

**NOTICE OF REGULAR MEETING
GALVESTON COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS**

In compliance with the Open Meetings Act, Texas Government Code, Section 551.041, notice is hereby given that a Regular Meeting of the Galveston Community College District Board of Regents will be held on **Wednesday, June 14, 2023**, at 5:30 PM in Room M-220 Galveston College, 4015 Avenue Q, Galveston, Texas 77550.

The Board of Regents will gather in Room M-202 for refreshments prior to the Regular Meeting. Although a quorum may be present, no action will be taken by the Board at that time.

- AGENDA -

- I. Call to Order Regular Meeting**
- II. Moment of Silence and Pledge of Allegiance
- III. Certification of Posting Notice of Regular Meeting
- IV. Recognition of Guests
- V. Consider Approval of Minutes from the Regular Meeting of May 10, 2023 (*Action Item*) 4
- VI. Citizens Desiring to Appear Before the Board on Agenda and Non-agenda Items (*Please complete a request card prior to the start of the meeting. The Board Chairperson may limit the time of appearance before the Board to three minutes.*)
- VII. Informative Reports:
 - 1. Student Success Story (*Dr. W. Myles Shelton*)
 - 2. Monthly Financial Reports - May (*Mr. M. Jeff Engbrock*)
- VIII. Consideration of Consent Agenda 11
(*The purpose of the consent agenda is to allow the Board to identify and approve action items which require no additional information or discussion and for which there is unanimous approval. Regents receive agenda materials in advance of the meeting to prepare for the business to be conducted.*)
- IX. Action Items:
 - 1. Consider Approval of Policies Committee Recommendation Regarding the Adoption of Proposed Revisions to Local Board Policies and Regulations 13
 - 2. Consider Approval of Committee of the Whole Recommendation Regarding Proposed Litigation Involving Producers and Midstream Providers of Natural Gas Resulting in Economic Harm to End Users Including Government Entities 15
 - 3. Consider Acceptance of Fiscal Year 2022-23 Third Quarter Investment Report 16
 - 4. Consider Approval of 2023 Budget and Tax Rate Calendar 20
 - 5. Consider Adoption of Resolution Granting Residence Homestead Tax Exemptions for the 2023 Tax Year 22
 - 6. Consider Approval of Instructional Agreements for Dual Credit/Eary Admissions Enrollment Classes for Academic Year 2023-24 Including Addendums: 24
 - A. Galveston Independent School District
 - B. O'Connell College Preparatory School

C. Odyssey Academy	
D. Upward Hope Academy	
E. Hampshire Fannett	
F. Texas Virtual Academy	
G. Texas Online Preparatory School	
H. Digital Academy of Texas	
7. Consider Approval of Continuing Education Certificates	215
8. Consider Approval of Insurance Coverage Policy Renewals for National Flood Insurance Program (NFIP) and Texas Windstorm Insurance Association (TWIA)	216
9. Consider Approval of Proposal to Purchase Excess Flood Coverage for Property and Contents	219
10. Consider Approval of Proposal to Purchase Texas Association of School Boards Risk Management Fund Insurance Coverage for All Other Perils Property and Contents (Excluding Named or Numbered Windstorms)	237
11. Consider Approval of Proposal to Purchase Texas Association of School Boards Risk Management Fund Insurance Coverage for Unemployment and Workers' Compensation	252
12. Consider Approval of Proposal to Purchase Intercollegiate Athletics and Activities Accident Insurance	253
13. Consider Approval of Extension of Contracts for Disaster Restoration and Recovery Services	254
14. Consider Approval of Proposal to Purchase Desktop Equipment for the Hall Center Computer Lab in the Health Science Education Center (HSEC)	260
15. Consider Approval of Proposal to Purchase Instructional Equipment for the Associate Degree Nursing and Vocational Nursing Programs	261
16. Consider Approval of Proposal to Purchase Instructional Equipment for the New Health Science Education Center	263
17. Consider Approval of Proposal for Landscaping Maintenance Services Annual Contract	265
18. Consider Approval of Proposal for Elevator Maintenance, Services, and Repair	271
19. Consider Approval to Paint Exterior Signage at the Main Campus	275
20. Consider Acceptance of U.S. Department of Education TRIO - Student Support Services Grant Award - Building Bridges to Success for Project Year 2023-24	276
21. Consider Acceptance of the TRIO Upward Bound Grant for the 2023-2024 Academic Year	281
22. Consider and Discuss the Purchase of I.T. Hardware Equipment to Harden I.T. Infrastructure	286
23. Consider Acceptance of Faculty Retirement	287
X. Special Reports and Comments:	
1. Student Representative (<i>Ms. Trina Woodard</i>)	
2. Faculty Representative (<i>Ms. Liz Lacy</i>)	
3. President (<i>Dr. W. Myles Shelton</i>)	
4. Regents	
5. Chairperson (<i>Ms. Karen F. Flowers</i>)	
XI. Adjournment	

The notice for this meeting was posted on June 8, 2023, in compliance with the Texas Open Meetings Act., in compliance with the Texas Open Meetings Act.

W. Myles Shelton, Ed.D., President

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF REGENTS
GALVESTON COMMUNITY COLLEGE DISTRICT
4015 Avenue Q
Galveston, Texas 77550
Room M-220 – Moody Hall
May 10, 2023
5:30 p.m.**

At the Regular Meeting of the Galveston Community College District Board of Regents, duly held on Wednesday, May 10, 2023 in Room M-220 of Moody Hall, commencing at 5:30 p.m., the following Regents were present:

Ms. Karen F. Flowers, Chairperson
Mr. Fred D. Raschke, Vice Chairperson
Mr. Michael B. Hughes, Secretary
Mr. Garrik Addison
Mr. Armin Cantini
Dr. Norman Hoffman
Mr. Raymond Lewis, Jr. (excused)
Ms. Mary R. Longoria
Ms. Carolyn L. Sunseri

Faculty and staff present included Dr. W. Myles Shelton, President, Ms. Veronica Atterberry, , Mr. Jeff Engbrock, Mr. Jeffery Eubank, Mr. Andre Isbell, Ms. Regina King, Ms. Liz Lacy, Ms. Breanne Lorefice, Dr. Cissy Matthews, Dr. Van Patterson, and Ms. Ana Silvas.

