

Record of Proceedings Minutes of Regular Meeting

**Board of Education
Regular Meeting**

**Monday
January 11, 2021**

The Field Local School District Board of Education held its Regular Meeting on Monday January 11, 2021 in the Field High School Cafeteria, 2900 State Route 43, Mogadore, OH 44260 at 7:00 P.M.

- **Pledge of Allegiance**
- **Silent Meditation**
- **Roll Call**

Steve Calcei-Yes, Julie Kline-Yes, Ethan Miller-Yes, Larry Stewart-Yes, Randy Porter-Yes

Member Miller moved, seconded by Member Kline that the Field Local Board of Education approve the minutes from the December 14, 2020 regular meeting. **21-0017**
Roll Call: Miller-Yes, Kline-Yes, Porter-Yes, Stewart-Yes, Calcei-Yes.
President declared the motion carried

Member Stewart moved, seconded by Member Porter that the Field Local Board of Education adopt the following agenda for the January 11, 2021 regular meeting. **21-0018**
Roll Call: Stewart-Yes, Porter-Yes, Kline-Yes, Miller-Yes, Calcei-Yes.
President declared the motion carried

Student Representative Report

Superintendent's Report - Mr. Heflinger noted that there is not a whole lot tonight legislatively as the term ended for the General Assembly in Columbus. All legislation that was not dealt with will have to be reintroduced again. The biggest piece of legislation coming in the spring will be the budget bill. The budget bill often ends up with a lot of things that are not part of the budget. There is talk that some form of the Fair Schools Funding plan in some format will appear in the budget. Locally, the survey is out for the third nine weeks for in person or remote learning. /Every January it is School Board recognition. It is once a year and probably only once a year where you get thanked for what you do. It is not a job that comes with a lot of thanks, but it is an important job that many people do not want to take on and the people that do so especially in this district, do it for all of the right reasons. We are lucky to have a Board that has done this because they are looking out for what is best for the kids. Mr. Carpenter and I appreciate all that you do.

Legislative Liaison Report - Mr. Stewart reiterated from the Organizational meeting the duties and responsibilities of the Superintendent and Treasurer. There are a lot of things that these two men do and they do a great job. There is a lot to it and I hope people in the district remember that and as board members we remember that. /As board members, we always take an oath to uphold the constitution and to faithfully and impartially discharge our duties. There is a code of ethics to work for the good of our students, parents, teachers and the school administrators. As board members, we have to keep watch on what is going on with the Department of Education along with the associations for the school

district. We also have to keep informed about our politicians. Let's just remember we have a job to do and I couldn't ask for two better leaders in the school district than we have and we all work together.

Recognition of visitors - Carmen Henderson open enrollment student bussing

Public participation is encouraged during this portion of the Field Local business meeting. If you have questions, suggestions, or concerns, your first contact should be with the teacher or principal at the school building level. If you are not satisfied with the response you may contact the superintendent. By following this procedure, you will generally receive a prompt, informed response. The Board of Education recognizes the value of public comment on educational issues and the importance of allowing citizens to present helpful suggestions for the school district. Public participation at board meetings is governed by the following guidelines:

Public comment is permitted during the recognition of visitor's portion of the meeting and will not exceed thirty minutes total. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting. Speakers must be recognized by the presiding officer and preface their comments by stating their name, address, and group affiliation, if appropriate. Each speaker is limited to three minutes and may not speak twice on the same subject until all have spoken. Persons desiring more time should follow the procedure of the board to be placed on the regular agenda. All statements shall be directed to the presiding officer; no person may address or question Board members individually.

(R.C.3313.20 Board Policy | Chapter 1 - Board of Education | Policy 1.16 | Adopted August 10, 2015)

SUPERINTENDENT CONSENT AGENDA

Member Kline moved, seconded by Member Porter that the Field Local Board of Education approve the Superintendent consent agenda items as presented. 21-0019

Roll Call: Kline-Yes, Porter-Yes, Miller-Yes, Stewart-Yes, Calcei-Yes.

President declared the motion carried

Superintendent Items

- **Employment** – The Superintendent recommends that the Field Local Board of Education employ the following pending proper paperwork:

Certified Employment

1. Diantha Giltz, Elementary Art Teacher at Brimfield Elementary effective January 22, 2021 for the remaining 98 days of the 2020-2021 school year. Rate of pay per Negotiated Agreement.

MA Degree

Step 0

Interim Contract

Classified Employment

2. Emily Collins, 5.5 Hour Study Hall Monitor at High School effective January 12, 2021 for the remaining 106 days of the 2020-2021 school year. Rate of pay per Negotiated Agreement.
- **Resignation(s)** - The Superintendent recommends that the Field Local Board accept the resignations(s) of the following:
 1. Rona Arquilla, Study Hall Monitor at the High School effective January 4, 2021.
 2. Cameron Brown, 8th grade Boys Basketball coach effective December 4, 2020.

 - **Resolution** – The Superintendent recommends that the Field Local Board of Education approve the termination of the following employee effective immediately.
 1. Kelly Pringle, 8 Hour Asst. Custodian at the Middle School.

 - **Resolution** – The Superintendent recommends that the Field Local Board of Education approve the 2019-2020 & 2020-2021 Band Director supplemental contract for Charles Collins omitted from the June 10, 2019 agenda.

 - **Operations/Vendor Contracts** – The Superintendent recommends that the Field Local Board of Education enter into a vendor contract with the following:
 1. Youngstown State MOU for College Credit Plus Program for the 2020-2021 school year (**Exhibit S-1**).
 2. Kent State University MOU for College Credit Plus Program for the 2021-2022 school year (**Exhibit S-2**).

Informational Items - Superintendent

1. The following degree changes will take effect for the 2nd semester of the 2020-2021 school year:

Amy Henderson	M+15 to M+30
Courtney Schrank	BA to B+15
Theresa Combs	B+15 to MA
Staci Lowden	M+30 to M+45

TREASURER CONSENT AGENDA

Member Miller moved, seconded by Member Stewart that the Field Local Board of Education approve the Treasurer consent agenda items as presented. **21-0020**
Roll Call: Miller-Yes, Stewart-Yes, Kline-Yes, Porter-Yes, Calcei-Yes.
President declared the motion carried

Treasurer Items

- **Fiscal – The Treasurer recommends that the Field Local Board of Education approve the following:**
 1. Financial reports for the period ending November 30, 2020.
 2. Recommend to approve the bus bid for (1) 72 passenger school bus from Myers Equipment Corporation in the amount of \$84,816.00.

There being no further business to come before the Field Local Board of Education **21-0021**
Member Porter moved, seconded by Member Stewart to adjourn the January 11, 2021
regular meeting.
Roll Call: Porter-Yes, Stewart-Yes, Kline-Yes, Miller-Yes, Calcei-Yes.
President declared the motion carried

The meeting was adjourned at 7:19 P.M.



Steve Calcei, President



Attest: Todd Carpenter, Treasurer

MEMORANDUM OF UNDERSTANDING

Youngstown State University's

COLLEGE CREDIT PLUS DUAL ENROLLMENT PROGRAM

This agreement is made and entered into on the date of the last signature hereon (the Effective Date) by and between the School District listed on the signature page (hereinafter "the District") and Youngstown State University (hereinafter "YSU"), each a "Party" and together the "Parties".

WHEREAS, Ohio House Bill 487, which includes the College Credit Plus program, was signed into law on June 16, 2014; and updated June 2015, June 2016, June 2017, and June 2018.

WHEREAS, Ohio's College Credit Plus program governs arrangements in which a student enrolls in a college course and, upon successful completion of coursework, receives transcribed credit from the college; and

WHEREAS, commencing at the start of the 2020 – 2021 school year, YSU and the District desire to provide eligible students with the opportunity to take college courses for credit; and

WHEREAS, YSU and the District agree to adhere to the applicable laws, rules, responsibilities and expectations included in Ohio Revised Code Chapter 3365, and in the rules promulgated and filed by the Ohio Department of Higher Education.

NOW THEREFORE YSU AND THE DISTRICT wish to confirm in writing the terms of their mutual and individual responsibilities related to offering this special program.

I. GENERAL DESCRIPTION OF THE COLLEGE CREDIT PLUS PROGRAM

- A. YSU and the District agree to cooperate in offering dual enrollment courses.
- B. The District is responsible for confirming the annual schedule of classes to be offered by YSU in the high school.
- C. The District is responsible for verifying class rosters (enrollment) each semester in accordance with the academic calendar published annually.
- D. The curriculum for the college course(s) will be defined by the academic department and offered in accordance with YSU policies and procedures in order to offer college credit.
- E. Students completing the college course(s) shall receive graded, transcribed credit from YSU based on the degree granting authority possessed by YSU.
- F. YSU and the District will be in possession of confidential postsecondary educational records, and pursuant to the Family Educational Rights and Privacy Act (FERPA), will not share or disclose these educational records with any party other than the student, and District and YSU staff members with legitimate educational interests, unless the student grants written permission otherwise.

