland Community College Board of Trustees Date

779255v2

**Appendix A
Dual Credit Courses**

The following Highland Community College courses will be offered at West Carroll School District as dual credit effective during this agreement: (courses listed here)

See Chart (2020-2021)

Appendix B Dual Credit Roster & Grading Procedures

1. High School Dual Credit Instructor sends signed and dated summary class list from their ROAR account to HCC by the College's posted summary class list date. HCC makes class list adjustments based on the submitted summary class list.
2. High School Dual Credit Instructor will enter midterm grades electronically into their ROAR account by the HCC's posted midterm grading deadline. HCC will make any necessary class list adjustments.
3. High School Dual Credit Instructor will send any "Withdrawal" forms to HCC. The Withdraw form can be a Student or an Instructor Initiated form. Forms must be submitted by the posted HCC's Withdrawal deadline. HCC will make adjustments to the class list.
4. High School Dual Credit Instructors will enter final grades electronically into their ROAR account by HCC posted final grading deadline.



**HIGHLAND COMMUNITY COLLEGE
2020-2021 HCC Dual Credit with West Carroll High School**

Please review and complete this form. Your input is imperative to successfully processing and offering dual credit to the students of your school. Your prompt and thorough response will give us the best possible knowledge going forward.

1. Please complete the chart below to indicate whether the course will be offered. If it will be offered, please also indicate when the course will be offered in 2020-2021. If the teacher will change, please mark that.

Course	Offered? (Yes/No)	Returning Teacher	New Teacher? (Name)	Fall, Spring, or Yearlong?	Schedule (Days & Times - Not Periods)	Notes
Animal Science (AGOC 116)	Yes	Mathey	"		M-F	No prereq No tuition
Plant Science (AGOC 114)	Yes	Mathey	"		M-F	No prereq No tuition
Welding (WELD 130)	Yes	Polk	"	Fall & Spring	M-F	No prereq No tuition
Intro to Ecology (BIO 116)	Yes	Bradbury	Shaddan	YL	M-F available this year	No prereq ½ tuition, ½ fees
Principles of Biology (BIO 110)	Yes	Bradbury	Shaddan	YL	M-F 2020-2021	No prereq ½ tuition, ½ fees

2. Please list any previously offered classes, not shown above, that will be offered again in 2020-2021. Include class name, teacher, and time of year.

NA

3. Please list any new classes/instructors that you will have or hope to have.

Angela Shaddan for BIO 110, 116 (Bradbury no longer teaches them)

4. Would you like/need to order books from our bookstore? Yes _____ No
 If Yes, for which class and how many? _____

For each class, please list the book that is being used:

Plant Science My book, my card is used
Animal Science No book, my card is used
Welding No book, my card is used
Biology Same as HCC
Ecology Same as HCC

5. Do you need any placement testing? Yes _____ No

If Yes, when would you like this done? Is there a preferred time period for testing?

High School Principal/Superintendent Approval

[Signature] Date 5/20/20

Please confirm by May 15, 2020 and send back in the enclosed envelope.

West Carroll High School

COURSE SYLLABUS

COURSE NUMBER: Biology 110

COURSE TITLE: Principles of Biology

ACADEMIC YEAR: 2020-2021

SEMESTER CREDIT HOURS: 4 **COURSE MEETING,**

DATES & TIMES:

Lecture: 1:22-2:09 M-F

REQUIRED MATERIALS:

Simon, E.J., Dickey, J.L., Reece, J.B. *Campbell's Essential Biology* 6th Edition, Pearson, 2018

ISBN: 9780133917789.

INSTRUCTOR: Angela Shedd

E-MAIL: ashedd@wc314.org or by Schoology

WEB SITE: wc314 website

BUILDING/OFFICE: Room 10

OFFICE HOURS: Before and After School and during study hall times

DATE SYLLABUS WAS COMPLETED: 5/26/20 **DATE SYLLABUS LAST REVIEWED:** 5/26/20

COURSE DESCRIPTION:

Basic principles of biology, a survey of how living things are organized and how they function. Special emphasis is given to the human perspective on biology. Topics include genetics, genetic engineering, digestion and nutrition, disease and immunology, ecology, evolution, and basic principles of plant biology as it applies to agriculture.