- I. CALL TO ORDER REGULAR MEETING:** Chairperson Flowers opened the Regular Meeting at 5:33 p.m. in Room M-220 of Moody Hall and determined a quorum was present.
- II. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE:** Ms. Flowers began with a moment of silence and asked Ms. Sunseri to lead the Pledge of Allegiance.
- III. CERTIFICATION OF POSTING NOTICE OF REGULAR MEETING:** Dr. Shelton confirmed that the notice of the Regular Meeting had been properly posted on May 5, 2023.
- IV. RECOGNITION OF GUESTS:** There were no guests present at the meeting.
- V. CONSIDER APPROVAL OF MINUTES FROM THE MARCH 8, 2023 REGULAR MEETING OF THE BOARD OF REGENTS:** A reading of the minutes was waived. Mr. Raschke moved to approve the minutes as published: Mr. Hughes seconded. The motion passed unanimously.
- VI. CITIZENS DESIRING TO APPEAR BEFORE THE BOARD ON AGENDA AND NON-AGENDA ITEMS:** There were no citizens desiring to appear before the Board.

VII. INFORMATIVE REPORTS:

1. Student Success Story: Dr. Shelton introduced this agenda item and Ms. Carmen Allen who presented on the Student Satisfaction and Priorities survey. Two hundred and sixty-seven students completed the survey, which was a 17 percent response rate. The survey asked students to rate academic services, student centeredness, responsiveness to diverse populations, campus climate, registration effectiveness, concern for individual, academic advising/counseling, admissions and financial aid, instructional effectiveness, campus support services, service excellence, and safety and security. Benchmarking showed that Galveston College students are generally more satisfied with their education at GC than others nationwide.
2. Monthly Financial Reports –April: Mr. M. Jeff Engbrock, Comptroller/CFO, presented the financial report for the month of April. With 66.7 percent of the year completed, income generated was \$24,010,217 or 89.4 percent of the fiscal year 2022-23 revenue budget. Tuition and Fees are right on track to hit budget. Local taxes we will be close budget. Local revenue is up and we are doing well on interest earning. He reported that total expenses are \$17,045,925, or 63.5 percent of the expenditure budget, compared to 58.7 percent last year.

VIII. CONSENT AGENDA: Ms. Flowers proceeded with the Consent Agenda. Mr. Hughes moved to approve the Consent Agenda and Action Item Nos. 3, 4, 6, 7, 8, 9, 10, and 11; Ms. Longoria seconded. The motion passed unanimously. A copy of the Consent Agenda is attached as **Exhibit A**.

IX. ACTION ITEMS:

1. Consider Facilities Committee Recommendation Regarding Approval of Proposal for Roof Replacement on ATC Building 3: Mr. Hughes, Facilities Committee Chairperson presented this item to the Board. The Facilities Committee met prior to this meeting to review and discuss a request for proposal for Roof Replacement at the ATC-Building 3. The RFP was sent to ten vendors and was advertised in the local newspaper. Five responses were received. After reviewing the bids, staff recommends the contract be awarded to Texas Ligua Tech Services, Inc. 1819 Milby Street, Houston, Texas 77003, on the basis of: Lowest bid received, capability and capacity to perform the work, which includes financial resources to perform the work in the time projected, and experience and past projects completed.

It was the Committee's recommendation, and Mr. Hughes move to approve the proposal for Texas Ligua Tech Services, to replace the roof on Building 3 at the Applied Technology Center, in the amount of \$68, 557.00. The motion passed unanimously.

2. Consider Facilities Committee Recommendation Regarding Approval of Project for Physical Plant and Electrical Upgrades: Mr. Hughes, Facilities Committee Chairperson presented this item to the Board. The Facilities Committee met prior to this meeting to review and discuss a project for the Physical Plant and Electrical Upgrades. The Committee discussed five options developed in conjunction with LEAF Engineers, that describe how a new transformer and switch board could be integrated into current or future College HVAC systems and controls.

It was the Committee's recommendation, and Mr. Hughes move to direct staff to engage with Leaf Engineering to adjust the scope of work for the project, to included amended Option 4: Acquire new transformer and panel board section (breakers only) and install new variable frequency drives, primary and secondary pipe loops, pumps, and motors, and to allow the President to enter into contracts and authorize the scope of work up to \$48,000.

3. Consider Ratifying Acceptance of Increase in U.S. Department of Education 2022-23 Federal Grant Award – (Perkins) Career and Technical Education: The Board unanimously voted to ratify the acceptance of the increase in the U.S. Department of Education 2022-23 Federal Grant Award – (Perkins) Career and Technical Education. This item was passed in the Consent Agenda.
4. Consider Adoption of Resolution Authorizing Participation in Savvik Buying Group: The Board unanimously approved the adoption of the resolution authorizing participation in Savvik Buying Group. This item was passed in the Consent Agenda.
5. Consider Approval for Payment to Robert Half and Associates: Dr. Shelton presented this item to the Board. Robert Half and Associates is approved under a Houston Galveston Area Contract (HGAC), the College does business with them to help find employees, and hire temporary employees. Staff is anticipating that future expenses will exceed \$50,000 so it is coming to the Board for approval.

Ms. Sunseri moved to approve the payment for Robert Half and Associates; Mr. Raschke seconded the motion. Motion passed unanimously.

6. Consider Approval of Proposal to Purchase Desktop Equipment for Instructor Lecterns in the new Health Sciences Building: The Board unanimously approved the proposal to purchase desktop equipment for instructor lecterns in the new Health Sciences Building. This item was passed in the Consent Agenda.
7. Consider Approval of Office Furniture for a Faculty Office: The Board unanimously approved the purchase of office furniture for a faculty office. This item was passed in the Consent Agenda.

