



MEMORANDUM OF AGREEMENT  
Dual Credit Cooperative Agreement (DCCA)  
(Revised Fall 2022)

In order to provide additional academic challenges to secondary pupils, qualified Wichita Public Schools (USD 259) students may enroll and participate in specified WSU Tech courses. These classes, known as Dual Credit (DC) classes, will be made available at the high school facility, during the high school day, and taught by a WSU TECH approved high school teacher. To ensure academic quality and integrity in the awarding of college credit, this Memorandum of Agreement establishes the procedures for offering college-level learning through WSU TECH CEP courses. WSU TECH will provide both general education (GE) and career and Technical education (CTE) courses as part of the CEP program. Unless specified, all provisions apply to both GE and CTE courses.

**General Provisions:**

1. WSU TECH and Wichita Public Schools will have a cooperative agreement to allow such enrollment.
2. Academic credit will be granted by WSU TECH for course work successfully completed by students and may qualify as high school credit.
3. WSU TECH DC course work will qualify as credit applicable toward the WSU TECH Associate of Applied Science degree, Technical Certificate or Certificate of Completion.
4. Remedial/developmental courses will not be offered through the WSU TECH DC program.
5. Course schedules will be determined through a collaborative effort between the high school(s) and WSU TECH. Scheduling of DC classes will consider high school activity schedules, and USD 259 will ensure classes meet required, scheduled meeting times.
6. Course offerings will be determined utilizing the course listing of approved concurrent enrollment classes (Appendix A). Additional classes will be considered for implementation in response to requests USD 259.
7. USD 259 will provide WSU TECH with copies of any information sent to parents or provided to the public regarding DC courses.
8. WSU TECH GE DC classes may include students enrolled for secondary and/or post-secondary credit. A class may include students enrolled for secondary credit only.
9. WSU TECH will pay to the CTE instructor the sum of \$150.00 per course for enrollment of 9 or fewer students in the above provisions. Enrollment of 10 or more students will increase pay to \$225 per course. WSU TECH will pay to the GE instructor \$175 per credit hour for enrollment of 20 or more students, \$150 per credit hour for enrollment of 11 or more and \$75 per credit hour for enrollment of 10 or fewer students. The district shall be responsible for the salary and other benefits of the instructor. Payment will be made at the end of the course, after the instructor has submitted all required paperwork to complete the course. In addition, the instructor must have filed the required WSU TECH syllabus, attended the required in-service, and signed the DCCA Instructor Memorandum of Agreement.
10. Revenue from CTE DC courses will be split between institutions. WSU Tech agrees to reimburse USD the cost of the students enrolled as determined by the Kansas Board of Regents for instruction and facilities less the instructor stipend and twenty-five percent administrative fee. For postsecondary students enrolled in WSU Tech GE DC, WSU TECH will collect and retain student tuition which shall be a part of the twenty-five percent fee.

11. Reimbursement of funds will occur within the month WSU Tech receives funds for tuition from the State of Kansas. This typically occurs in October. Funds received by WSU Tech and reimbursed to schools are based on enrollment from the prior academic year.
12. GE DC courses must have a minimum number of students enrolled for college credit for the class to run (9 for FY23). If a class does not meet this minimum, USD 259 will have the option of running it at a renegotiated rate of instructor pay. CTE DC courses will have no minimum enrollment.
13. Students or USD 259 will be responsible for the purchase of DC course textbooks.
14. Students will pay WSU TECH directly for tuition and fees (general education only) for their courses.
15. Both parties will advise students of their responsibilities in the learning experience provided by DC classes and how courses may be transferred in the Regents system. WSU TECH will update the DC Student Handbook each year and be made available to students.
16. The high school will keep WSU TECH informed of changes in the DC student's status. If a student drops the course at the high school, the WSU TECH Dean of High School Partnerships & Community Outreach must be **informed immediately**.
17. Required paperwork: Student Satisfaction Survey, Common Assessment, Course Assessment, all rosters and grades.
18. Required paperwork must be completed one week from the end of the course.