PREREQUISITES: Bio 1

QUALITY STANDARDS

Upon successfully completing this course, students should be able to:

1. Have a basic understanding of biological terms
2. Understand the impact biology has on human lives
3. Know and describe the concepts of genetics, evolution, ecology, and cellular biology

ATTENDANCE POLICY:

Students in this course are expected to attend class regularly, unannounced quizzes and extra-credit opportunities will be provided throughout the semester and only those students present at class will benefit.

Attendance at lab meetings is required as lab activities require group work that many times cannot be replicated and students that miss out on lab will not gain the seeing by doing experience that lab provides and will let down their lab group. Any excused absences from lab will be dealt with individually and points will be allowed to be made up.

Unexcused absences will result in a loss of all lab points for the day.

COURSE CONTENT ADVISEMENT:

This course addresses topics that may be sensitive, offensive, and/or controversial. If you are uncomfortable with any topic or the manner in which it is presented, please discuss your concerns with the instructor or the administration.

Content Outline:**Introduction and Cells (25%)**

Introduction: Biology Today
 Essential Chemistry for Biology
 The Molecules of Life
 A Tour of the Cell
 The Working Cell

Cell Functions (20%)

Cellular Respiration: Obtaining Energy from Food
 Photosynthesis: Using Light to Make Food
 Cellular Reproduction: Cells from Cells

DNA (20%)

Patterns of Inheritance
 The Structure and Function of DNA
 How Genes are Controlled
 DNA Technology

Evolution and Classification (20%)

How Populations Evolve
 How Biological Diversity Evolves
 The Evolution of Microbial Life Plants and Fungi Overview
 The Evolution of Animals

Ecology (15%)

An Introduction to Ecology and the Biosphere
 Population Ecology
 Communities and Ecosystems

GRADING AND EVALUATION:

Your points totals will be based on the scale below:

Points Possible	Assignment
50	Exam 1
100	Exam 2
100	Exam 3
150	Exam 4/FINAL
70	Lab Quizzes
140	Lab Assignments
110	Lecture Quizzes
30	Lecture Assignment 1
50	Lecture Assignment 2
800	TOTAL POINTS

ASSIGNMENTS

All lab work/assignments will be due within 1 week of lab meeting.

Lab assignments will be assessed a 2-point deduction for each day they are late.

Lecture assignments will be assessed a 5-point deduction for each day they are late.

QUIZZES

All quizzes will be given during the first ten minutes of class time; tardy students will not be allowed extra time on the quiz. Quizzes missed will due to an excused absence must be completed within 2 days of the original quiz. Make up quizzes may differ from the original.

EXAMS

Lecture exams will cover the material assigned in the readings and covered in lecture and labs. Exams can consist of multiple choice, short answer, labeling, fill-in-the-blank, matching, and essay questions.

Exams must be taken on the day they are scheduled, if a student must miss an exam due to an excused absence they must email the instructor and an alternative time to take the exam will be scheduled. Exams must be completed within 2 days of the original exam. Make up exams may differ from the original.

Unexcused absences on exam days will result in a different, more difficult exam being given that will be open to all assigned readings and lab activities, this exam will also lose 10 points per day the exam is missed until it is taken.

GRADING SCALE

The grading scale for this course is listed below, there will be no exceptions to this list

GRADING SCALE		
<u>Pts</u>	<u>%</u>	<u>Letter</u>
>720	90-100%	A
640-719.5	80-89%	B
560-639.5	70-79%	C
480-559.5	60-69%	D
<479.5	<60%	F

METHOD OF INSTRUCTION

LECTURE: The lecture will be presented in a formal atmosphere usually via PowerPoint that will be posted to Schoology after the lecture. Lecture will require some student participation and meaningful, relative questions from students will be rewarded.

LABORATORY TIME: The lab will be an informal time to learn by doing. Lab will consist of a large amount of group work and very little lecturing. Most instruction in lab will be provided at the beginning and if requested, but students are expected to explore by doing and discuss their findings with their group. At the completion of most labs all groups will be expected to explain their findings and results to the rest of the lab.