8. Consider Acceptance of In-Kind Donation to Support the HVAC Program at the Applied Technology Center: The Board unanimously accepted the in-kind donation to support the HVAC program at the Applied Technology Center. This item was passed in the Consent Agenda.
9. Consider Approval of Proposal to Purchase Student Flexible Space Workstations for Two Classrooms Under the Department of Education Title V Grant: The Board unanimously approved the proposal to purchase student flexible space workstations for two classrooms under the Department of Education Title V Grant. This item was passed in the Consent Agenda.
10. Consider Approval of Faculty Change in Rank: The Board unanimously approved the changes in rank for Mr. Larry Blomstedt, Mr. Jeffery Eubank, Ms. Donna Swartz, and Mr. Darryl Williams. This item was passed in the Consent Agenda.
11. Consider Conferment of Faculty Tenure: The Board unanimously approved faculty tenure for Ms. Shelly Downes, and Dr. Matthew Walker. This item was passed in the Consent Agenda.

XI. SPECIAL REPORTS AND COMMENTS:

1. Student Representative: There was no student report.
2. Faculty Representative: Ms. Liz Lacy, Faculty Senate President, thanked the Board for approving the faculty contracts for the upcoming academic year, and then introduced Dr. Andre Isbell who presented on the Criminal Justice Program. Dr. Isbell stated that Criminal Justice takes its mission from the college mission, which emphasizes creating accessible learning opportunities to fulfill individual and community needs by providing high-quality education programs and services. Dr. Isbell discussed how the class uses field trips to help the students see how the whole criminal justice system works. The criminal justice curriculum benefits traditional students and experienced officers by focusing on individual success while preparing them for professional success. Dr. Isbell then played a short video with testimonials from students that are taking the criminal justice courses. He invited the Board to join them next fall on any field trips that they take the students on.
3. President: Dr. Shelton pointed out the Dates to Remember sheet that was in the Board folders. Updates include:

Graduation
 - There are 598 graduates receiving 749 Degrees and Certificates.
 - The Nursing Pinning Ceremony begins at 1 p.m.
 - Graduation will begin at 6:00 p.m. Please arrive between 4:30 p.m. and 5:00 p.m.

TXDOT

- The I 45 Expansion Project looks to be delayed until 2024.

Facilities

- The Health Sciences Building is coming along
- There are summer projects, including the roofing item that was just approved
- As we move into the summer things will be happening to get our campus ready for next year, and in to the future

Legislative Update

- House Bill 8 is in the Senate. The Senate subcommittee advanced it out this week, it will go to the Education Committee and then to a Conference Committee. It is probably on the same time schedule as the budget.
- We are anticipating a special session due to the lack of agreement on the tax bills, school vouchers, and school savings accounts.
- We will have a more complete report at the Board Retreat. At that time, we will know what the Governor has signed and not signed.

Enrollment

- Fall enrollment is significantly ahead of last fall. Last spring, we had 228 students pre-register for fall. This year we have 336.

4. Regents: Mr. Raschke stated that he is now on his tenth year as a Regent, and he has never been prouder to attend the graduation. He likes going to the pinning ceremony and seeing all the new nurses, and seeing everyone lined up, and when the students get to come across the stage. It is in large part due to what our teachers do, it's not forgotten. The really cool part is when the Regents are lined up later and the graduates come out and we get to great them to the new world.
5. Chairperson: Ms. Flowers thanked the Regents that were able to come to the tour of the new building, rain or shine! She added that the Astros won the game against the Angels.

X. ADJOURNMENT: There being no further business to come before the Board, the Regular Meeting adjourned at 6:13 p.m.

APPROVED AS CORRECT:

Michael B. Hughes, Secretary

Karen F. Flowers, Chairperson

Consideration of Consent Agenda

The consent agenda format is an organization process for meetings that allows the governing board to focus its time and attention on action items that require more elaboration, information, and/or discussion. The intent of the consent agenda is to support efficiency and effectiveness of the meeting.

A roll call of individual action items will determine the consent agenda. If a Regent has a question or plans to cast a negative vote regarding a specific recommendation, then the Regent(s) need to acknowledge their intention to the Chairperson by show of hand during the roll call. This action item will be considered in the regular order of business as an individual action item.

Those action items that the Regents plan to approve without further question or discussion will be placed on the consent agenda during roll call of individual action items. Upon the creation of the consent agenda, a motion, a second to the motion, and unanimous approval of the Board of Regents is needed to approve the action items. Upon approval of the consent agenda, the Board of Regents will proceed with the remainder of the agenda.

Tally of
Action Items:

	<u>Consent Agenda</u>	<u>President Recommended Separate Action</u>	<u>Board Separate Action</u>	<u>Page #</u>
#1 – Consider Facilities Committee Recommendation Regarding Approval of Proposal for Roof Replacement on ATC Building 3		✓		39
#2 – Consider Facilities Committee Recommendation Regarding Approval of Project for Physical Plant and Electrical Upgrades		✓		40
#3 – Consider Ratifying Acceptance of Increase in U.S. Department of Education 2022-2023 Federal Grant Award - (Perkins) Career and Technical Education - Basic Grants	✓			42
#4 – Consider Adoption of Resolution Authorizing Participation in Savvik Buying Group	✓			45
#5 – Consider Approval for Payment to Robert Half and Associates		✓		49
#6 – Consider Approval of Proposal to Purchases Desktop Equipment for Instructor Lecterns in the new Health Sciences Building	✓			50
#7 – Consider Approval of Office Furniture for a Faculty Office	✓			51
#8 – Consider Acceptance of Corporate In-Kind Donation to Support the HVAC Program at the Applied Technology Center	✓			52

#9 – Consider Approval of Proposal to Purchase Student Flexible Space Workstations for Two Classrooms Under the Department of Education Title V Grant	✓			53
#10 – Consider Approval of Faculty Change in Rank	✓			54
#11 – Consider Conferment of Faculty Tenure	✓			55