### **Curriculum / Content**

- Courses offered at DC high schools have been approved through the WSU TECH curriculum approval process, approved by the Kansas Board of Regents, and apply toward a WSU TECH degree program.
- The course must be taught with the requirements and rigor expected in a college level course. The learning objectives/outcomes identified on the WSU TECH course outline must be followed, and a WSU TECH approved textbook for the course must be utilized.
- Common assessments will be the same or equivalent as those used on WSU TECH campus for general education courses and Technical education courses.
- The appropriate WSU TECH academic chair and/or designated WSU TECH faculty member in the discipline will review the class syllabus and may request copies of teaching materials, including handouts, examinations, and written assignments from the high school instructor to assure DC courses meet or exceed grading standards, course management, instructional delivery and content of regular on- campus sections. The WSU TECH academic division chair or program faculty may be consulted on academic matters.

### **WSU TECH DC Faculty**

- High school instructors participating in the DC program must first be recommended by USD 259. Potential instructors will be provided orientation and training in course curriculum, assessment criteria, course philosophy, and DC administrative requirements. A WSU TECH liaison instructor will be assigned to each DC instructor.
- WSU TECH administration and/or academic division deans will interview and approve the instructor for concurrent college courses based on WSU TECH 's required criteria\*.  
*\*General Education Instructors must have a master's degree in their teaching area or a master's degree in another area plus eighteen hours of graduate credit in the area they are teaching or*

*have an education plan in effect that shows they are working towards this end that will be completed in two years.*

*\*Technical Education instructors must have 4000 of applicable experience in content area or content specific, industry recognized certification and approval of Academic Dean.*

- Instructor evaluations will be administered according to WSU TECH policy and will include, but not be limited to, administrative, student, and self-evaluations. WSU TECH reserves the right to not renew the instructor if evaluation of the instructor is not satisfactory to WSU TECH standards.
- Instructors will develop a class syllabus based on the course learning objectives and utilizing the WSU TECH syllabus template. A copy of the syllabus will be electronically submitted to the WSU TECH for approval by the designated deadline.
- Instructors will adhere to standard WSU TECH reporting guidelines (roster verifications, grade reporting, etc.) and submit required data no later than the date specified by the WSU TECH reporting dates.
- Instructors will follow FERPA guidelines regarding the release of any student information.
- Instructors will be required to attend in-service, communicate as needed with WSU TECH program faculty, and are encouraged to participate in professional development opportunities provided by WSU TECH.
- It is the responsibility of the USD and/or DC faculty to cover the cost of necessary certification training or credentialing. There may be opportunities for free training through WSU Tech, but this is not guaranteed and will be communicated to schools and DC Faculty when available.
- Courses may not be taught by long-term substitute teachers, student teachers, or anyone other than the approved instructor listed on Appendix C.

### **Student Eligibility & Responsibilities**

- High school sophomores, juniors and seniors (10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades) may apply for enrollment in a DC class.
- Students who are enrolled in grades less than tenth (10<sup>th</sup>) and are classified by USD 259 as “gifted” according to Kansas Statutes Annotated may apply for GE CEP enrollment. A copy of each “gifted” student IEP must be submitted to WSU TECH with the signed approval of the high school principal prior to DC class participation.
- Students will meet all WSU TECH enrollment eligibility requirements, prerequisite and placement standards prior to enrollment (Appendix A).
- Students seeking DC credit must be enrolled by the end of the first week of classes.
- Students will be responsible for following WSU TECH policies and procedures as outlined in the WSU TECH catalog (available online at <https://wsuTech.edu/about/consumer-information/chapter-3-students/> and the class syllabus.

### **Accountability / Assessment Standards**

- All required WSU TECH course assessment activities must be administered, and results sent to the appropriate office according to established timelines.
- WSU TECH will report the following as part of the Kansas Higher Education Data System: biographical information for each high school student enrolled, credentials of faculty teaching DC courses, and credit hours generated by each high school student.

- This Agreement is valid for three (3) years but will be reviewed annually to assure quality course delivery and compliance with applicable Kansas Board of Regents concurrent enrollment policy and Higher Learning Commission applicable guidelines.