- G. The District will supply classroom and/or office space for meetings, student applications, advising, orientation, interviewing, testing, and information sessions when appropriate.
- H. Matters pertaining to the policies and procedures for the operation of the College Credit Plus program shall be determined by YSU's Office of College Access and Transition ("OCAT") and shall be consistent with the policies and procedures of YSU. Primary responsibility for the day-to-day administration of the program shall be shared by the District and OCAT.

II. COURSES

- A. When offered in the high school:
 - a. The YSU academic department determines how the course is offered and provides professional development, course oversight and site visits.
 - b. The course(s) must use the textbooks, syllabus, assessments, learning objectives, and department final (if applicable) associated with that course. The course will not be altered due to the age of the students or the location of the course.
 - c. The YSU faculty mentor and Department Chair will share academic resources (for example, course archive materials, syllabi, projects, essays, assignments, exams, and rubrics) as applicable.
 - d. The District will assure that their faculty meets with YSU faculty prior to course delivery and thereafter via phone, email, discussion board, in person, etc.
 - e. The District will provide support to YSU in assuring the course deliverables, including course rigor and depth and student outcomes, are achieved.
 - f. The District will provide dedicated space for course delivery that supports the delivery of instructional programs and operational needs, including laboratory space with the appropriate equipment and consumables.
 - g. The District will provide computer technology access and connectivity to support classes in the high school and online.
- B. When students take classes on campus or online:
 - a. The courses use the textbooks, syllabus, assessments, learning objectives, and department final (if applicable), associated with that course. The course will not be altered due to the age of the students.
- C. The District agrees to offer YSU 15/30 credit hour model pathways as follows:
 - a. YSU offers three types of model 15/30 credit hour pathways: Degree, Transfer and Future Story.
 - i. Degree Pathways consist of courses that lead to a degree at YSU.
 - 1. Students planning to attend YSU may be encouraged to follow a YSU Degree Pathway.
 - 2. Courses are primarily Level I courses. Courses that are not Level I may be taken before completing 15 credit hours to remain on track towards degree requirements.
 - 3. Degree Pathways for each YSU undergraduate college are in Appendix A.

- ii. Transfer Pathways consist of courses that will transfer to any University System of Ohio institution.
 - 1. Courses are part of the Ohio Transfer Module and are all Level I courses.
 - 2. Transfer Pathways are in Appendix B.
 - iii. Future Story Pathway consists of courses that assist students in building resources and identifying tools to make life decisions and plan for the future.
 - 1. Schools who choose to offer at minimum the first nine credit hours in the pathway can qualify to utilize YSU's Innovative Waiver with the state to waive eligibility requirements for identified under-resourced students only.
 - 2. Schools who do not offer the first nine credit hours cannot utilize YSU's Innovative Waiver. Students will need to meet CCP eligibility and YSU admission requirements to enroll in courses.
 - 3. Future Story Pathway is in Appendix C.
- b. YSU does not guarantee seats for CCP students in courses.

III. STUDENTS

- A. Application and admission to this program shall follow procedures set forth and approved by YSU in accordance with institutional policies in force at the time of application.
- B. Students will be expected to meet the admission standards in force at the time of application to YSU.
- C. The student's application will be evaluated against the Ohio's CCP Eligibility Criteria, Remediation Free Standards and YSU's placement criteria, which may include considering high school preparation, performance on placement tests, state mandated assessments, ACT or SAT scores, grade point average, and teacher recommendations.
- D. Students will be expected to attend an orientation and advisement session upon initial enrollment and also meet with their assigned YSU academic advisor in each year they are enrolled in a YSU course.
- E. Students shall follow all policies and procedures in place at each participating location relative to parking and use of institutional services. Students shall enjoy full library privileges and use of academic resources at YSU through the use of their student identification card.
- F. A parent or guardian must accompany students under the age of 14 when they are on-campus taking classes or attending events.
- G. Students enrolled in the College Credit Plus program shall at all times follow the rules and regulations established by the affiliated institutions, agencies, or organizations participating in the delivery of this program. Students course participation (for example, disability accommodations, attendance, grading, submission and use of course materials) is controlled by the policies and procedures of YSU including but not limited to the course syllabus and the YSU Student Code of Conduct, which includes

behavioral concerns and incidents of misconduct. YSU's process for resolving any violations or misconduct will be final.

IV. FACULTY

- A. High School instructors teaching CCP classes for YSU will meet the standards in the "Commission Guidance on Determining Qualified Faculty" as established by the Higher Learning Commission and adopted by the Ohio Department of Higher Education.
- B. High School instructors teach in the College Credit Plus program at the discretion of the respective YSU Academic Department Chair, who may set standards higher than those noted above.
- C. Instructors apply by submitting a completed College Credit Plus Instructor Application.
- D. The YSU Academic Department Chair reserves the right to set forth a certain set of criteria for the instructor to obtain in order to maintain their status, including, but not limited to additional academic work. The cost associated with such work will be the responsibility of the high school instructor or the District.
- E. If a high school instructor does not meet the requirements of the academic department to teach the course, YSU will provide guidance on what the high school instructor can do to strengthen their application.
- F. YSU will provide faculty mentors to work with high school instructors teaching YSU courses. The mentor will meet with the high school instructor prior to course delivery and thereafter via phone, email, discussion board, in person, etc. The goal of their collaboration is to align with the rigor and expectations of the YSU course and provide mentorship on the instruction of the course.
- G. YSU will provide at least three hours of professional development per year.
- H. High School instructors may access and utilize YSU's course management system to upload course materials and resources, as well as to provide current class status via the gradebook function.
- I. High School instructors must access and utilize YSU's Banner system to enter grades and access email.
- J. If any event or condition causes the high school instructor to miss more than 3 hours of instruction in any given semester, the high school instructor or the District administration must inform both the academic department sponsoring the course and the Office of College Access and Transition.
 - a. A substitute teacher who is not approved by YSU cannot teach the college course.

V. FISCAL ARRANGEMENTS

- A. Tuition for the program is aligned with the Ohio College Credit Plus tiered default rates.
- B. Tuition for courses taught by high school instructors on the high school campus will be the default "floor" amount.

- C. Tuition for courses taught in the high school by YSU faculty will be the default “middle” amount.
- D. Tuition for courses taught online or on the YSU campus will be the default “ceiling” amount.
- E. High school instructors will teach the course as a part of their regular workload with the District.
- F. YSU and the District will follow the State of Ohio’s rules governing registration verification and invoicing for tuition.
- G. The District is responsible for verifying the course roster for accuracy by the established term add/withdrawal deadlines. Failure to report a course withdrawal may result in the District being responsible for tuition and the student receiving a W for the course.
- H. If a student fails the class or withdraws after the 14th day, no refund will be issued by YSU. It is up to the District to determine if the student will be responsible for the tuition that was paid on their behalf.
- I. Financial aid and scholarship assistance is not available to students enrolled in this program.

VI. OTHER CONSIDERATIONS

- A. The Parties agree that all applicable Federal and State laws against discrimination and all rules and regulations promulgated thereunder shall be applicable to all activities under this Memorandum of Understanding.
- B. It is the intent and understanding of the Parties to this Memorandum of Understanding that each and every provision of law required to be inserted into this document shall be and is deemed inserted herein, and if through mistake or otherwise such provision is not inserted or is not inserted in correct form, then this Memorandum of Understanding shall forthwith upon the application of either Party be amended by such insertion so as to comply strictly with the law, without prejudice to the rights of any Party.
- C. This Memorandum of Understanding shall be governed and construed, and the rights and obligations of the parties, shall be determined in accordance with the laws of the State of Ohio.
- D. Under this document, the District and YSU shall continue to be autonomous and shall be governed independently by their respective governing boards and administrations.
- E. All courses offered in this program shall be noted in the appropriate literature of YSU. The OCAT representative from YSU shall have the opportunity to review and approve publications containing information about this joint program prior to publication or creation.
- F. The District and YSU shall be solely responsible for the salary and other terms of employment for their respective faculty and staff participating in the delivery of this program.

VII. TERMS OF AGREEMENT

- A. The terms of this Memorandum of Understanding shall commence on the effective date of this document as previously stated herein. This Memorandum of Understanding shall terminate upon thirty days written notice by one of the Parties that it wishes to terminate the Memorandum of Understanding.
- B. Both parties agree to abide by any new laws or rules issued by the Ohio Department of Higher Education that may contradict any terms in this agreement.
- C. Any notice shall be in writing and sent via certified mail, return receipt requested, to the other Party's address listed on the signature page.
- D. In the event that this Memorandum of Understanding is terminated by one of the Parties, it is expressly understood and agreed that the Parties shall abide by the terms of this document and continue the College Credit Plus program for a reasonable period of time from the date of the notification to students enrolled in the program in order to allow them sufficient time to complete their studies.