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#1 – Consider Approval of Policies Committee Recommendation Regarding the Adoption of Proposed Revisions to Local Board Policies and Regulations	_____	_____ ✓ _____	_____	19
#2 – Consider Approval of Committee of the Whole Recommendation Regarding Proposed Litigation Involving Producers and Midstream Providers of Natural Gas Resulting in Economic Harm to End Users Including Government Entities	_____	_____ ✓ _____	_____	21
#3 – Consider Acceptance of Fiscal Year 2022-23 Third Quarter Investment Report	_____	_____	_____	22
#4 – Consider Approval of 2023 Budget and Tax Rate Calendar	_____	_____	_____	23
#5 – Consider Adoption of Resolution Granting Residence Homestead Tax Exemptions for the 2023 Tax Year	_____	_____ ✓ _____	_____	25
#6 – Consider Approval of Instructional Agreements for Dual Credit / Early Admissions Enrollment Classes for Academic Year 2023-24 Including Addendums	_____	_____ ✓ _____	_____	28
#7 – Consider Approval of Continuing Education Certificates	_____	_____ ✓ _____	_____	219
#8 – Consider Approval of Insurance Coverage Policy Renewals for National Flood Insurance Program (NFIP) and Texas Windstorm Insurance Association (TWIA)	_____	_____ ✓ _____	_____	220
#9 – Consider Approval of Proposal to Purchase Excess Flood Coverage for Property and Contents 11	_____	_____ ✓ _____	_____	223

	<u>President Consent Agenda</u>	<u>Board Recommended Separate Action</u>	<u>Separate Action</u>	<u>Page #</u>
#10 – Consider Approval of Proposal to Purchase Texas Association of School Boards Risk Management Fund Insurance Coverage for All Other Perils Property and Contents (Excluding Named or Numbered Windstorms)		✓		241
#11 –Consider Approval of Proposal to Purchase Texas Association of School Boards Risk Management Fund Insurance Coverage for Unemployment and Workers’ Compensation		✓		256
#12 – Consider Approval of Proposal to Purchase Intercollegiate Athletics and Activities Accident Insurance		✓		257
#13 – Consider Approval of Extension of Contracts for Disaster Restoration and Recovery Services				258
#14 –Consider Approval of Proposal to Purchase Desktop Equipment for the Hall Center Computer Lab in the Health Science Education Center (HSEC)				264
#15 –Consider Approval of Proposal to Purchase Instructional Equipment for the Associate Degree Nursing and Vocational Nursing Programs		✓		265
#16 –Consider Approval of Proposal to Purchase Instructional Equipment for the New Health Science Education Center		✓		266
#17 – Consider Approval of Proposal for Landscaping Maintenance Services Annual Contract				268
#18 – Consider Approval of Proposal for Elevator Maintenance, Services, and Repair				270
#19 –Consider Approval to Paint Exterior Signage at the Main Campus				271
#20 – Consider Acceptance of U.S. Department of Education TRIO – Student Support Services Grant Award – Building Bridges to Success for Project Year 2023-24				272
#21 - Consider Acceptance of the TRIO Upward Bound Grant for the 2023-2024 Academic Year				277
#22 – Consider and Discuss the Purchase of I.T. Hardware Equipment to Harden I.T. Infrastructure		✓		282
#23 - Consider Acceptance of Faculty Retirement				283

Consider Approval of Policies Committee Recommendation Regarding the Adoption of
Proposed Revisions to Local Board Policies and Regulations

Staff will present proposed revisions to Local Board Policies and regulations in:

- Section C – Business and Support Services (CDE, CHC, CJA)
- Section E – Instruction (EFBA, EFBC)
- Section F – Students (FB, FBA)

Ms. Carolyn Sunseri, Policies Committee Chairperson, will present a report of that meeting and the Committee's recommendation for Board consideration.

An index follows with a summary of the proposed revisions to these policies and regulations. To review the proposed revisions in detail, they are available in the June 14, 2023 Policies Committee Report either in hard copy or online.

**GALVESTON COLLEGE
PROPOSED BOARD POLICIES**

Policy		Policy Title	Comments
CDE	Local	Accounting: Financial Ethics	Updates references to various other policies
CHC	Local	Building, Grounds, and Equipment Management: Traffic and Parking Controls	Adds golf carts as a vehicle requiring a parking permit; Updates the titles for the Director of Facilities and to <u>Campus Security</u> ; Updates parking fines.
CJA	Local	Transportation Management: Maintenance and Use of Vehicles	Updates policy to include a prohibition of any tobacco products and/or e-cigarettes; Updates the title of the Director of Facilities.
EFBA	Local	Degrees and General Graduation Requirements	Deletes a reference to the number of hours in the major field that is required in residence for the completion of an AAS degree, a Certificate of Completion, and/or a Advanced Technical Certificate; Deletes the Certificate of Technology (which has not been awarded in several years); Updates requirements for a second associate or bachelors degree.
EFBC	Local	Graduate Guarantee	Updates definitions of transferability and applicability; deletes references to Certificate of Technology.
FB	Local	Admissions Requirements	Updates and clarifies language for college transfer admission requirements; Updates ACT test score <u>requirements for dual credit admissions</u>
FBA	Local	Transfer of Credit	Updates requirements on transfer of credit to Galveston College to reflect current standards on <u>accreditation.</u>

Consider Approval of Committee of the Whole Recommendation Regarding Proposed Litigation
Involving Producers and Midstream Providers of Natural Gas Resulting in Economic Harm to
End Users Including Government Entities

Ms. Karen Flowers, Board of Regents Chairperson, will present a report of that meeting and the Committee's recommendation for Board consideration.

Consider Acceptance of Fiscal Year 2022-2023 Third Quarter Investment Report

Following is the Investment Report describing the fiscal year 2022-23 third quarter investment activity for Galveston College. All investments are in compliance with the Board-approved investment policy, and the report provides detailed information regarding each investment classified by major fund groups.


It is recommended that the Board of Regents accept the Investment Report for the third quarter of fiscal year 2022-23 as presented.