**Wichita Public Schools (USD #259)**

**WSU TECH**

*Alicia L Thompson* 2-2-23

*Dr. Sheree Utash* 08/01/23

Alicia Thompson, Superintendent      Date

Sheree Utash, President      Date



2022-2023

ADDENDUM TO MEMORANDUM OF AGREEMENT  
Appendix A  
Dual Credit Cooperative Agreement (DCCA)  
between USD 259: Wichita Public Schools  
and  
WSU Tech

Approved GE DC courses offered through Wichita High School Public Schools:

BUS 125	Business Law	3 credit hours
BUS 130	Personal Finance	3 credit hours
CED 115	Computer Applications	3 credit hours
BIO 150	Human Anatomy & Physiology	5 credit hours
BUS 140	Principles of Marketing	3 credit hours
ENG 120	Composition II	3 credit hours
PHS 120	General Physics I	5 credit hours
PSY 101	General Psychology	3 credit hours
MTH 112	College Algebra	3 credit hours
MTH 113	Trigonometry	3 credit hours
BIO 110	Principles of Biology	5 credit hours
ENT 110	Intro to Entrepreneurship	3 credit hours
HIS 110	United States History to 1877	3 credit hours
HIS 120	United States since 1865	3 credit hours
ENG 101	Composition I	3 credit hours

Approved CTE DC Funded Courses offered through Wichita High School Public Schools:

ACC 105	Fundamentals of Accounting	3 credit hours
ALH 101	Medical Terminology	3 credit hours
ALH 155	Pharmacology for Allied Health	3 credit hours
AVC 105	Aircraft Familiarization	1 credit hour
AVC 107	Fundamentals for Aerospace Mfg	1 credit hour
AVC 110	Safety/OSHA 10	1 credit hour
AVC 112	Blueprint Reading	2 credit hours
AVC 117	Hand & Power Tools	4 credit hours
AVC 125	Bonding and Grounding	1 credit hour
AVC 135	Hand Tools	1 credit hour
AVC 140	Electrical Bonding & Grounding	1 credit hour

AVC 145	Power Island	1 credit hour
BUS 200	Principles of Management	3 credit hours
CCP 100	Introductory Craft Skills	3 credit hours
CCP 105	Carpentry Basics	4 credit hours
CCP 110	Floors, Walls, & Ceiling Framing	4 credit hours
CCP 115	Roof Framing	3 credit hours
CRJ 125	Law Enforcement Ops & Proc	3 credit hours
CRJ 130	Criminal Procedures	3 credit hours
CWG 110	Welding Applications	4 credit hours
CWG 141	Oxy-Acetylene Weld & Cutting	2 credit hours
INF 105	A+ Certification - Essentials	3 credit hours
INF 110	A+ Certification - Application	3 credit hours
INF 120	Security+	3 credit hours
INF 122	Intro to Web Development	3 credit hours
INT 101	Interior Design Fundamentals	3 credit hours
INT 126	Textiles	3 credit hours
MMG 116	Quality Control & Inspection	1 credit hour
MMG 130	Bench Work	1 credit hour
ROB 100	Introduction to Robotics	3 credit hours
SAF 101	Safety Orientation/OSHA 10	1 credit hour
TAS 124	Electrical I	3 credit hours
TAS 131	Engine Performance I	3 credit hours
TAS 133	Brakes I	3 credit hours
TAS 136	Suspension and Steering I	3 credit hours
TAS 137	Suspension and Steering II	2 credit hours

**Requirements for Enrollment at WSU TECH:**

- ◆ Application for Admission through MyJumpStart.
- ◆ Course fee - \$80 a credit hour for general education courses.
  - For example: English Composition I is three credit hours for \$240. Anatomy & Physiology is five credit hours for \$400.
- ◆ Parent consent signed through MyJumpStart.
- ◆ All students are required to sign up in the classroom during enrollment sessions or by going to WSU TECH.
  - Placement requirements for courses can be found at <https://wsuTech.edu/wp-content/uploads/2016/11/Placement-Scores-Gen-Ed.pdf>.