VIII. WARRANTIES

- A. The undersigned hereby warrant and represent that this Memorandum of Understanding has not been solicited or secured, directly or indirectly, in a manner contrary to the laws of the State of Ohio or that said laws have not been violated as they relate to the procurement or performance of this Memorandum of Understanding, including the paying or giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any State employee, officer, or official.
- B. Each institution does hereby warrant and represent that it is qualified by training and experience to perform the required services and programs in the manner and on the terms and conditions set forth herein.

MEMORANDUM OF UNDERSTANDING SIGNATURE PAGE

Youngstown State University's

COLLEGE CREDIT PLUS DUAL ENROLLMENT PROGRAM

The undersigned have read and agree to the terms of the College Credit Plus Dual Enrollment program at Youngstown State University for the 2020-2021 academic year.

School District Name:

By: _____

Name: _____

Title: _____

Date: _____

Youngstown State University:

By:  _____

Name: Dr. Brien Smith

Title: Provost

Date: February 6, 2020

Written notices related to this agreement shall be sent to:

Notices to School District:

Attention: _____

Notices to the College:

Youngstown State University

One University Plaza

Youngstown, OH 44555

Attention: Office of College
Access and Transition

Appendix A

YSU CCP 1500 on Model Pathways: Degree
YSU college degree requirement course recommendations.
Not all courses listed are offered at the HS; courses will vary.

PDF versions of each pathway can be found at <https://ysu.edu/occcollege-credit-plus/ysu-ccp-pathways>.

	#	Business Administration	Creative Arts & Communication	Education	Health and Human Services	Liberal Arts & Social Sciences	STEM			
Degree Requirement	CH	Course Options	CH	Course Options	CH	Course Options	CH			
Two Writing Courses	3	ENGL 1550: Writing I ENGL 1551: Writing II	3	ENGL 1550: Writing I ENGL 1551: Writing II	3	ENGL 1550: Writing I ENGL 1551: Writing II	3			
One Speech Course	3	CMST 1545: Communication Fundns MATH 1552: Applied Math for Majors MATH 1571: Calculus I	3	CMST 1545: Communication Fundns MATH 1510: College Algebra MATH 1564: Fundns of MS Math I MATH 1571: Calculus I STAT 2625: Stat Lit & Critical Reason	3	CMST 1545: Communication Fundns MATH 1510: College Algebra MATH 1511: Trigonometry MATH 1513: Pre-Calculus MATH 1571: Calculus I MATH 1572: Calculus 2 MATH 2623: Quantitative Reasoning MATH 2625: Math for Early Child Ed 1 MATH 2625: Math for MS Math 1 MATH 2625: Math for MS Math 2 MATH 2625: Math for MS Teachers 1 MATH 2625: Math for MS Teachers 2 STAT 2625: Stat Lit & Critical Reason	3	ENGL 1550: Writing I ENGL 1551: Writing II CMST 1545: Communication Fundns MATH 1510: College Algebra MATH 1511: Trigonometry MATH 1513: Pre-Calculus MATH 1571: Calculus I MATH 1572: Calculus 2 MATH 1573: Calc II & Critical Reason STAT 2625: Stat Lit & Critical Reason		
One Math Course	3 or 4 or 5		3	MATH 2623: Quantitative Reasoning MATH 2625: Math for Early Child Ed 1 MATH 2625: Math for MS Math 1 MATH 2625: Math for MS Math 2 MATH 2625: Math for MS Teachers 1 MATH 2625: Math for MS Teachers 2 STAT 2625: Stat Lit & Critical Reason	3	MATH 1513: Pre-Calculus MATH 1571: Calculus I MATH 1572: Calculus 2 MATH 1573: Calc II & Critical Reason STAT 2625: Stat Lit & Critical Reason	3	MATH 1513: Pre-Calculus MATH 1571: Calculus I MATH 1572: Calculus 2 MATH 1573: Calc II & Critical Reason STAT 2625: Stat Lit & Critical Reason		
General Education Course Options* (choose three to four; one each in Arts & Humanities, Science, and Social Science unless advised otherwise)	4	BIOL 2601/L: Molecules and Cells w/Lab CHEM 1515/L: General Chem I w/Lab ECON 2620: Principles 2 ENGL 2618: American Lit & Diversity ENST 1500/L: Intro to Enviro Studies GEOG 1503: Physical Geography GEOG 1505/L: Physical Geology w/Lab HIST 1500: Discovering World Hist HIST 1501: American Dreams MUHL 2621: Music Lit & Appreciation PHIL 2628: Business Ethics PHYS 1501/L: Fundamentals 1/Lab PHYS 1501/L: Fundamentals 1/Lab	4	BIOL 1551/L: Anatomy & Physiology I w/Lab BIOL 2601/L: Molecules and Cells w/Lab CHEM 1515/L: General Chem I w/Lab CHEM 1516/L: General Chem II w/Lab ENGL 1500/L: American Lit & Diversity ENST 1500/L: Intro to Enviro Studies GEOG 1503: Physical Geography GEOG 1505/L: Physical Geology w/Lab HIST 1500: Discovering World Hist HIST 1501: American Dreams MUHL 2621: Music Lit & Appreciation PHYS 1501/L: Fundamentals 1/Lab PHYS 1501/L: Fundamentals 1/Lab PHYS 1560: General Psychology	3	BIOL 1551/L: Anatomy & Physiology I w/Lab BIOL 2601/L: Molecules and Cells w/Lab CHEM 1515/L: General Chem I w/Lab CHEM 1516/L: General Chem II w/Lab ENGL 1500/L: American Lit & Diversity ENST 1500/L: Intro to Enviro Studies GEOG 1503: Physical Geography GEOG 1505/L: Physical Geology w/Lab HIST 1500: Discovering World Hist HIST 1501: American Dreams MUHL 2621: Music Lit & Appreciation PHYS 1501/L: Fundamentals 1/Lab PHYS 1560: General Psychology	4	BIOL 2601/L: Molecules and Cells w/Lab CHEM 1515/L: General Chem I w/Lab ECON 2620: Principles 1: Microeconomics ENGL 2618: American Lit & Diversity ENST 1500: Intro to Enviro Studies GEOG 1503: Physical Geography GEOG 1505/L: Physical Geology w/Lab HIST 1500: Discovering World Hist HIST 1501: American Dreams MUHL 2621: Music Lit & Appreciation PHYS 1501/L: Fundamentals 1/Lab PHYS 1560: General Psychology		
First Year Experience Course (or, alternative equivalent)	2 or 3	CCAC 1500: College Success	3	TCED 1500: Intro to Becoming A Teacher	3	MATH 1500: Intro to BCHHS	2	STEM 1500: STEM First Year Orientation PHYS 1500: Engineering Orientation ENGL 1550: Engineering Concepts		
Introductory/Major Course Options (choose one; select based on major)	3 to 4	ACCT 2602: Financial Accounting ECON 2610: Principles I MGT 2604: Legal Enviro of Bus I SOUR 2602: Media Writing TCOM 1500: Orientation to Telecom TCOM 1580: Intro to Telecom Studies THTR 1580: Intro to Theater	3	ART 1501: Fundamentals of 2D Design ART 1521: Foundation Drawing CMST 2600: Communication Theory MGT 2604: Social Media Literacy SOUR 2602: Media Writing TCOM 1500: Orientation to Telecom TCOM 1580: Intro to Telecom Studies THTR 1580: Intro to Theater	3	ART 1501: Intro to Teacher Educ PSYC 3709: Psychology of Educ SPED 2620: Individuals with Disab in Society ENGL 1501: Intro to Criminal Justice ENGL 1502: Survey of Forensic Sci ENGL 1551: Abnormal Nutrition ENGL 1595: Intro to Knowledge & Sport Science PHIL 1513: Intro to Enviro Health & Safety PHIL 1531: Fundamentals of Public Health SCWK 1510: Intro to Social Work	3	ANTH 1500: Intro to Anthropology ECON 2610: Principles I FRENCH 2605: Intermediate GERO 1501: Intro to Gerontology HIST 2605: Turning Points in US Hist I Introductory EL Course Italian 2605: Intermediate PHIL 1500: Intro to Philosophy POL 1560: American Government REL 2601: Intro to World Religions SOC 1500: Intro to Sociology	3	ASTRO 1504: Descriptive Astronomy ASTRO 2609: Moon and Planets BIOL 2607/L: Organisms and Cells w/Lab CHEM 1502: Intro to Chemistry CHEM 1516/L: General Chemistry II CSIS 1525: Survey of Mod Operating Sys CSIS 1590: Survey of Comp Sci & Info Sys ENST 2600/L: Enviro Studies w/Lab ENST 2601: Prog & Problem Solving ENST 1505: Environmental Tech Concepts GEOG 1500: Environmental Geology GEOG 1506/L: Physical Geology w/Lab MATH 1572: Calculus 2 MATH 2673: Calculus 3 PHYS 2610/L: General Physics I w/Lab PHYS 2611/L: General Physics II w/Lab PHYS 2613/L: General Physics III w/Lab

* Specific courses may be required for the major; view the degree requirements in the YSU Course Catalog for more information.