Week	Chapter	Topic	Lab/Activity
1		1 Biology Today	Claims, Evidence Reasoning
2		2 Essential Chemistry for Biology	Cookie Lab-Measurements and conversions
3		3 Molecules of Life: Organic Compounds	Lactose Intolerance Lab Kit
4		4 A Tour of the Cell: membrane structure	Osmosis and Diffusion Lab
5		4 A Tour of the Cell: Organelles	Microscope Lab
6		5 The Working Cell	Calorimetry Activity
7		6 Cellular Respiration	Calorimetry Continued
8		6 Cellular Respiration	Fermentation in a bag
9		7 Photosynthesis	College Board Photosynthesis Lab
10		7 Photosynthesis: Calvin Cycle	Light reaction lab: College Board Phot. Lab
11		8 Cellular Reproduction: Mitosis	Onion root tip lab
12		8 Cellular Reproduction: Meiosis	Zebrafish embryo lab
13		9 Inheritance	Zebrafish genetics
14		9 Inheritance	Simulated Blood Type Lab, zebrafish genetics

15		10	DNA: Watson and Crick/Structure	Double Helix Model, zebrafish genetics
16		10	DNA: Transcription/Translation	Transcription and Translation simulation
17		10	DNA: Vaccines	Talk to USDA Vaccine Lab Scientists/Cytologists
18	Review		First Semester Final	
19		11	How Genes are Controlled	
20		12	DNA Tech	Glofish/zebrafish biotech lab
21		13	Evolution and Darwin	Fossil Lab/Comp Anat Lab
22		13	Mechanisms of Evolution	Genetic Drift Lab–Nat Selection Lab
23		14	Biological Diversity	Creates a species lab/debate
24		15	Microbial Evolution	Prokaryote microscope Lab
25		16	Plants, Fungi	Plant vs Green Algae lab, Plant Lab
26		17	Evolution of Animals	Cambrian Lab
27		17	Invert Phyla	Planaria lab
28		17	Vertebrates	Vertebrate comparisons
29		18	Ecology and Biosphere	Climate Change Activity
30		19	Population Ecology	Pop. Pyramid Lab
31		19	Population Ecology:	Invasive Species Research Activity
32		20	Community Ecology	Succession (burn with ag classes)
33		20	Ecosystem Ecology	Chemical Cycles Lab
34	Bio essay			
35	Review		Cumulative Final	
36	Final		Cumulative Final	

HCC Approval _____
Date _____

Highland Community College

High School Dual Credit

Course similarities comment form

1. Are you using the same textbook as listed on the Highland Community College syllabus? Yes or No

2. How well do you feel your course matches the attached syllabus?

Matches Very Well

Matches Somewhat

Does Not Match Very Well

3. What areas do you feel best match the attached syllabus?
Covered content and expectations

4. What areas do you feel don't match the attached syllabus?

- The class schedule is a bit different as WCHS has 45 min spread over 2 semesters
- There are some differences in the late policy to better accommodate our class schedule.
- I noted that make up quizzes and exams may be different from the original.
- The planned labs a somewhat different but cover the same material.
- We are using the *Campbell's Essential Biology* 6th Edition, Pearson, 2018 instead of the 5th edition.

School name

West Carroll High School

High School Course name

Principles of Biology BIO 110

Highland Course name

Principles of Biology BIO 110



HIGHLAND COMMUNITY COLLEGE

HIGHLAND COMMUNITY COLLEGE
DUAL CREDIT AGREEMENT WITH

West Carroll High School

2019 - 2020 School Year

STATEMENT OF INTENT FOR 'NOT FOR PAYMENT' CAREER & TECHNICAL EDUCATION COURSES

The purpose of this Dual Credit Agreement is to provide a mechanism which, under the guidelines and directives of the Illinois Community College Board, will allow high school students to enroll in and attend college course(s) at Highland Community College or their home school, thereby simultaneously earning high school and college credits at no charge to the school or student. Teachers will be responsible for all necessary paperwork including but not limited to mid-term and final grade reports.