**Board Investment Report FY 2023
Cash equivalents and Investments
Third Quarter Fiscal Year 2023 Activity
For March 1, 2023 through May 31, 2023**


	<u>Fair Value</u>	<u>Book Value</u>
Beginning Value - March 1, 2023	\$ 57,135,499	\$ 57,135,499
Additions/Subtractions (Net)	(9,128,438)	(9,128,438)
Change in Fair Value	-	-
Ending Value - May 31, 2023	<u>48,007,060</u>	<u>48,007,060</u>
Earnings for the Third Quarter		634,346
Weighted Average Maturity at Ending Period Date (Days)		1
Weighted Average Earnings Rate for the Third Quarter		4.99%
Benchmark - Quarterly Average of the 4 week Treasury Yield		4.55%

The above reported investments have been recorded in compliance with generally accepted accounting principles. In the opinion of the investment officers of the College, both this report and the investment portfolio of the College are in compliance with the requirements of the Public Funds Investment Act of the State of Texas and the Investment Policy of the Board of Regents of Galveston Community College District.


For information regarding Galveston College's investment portfolio, please contact Jeff Engbrock at (409) 944-1215.



 W. Myles Shelton, Ed.D.
 Investment Officer



 Dr. Van Patterson
 Investment Officer



 Jeff Engbrock
 Investment Officer

Board Investment Report FY 2023
Interest Earned - Third Quarter of FY 2023
For March 1, 2023 through May 31, 2023


<u>Investments</u>	<u>May</u>	<u>3rd Quarter</u>	<u>Fiscal YTD</u>
Operating			
MNB Money Market Account	106	418	1,223
Lonestar Corp	585	1,664	4,176
Lonestar Gov	60,600	186,931	332,425
LOGIC	29,057	82,793	206,325
Texpool	25,027	71,044	174,427
Texas Term	22,587	64,493	159,281
Vanguard	2,939	8,406	20,592
Moody National Bank CD	-	-	13,798
Total Investment Operating Interest	140,901	415,749	912,248
Restricted			
Lonestar - 2022 Bond Reserve	8,213	\$23,279	229,824
Lonestar - 2022 Bond Proceeds	59,751	195,306	615,131
Total Investment Restricted Interest	67,963	218,585	844,955
Demand Deposit			
Moody National Bank	6	12	33
Total Demand Deposit Interest	6	12	33
GRAND TOTAL INTEREST EARNED	208,870	634,346	1,757,236

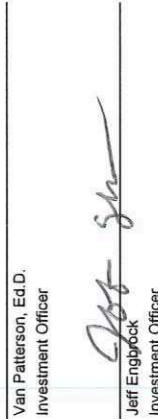
Board Investment Report FY 2023
 Cash Equivalents and Investments
 Third Quarter Fiscal Year 2023 Activity
 For March 1, 2023 through May 31, 2023

Description of Security	Account No. / CUSIP No.	Average Interest Rate	Maturity Date	Beginning Book Value	Ending Book Value	Beginning Fair Value	Additions	Changes	Ending Fair Value	% of Total Portfolio	Weighted Avg. Earnings Rate	Accrued Interest	Days to Maturity	Weighted Avg. Maturity-Days
OPERATING														
Lone Star Investment Pool - Corp	84502	5.037%	Demand	131,046	132,710	131,046	1,664	-	132,710	0.28%	0.01%	-	1	0.00
Lone Star Investment Pool - Gov	84502	5.072%	Demand	17,156,433	13,672,085	17,156,433	1,203,353	(4,687,700)	13,672,085	28.48%	1.44%	-	1	0.28
Logic	151720001	5.020%	Demand	6,542,560	6,625,353	6,542,560	82,793	-	6,625,353	13.80%	0.69%	-	1	0.14
Texpool	000020101	4.824%	Demand	5,843,228	5,914,272	5,843,228	71,044	-	5,914,272	12.32%	0.59%	-	1	0.12
Texas Term Pool	1216-00	4.893%	Demand	5,235,795	5,300,288	5,235,795	64,493	-	5,300,288	11.04%	0.54%	-	1	0.11
MNB Repurchase Account	3128X1PZ4	0.100%	Open	577,711	585,486	577,711	-	(12,226)	585,486	1.18%	0.00%	-	1	0.01
Vanguard Mutual Fund	09914660032	4.738%	Demand	704,097	712,503	704,097	8,406	-	712,503	1.48%	0.07%	-	1	0.01
TOTAL OPERATING				36,190,870	32,922,698	36,190,870	1,431,754	(4,699,926)	32,922,698	66.58%	3.36%	-	-	0.69
RESTRICTED														
Lone Star Invest. - 2022 Bond Proceeds	84502	5.253%	Demand	19,041,100	13,157,554	19,041,100	195,306	(6,078,851)	13,157,554	27.41%	1.44%	-	1	0.27
Lone Star Invest. - 2022 Bond Reserve	84502	4.852%	Demand	1,903,529	1,926,808	1,903,529	23,279	-	1,926,808	4.01%	0.19%	-	1	0.04
TOTAL RESTRICTED				20,944,628	15,084,362	20,944,628	218,585	(6,078,851)	15,084,362	31.42%	1.63%	-	-	0.31
GRAND TOTAL				57,135,499	48,007,060	57,135,499	1,650,339	(10,778,777)	48,007,060	100%	4.99%	-	-	1.00

The above reported investments have been recorded in compliance with generally accepted accounting principles. In the opinion of the investment officers of the College, both this report and the investment portfolio of the College are in compliance with the requirements of the Public Funds Investment Act of the State of Texas and the Investment Policy of the Board of Regents of Galveston Community College District.

For information regarding Galveston College's investment portfolio, please contact Jeff Engbrock at (409) 944-1215.


 W. Myles Shelton, Ed.D.
 Investment Officer


 Van Patterson, Ed D.
 Investment Officer
 Jeff Engbrock
 Investment Officer

Consider Approval of 2023 Budget and Tax Rate Planning Calendar

Staff prepared the following 2023 Budget and Tax Rate Planning Calendar for Board consideration.