Students must meet course pre-reqs to register for the course.

Appendix B

YSU CCP 15/30 ch Model Pathway: Transfer

Course options for students looking to transfer to another state college/university.

Not all courses listed are offered at the HS; courses will vary.

Curriculum Requirement	# CH	TRANSFER	
		Course Options	CH
Two Writing Courses	3	ENGL 1550: Writing I	3
	3	ENGL 1551: Writing II	3
One Speech Course	3	CMST 1545: Communication Fndtns	3
One Math Course (select based on interested major*)	3 or 4	MATH 1510: College Algebra	4
		MATH 1571: Calculus I	4
		STAT 2601: Introductory Statistics	3
General Education Courses (choose three to five)	9 to 17	BIOL 2601/L: Molecules and Cells	4
		BIOL 2602/L: Organisms and Ecology	4
		CHEM 1515/L: General Chem I	4
		CHEM 1516/L: General Chem II	5
		ENGL 1590: Introduction to Literature	3
		ENGL 2618: American Lit & Diversity	3
		MUHL 2621: Music Lit & Appreciation	3
		PHYS 1501/L: Fundamentals I w/ Lab	4+1
		PSYC 1560: General Psychology	3
SOC 1500: Introduction to Sociology	3		

* STEM: Math 1571; Social or Behavioral Careers: STAT 2601; Liberal Arts: Math 1510

Appendix C

YSU CCP 15 ch Model Pathway: Future Story

Providing students the tools to make life decisions and plan for the future.

Not all courses are offered at the HS; courses will vary.

	Future Story Pathway (FSP)	
	CH	Courses
Course 1	3	HAHS 1511: Investigations into Social Class
Course 2	3	COUN 1587: Intro to Mental Health & Well
Course 3	3	COUN 1589: Career Planning
Course 4	3	To Be Determined In Conjunction with School
Course 5	3	To Be Determined In Conjunction with School



College Credit Plus

MEMORANDUM OF UNDERSTANDING

School Year 2021-2022

Between

Kent State University
(hereafter known as IHE)

AND

Field

School District

(hereafter known as LEA)

Table of Contents

SECTION I:	INTRODUCTION, DEFINITION, AND PURPOSE	4
SECTION III:	SCOPE	4
SECTION III:	STATE REPORTING.....	4
SECTION IV:	LIABILITY OF PARTIES.....	5
SECTION V:	STUDENT ELIGIBILITY AND ADMISSION	5
	Steps to Admission.....	5
	Course Approval	5
	Course Requirements	6
	Eligible Semesters.....	6
	Academic Standing	6
	Underperforming Students	6
SECTION VI:	COURSE ELIGIBILITY AND APPROVAL	6
	Course Location and Format.....	6
	Academic Quality of CCP Courses.....	7
	CCP 15 and 30 Credit Hour Pathways	7
	Eligible Courses	7
	Non-Allowable Courses	7
SECTION VII:	HIGH SCHOOL DELIVERED COURSES - Guidelines	8
	Memorandum of Understanding	8
	Overall Expectations of LEAs	8
	CCP Courses Taught on the LEA Campus and Student Enrollment.....	8
SECTION VIII:	CCP HIGH SCHOOL TEACHERS – Classification, Credentialing and Monitoring	9
	Classification of CCP Teachers	9
	Teaching Load	9
	IHE Policy and Procedures	9
	Credentialing of CCP Teachers.....	9
	CCP Course Monitoring Process	10
SECTION IX:	CCP HIGH SCHOOL TEACHERS – Application Processes.....	10
	CCP Teacher Application Process	11
	Approval Process	11
	Initial Approval of High School Teacher as CCP Teacher	11
	Conditional Approval of High School Teacher.....	12
	Continuation of High School Teacher as CCP Teacher	12

SECTION X:	RESPONSIBILITIES OF HIGH SCHOOL TEACHERS	12
	Curriculum, Course Competencies, and Teaching Requirements	12
	Textbooks and Required Materials	13
	Contact Hours Pertaining to CCP Teachers	13
	Student Evaluation of Instructor Performance	13
SECTION XI:	CONTINUATION OF CCP COURSE OFFERINGS AT HIGH SCHOOL	13
SECTION XII:	GRANTING OF COLLEGE CREDIT	14
	Transcripts.....	14
SECTION XIII:	FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (“FERPA”).....	14
	Communication with Parents for Students in Courses Delivered at High Schools	14
	Communication with Parents for Students in Courses Delivered at IHE Locations	15
SECTION XIV:	STATE REPORTING.....	15
SECTION XV:	APPEALS	15
SECTION XVI:	RELEVANT LAWS	15
SECTION XVII:	NONDISCRIMINATION.....	15
SECTION XVIII:	MARKETING, ADVERTISING, AND PROMOTION.....	15
SECTION XIX:	FINANCIAL STRUCTURE AND COST SHARING	16
SECTION XX:	TERMS AND CONDITIONS	18
SECTION XXI:	APPROVALS	18
APPENDIX A:	COLLEGE CREDIT PLUS PATHWAYS	19
APPENDIX B:	LISTING OF KENT STATE UNIVERSITY CAMPUS CONTACTS.....	21
APPENDIX C:	UNIFORM STATEWIDE STANDARDS FOR REMEDIATION-FREE STATUS	23

SECTION I: INTRODUCTION, DEFINITION AND PURPOSE

“College Credit Plus Program” (hereafter CCP) means a program that provides multiple opportunities for secondary school students in grades 7-12 who are Ohio residents to enroll in college-level courses on a full or part time basis and complete allowable academic, non-sectarian, non-remedial courses, for high school and college credit pursuant to ORC3365.02 (effective 9/29/2017).

Kent State University allows eligible students entering grades 7-12 to enroll in college courses while attending middle or high school and permits the students to take courses in place of, or in addition to, the normal course load at their high school in its CCP program. Students must apply and be eligible to participate in the program to receive college credit. In addition, students admitted to the program must meet the same requirements as all other college students. College credit earned upon successful completion of the course(s) may be applied towards an Associate Degree or Baccalaureate Degree at Kent State University or may transfer to other colleges and universities.

The primary purposes of the CCP program are to increase the educational options and opportunities for secondary students. Fundamentally, CCP provides the opportunity for students in grades 7-12 to earn credit at the secondary and postsecondary levels simultaneously. The program may also encourage more students to consider postsecondary education. Research indicates that CCP programs can lead to better completion rates for both high school and college; reduce the need for remediation; shorten time to a diploma or degree completion; reduce the cost of higher education; reinforce the concept of life-long learning through an educational continuum; provide an alternative for students tempted to leave high school to enter the workforce; and, especially when offered through distance learning, provide equal access to higher education opportunities to students, whether rural or urban. CCP is not intended to be a substitute for the academic programs and other educational experiences offered by Ohio’s high schools.

This Memorandum of Understanding (MOU) includes multiple sections for the different types of CCP course delivery, credentialing and responsibilities of high school instructors, and financial structure for the 2021-2022 Academic Year.

SECTION II: SCOPE

College Credit Plus (CCP) shall be provided in accordance with the terms and conditions of this uniform College Credit Plus Master Agreement (*hereafter* Agreement), which supersedes all previous agreements, versions and addenda.

This Agreement applies to local education agencies (public school districts, locally chartered and state chartered charter schools, state-supported schools) (*hereafter* LEA).

This Agreement applies to all Kent State University campuses. Separate agreements with each campus are not required. The LEA is encouraged to work directly with their closest Kent State University campus. The LEA may complete agreements with multiple Colleges and Universities. The University may complete agreements with multiple LEAs.

SECTION III: STATE REPORTING

The LEA and IHE shall retain educational records in accordance with Ohio or Federal statutes and record retention regulations and shall collaborate where necessary to provide required statistical information.

SECTION IV: LIABILITY OF PARTIES

CCP status will not affect the institutional liability for students while physically present on the respective campuses of the LEA or IHE. The policies and code of conduct will govern the students while physically present on the respective campuses or while enrolled and participating in distance learning courses. To the extent permitted by Ohio law, each party agrees only to be liable for the acts and omissions of its own officers, employees and agents engaged in the scope of their employment arising under this Agreement, and each party hereby agrees to be responsible for any and all liability from a claim with respect to that party's role in connection with this Agreement. It is specifically understood that neither party will indemnify the other party. The parties agree that nothing in this provision shall be construed as a waiver of the sovereign immunity of the University and/or the State of Ohio beyond the waiver provided in Ohio Revised Code Section 2743.02.