West Carroll High School course		Highland Community College course	CRN/ Section
Animal Science (Mathey)	is equivalent to	AGOC 116 – Principles of Animal Science	6839 WDQ
AG Business Operations (Mathey)	is equivalent to	AGOC 124 – Intro to Agribusiness	6840 WDQ
Plant Science (Mathey)	is equivalent to	AGOC 114 – Principles of Plant Science	4055 WDQ
Welding (Polk)	is equivalent to	WELD 130 – Intro to Welding	4089 WDQ 6865 WDQ

STATEMENT OF INTENT FOR GENERAL EDUCATION COURSES

The home High School agrees to enter into a dual credit agreement with Highland Community College for selected courses in General Education. Other core courses may be added as student enrollments dictate. All students enrolled in the course must meet the placement and prerequisite guidelines established for the HCC course. Students OR their home High School will be responsible for paying agreed upon HCC tuition and fees and/or AP exam fees, in addition to purchasing course textbooks. Teachers will be responsible for all necessary paperwork including but not limited to mid-term and final grade reports.

West Carroll High School course		Highland Community College course	CRN/Section
Biology (Bradbury)	is equivalent to	BIO 110 – Principles of Biology with Lab	6439 DC 6441 DCW
Ecology (Bradbury)	is equivalent to	BIO 116 – Intro to Ecology with Lab	6863 DC 6864 DCX

PARTICIPATING INSTITUTIONS

We, the undersigned representatives of the listed institutions, agree to the terms of this Dual Credit Agreement.

HIGHLAND COMMUNITY COLLEGE

SCHOOL DISTRICT

(President)

Julie Katzenberger
(Superintendent/Principal)

(Date)

6/29/2020
(Date)

If you have questions concerning the courses listed above, please contact Sam Schable at sam.schable@highland.edu.

**AGENDA ITEM #IX-A-3
SEPTEMBER 22, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**LINKING TALENT WITH OPPORTUNITY PROGRAM (“LTO”) DUAL CREDIT
MEMORANDUM OF UNDERSTANDING BETWEEN
HIGHLAND COMMUNITY COLLEGE AND
HINCKLEY-BIG ROCK SCHOOL DISTRICT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Memorandum of Understanding (MOU) between Highland Community College and Hinckley-Big Rock School District to be used for the Linking Talent with Opportunity (LTO) grant.

BACKGROUND: The College has a signed agreement to partner with Rock Valley College on the LTO grant project. One core component of the grant is to have Pathways start at the high school level in which students earn Dual Credit and the attached MOU would be used as part of the pathways delivery process. See attached MOU.

BOARD ACTION: _____

**Linking Talent with Opportunity Program ("LTO") Dual Credit
Memorandum of Understanding between
Highland Community College and Hinckley-Big Rock School District**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 1st day of August, 2020 between Hinckley-Big Rock School District ("School District"), located at 700 E Lincoln Highway, Hinckley, Illinois 60520 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the "Parties").

WHEREAS, School District and Highland Community College working together would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the "Linking Talent with Opportunity" Program (hereinafter "LTO"); and

WHEREAS, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, It is hereby agreed by and between the Parties as follows:

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2. All dual credit courses shall be taught by qualified School District Instructors ("School District Dual Credit Instructors") or in some cases Highland Community College Instructors during the academic year.
3. All dual credit courses shall be taught at the School District's campuses or in some cases at Highland Community College or delivered through alternative delivery methods.
4. It is further agreed upon by the Parties that School District, on an annual basis, will:
 - a. Verify that School District Dual Credit Instructors meet Highland Community College's faculty credential qualifications to teach by submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach;
 - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit a completed student enrollment form and the Dual Credit/Dual Enrollment Agreement;
 - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College's placement requirements necessary for each class, which may include English, Reading, and/or Mathematics, prior to registering for a class, if applicable;
 - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;

