Memorandum of Understanding (MOU) Between West Kern Community College District (WKCCD) and Taft Union High School District (TUHSD)

Dual Enrollment Program and Concurrent Enrollment Program, 2021-2022

Purpose
The purpose of the dual enrollment program are is to provide current high school students the opportunity to enroll in dual-credit courses to expand student access to affordable higher education, provide challenging academic experiences to qualified high school students, introduce students to career pathways, and reduce the costs of a college education for students and their families, and introduce students to career pathways. Successful completion of transfer-eligible courses will enable students to simultaneously earn college credit transferable to two-and-four-year colleges and universities and satisfy high school graduation requirements. Dual enrollment course offerings are meant to enrich the TUHSD high school curriculum program and not supplant the high school curriculum program.

The purpose of the concurrent enrollment program are is to provide current high school students the opportunity to enroll in college courses in order to give them higher education experiences, including an opportunity to complete transfer-eligible courses and an opportunity to explore career pathways, and reduce the costs of a college education for students and their families, while still in high school. Successful completion of college courses will enable students to earn WKCCD college credit. TUHSD will determine when dual-credit is awarded for concurrent enrollment courses.

Program Management
The WKCCD Dual Enrollment Committee will manage recommend the dual enrollment and concurrent enrollment programs as delineated in this document for approval by their respective Boards of Trustees. The WKCCD Dual Enrollment Committee will evaluate for recommendation to the Boards of Trustees any grant funding opportunities sought by the WKCCD or TUHSD for dual enrollment or concurrent enrollment, prior to the start of the grant application process. The Dual Enrollment Committee consists of administrators and faculty members from both WKCCD and TUHSD (see charter).

Dual Enrollment Program

Course Offerings
Dual enrollment courses are taught during the TUHSD school day on the TUHSD campus, or identified TUHSD district locations, with the exception of Online PSYC 1500. The projected dual enrollment program offerings for 2021-2022 are shown in the table below. Dual enrollment courses are offered in the same manner, rigor, adherence to the approved Course Outline of Record, and in accordance with the same policies and procedures, including class-size limits, as all other WKCCD courses.
### Fall 2021

<table>
<thead>
<tr>
<th>Course</th>
<th>Class Size Limit</th>
<th>Units</th>
<th>Instructor Load</th>
<th>Required Instruction Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online PSYC 1500</td>
<td>35</td>
<td>3.0</td>
<td>3.0</td>
<td>48</td>
</tr>
<tr>
<td>ENGL 1500</td>
<td>25</td>
<td>3.0</td>
<td>3.0</td>
<td>48</td>
</tr>
<tr>
<td>ENGL 1500</td>
<td>25</td>
<td>3.0</td>
<td>3.0</td>
<td></td>
</tr>
</tbody>
</table>

### Spring 2022

<table>
<thead>
<tr>
<th>Course</th>
<th>Class Size Limit</th>
<th>Units</th>
<th>Instructor Load</th>
<th>Required Instruction Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 1511</td>
<td>30</td>
<td>3.0</td>
<td>3.0</td>
<td>48</td>
</tr>
<tr>
<td>ENGL 1600</td>
<td>30</td>
<td>4.0</td>
<td>4.0</td>
<td>64</td>
</tr>
<tr>
<td>ENGL 1600</td>
<td>30</td>
<td>4.0</td>
<td>4.0</td>
<td>64</td>
</tr>
<tr>
<td>BIOL 1510</td>
<td>24</td>
<td>4.0</td>
<td>6.0</td>
<td>96</td>
</tr>
<tr>
<td>PSYC 2200</td>
<td>35</td>
<td>4.0</td>
<td>4.0</td>
<td>64</td>
</tr>
</tbody>
</table>

**Staffing**

Faculty members assigned to teach dual enrollment courses must meet the minimum qualifications as defined by the Chancellor’s office document *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, as well as, relevant WKCCD hiring criteria. Substitute Faculty members must also meet the minimum qualifications described above.

**Compensation**

TUHSD shall be solely responsible for all salaries, wages, benefits, and fully funded STRS contributions for faculty members who are teaching dual enrollment courses on the TUHSD campus as part of their TUHSD contract assignment. TUHSD will be the employer of record for the purposes of compensation, assignment monitoring, and reporting to any and all appropriate agencies pursuant to state and federal law, including but not limited to, provision of workers compensation coverage, payroll taxes, and STRS employer contributions. Taft College (WKCCD) may employ instructors under all contracted conditions of the Taft College Collective Bargaining Agreement for instructors not specifically noted above.

**Evaluation**

It will be the sole responsibility of WKCCD to conduct faculty evaluations of faculty members teaching dual enrollment courses in accordance with the Taft College Faculty Collective Bargaining Agreement.
**Academic Advising**
Academic advising and support services for students enrolled in dual enrollment courses will be the primary responsibility of the TUHSD and Dual Enrollment Coordinator.

**Concurrent Enrollment Program**
High school students must follow the procedures outlined on the WKCCD website (link shown below) to enroll in courses via the concurrent enrollment program.


WKCCD and TUHSD agree to annually review and/or change the terms of this MOU via the WKCCD Dual Enrollment committee. The MOU shall remain in effect until the WKCCD Dual Enrollment committee recommends changes to the terms of the MOU.

West Kern Community College District

Dr. Debra Daniels
Superintendent/President

Date: ____________________

Taft Union High School District

Dr. Blanca Cavazos
Superintendent

Date: ____________________