Each party warrants and represents that it has adequate insurance coverage for any liabilities arising out of the presences of students on its campus.

SECTION V: STUDENT ELIGIBILITY AND ADMISSION

Steps to Admission

The LEA and IHE shall qualify and advise candidates entering grades 7-12 for CCP participation. For acceptance into the program the IHE will review the following application materials provided by the student:

- a. Evidence student meets or exceeds state CCP remediation free standards as indicated in the "Uniform Statewide Standards for Remediation-Free Status" dated May 2019 (see Appendix C) and/or secondary school transcripts with GPA of 3.0 or higher or other eligibility requirements.
- b. Online CCP application submitted prior to IHE application deadline: April 15 for Summer; June 1 for Fall; October 15 for Spring enrollment – Applications are FREE of charge
- c. Secondary school transcripts
- d. CCP Permission Form signed by student and parent/guardian
- e. Applications are reviewed holistically in accordance with practices utilized with undergraduate applications for admission

Upon admission, students will participate in required orientation events and will meet with an assigned academic advisor prior to initial course registration. Students will continue to meet with their academic advisor prior to registration each academic term.

Course Approval

Student approval for CCP courses shall be by the IHE representatives on a course-by-course basis each semester based on the student's prior coursework, career pathway, and/or academic readiness. The IHE and LEA agree that this agreement cannot be used by either party to limit participation of a student in enrolling in allowable courses not part of the agreement.

The student must meet course eligibility requirements including but not limited to placement and course prerequisites. The student is limited to no more than 18 semester hours of credit per semester; no more than 30 credit hours per academic year; and not more than the equivalent of four academic years, or one hundred and twenty (120) college credit hours total through the CCP program under division (B) of section 3365.06 of the Revised Code, including those students eligible to start participating in the program in seventh and eighth grade.

The LEA is responsible for assuring that each student does not exceed full-time status which is calculated as follows:

- 1) Determine student's number of high school ONLY units.
- 2) Multiply that number by 3, and
- 3) Subtract the result from the number 30.
- 4) That number is the total number of college credits that a CCP student may earn that academic year (summer, fall and spring terms) at any college or university as part of CCP.

Course Requirements

The course requirements for high school students enrolled in CCP courses shall be the same as those of regular college students. Course requirements/syllabus information shall include the course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information whether the course is taught at the high school or college location or taught by a credentialed high school faculty member or IHE faculty member.

Eligible Semesters

Eligible students may enroll in CCP courses during Summer, Fall and Spring Semester under this Agreement pursuant to the provisions of ORC 3365.

Academic Standing

Students whose semester and/or cumulative Kent State University GPAs fall below a 2.0 shall be required to meet with their academic advisor to determine the appropriate actions and/or whether that student is eligible to continue in CCP. Students enrolled in CCP are subject to Kent State University policies regarding academic probation and dismissal.

Underperforming Students

CCP students shall follow the guidelines provided in ORC 3365.091 (effective 9/29/2017) and any other laws or regulations that may come into effect beginning with the summer term of the 2021-2022 academic year and the LEA shall be responsible for monitoring academic progress for students enrolled in multiple IHEs.

The LEA shall be responsible for placing an underperforming student as defined in OAC 3333-1-65.13 (effective 2/15/2018) on CCP probation and dismissing a student from the CCP program according to the guidelines provided within this rule. The LEA shall promptly notify the student, the student's parent, and the IHE in which the student is enrolled of the student's status.

SECTION VI: COURSE ELIGIBILITY AND APPROVAL

The following general eligibility and approval requirements shall apply to all CCP Agreements:

Course Location and Format

CCP courses may be offered at the LEA or at any IHE campus. CCP courses may be delivered during or outside of LEA hours. IHE may offer CCP courses via distance learning (online, hybrid, blended, or compressed video).

Academic Quality of CCP Courses

College courses eligible for CCP credit shall meet the rigor for college credit and be congruent with the IHE's normal offerings. All students enrolled in the IHE under the CCP program, must be assessed with the same standard of achievement and held to the same grading standards, regardless of where the course

is delivered. Classes offered in LEA settings shall conform to the IHE's academic standards, shall follow the same course syllabi, use the same textbook and materials, achieve the same learning outcomes, and be assessed using the same methods as the college course delivered on the college campus. For an LEA seeking adjunct faculty approval for their faculty to teach the college course, the LEA shall contact the campus location through which the course will be offered utilizing the campus contacts detailed in Appendix B. Faculty for all CCP courses shall be evaluated and approved by the appropriate IHE academic unit/department and are expected to meet the requirements set by the IHE and ODHE.

CCP 15 and 30 Credit Hour Pathways

The LEA in collaboration with the IHE shall determine a list of academic courses and 15/30 credit hour Pathways eligible for CCP credit for inclusion under Appendix A. Additional pathways may be created between an IHE campus and school district. These Pathways shall be published among the LEA school's official list of course offerings from which a participant may select pursuant to ORC 3365.13.

Eligible Courses

College courses that simultaneously earn credit toward high school graduation and a postsecondary degree or certificate shall be eligible for CCP within the parameters defined by ORC 3365.06 (C) (effective 9/29/2017) and OAC 3333-1-65.12 (effective 2/15/2018) and any other laws or regulations that may come into effect beginning with the summer term of the 2021-2022 academic year. CCP courses may be taken as high school electives or as high school core course credits. Students must complete 15 credit hours in Level I before progressing to Level II. The 15 credit hours may consist of credits earned through AP, IB, or college courses taken at other colleges or universities participating in CCP. Level I courses include:

- 1) Transferable courses: Part of CTAG, OTM, or TAG (i.e., CTAG: Career-Technical Assurance Guides, OTM: Ohio Transfer Module, TAG: Transfer Assurance Guides)
- 2) Courses in computer science, information technology, anatomy, physiology, or foreign language, including American Sign Language
- 3) Technical certificate courses
- 4) 15-credit hour or 30-credit hour model pathway courses
- 5) Study skills, academic or career success skills courses
- 6) Internship courses
- 7) Another course that may be approved by the Chancellor on an annual basis

Upon completion of 15 credit hours in Level I, students may select Level II courses which include any other college courses that are not a Level I course for which they have met prerequisites.

Non-Allowable Courses

Pursuant to Ohio Administrative Code 3333-1-65.12, the following courses are non-allowable unless the Chancellor approves them for certificate or degree completion:

- One-on-one private instruction courses
- Courses with fees that exceed amount set by Chancellor
- Study abroad courses
- Physical education courses
- P/F or S/U grades (unless the course is an internship or is a transferable course for all students enrolled)
- Remedial courses and Sectarian religion courses

SECTION VII: HIGH SCHOOL DELIVERED COURSES - GUIDELINES

The selection and offering of CCP courses are a shared responsibility between the IHE and each LEA. Each institutional representative is responsible for upholding all course requirements and agreements.

Memorandum of Understanding

The MOU authorizes the offering of CCP courses at participating LEAs. The MOU remains in effect for the academic year of 2021-2022 or until amended with agreement by both parties. See Section XXI for the Signature Page.

Overall Expectations of LEAs

- Adhere to all MOU requirements as noted within this document
- Ensure that all students considering participation in IHE courses at the LEA location have completed the free online CCP application and have provided supporting documentation prior to the IHE CCP application deadline dates of April 15 for Summer Semester, June 1 for Fall Semester and October 15 for Spring Semester courses.
- Submit names, applications, and supporting application documents for all CCP teacher candidates by March 1
- Support the CCP teacher's attendance for a minimum of three (3) contact hours per year for IHE's required professional development offerings or meetings
- Course syllabi must be submitted to the IHE academic department and the Pre-College Programs office and reviewed prior to the first day of classes for each course offered at the high school location
- Review IHE course enrollment lists and finalize student enrollment at least 14 days prior to the first day of classes for each course offered at the high school locations. The LEA must provide each participating student's SSID numbers to IHE according to the CCP timeline.
- Communicate all schedule changes immediately to the IHE including add, drop, and withdrawal. Deadlines for each type of schedule change will be established at the beginning of the academic term.
- Adhere to IHE guidelines for minimum and maximum course section enrollments
- Follow the rules of the CCP legislation as identified by the Ohio Revised Code, Ohio Administrative Code, Ohio Department of Education, and the Ohio Department of Higher Education

CCP Courses Taught on the LEA Campus and Student Enrollment

CCP courses delivered on the LEA campus may include students who are not enrolled in the college under the following conditions:

- All students in the class follow the same course syllabus, use the same textbook and materials, aspire to achieve the same learning outcomes and are assessed using the same methods as the college course delivered on the college campus; and
- All CCP students (enrolled and therefore receiving college and high school credit) must be assessed with the same standard of achievement and held to the same grading standards, regardless of where the course is delivered.
- A student (not enrolled in the IHE) shall, along with the student's parents, be notified the student is not earning college credit and would likely be required to retake the course upon college enrollment if college credit is desired. The LEA is responsible for providing this notification in writing.