- e. Upon request, send Highland Community College an initial roster, by April 15 for the fall semester and October 15 for the spring semester;
- f. Ensure that School District Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by School District and Highland Community College;
- g. If School District chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
- h. Be responsible for School District Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
- i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the School District Dual Credit Instructor and Administration. This evaluation shall be limited to the course and the ability of the Instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any school district instructor's performance evaluation under Article 24A of the School Code;
- j. Require all School District Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix B which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
- k. Attend an annual mandatory orientation meeting between the School District and Highland Community College to discuss dual credit processes and procedures;
- l. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;
- m. Ensure that unqualified students (those students who do not meet all the course eligibility prerequisites) are not allowed to enroll in the same section with qualified students. All students in the dual credit section must meet Highland Community College prerequisites;
- n. Participate in Highland Community College's periodic assessment of student learning activities;
- o. Provide at their cost a School District Dual Credit Instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
- p. Provide associated instructional costs such as instructional materials and supplies, as needed.
- q. If the School District cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for

expenses associated with their proposed instructional delivery of the dual credit course at the School District.

- r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program.
5. It is agreed by the Parties that Highland Community College will:
- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
 - b. Provide the School District with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
 - c. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
 - d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the School District Dual Credit Instructor;
 - e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the School District Dual Credit Instructor and District Administration;
 - f. Provide the School District with all appropriate forms including, but not limited to, a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
 - g. Provide appropriate placement testing to participating students, as required;
 - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
 - i. In instances when a Highland Community College instructor is teaching the course, Highland will provide the School District with the final grade for each participating student at the end of the semester;
 - j. Review this MOU annually for accuracy; and
 - k. Host an annual orientation meeting between the School District and College to discuss dual credit matters.
6. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
7. *This Agreement may be terminated by mutual agreement of the parties upon 30 days notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.*

8. This agreement will be in effect for the 2020-2021 school year.

Jay BRICKMAN

Jay Brickman

High School Superintendent PRINCIPAL Date

Highland Community College President Date

Eric R. Wackelin

Eric R. Wackelin 8-11-20

Board of Education Date

Highland Community College Board of Trustees Date

**Appendix A
Dual Credit Courses**

The following Highland Community College courses will be offered at Hinckley-Big Rock School District as dual credit effective during this agreement: (courses listed here)

Appendix B Dual Credit Roster & Grading Procedures

- 1. High School Dual Credit Instructor sends signed and dated summary class list from their ROAR account to HCC by the College's posted summary class list date. HCC makes class list adjustments based on the submitted summary class list.**

- 2. High School Dual Credit Instructor will enter midterm grades electronically into their ROAR account by the HCC's posted midterm grading deadline. HCC will make any necessary class list adjustments.**

- 3. High School Dual Credit Instructor will send any "Withdrawal" forms to HCC. The Withdraw form can be a Student or an Instructor Initiated form. Forms must be submitted by the posted HCC's Withdrawal deadline. HCC will make adjustments to the class list.**

- 4. High School Dual Credit Instructors will enter final grades electronically into their ROAR account by HCC posted final grading deadline.**

**AGENDA ITEM #IX-A-4
SEPTEMBER 22, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**LINKING TALENT WITH OPPORTUNITY PROGRAM (“LTO”) DUAL CREDIT
MEMORANDUM OF UNDERSTANDING BETWEEN
HIGHLAND COMMUNITY COLLEGE AND
FORRESTVILLE VALLEY SCHOOL DISTRICT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Memorandum of Understanding (MOU) between Highland Community College and Forrestville Valley School District to be used for the Linking Talent with Opportunity (LTO) grant.

BACKGROUND: The College has a signed agreement to partner with Rock Valley College on the LTO grant project. One core component of the grant is to have Pathways start at the high school level in which students earn Dual Credit and the attached MOU would be used as part of the pathways delivery process. See attached MOU.

BOARD ACTION: _____

**Linking Talent with Opportunity Program ("LTO") Dual Credit
Memorandum of Understanding between
Highland Community College and Forrestville Valley School District**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 1st day of August, 2020 between Forrestville Valley School District ("School District"), located at 601 E. Main Street, Forreston, Illinois 61030 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the "Parties").