2023 Budget and Tax Rate Planning Calendar

Galveston Community College District

Date	Action	By
April	Mailing of notices of appraised value by chief appraiser	Appraiser
4/30	Deadline for chief appraiser to provide preliminary values	Appraiser
6/9	72-hour notice for 6/14 regular meeting (<i>Open Meeting Notice</i>)	BL
6/14 5:30 PM	Regular meeting	BOR
6/16	72-hour notice for 6/22 budget workshop (<i>Open Meeting Notice</i>)	BL
6/27 8:30 AM	1st budget workshop (<i>Board Retreat</i>)	BOR
7/7	Local deadline to submit TNT information to assessor/collector	JE/BL
7/25	Deadline for chief appraiser to certify rolls or certified estimate of value to taxing units Assessor/collector submits appraisal roll to taxing units and certifies anticipated collection rate for current year. If collection rate in preceding year and actual collection rate exceeded the anticipated rate, collector must also certify the amount of debt taxes collected in excess of the anticipated amount.	Appraiser
7/26		Assessor/Collector
7/27	GCTO to begin calculation of rates	GCTO
8/4	72-hour notice for 8/7 2nd budget workshop and special meeting to adopt proposed budget and proposed tax rate (<i>Open Meeting Notice</i>)	BL
8/8	Rates and calculations to governing bodies and posted on assessor/collector and entity websites; for cities with sales tax, entity auditor certifies amount of debt to be paid with sales tax; chief appraiser delivers by mail or email notice of website location for property owners to find estimated amount of taxes (based on 2022 value and proposed rates).	Assessor/Collector GC (JE) Appraiser
8/7 5:30 PM	2nd budget workshop and special meeting to adopt proposed budget and proposed tax rate	BOR
8/4	72-hour notice for 8/9 regular meeting (<i>Open Meeting Notice</i>)	BL
8/10	Publish proposed budget hearing notice; post on entity website	JE/BL
8/10	Publish proposed tax rate hearing notice in newspaper at least five days before the hearing; post on entity website until the meeting has been held	GCTO/BL
8/9 5:30 PM	Regular meeting	BOR
8/11	72-hour notice for 8/16 public hearings on proposed budget and proposed tax rate followed by special meeting to adopt budget and then the tax rate (<i>Open Meeting Notice</i>)	BL
8/16 8:00 AM	Public hearings on proposed budget and proposed tax rate followed by special meeting to adopt budget and then the tax rate (Super majority, 60%, required to adopt the tax rate)	BOR

Note: If adopting a tax rate that exceeds the voter-approval rate, the Board calls for an election. The earliest date rate may be adopted is no less than five days after the chief appraiser has delivered notices to property owners and tax rate calculations have been published on the website. A super majority is required to adopt the tax rate.

Consider Adoption of Resolution Granting
Residence Homestead Tax Exemptions for the 2023 Tax Year

The attached resolution provides for the 2023 tax year designation of property tax exemptions. The exemptions detailed in the resolution are identical to those granted the previous year.

Staff recommends adoption of the resolution as presented.

**A RESOLUTION OF THE GALVESTON
COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS GRANTING
RESIDENCE HOMESTEAD TAX EXEMPTIONS FOR THE 2023 TAX YEAR**

WHEREAS, Section §11.13 of the Texas Property Tax Code provides for the granting of various residence homestead tax exemptions; and

WHEREAS, the Board of Regents of the Galveston Community College District desires to continue to provide for such exemptions for properties in the College District's tax jurisdiction for the purpose of assessing and collecting taxes for the tax year 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS OF THE GALVESTON COMMUNITY COLLEGE DISTRICT THAT:

With respect to all real property owned by an individual and occupied by that individual as a residence homestead (as defined in Section 11.13(j) (1) of the Texas Property Tax Code), that, in addition to any other exemptions provided by Section 11.13 of the Texas Property Tax Code, the first \$5,000 or 20 percent of value, whichever is greater, with respect to said property be exempt from ad valorem taxation.

BE IT FURTHER RESOLVED with respect to all real property owned by an individual who is disabled (as defined in Section 11.13(m) (1) of the Texas Property Tax Code) or who is 65 years of age or older and occupied by that individual as a residence homestead (as defined in Section 11.13(j) (1) of the Texas Property Tax Code), that the first \$10,000 of value of said property be exempt from ad valorem taxation.

PASSED AND ADOPTED this 14th day of June, 2023.

GALVESTON COMMUNITY COLLEGE DISTRICT

Karen F. Flowers
Chairperson, Board of Regents

ATTESTED TO:

(DISTRICT SEAL)

Michael B. Hughes Secretary,
Board of Regents

Consider Approval of Instructional Agreements for Dual Credit / Early Admissions Enrollment Classes for Academic Year 2023-24 Including Addendums

Staff is seeking Board approval of the following agreements between Galveston College and:

- A. Galveston Independent School District
- B. O’Connell College Preparatory School
- C. Odyssey Academy
- D. Upward Hope Academy
- E. Hampshire Fannett
- F. Texas Virtual Academy
- G. Texas Online Preparatory School
- H. Digital Academy of Texas

These agreements facilitate dual credit and early admissions enrollment of college courses offered for the immediate award of high school credit and award of college credit toward an associate degree or credit certificate and the early admissions option for eligible students.

The effective date of each agreement is contingent upon the approval of the Board of Regents and the governing body of each entity and shall be for the 2023-24 academic year.

Sec. 54.216. STUDENTS ENROLLED IN COURSE FOR CONCURRENT HIGH SCHOOL AND COLLEGE-LEVEL CREDIT; OPTIONAL WAIVER. The governing board of an institution of higher education may waive all or part of the tuition and fees charged by the institution for a student enrolled in a course for which the student is entitled to simultaneously receive both:

- (1) course credit toward the student’s high school academic requirements;
- and
- (2) course credit toward a degree offered by the institution.