SECTION VIII: CCP HIGH SCHOOL TEACHERS – Classification, Credentialing, and Monitoring

Classification of CCP Teachers

CCP teachers are certified or licensed high school teaching employees who have been approved to teach Kent State University courses at those teachers' high schools during the regular school day. These teachers are employed by, and remain employees of the School Districts, not Kent State University.

Teaching Load

CCP teachers are full-time employees of their School Districts and are contractually obligated to teach an assigned number of classes during the day by their School District. Therefore, the number of classes that are offered for CCP is determined by the number of qualifying students and may vary from high school to high school.

IHE Policy and Procedures

Although CCP teachers are full-time employees of the School District wherein each teaches the college course(s), CCP teachers are expected to follow all IHE policies as applicable during the instructional time designated for CCP courses.

Credentialing of CCP Teachers

CCP teachers must meet the minimum credential requirements for postsecondary faculty as described within Chapter 4 of the "Guidelines and Procedures for Academic Program Review" document, published by the Ohio Department of Higher Education, July 2016:

h. Faculty Credentials

The following expectations apply to all full-time and part-time instructors, including graduate teaching assistants and high school teachers who serve as adjunct faculty members for dual enrollment courses.

1. For general education courses:

- *Faculty members teaching general education courses must hold a minimum of a master's degree in the discipline or a master's degree and a cohesive set³ of at least 18 semester credit hours of graduate coursework relevant to the discipline.*
- *Individuals who are making substantial progress toward meeting the faculty credentialing requirements and who are mentored by a faculty member who does meet the minimum credentialing requirements may serve as instructors while enrolled in a program to meet credentialing requirements. Examples of such individuals include graduate teaching assistants (GTAs), adjunct faculty members and dual enrollment faculty members*

2. For courses other than general education courses:

- *Faculty members must hold a terminal degree or a degree at least one level above the degree level in which they are teaching:*
 - *At least a bachelor's degree if teaching in an associate degree program*
 - *At least a master's degree if teaching in a bachelor's degree program*
 - *A terminal degree if teaching in a graduate program.*
- *Individuals who are making substantial progress toward meeting the faculty credentialing requirements and who are mentored by a faculty member who does meet the minimum*

³ A "cohesive set" of courses is a program of study that includes disciplinary content comparable to that which would be obtained in a master's degree program in the discipline. The program of study should be planned in collaboration with experts in the discipline and preferably completed at a single institution.

credentialing requirements may serve as instructors during their educational programs. Examples of such individuals include graduate teaching assistants (GTAs) or adjunct faculty members who are working toward meeting the faculty credentialing requirements.

- *Faculty members teaching technically- or practice-oriented courses must have practical experience in the field and hold current licenses and/or certifications, as applicable.*
- *For programs involving clinical faculty (e.g., student teaching supervisors, clinical practicum supervisors), the credentials and involvement of clinical faculty are described and meet applicable professional standards for the delivery of the educational experiences.*

3. The following expectations apply to all faculty members:

- *Faculty members must hold a degree from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation or equivalent as verified by a member of the National Association of Credential Evaluation Services.*
- *Where professional accreditation or licensing standards for faculty differ from the Chancellor's standards, faculty members are expected to meet the higher standards.*
- *Faculty members must show evidence of continuing professional development in the discipline.*
- *Faculty members who teach online courses must be prepared for teaching in an online environment*

(Source: Ohio Department of Higher Education, 2015)

CCP Course Monitoring Process

The IHE is responsible for ensuring that all CCP courses are taught by qualified teachers regardless of class location (i.e., college campus, high school campus, or satellite site). The IHE will monitor the quality of instruction in CCP courses in order to assure compliance with the standards established by the State of Ohio, the Higher Learning Commission, the College, the School District, and discipline specific accrediting bodies.

Course monitoring will include the following:

- Establish opportunities for CCP teachers to meet with appropriate IHE faculty to discuss the particular requirements for the courses and department as needed;
- Provide CCP teachers with information detailing add/drop and withdrawal policies, student code of conduct, grading policies, critical dates, and other pertinent information;
- Coordinate Professional Development activities for the CCP teachers; and
- Conduct at least one observation for each teacher during the first year of review that the CCP Instructor is teaching the college-level course at the high school and at least once per year thereafter. The time for observations should be coordinated with the CCP instructor and building principal prior to the observation. The observation process will utilize the same criteria as for full-time and/or adjunct faculty.

SECTION IX: CCP HIGH SCHOOL TEACHERS – Application Processes

The responsibilities of the LEA and IHE as well as the process for application and approval for CCP teachers are outlined as follows:

The LEA designee will:

- Identify prospective CCP teachers who will meet the credentialing criteria by March 1 of each year. **Only under specific and unanticipated circumstances might additional teachers be considered after March 1 for the upcoming school year.** Such circumstances include

consideration of a new hire after the March 1 deadline owing to an unexpected retirement or resignation. IHE maintains the sole discretion whether to consider any CCP teachers after the March 1 deadline.

- Assist their teacher with the application process which will include but may not be limited to submitting transcripts, cover letter, and application.

The IHE will:

- Communicate with the LEA about the qualifications for CCP teachers.
- Meet with the prospective CCP teacher to answer questions and discuss required expectations.
- Evaluate the prospective CCP teacher's credentials and transcripts before forwarding the documents to the appropriate Department Chair, Academic Dean, or Provost.

CCP Teacher Application Process

A high school teacher who is identified as a prospective CCP teacher must complete the IHE application process which includes:

- Kent State University online CCP Instructor Application form located on the Kent State CCP website (www.kent.edu/ccp) under the School Administrators tab.
- Resumé including three professional letters of recommendation (Kent State University Department Chair will have the option to conduct reference checks).
- Undergraduate and graduate college or university transcripts from all institutions attended.
- Any additional information required to determine eligibility to teach the content material.

Approval Process

The approval process for the CCP teacher who will teach a college course will be consistent with the standards used to hire a faculty member for the course taught on the IHE campuses. Merely having the credentials to teach college courses is no assurance of approval into the program. The department chair has full authority to interview and to make the final decisions regarding the approval and dismissal of teachers teaching CCP courses in the high schools based on credentials, teaching experience, presentation, subject knowledge, and other instructional factors related to the subject matter.

A high school teacher who is identified as a prospective CCP teacher must be approved by the IHE department chair in the teaching discipline, the Academic Division Dean, or the Provost and meet the same qualifications as IHE faculty. **The IHE Provost (Chief Academic Officer) has the final and official approval authority of CCP teachers.**

In accordance with Ohio law, and with guidance from the Ohio Department of Education, teachers must have a completed background check on file with the district office. Refer to the Ohio Department of Education website for background check requirements. Kent State University will also conduct a background check prior to final approval of the CCP Instructor.

Initial Approval of High School Teacher as CCP Teacher

Department Chair and the Pre-College Programs office will utilize the following procedures as part of the approval process:

- Pre-College Programs will build the candidate's application packet and when complete forward the packet to the appropriate academic Chair or Dean
- Chair or Dean reviews and confirms that the candidate's academic credentials meet minimum requirements
- An interview and/or assessments may be required as part of the application process
- The academic department will inform the Pre-College Programs office of the candidate's status

- Upon approval, the Office of Academic Personnel will provide the candidate with instructions regarding the process for completing a background check for the University and obtaining a \$0 teaching contract.

Conditional Approval of High School Teacher

If a High School Teacher does not meet the minimum credential requirements but is conditionally approved to teach a CCP course, the “Credentialing of CCP Faculty” form must be completed by the high school teacher, high school principal, and signed by the Provost of Kent State University. The form identifies the plan for teachers to obtain the necessary requirements within a specific timeframe.

Per the new requirements of the Higher Learning Commission (HLC) and an extension granted to Kent State University by HLC, all required coursework leading to the fully credentialed status of a teacher must be completed by September 1, 2022. Teachers will not be permitted to teach IHE courses if they have not completed all required coursework by the deadline.

Continuation of High School Teacher as CCP Teacher

After initial approval, a CCP teacher may continue teaching CCP courses without the need to undergo the approval process again contingent upon the following items:

- 1) CCP courses being taught continuously each year in the same discipline and/or teaching area;
- 2) CCP teacher teaching the course adequately meets all evaluation requirements, departmental requirements, responsibilities, and procedures including participation in at least three (3) hours of professional development provided by the IHE annually.