WHEREAS, School District and Highland Community College working together would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the "Linking Talent with Opportunity" Program (hereinafter "LTO"); and

WHEREAS, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Highland Community College will, each school year, make available to eligible students participating in the LTO Program agreed upon "dual credit courses," as listed in Appendix A which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before May 15, 2020 and made available to students within School District.
2. All dual credit courses shall be taught by qualified School District Instructors ("School District Dual Credit Instructors") or in some cases Highland Community College Instructors during the academic year.
3. All dual credit courses shall be taught at the School District's campuses or in some cases at Highland Community College or delivered through alternative delivery methods.
4. It is further agreed upon by the Parties that School District, on an annual basis, will:
 - a. Verify that School District Dual Credit Instructors meet Highland Community College's faculty credential qualifications to teach by submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach;
 - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit a completed student enrollment form and the Dual Credit/Dual Enrollment Agreement;
 - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College's placement requirements necessary for each class, which may include English, Reading, and/or Mathematics, prior to registering for a class, if applicable;
 - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;

- e. Upon request, send Highland Community College an initial roster, by August 15 for the fall semester and January 15 for the spring semester;
- f. Ensure that School District Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by School District and Highland Community College;
- g. If School District chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
- h. Be responsible for School District Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
- i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the School District Dual Credit Instructor and Administration. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any school district instructor's performance evaluation under Article 24A of the School Code;
- j. Require all School District Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix B which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
- k. Attend an annual mandatory orientation meeting between the School District and Highland Community College to discuss dual credit processes and procedures;
- l. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;
- m. Ensure that unqualified students (those students who do not meet all the course eligibility prerequisites) are not allowed to enroll in the same section with qualified students. All students in the dual credit section must meet Highland Community College prerequisites;
- n. Participate in Highland Community College's periodic assessment of student learning activities;
- o. Provide at their cost a School District Dual Credit Instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
- p. Provide associated instructional costs such as instructional materials and supplies, as needed.
- q. If the School District cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for

expenses associated with their proposed instructional delivery of the dual credit course at the School District.

- r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program.


5. It is agreed by the Parties that Highland Community College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
- d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the School District Dual Credit Instructor;
- e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the School District Dual Credit Instructor and District Administration;
- f. Provide the School District with all appropriate forms including, but not limited to, a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
- g. Provide appropriate placement testing to participating students, as required;
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
- i. In instances when a Highland Community College Instructor is teaching the course, Highland will provide the School District with the final grade for each participating student at the end of the semester;
- j. Review this MOU annually for accuracy; and
- k. Host an annual orientation meeting between the School District and College to discuss dual credit matters.

6. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.

7. *This Agreement may be terminated by mutual agreement of the parties upon 30 days notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.*

8. This agreement will be in effect the 2020-2021 school year.



Principal 9-11-20
High School Superintendent Date

Highland Community College President Date



9-11-20
Board of Education Date

Highland Community College Board of Trustees Date

**AGENDA ITEM #IX-A-5
SEPTEMBER 22, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE
AND STOCKTON HIGH SCHOOL FOR THE 2021 – 2022 (FY22) ACADEMIC YEAR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached CollegeNOW agreement for the 2021 – 2022 (FY22) academic year for qualified students attending Stockton High School.

BACKGROUND: The CollegeNOW program at Highland Community College provides students with an opportunity to enroll in college-level courses full-time while earning dual credit toward a high school diploma and an associate's degree. The program has grown from two participating high schools in the Fall Semester of 2012 to an anticipated 15 participating high schools in the Fall Semester of 2021. This is a new agreement with Stockton High School. The terms of the agreement are consistent with the agreements approved for FY21.

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2021 – 2022 Academic Year (FY'22)
Stockton High School and Highland Community College

General Provisions


- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2021-2022 year, the CollegeNOW students and their parent or guardian from Stockton High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Stockton High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

- Following fall 2021, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College admissions office upon registration.
- Reimbursement for students who drop or withdraw will follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Stockton School District

 8-27-2020
President Date

 8-17-2020
Superintendent Date

Chair Date
Board of Trustees

President Date
Board of Education