Added by Acts, 2003, 78th Leg., ch. 812, Sec. 1, eff. June 20, 2003.

Amended by Acts, 2011, 82nd Leg., R.S., Ch. 359 (S.B. 32), Sec. 1, eff. January 1, 2012.



**Galveston
College**

DUAL CREDIT

INSTRUCTIONAL AGREEMENT

between

Galveston College

and

Galveston Independent School District

INSTRUCTIONAL AGREEMENT

Galveston College (herein as the "College") and Galveston Independent School District, (herein as "GISD") enter into the following Instructional Agreement, evidenced by the following, for the Academic Year 2023-2024.

I. PURPOSE

Galveston College and the Galveston Independent School District support and believe in a partnership that will provide opportunities for qualified high school students to participate in early admission classes, to participate in dual credit classes, academic and workforce, all of which may allow the high school student to receive both high school and college-level credit for successfully completing college-level courses. Therefore, the College agrees to provide college-level instruction for GISD. Further, the College and GISD agree that it is the responsibility of the College to grant college credit, and it is the responsibility of GISD to grant high school credit.

II. DUAL CREDIT PROGRAM GOALS

According to Texas HB 1638, the College has established four overall goals that guide every facet of the Dual Credit program:

Goal 1: In conjunction with partner independent school districts and institutions, the College will utilize meaningful and relevant outreach strategies to ensure that students and parents are given information regarding all aspects of the Dual Credit program, including benefits of participation, enrollment and financial policies.

Goal 2: The Dual Credit program will facilitate effective and collaborative procedures that ensure students successfully transition to post-secondary education as well as accelerate through degree programs for maximum student success and achievement.

Goal 3: Every Dual Credit student will receive and have continual access to advising in academic and college readiness domains as well as support services that will help in the successful completion of post-secondary courses.

Goal 4: Dual Credit courses offered will be of the highest academic quality and offer a rigorous post-secondary curriculum that will be sufficient enough to ensure student success in all other post-secondary courses taken.

III. STUDENT ELIGIBILITY REQUIREMENTS

Students enrolled at GISD may be eligible to participate in dual credit/early admission classes at the College based on the following conditions:

1. A high school student who seeks to enroll in an academic course(s), a transfer course(s), or courses leading to an Associate Degree may be admitted if the student:
 - a. Demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative on relevant section(s) of an assessment instrument approved by the Texas Higher Education Coordinating Board (THECB), or
 - b. Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative.
2. A high school student is eligible to enroll in workforce education dual credit classes if the student demonstrates that he or she has achieved the minimum high school-level competencies in the areas of Mathematics and/or English/Language Arts as required for entry into the workforce program.
 - a. A student may enroll only in those workforce-education dual credit courses for which the student has demonstrated eligibility.
 - b. A student who is exempt from taking an exit-level test may be otherwise evaluated by the College to determine eligibility for enrolling in a workforce-education dual credit course(s).
3. A student who has been enrolled in a non-traditional program of study (i.e., a home school or a non-accredited high school) and who is now enrolled within GISD must satisfy paragraphs 1, 2, or 3 of this subsection.
4. To be eligible for enrollment in a dual credit course offered by the College, a student must meet all of the College's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.,).
5. In the case of certain emergencies such as hurricane, pandemic or other forced closures and the previously mentioned measurements are not available, both the College and GISD will employ holistic advising to ensure proper student eligibility.

IV. LOCATION AND STUDENT COMPOSITION OF CLASSES

1. Dual Credit courses may be taught on the College campus, online, or on the high school campus. Early Admissions courses will be taught at the College. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught online the College shall comply with all applicable rules and procedures relating to distance education and off-campus instruction, as promulgated by the THECB.
2. Dual credit courses may be composed of dual credit students only or a class may be composed of dual credit students and regular college-credit students. Exceptions for a mixed class, a class composed partly of students enrolled for high school credit only and partly of students enrolled for early admission, AP, and/or college credit, may be allowed under one of the following conditions:
 - a. If the course involved is required for completion under the State Board of Education's Foundation High School Program, Foundation with Endorsement or Foundation with Endorsement Distinguished Level's graduation requirements, and the high school is otherwise unable to offer such a course;
 - b. If the course involved is limited to dual credit students and College Board Advanced Placement students; or,
 - c. If the course is a career and technology/college workforce course and high school credit-only students are able to earn articulated college credit.
3. Students must be registered for college credit by the official census date for the dual credit course; otherwise, the student will not be considered a dual credit student and will not be awarded college credit for the course.
4. It is the responsibility of the high school to certify to the College that these requirements have been met, and it is the responsibility of the College to verify that classes are taught in compliance with this section. Further, should it be determined that this section has been violated, at the sole discretion of the College, the College may deny credit to any single student and/or all students who participated in an unapproved mixed class.
5. Early Admissions/Dual Credit classes regardless of location will follow an approved College calendar.

V. FACULTY SELECTION, SUPERVISION, AND EVALUATION

1. The College will select, supervise, and evaluate instructors for courses which result in the award of college credit. The College shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the College.
2. All instructors must meet the requirements of the College and the minimal requirements as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
3. Instructors teaching courses which result in the award of college credit will be employed faculty members of the College or must meet the same standards, review, and approval procedures used by the College to select faculty responsible for teaching the courses at the main campus of the College. All faculty selected by the College to teach early admission enrollment classes will be considered employees of the College and will be compensated by the College in accordance with College policy, procedures, and guidelines.
4. All instructor's applications for employment and official transcripts from each college or university attended will be kept on file at the College.
5. The College and GISD agree to share information regarding Dual Credit faculty through safe and discreet methods. These methods will include password protected documents, collaboration with appropriate College and GISD personnel to ensure confidentiality among others to ensure all information is transmitted and shared securely.