SECTION X: RESPONSIBILITIES OF CCP HIGH SCHOOL TEACHERS

Curriculum, Course Competencies, and Teaching Requirements

- CCP teachers will utilize the provided course syllabi document and will customize fields as appropriate. The syllabus may not be altered other than adding customized information in the allowable fields. No other logo other than Kent State University’s may be included on the syllabus. The teacher’s Kent State University email address must be included on the syllabus. Any syllabus that does not meet these requirements will be returned to the teacher and a new syllabus must be created.
- The syllabus must be submitted to Kent State University prior to the first week of instruction with one copy to the academic department and one copy to the Pre-College Programs office.
- Only the approved CCP teacher will teach the course. If a CCP teacher is unable to teach the course, arrangements must be made by contacting IHE prior to an extended absence.
- CCP teachers will notify students concerning their academic progress prior to the last day to drop/withdraw from the IHE course.
- LEA teachers, as instructors for the IHE in CCP courses taught at their school location are bound by the protections provided to college students by the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. All educational records with identifiable student information are required to be safeguarded per University policy 3342, 5 – 08.101
<https://www.kent.edu/policyreg/operational-procedures-and-regulations-regarding-collection-retention-and-dissemination>.
- CCP teachers will post formative and summative grades for assignments and exams on the IHE Blackboard learning management system on a regular basis. Any grades posted to a secure LEA

site must be restricted to student view only to comply with FERPA.

- Mid-term grades are not permitted to be published on the high school grade report or transcript, nor utilized in determining high school GPA or class standing.
- **Enrollment Verification, Midterm, Final and official grades** must be reported within the Kent State University Flashline portal in a timely manner.
- All grades and information contained in the IHE Blackboard system and Flashline portal are considered maintained by the IHE and subject to the same FERPA protections as afforded to any students enrolled in college coursework. CCP teachers are responsible for safeguarding identifiable information and providing FERPA protections to CCP students enrolled in courses taught at their high school location.
- CCP teachers are required to attend IHE departmental planning meetings and staff development activities, including CCP training workshops and engage in a minimum of three hours of documented professional development provided by the IHE each academic year.

Textbooks and Required Materials

- CCP teachers are expected to use approved textbooks (whether hard copy or digital) and required materials for the IHE course.
- Textbooks must be college-level and approved by the Department Chairs.
- The textbooks and materials have to be available to the students on the first day of class.
- Textbooks and materials may be obtained by contacting the IHE University Bookstore for the campus through which the course is being taught or may be obtained from another vendor.
- IHE will contact LEAs with changing textbook information as applicable. IHEs must confirm current editions of textbooks with the University Bookstore prior to purchasing textbooks from other vendors.

Contact Hours Pertaining to CCP Teachers

- CCP teachers are obligated to meet the minimum required number of contact hours for the course(s) taught per semester. While courses may have variable start dates, all courses must follow the IHE end of term, final exam, and grade submission dates.
- In order to ensure meeting the required contact hours, CCP teachers are expected to make up lost contact hours.
- In line with the importance of contact hours and attendance, students may not be added to a course after the "last date to add" deadline, unless an error in the registration process occurred.

Student Evaluation of Instructor Performance

CCP teachers will be evaluated once each semester by the students using the same course evaluation instruments utilized on the IHE's campuses. The evaluation information will be disseminated to the CCP teachers in advance to share with students approximately two weeks prior to the end of the academic semester. The course evaluation may be completed online or on paper depending on the IHE's decision for distribution.

SECTION XI: CONTINUATION OF CCP COURSE OFFERINGS AT HIGH SCHOOL

This MOU is a binding agreement and, should either party fail to adhere to its responsibilities therein, the removal of CCP courses will be considered if the infraction is not corrected after documentation.

SECTION XII: GRANTING OF COLLEGE CREDIT

Transcripts

The IHE is responsible for maintaining the college transcript for each student. All CCP approved courses are identified on the college transcript as regular college-level course work.

The LEA is responsible for maintaining the secondary school transcript. The IHE will provide official course grades to the LEA at the conclusion of the academic term and after course grades have been finalized. The LEA will post the actual course title, IHE name, and grade earned in the college course to the student's high school transcript. In cases where no grade is reported for a course, where a grade of "I" (incomplete) is reported, or where a grade change occurs after final grades have been posted, the student will request a transcript be sent to their LEA to verify corrected course grades.

Mid-term grades are not permitted to be published on the high school grade report or transcript, nor utilized in determining high school GPA or class standing.

Upon a student's request, the IHE will provide an official college transcript showing credit for the completed college-level course work. Depending upon the type of transcript requested, a service fee may be required. Students can access and print unofficial copies of their transcripts through their Flashline portal.

SECTION XIII: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA")

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student education records, both financial and academic. For the student's protection, FERPA limits release of student record information without the student's explicit written consent; however it also gives the student's parent(s)/guardian(s) the right to review those records if the parent(s)/guardian(s) claim the student as a dependent on their Federal Income Tax Return.

Communication with Parents for Students in Courses Delivered at High Schools:

CCP students are college students and their educational records are protected by FERPA legislation. Students enrolled in college courses, regardless of the classroom location, are protected and communication must be carefully distributed.

CCP teachers for Kent State University must adhere to FERPA legislation. **Note that while enrolled in college courses, FERPA limits ALL instructors, including CCP teachers, to provide performance information only to the student without prior consent from the student.**

Kent State University requires that each CCP teacher verify with the University that a valid FERPA Release Form and/or an approved Parent/Guardian Verification of Student Dependent Status form is in place at the University for any participating student prior to release of any protected information. Students may complete a FERPA release online through their Flashline account or may complete a paper release form found online at <https://www.kent.edu/registrar/ferpa-forms> and submit this to the Kent State University Registrar.

In the event that a high school CCP teacher identifies a need to contact a student's parent proactively regarding progress in the college course, they may only do so if a signed FERPA Release form is on file with the University.

Communication with Parents for Students in Courses Delivered at IHE Locations:

Students may grant Kent State University permission to release information about their student records to a third party (including parents, step-parents, etc.) by completing a FERPA Release Form online through their Flashline account or completing a paper release form found online at <https://www.kent.edu/registrar/ferpa-forms> and submit this to the Kent State University Registrar. In the absence of a student initiated FERPA release, parent(s)/guardian(s) may submit a Parent/Guardian Verification of Student Dependent Status form for review to the University Registrar.

SECTION XIV: STATE REPORTING

The LEA and IHE shall retain educational records in accordance with Ohio or Federal statutes and record retention regulations and shall collaborate where necessary to provide required statistical information.

SECTION XV: APPEALS

Each student has the right to appeal decisions concerning the CCP program. The LEA and IHE shall have a student appeals process. LEA and IHE decisions are final.

SECTION XVI: RELEVANT LAWS

At all times, the parties agree to follow and be responsible for their own compliance with all local, state and Federal laws and regulations related to the CCP program, including but not limited to the provisions of section 3333-1-65, et seq. of the Ohio Administrative Code, as amended. At any time, should a party's inability to comply with the law interfere with that party's ability to adhere to the terms of this Agreement or should such inability impede that party's eligibility under this program, the other party shall have the right to suspend or terminate this Agreement. Notwithstanding the foregoing, the parties shall take all reasonable actions to mitigate any effects of such action upon currently enrolled students.

SECTION XVII: NONDISCRIMINATION

Each party agrees to comply with all applicable laws regarding affirmative action and equal employment opportunity in connection with this Agreement and each party further agrees not to discriminate against any person or group of persons on the basis of race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, or identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran.

SECTION XVIII: MARKETING, ADVERTISING AND PROMOTION

LEA and IHE shall cooperatively market the CCP program by:

- Equally promoting the Agreement to partner's students and their families, as well as to the communities served by the partner through each entity's website.
- LEA shall provide IHE with reasonable access to LEA students, parents and counselors to allow IHE to market and promote the program.

LEA shall market the CCP program by:

- Identifying this agreement with IHE in the required annual notice to students, in the required annual information session, in the annual program of studies, and on the school website.
- Providing IHE with advanced notification and opportunity to present during the LEA's annual CCP informational sessions.
- Providing IHE with reasonable access to partner students, parents and counselors to allow IHE to market and promote the program.
- Assisting IHE in mailing promotional materials to partner students and parents by providing their home addresses.

IHE shall market the CCP program by:

- Identifying this agreement with the LEA on the CCP website.
- Providing an annual session for IHE counselors to meet with LEA representatives regarding the CCP program.

Each party shall, prior to the issuance of any news or press release marketing the program, provide notification and a copy of the release to the other party.

The LEA must adhere to the use of the IHE logo and signage guidelines which will be provided to LEA upon request.