2022-2023  
ADDENDUM TO MEMORANDUM OF AGREEMENT  
Appendix B.1  
Dual Credit Cooperative Agreement (DCCA) between  
USD 259: Wichita Public Schools  
and  
WSU Tech

DC Instructor Agreement  
Academic Year 2022-2023

THIS AGREEMENT made and entered into this academic year 2023, between WSU Tech of Wichita, Kansas, hereinafter referred to as "WSU TECH", party of the first part, and Wichita Public Schools (USD 259) of Wichita, Kansas, hereinafter referred to as "USD 259", party of the second part:

Approved concurrent credit teachers agree as follows:

1. WSU TECH agrees to provide the course syllabus, screen potential students according to WSU TECH -approved means (i.e., evaluative testing) prior to enrollment, enroll students at the start of each course, and evaluate instructors in accordance with WSU TECH policy.
2. Instructors agree to teach assigned courses using WSU TECH approved textbooks and meeting the learning objectives/outcomes identified on the approved WSU TECH course syllabus. Instructors further agree to hold class for all required, scheduled meeting times and administer, grade, and submit required WSU TECH course assessment activities.
3. Instructors will develop a course syllabus utilizing the approved WSU TECH syllabus template and the course outcomes listed thereon. Copies of the syllabus will be electronically submitted to the WSU TECH for approval prior to the beginning of class and distributed to each student the first day of class.
4. Instructors will adhere to standard WSU TECH reporting guidelines and methodologies and submit required data no later than the date specified by the WSU TECH reporting dates.
5. Instructors will follow FERPA guidelines regarding the release of any student information.
6. Instructors agree to be evaluated by WSU TECH staff in accordance with WSU TECH policy.
7. Instructors will be asked to attend in-service, routinely communicate with the program faculty and WSU TECH Dean of High School Partnerships and Community Outreach, and are encouraged to participate in professional development opportunities provided by WSU TECH.
8. WSU TECH reserves the right to not renew the instructor if evaluation of the instructor is not satisfactory to WSU TECH standards.
9. USD 259 and WSU TECH will keep each other apprised of changes in DC students' status.
10. WSU TECH will pay to the CTE instructor the sum of \$150.00 per course for enrollment of 9 or fewer students in the above provisions. Enrollment of 10 or more students will increase pay to \$225 per course. WSU TECH will pay to the GE instructor \$175 per credit hour for enrollment of 20 or more students, \$150 per credit hour

for enrollment of 11 or more and \$75 per credit hour for enrollment of 10 or fewer students. The district shall be responsible for the salary and other benefits of the instructor. Payment will be made at the end of the course, after the instructor has submitted all required paperwork to complete the course (course evaluations, common assessment, grades, etc.). In addition, the instructor must have filed the required WSU TECH syllabus, attended the required in-service, and signed the DCCA Instructor Memorandum of Agreement.

11. Revenue from CTE DC courses will be split between institutions. WSU Tech agrees to reimburse USD the cost of the students enrolled as determined by the Kansas Board of Regents for instruction and facilities less the instructor stipend and twenty-five percent administrative fee. For postsecondary students, WSU TECH will collect and retain student tuition which shall be a part of the twenty-five percent fee.

### **Approved Instructor List**

#### **Education Imagine Academy**

Cameron	Ceradsky
Corey	Smith
Wil	Thompson

#### **Wichita High School East**

Crystal	Abasolo
Aaron	Haselwood
Brandon	Reith
Victor	Rincon
Tyson	Yager
Shanna	Zimmerman
Czar	Sebastian

#### **Wichita High School Heights**

Scott	Arpin
Paul	Biays
John	Close
Carmen	Donley

#### **Wichita High School North**

Aileen	Delforge
Thomas (Ryan)	Owen
LaNita	Smith
Don	Stock
Brittini	Mayagoitia

#### **Northeast Magnet**

Amy	Anderson
Mary	Criss
Dustin	Francis
Dean	Kuckelman
Jennifer	Lawrie (Riley)

#### **Wichita Northwest High School**

Shane	Munro
Sandra	Pierce

#### **Wichita High School South**

Darin	Culver
Keldon	Pucket
Angela	Scarberry
Melissa	Seiwert
Maria	Teoxon

#### **Wichita High School Southeast**

Stephanie	Alexander
Austin	Andrews
Jeremy	Boreman
Kinsey	Colclasure
Cat	Cranmer
Kaitlyn	Flickinger (Hoover)
Valerie	Most
Heather	Powell (Musil)
Casey	Rector

#### **Wichita High School West**

Michael	Bredehoft
Nicole	Friesen
Nicholas	Green
Andrew	Hawkins
James	Quick
Melody	Robinson
Richard	Roeder
Talelia (Tia)	Schroeder
Tina	Sorensen
Paul	White