**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**

**Purpose**The purpose of the dual enrollment program is to afford 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 and reduce the costs of a college education for students and their families. Successful completion of transfer 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 is to afford current high school students the opportunity to enroll in college courses in order to give them higher education experiences 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 the dual enrollment and concurrent enrollment programs as delineated in this document. The WKCCD Dual Enrollment Committee will evaluate 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 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 with the exception of Online PSYC 1500. The dual enrollment program offerings are shown in the table below. Dual enrollment courses are offered in the same manner, rigor, and in accordance with the same policies and procedures, including class-size limits as all other WKCCD courses.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fall 2019** |  |  |  |  |
| **Course** | **Class Size Limit** | **Units** | **Instructor Load** | **Required**  **Instruction Hours** |
| Online PSYC 1500 | 35 | 3.0 | 3.0 | 48 |
| ENGL 1500 | 25 | 3.0 | 3.0 | 48 |
| **Spring 2020** |  |  |  |  |
| **Course** | **Class Size Limit** | **Units** | **Instructor Load** | **Required**  **Instruction Hours** |
| COMM 1511 | 30 | 3.0 | 3.0 | 48 |
| ENGL 1600 | 30 | 4.0 | 4.0 | 64 |
| BIOL 1510 | 24 | 4.0 | 6.0 | 96 |

**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 teaching dual enrollment courses on the TUHSD campus. 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.

**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.

**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.

<http://www.taftcollege.edu/admissions/wp-content/uploads/sites/12/2018/05/High-School-Special-Admittance-Print.pdf>

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 Taft Union High School District

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Dr. Debra Daniels Dr. Blanca Cavazos  
Superintendent/President Superintendent

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_