SECTION XIX: FINANCIAL STRUCTURE AND COST SHARING

1. The IHE will retain all State Support of Instruction (SSI) funds for students completing CCP courses.
2. The cost of textbooks, course materials and supplies including access codes will be incurred by the school district unless alternative arrangements have been made with the campus through which the student(s) is(are) enrolled and the IHE shall waive payment of all other fees related to participation in the program pursuant to ORC 3365.07 with the exception of students enrolled under ORC 3365.06 (A).
 - 1) The LEA can choose to initiate and maintain an account with the IHE University Bookstore and can elect to purchase textbooks and materials through other vendors. Students shall have required course textbooks and materials available by the first day of classes.
 - 2) Students can participate in the Kent State University Flashbooks initiative whereby textbooks are made available electronically at a cost savings to the district. This initiative is currently limited to a finite number of specified course sections. Billing for Flashbooks materials will be invoiced to districts separately from the IHE University Bookstore partner.
3. The IHE will invoice based on the following formula subject to approval by the Chancellor, Ohio Department of Higher Education:

High School Delivery – Option A:

For courses taught by a high school teacher approved by the IHE at the LEA location, the rate will be the State of Ohio default floor amount established in the 2022 state budget (to be determined upon approval of the biennial state budget) x number of credit hours/course x number of students.

High School Delivery – Option B:

For courses taught by an IHE faculty member at the LEA location, the rate will be \$80.00 x number of credit hours/course x number of students.

On Campus Delivery:

For courses taught by a university faculty member at an IHE location, the cost will be \$120.00 x number of credit hours/course x number of students.

Distance Learning Delivery:

For courses being taught via distance learning, the cost will be \$120.00 x number of credit hours/course x number of students.

Necessary tutoring for special education students and accommodations for ADA qualifying students will be the responsibility of the LEA in consultation with the IHE. CCP students will have access to student resources at the IHE.

SECTION XX: TERMS AND CONDITIONS

The initial term of this Agreement shall be from July 1, 2021 to June 30, 2022. This Agreement may not be altered or modified by any party adhering to it, with the exception of the Appendix. The IHE may modify the list of college credit plus courses in the Appendix of this Agreement. Modifications to the Appendix must be submitted to the LEA prior to the beginning of a new semester. This Agreement shall expire on June 30, 2022.

Should any provision of this agreement be found to be invalid, illegal, or unenforceable for any reason, the invalidity or unenforceability of such provision shall not affect the validity of the remaining provisions hereof. Non-enforcement of any provision of this agreement by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this agreement.

This Agreement shall be interpreted and construed in accordance with the laws of the State of Ohio.

SECTION XXI: APPROVALS

IHE (Kent State University):

Melody Tankersley Digitally signed by Melody Tankersley
Date: 2020.12.17 13:29:27 -05'00'
Senior Vice President and Provost Date


Senior Vice President for Finance and Administration Date 12/21/2020

LEA: Field Local
(School District Name)

District Charter Representative/Superintendent Date 1/12/21

Treasurer Date 1/12/21

APPENDIX A

Listing of Authorized College Credit Plus Courses 15/30 Credit Hour Pathway

This appendix shall contain the courses included in Kent State University's 15/30 credit hour pathway. The courses listed on the following page are representative of suggested Kent State University CORE classes. Students participating in the CCP program are not required to take these specific courses, rather they are provided as a demonstration of the typical courses into which a new college freshman might enroll.

Participating students meet with an IHE academic advisor to plan courses to be taken through CCP that will apply toward a specific certificate, associate degree or baccalaureate degree program and meet the parameters defined by ORC 3365.06 (C) (effective 9/29/2017) and OAC 3333-1-65.12 (effective 2/15/2018) and any other laws or regulations that may come into effect beginning with the summer term of the 2019-2020 academic year. CCP courses may be taken as high school electives or as high school core course credits. The applicability of the course(s) selected by the student to their high school program of study must be confirmed with their school counselor.

Course Enrollment Restrictions:

Students must complete 15 credit hours of courses designated as Level I before progressing to Level II. The 15 credit hours may consist of credits earned through AP, IB, or college courses taken at colleges or universities participating in CCP. Students must complete 15 credit hours in Level I before progressing to Level II. The 15 credit hours may consist of credits earned through AP, IB, or college courses taken at other colleges or universities participating in CCP. Level I courses include:

- 1) Transferable courses: Part of CTAG, OTM, or TAG (i.e., CTAG: Career-Technical Assurance Guides, OTM: Ohio Transfer Module, TAG: Transfer Assurance Guides)
- 2) Courses in computer science, information technology, anatomy, physiology, or foreign language, including American Sign Language
- 3) Technical certificate courses
- 4) 15-credit hour or 30-credit hour model pathway courses
- 5) Study skills, academic or career success skills courses
- 6) Internship courses
- 7) Another course that may be approved by the Chancellor on an annual basis

Upon completion of 15 credit hours in Level I, students may select Level II courses which include any other college courses that is not a Level I course.



College Credit Plus Pathways

Students participating in College Credit Plus select course(s) to be taken after consultation with both their high school counselor and their Kent State University academic advisor. Course enrollment may be determined by placement recommendations, course prerequisites, academic goals, high school graduation requirements, intended college major, and course availability.

The 15 and 30 credit hour Pathways below represent a sample of courses that may be taken by a typical full-time, first year college student. Additional specific Pathways can be created between the LEA and IHE to address student needs. CCP students may select from courses that are not part of the 15 and 30 credit hour Pathways and are not required to attend Kent State University full time. They are limited to no more than 18 credit hours per semester and no more than 30 credit hours total per academic year. Students should refer to the Kent State University Roadmaps available online at: <http://solutions.kent.edu/GPS/ROADMAP/browse/ug/all> as a guide to the Kent CORE and additional required courses for a specific major or degree program of interest to them.

15 Credit Hour Pathway

Kent State University Course Name & Number	Course Prerequisite	College Credits
ENG 11011 - College Writing I	Placement	3
Kent CORE Mathematics or Critical Reasoning Course	See Catalog	3-5
Kent CORE Humanities or Fine Arts Course		3
Kent CORE Social Science Course		3
Kent CORE Basic Science Course	See Catalog	3-5
		Total Credits: 15

**30 Credit Hour Pathway
(includes 15 Credit Hour Pathway above)**

Kent State University Course Name & Number	Course Prerequisite	College Credits
Kent CORE English course	See Catalog	3
Kent CORE Mathematics or Critical Reasoning Course	See Catalog	3-5
Kent CORE Humanities or Fine Arts Course		3
Kent CORE Social Science Course		3
Kent CORE Basic Science Course	See Catalog	3-5
		Total Credits: 15

APPENDIX B

Listing of Kent State University Campus Contacts

Ashtabula Campus

Susan J. Stocker, Ph.D.
Dean and Chief Administrative Officer (CAO)
3300 Lake Rd W
Ashtabula, OH 44004-2316
(440) 964-4211
sjstocke@kent.edu

East Liverpool Campus

Salem Campus

Columbiana County Campuses

David M. Dees, Ph.D.
Dean and Chief Administrative Officer (CAO)
2491 State Route 45 S
Salem, OH 44460-9412
East Liverpool Campus (330) 382-7411
Salem Campus (330) 337-4205
ddees@kent.edu

Geauga Campus

Twinsburg Regional Academic Center

Angela S. Spalsbury, Ph.D.
Dean and Chief Administrative Officer (CAO)
14111 Claridon-Troy Road
Burton, OH 44021
(330) 907-3362
aspalsbu@kent.edu

Kent Campus

Johanna E. Pionke, M.Ed
Director, Pre-College Programs
Office of Admissions
208 Schwartz Center
Kent, OH 44242-0001
(330) 672-3754
jpionke@kent.edu

Stark Campus

Denise A. Seachrist, Ph.D.
Dean and Chief Administrative Officer (CAO)
6000 Frank Ave NW
North Canton, OH 44720-7599
(330) 244-3211
dseachri@kent.edu

Trumbull Campus

Daniel E Palmer, Ph.D.

Interim Dean and Chief Administrative Officer (CAO)

4314 Mahoning Ave., N.W.

Warren, OH 44483-1998

(330) 675-8820

dpalmer1@kent.edu

Tuscarawas Campus

Bradley A. Bielski, Ph.D.

Dean and Chief Administrative Officer (CAO)

330 University Dr., NE

New Philadelphia, OH 44663

(330) 339-3391

bbielski@kent.edu

APPENDIX C

College Readiness Indicators for CCP Students

		ACT	SAT ¹	Accuplacer ²	
				Classic	Next Gen
English Sub Score		18	Evidence-Based Reading & Writing 480	Sentence Skills 88 or 5 on Writeplacer	Next Gen Writing – 263 or above OR 5 on Writeplacer
Reading Sub Score		22		80	Next Gen Reading- 250
Mathematics Sub Score		22	530	55CLM	QAS - 263 or above
					AAF – 263 or above

Adapted from “Uniform Statewide Standards for Remediation-Free Status,” dated April 2019

¹ Scores reflected on this table apply to the current version of the SAT; scores obtained on exams prior to 2017 will need to be crosswalked to these thresholds.

² Accuplacer Classic was warehoused in January 2019. The Classic “cut scores” will remain on the chart for students who were assessed prior to 2019.