



**BELLEVUE  
COLLEGE**

2017-2018 Interagency Agreement  
Between  
**Bellevue College**  
And  
**Issaquah School District**

This Agreement is made and entered into between Bellevue College (College) and the Issaquah School District (District).

Purpose of this agreement is to articulate a collaborative College in the High School program (CHS), pursuant to RCW28A.600.290 and Chapter 392-725 WAC that offers qualified high school students the opportunity to concurrently earn college credit and high school credit for qualified advanced high school course(s) deemed equivalent to BC college course(s) while students remain at their high school. Program success will require ongoing collaboration and communication between the College and high school faculty. See Addendum A. attached to the agreement for a list of this year's approved courses. In consideration of the mutual covenants and agreements contained herein, College and District agree as follows:

**Curriculum Standards**

Courses administered through CHS are college level courses with the same departmental designations, course descriptions, numbers, titles, and credits. CHS classes may be comprised of students who are not seeking college credit and those who are seeking college credit. CHS courses reflect the pedagogical, theoretical and philosophical orientation of the College divisions. College Faculty Coordinator site visits ensure that CHS courses are the same as the courses offered on campus. Bellevue College adheres to the National Alliance of Concurrent Enrollment Partnership Accreditation Standards (NACEP).

**Program Funding**

High school students pay a registration fee of \$40 per credit, for a total of \$200 for each 5-credit course, \$240 for each 6-credit course, etc. Regular college students, who are state residents, currently pay \$514.55, plus fees and books for the same course. After completing the admissions process, CHS students submit their completed registration form, along with a check, made out to Bellevue College, to their high school teacher prior to the registration deadline.

For high schools/students qualified for state CHS funded subsidies as defined in RCW28A.600.290, the high school/District will submit a student list, by course, to the College. Once students have met all pre-registration requirements, and registration is finalized, the College will invoice the District. It is the District responsibility to collect subsidies from the state.

## Faculty Standards

High school faculty teaching CHS courses will meet the College divisions' requirements for hiring adjuncts to teach the course on the College campus. The College will provide new CHS high school faculty with discipline-specific orientation and training. The College will also provide CHS faculty with annual professional development activities and ongoing collegial interaction to address course content, course delivery, assessment, evaluation, and/or research and development in the field. CHS procedures address instructor non-compliance with College expectations for courses offered through CHS.

The College will pay CHS high school faculty for additional work above and beyond the regular district contracted day. They must adhere to NACEP Accreditation Standards, and requirements outlined under District Responsibilities, and provide evidence required by the standards. The structure is as follows:

Base	+ Number of Enrollments
1 class (+) – If cancelled = \$0	Students enrolled – 1-4 = \$150
1 class – No enrollments = \$100	Students enrolled – 5-9 = \$200
1 class – W/enrollments = \$750	Students enrolled – 10-19 = \$250
2 class – W/enrollments = \$175	Students enrolled – 20-29 = \$300
3 class – W/enrollments = \$175	Students enrolled – 30-39 = \$350
<b>Please note:</b> Payment is contingent upon completing 100% of the National Alliance of Concurrent Enrollment Partnerships (NACEP) <i>Program Standards and Required Evidence for Accreditation.</i>	Students enrolled – 40-49 = \$400
	Students enrolled – 50-59 = \$450
	Students enrolled – 60-69 = \$500
	Students enrolled – 70-79 = \$550
	Students enrolled – 80-89 = \$600
	Students enrolled – 90-99 = \$650

### CHS High School Teacher Commitments:

- a) Complete paperwork required by NACEP Standards.
- b) Attend new instructor orientation and training.
- c) Attend mandatory Fall Kick-Off meeting.
- d) Review and pair syllabi from on-campus section complete with course college course ID and title, course outcomes and description of college grading standards.
- e) Review and pair course assessments (e.g., papers, portfolios, quizzes, labs, etc.) from on-campus section.
- f) Upon request, provide the College with:
  - i. Course outline, learning objectives and syllabus
  - ii. Textbook and other teaching materials
  - iii. Sample assessment criteria and tools (e.g. papers, portfolios, quizzes, exams, labs, etc.)
  - iv. Evidence that courses reflect the pedagogical, theoretical and philosophical orientation of the College's academic department
  - v. Grading criteria and standards – sample of graded assessment
- g) Attend/participate in annual discipline-specific professional development meeting or activity.
- h) Distribute marketing collateral to students (postcard, poster, guided pathways flyer).
- i) Market the benefits of the program to students and parents.
- j) Communicate prerequisite and placement testing score requirements to students.
- k) Clarify credit/course information for students and parents (for example, provide course code MATH& 141, 5 credits for one semester at the high school or BIOL& 160, 5 credits for the full year at the high school).
- l) Remind students to apply for admission and receive their SID.
- m) Remind students of deadlines.

