

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN
WEST KERN COMMUNITY COLLEGE DISTRICT (WKCCD)
AND
TAFT UNION HIGH SCHOOL DISTRICT (TUHSD)
DUAL ENROLLMENT PROGRAM 2024-2025**

TERMS

This MOU is effective July 1, 2024- June 30, 2025. MOU may only be modified by mutual agreement and approval by respective Boards of Trustees. MOU may be terminated at any time by either party by providing a 30-day notice to partner.

PURPOSE

The purposes of the **Dual Enrollment Program** are to provide current high school students the opportunity to enroll in dual-credit courses to expand student access to 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. 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.

PROGRAM MANAGEMENT

The WKCCD Dual Enrollment Committee consisting of faculty and administrator representatives from WKCCD and TUHSD will recommend the Dual Enrollment Program offerings as delineated in this document for approval by their respective Boards of Trustees. Implementation of MOU will be carried out by liaisons identified by TUHSD and WKCCD.

COURSE OFFERINGS

Dual enrollment courses are taught during the TUHSD school day on the TUHSD campus or identified TUHSD district locations by qualified instructors. 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. Proposed Non-CCAP Dual Enrollment Program offerings for 2024-2025 are included in the table below.

Course	Class Size Limit	Units	Instructor Load	Required Instruction Hours
PSYC 1500	35	3.0	3.0	48
SPAN 1601	35	4.0	4.0	64
STAT 1510	35	5.0	5.0	80

INSTRUCTORS

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.

WKCCD will provide TUHSD a reimbursement of \$1,500 per approved Dual Enrollment course taught by high school compensated instructors to offset supplies and materials costs necessary for course.

Taft College (WKCCD) may employ instructors under all contracted conditions of the Taft College Collective Bargaining Agreement for instructors not specifically noted above where TUHSD does not have a qualified instructor.

EVALUATION

It will be the sole responsibility of WKCCD to conduct evaluations for Dual Enrollment courses in accordance with the Taft College Faculty Collective Bargaining Agreement.

SUPPORT SERVICES

Coordination of academic advising and support services for students enrolled in dual enrollment courses will be the primary responsibility of the TC Dual Enrollment liaison.

ENROLLMENT PROCESS

High school students must follow the procedures outlined on the WKCCD website and complete Special Admit (link shown below) to enroll in Dual Enrollment courses.

<https://www.taftcollege.edu/admissions/apply/forms/files/High%20School%20Special%20Admit.pdf>

PROTOCOLS FOR INFORMATION SHARING

Both parties understand and agree that education records of students participating in this MOU and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076. WKCCD and TUHSD agree to hold all student education records generated

pursuant to this Agreement in strict confidence, and further agree not to re-disclose such records except as authorized by applicable law or regulation or by the student's prior written consent.

Information sharing between the WKCCD and TUHSD will include the following: admissions, registration, and grade information. Information sharing will only be on a legitimate need-to-know basis for dually enrolled students participating in courses listed in this agreement.

INDEMNITY

The TUHSD agrees to indemnify, defend, and hold harmless WKCCD, its officers, agents and employees from any and all claims, injuries, losses or damage, which arise in any way out of or in connection with performance of this MOU by the TUHSD or its officers, employees and agents and either directly or indirectly, from any act, error or omission or negligence of the TUHSD or any of its officers, employees or agents.

WKCCD agrees to indemnify, defend, and hold harmless TUHSD its officers, employees, and agents from any and all claims, injuries, losses or damage, which arise in any way in connection with performance of this MOU by WKCCD or any of its officers, employees or agents and either directly or indirectly, from any act, error or omission or negligence of the WKCCD or any of its officers, employees or agents.

NON-DISCRIMINATION CLAUSE

TUHSD and the WKCCD mutually affirm that they shall not discriminate against any person in any aspect of education or employment, on the basis of race, color, ancestry, religion, gender, marital status, national origin, ethnic identification, age, sexual orientation, mental or physical disability, medical condition or veteran status.

WEST KERN COMMUNITY COLLEGE DISTRICT

TAFT UNION HIGH SCHOOL DISTRICT

Brock McMurray
Interim Superintendent/President

Dr. Jason Hodgson
Superintendent

Date: _____

Date: _____