- n) Assist students with registration if necessary (help navigate the website).
- o) Communicate routinely with CHS staff/administrator via email or voice messages.
- p) Regularly verify class rosters and notify CHS office of any discrepancies.
- q) Notify CHS office of any changes.
- r) Submit grades to CHS office at the end of the term.
- s) Schedule teaching observation, classroom site visit and/or interview with college faculty or administrator upon request.
- t) Remind students to complete and submit their course evaluation survey near the end of each term.
- u) Participate in program review or accreditation committees upon request.

### **Student Standards**

The College admits CHS students as degree-seeking, non-degree seeking, or non-matriculated students at the College, ensuring students meet course prerequisites, and records courses administered through CHS on official College transcripts.

The College holds CHS students to the same standards of achievement as those expected of students in on-campus sections and will assess CHS students using the same methods used to assess student enrolled in on-campus sections.

The College provides a webpage for students and schools with information detailing the registration process, including prerequisites for each college course administered through CHS. The College provides students and schools with comprehensive information outlining student rights and responsibilities and College student conduct policies such as academic integrity, consequences of plagiarism, advising issues, pre-testing, grading standards and credit transfer.

For purposes of this agreement, “eligible student” means a student meeting the definition of an enrolled student pursuant to WAC 392-121-106 and who has been deemed by the District to be a tenth, eleventh, or twelfth grade student.

### **Evaluation Standards**

The CHS office conducts end-of-term student course evaluations for each course section offered through CHS. The CHS office will also conduct surveys of CHS alumni and participating high school instructors, principals and guidance counselors at regular intervals.

### **College Responsibilities**

- Designate Associate Dean in the Office of Instruction (Joyce Carroll) to be the CHS administrator.
- Ensure program standards – including curriculum, faculty, student, assessment, and evaluation – are met.
- Consult with District regarding teachers who are not meeting program expectations.
- Ensure College policies on academic freedom are applied to the teaching and learning processes.
- Assign experienced College faculty as Faculty Coordinators to work closely with high school faculty to articulate the course, coordinate program activities and meet all program requirements. Coordinators will provide ongoing collegial interaction to address course content, course delivery, assessment, evaluation, and/or research in the field.
- Conduct annual meeting and new teacher orientation in fall to review program policies and procedures with high school teachers and College Faculty Coordinators and provide discipline-

specific professional development.

- Make written guidelines on program policies and procedures available to high school faculty and students from the College in the High School website.
- Provide high school faculty with program information and registration processes.
- Manage the student admissions and registration process.
- Award college credit to high school students who enroll and successfully complete the CHS course(s).
- Provide College transcripts or transcript assistance consistent with College policy, for students who wish to transfer credits to another college or university.
- Lead evaluation of the program, and ensure that courses are equivalent to the same courses offered on the college campus.
- Select high school faculty to teach CHS courses based on the same qualifications used to select adjunct college faculty.
- Conduct end of term student course evaluations and share results with CHS high school faculty.
- Offer high school students and teachers participating in CHS use of the College library, writing center and tutoring services.
- The College assures the District that its agency complies with all state and federal guidelines and/or regulations and does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, marital status, age, veteran status, or disability. This is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Americans with Disabilities Act, July 26, 1990, P.L. 101-336; and Title IX of the Education Amendments of 1972, as amended.
- The College will not consider enrollments in the CHS eligible for state support and will therefore not count them as FTE's.

#### **District Responsibilities**

- Identify interested and qualified high school teachers and refer them to the College CHS administrator for consideration.
- Allow College Faculty Coordinator access to high school teacher to conduct classroom site visit.
- Ensure high school CHS faculty meet program requirements.
- Notify CHS office if an approved high school faculty resigns or otherwise vacates their position.
- Provide rooms, labs, instructional equipment, supplies and necessary teaching materials (textbooks) for each approved CHS course.
- Require the high school CHS teachers to:
  - Follow established CHS procedures and meet deadlines set by the College for the CHS program.
  - Attend the fall orientation meeting at the College and participate in discipline-specific professional development activities and/or events.
  - Distribute marketing collateral to students and parents (postcard, poster, guided pathways flyer).
  - Share CHS program benefits and communicate CHS program information/registration processes and deadlines to students and parents.
  - Submit grades for registered students in accordance with College grading policy and grade posting deadlines.
- Award high school credits pursuant to WAC 392-725-200 and ensure all WACs are followed.

- Serve as primary employer of the high school teacher with all associated benefits of a fulltime District employee.
- Provide information about the program to faculty, students and parents.
- Comply with federal and state laws concerning reasonable accommodations for students with disabilities and the development of individualized educational programs (IEPs).
- Report violations of College student code of conduct to the College. Adjudication will occur through school district policy and process.
- The District will consider the students as regular state-supported high school FTE's and will provide the necessary approval for the students to enroll concurrently in BC courses.
- The District assures the College that its agency complies with all state and federal guidelines and/or regulations and does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, marital status, age, veteran status, or disability. This is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Americans with Disabilities Act, July 26, 1990, P.L. 101-336; and Title IX of the Education Amendments of 1972, as amended.

### **Miscellaneous Provisions**

**Term.** Subject to its other provisions, the period of performance of this Agreement shall commence on 7/1/2017, or date of execution, whichever comes later, and be completed on 6/30/18 unless terminated sooner as provided herein.

**Liability.** Each party to this Agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other nor does neither party assume any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement. At all times during the performance of this agreement, college faculty and staff shall remain and be considered employees of the college, and District faculty and staff shall remain and be considered employees of the District.

**Agreement Alterations and Amendments.** This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

**Termination.** Either party may terminate this Agreement upon 30 days' prior written notification to the other party. Students currently enrolled in a CHS class that is in progress at the time of termination will be allowed to complete that Class. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

**Records Maintenance.** The parties to this Agreement shall each maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

Rights in Data. Unless otherwise provided, data which originates as a result of this Agreement shall be owned by the party producing the data. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

FERPA. The College and District recognize that the provisions of the Family Educational Rights and Privacy Act (FERPA) apply to them jointly pertaining to records of students. Staff and officers of both the College and the District constitute school officials having a legitimate educational interest in the educational records of participating students, including the rights to view student transcripts and share personally identifiable information in academic records, concerning grades, test scores, and directory information without positive consent of each student and parent served through the College in the High School program.

Survival. College and District expressly intend and agree that the liability coverage provisions of this Agreement will survive the termination of this Agreement for any reason.

Severability. If any provision of this Agreement shall be held to be wholly or partially invalid or unenforceable under applicable law, said provision will be ineffective to that extent only without in any way affecting the remaining parts or provisions of the Agreement.

Waiver. Neither the waiver by any of the parties hereto of a breach of or a default under any of the provisions of this Agreement, for the failure of either of the parties, on one or more occasions, to enforce any of the provisions of this Agreement or to exercise any right or privilege hereunder, with thereafter be construed as a waiver of any subsequent breach or default of a similar nature, or as a waiver of any such provisions, rights or privileges hereunder.

Assignment. The work to be provided under this Agreement, and any claim arising there under, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

Governance. This Agreement is entered into pursuant to and under the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable state and federal statutes and rules;
2. The terms of this Agreement;
3. The terms of any attachments to this Agreement.


No Third-Party Beneficiaries. This Agreement is not intended to give or confer any benefits, rights, privileges, claims, actions, or remedies to any person or entity as a third party beneficiary, decree, or otherwise.

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

BC College CHS Administrator:
Name: Joyce Carroll
Address: 3000 Landerholm Circle SE
City, State, Zip: Bellevue WA 98007
Phone: 425-564-2257
Fax 425-564-6163
Email <a href="mailto:joyce.carroll@bellevuecollege.edu">joyce.carroll@bellevuecollege.edu</a>

**IN WITNESS WHEREOF, the parties have executed this agreement.**

Signed  Date 7/26/17  
Ray White  
Vice President for Administrative Services, Bellevue College

Signed  Date 7/27/17  
Gita Bangera  
Interim Vice President of Instruction, Bellevue College

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Ron Thiele  
Superintendent, Issaquah School District

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Jacob Kuper  
Chief of Finance & Operations, Issaquah School District



2017-2018 Interagency Agreement

Between **Bellevue College** And **Issaquah School District**

**ADDENDUM A**

**CHS Courses Offered in the Issaquah School District:**

BIOL 108, Human Biology  
PHYS& 114, General Physics I  
MATH& 151, Calculus I  
MATH& 152, Calculus II  
MATH& 153, Calculus III  
MATH& 254, Calculus IV  
FRCH& 123, French III  
SPAN& 123, Spanish III  
SPAN& 221, Spanish IV  
SPAN& 222, Spanish V