VI. ELIGIBLE COURSES

1. Academic courses offered for Dual Credit must be identified as a college-level academic course in the current edition of the Community College Academic Course Guide Manual (ACGM) and must be simultaneously identified by the College as a course that has been included in the College's core curriculum, or foreign language course, or state approved FOSC or POSC. Courses offered as Early Admission courses and taken at the College's main campus must be identified as a college-level academic course in the current edition of the ACGM and may or may not be included in the College's core curriculum. College-level workforce courses offered by the College must be included in an approved Associate of Applied Science (AAS) Degree or certificate program.

2. Remedial and developmental courses may not be offered for dual credit course credit and are not eligible courses under this agreement.
3. Approved courses being taught for Dual Credit (academic or workforce) and/or Early Admission credit, must follow the College syllabus. It is the responsibility of GISD to work with the College to align the high school curriculum with the college course syllabus.
4. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in Exhibit A.

VII. COURSE CURRICULUM, INSTRUCTION, AND GRADING

1. The College shall ensure that a dual credit course and the corresponding course offered at the main campus of the College are equivalent with respect to the curriculum, materials, instruction, rigor, and method of student evaluation. These standards shall be upheld regardless of the student composition of the class.
2. Identified course outcomes/learning objectives must meet all college requirements.
3. The regular academic policies applicable to courses taught at the College's main campus will apply to the dual credit and early admissions courses. These policies include an appeal process for disputed grades, drop policy, the communication of the grading policy to students, when the syllabus must be distributed, etc.
4. Textbooks should be identical to those approved for use on the main campus. Should an instructor propose an alternative textbook, the textbook must be approved in advance by the appropriate instructional department of the College. Other instructional materials for dual credit courses must be identical or at an equivalent level to materials used on the main campus of the College. Textbook purchases, aside from those made by grants, scholarships and other financial aid, will be made by the student and/or guardian.
5. Courses which result in college-level credit will follow the standard grading practices of the College, as identified in college policy and as set forth in the appropriate course syllabus. Whereas, the college uses a letter grade and GISD requires a numeric grade, faculty teaching dual credit courses will report a letter grade as required by college policy and as outlined in the syllabus to the College, and will report a numeric grade to GISD which is responsible for recording the numeric grade in accordance with their established policies and guidelines.

6. The College and GISD agree to provide quality online learning experiences for all Dual Credit students. As online instructional needs arise, the College and GISD will collaborate on ways to ensure that all Dual Credit students are provided the means to succeed.
7. Faculty, who are responsible for teaching dual credit and/or early admission enrollment classes, are responsible for keeping appropriate records, certifying census day class rolls at the beginning of the semester, providing interim reports, certifying final grade reports at the end of the semester, certifying attendance, and providing other reports and information as may be required by the College and/or GISD. Faculty and appropriate College Dual Credit staff will communicate how students can view their grades; utilize college communication tools such as e-mail as well as manage FERPA expectations.

VIII. STUDENT AND EDUCATIONAL SUPPORT SERVICES

1. Students in dual credit courses shall be eligible to utilize the same or comparable support services that are afforded to college students on the main campus. The College is responsible for ensuring timely and efficient access to such services as academic advising and counseling, learning resources (e.g., library resources), and other benefits for which the student may be eligible.
2. Student Services
 - a. The College agrees to provide appropriate academic support services, including academic advising/counseling, to students who are participating in dual credit and/or early admissions classes. Further, the College agrees to assist students in completion of the admission and registration forms and provide an accessible process.
 - b. GISD agrees to work with the College to provide an appropriate and accessible registration process and agrees to assist students in the completion of the admission and registration forms. GISD further agrees to provide official high school transcripts, test scores, and such certifications that may be required by the College during the admission and registration process.
 - c. The College and GISD agree to work together to plan and to try to schedule early admission and/or dual credit enrollment classes a semester in advance of offering the course(s).

3. Learning Resources

- a. The College agrees to grant GISD students enrolled in College courses the same rights, privileges, and access to the library's collections and services as students enrolled in courses on the College campuses. In addition, College will offer these students access to the library's electronic information resources through the Internet, subject to the College's licensing contracts with its vendors and available technology.
- b. GISD agrees to allow those students currently enrolled in College courses, within the GISD's facilities, access to the information resources available in the district. These students are under the same rules and regulations as other students of the district and are subject to the same fines and penalties.
- c. The College and GISD agree that if at the end of a semester, there are overdue materials belonging to one institution which were used in the completion of the other's course, the lending library will notify the other so that the student's record will show the obligation. Each library will take steps consistent with their policies and procedures to ensure that the past due books and/or materials are returned in as expedient a manner as possible. Upon return of the material the lending library will notify the other that the student has cleared their obligation.
- d. The College will, in conjunction with the partner institution, consider the use of free or low-cost open educational resources in dual credit courses.
- e. To be eligible for these privileges at the College a student must present proof of current enrollment. This may take the form of, but is not limited to, a current student ID card, bill for registration, or a class schedule.

IX. TRANSCRIPTING OF CREDIT

1. For workforce and academic dual credit and/or early admission courses which may result in college-level credit, the College will transcript all course work in accordance with the College's normal policies and procedures immediately following the end date of the course. Furthermore, the College agrees to make available in the same manner as it does to its regular college students an official college transcript of credits that may be sent to the college, university, or other location of the student's choice.

2. For workforce and academic early admission or dual credit courses which may result in high school-level credit, GISD will transcript all course work in accordance with the District's normal policies and procedures immediately following the end date of the course. Further, GISD agrees to make available in the same manner as it does to its other students an official high school transcript that may be sent to other schools, colleges, or locations, as the student so designates.

X. FUNDING

1. State Funding
 - a. State funding for dual academic and workforce credit courses will be available to both GISD and the College based upon the current agreement between the Commissioner of Education and the Commissioner of Higher Education. In accordance with this agreement, both GISD and the College may claim state funding for all students enrolled for college-level credit in a dual academic and workforce course(s).
2. College Tuition and Fees.
 - a. The college agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, the College, or online.
 - b. The College agrees to charge the standard tuition and fees, excluding out-of-district and non-resident fees, unless noted otherwise in Addendum A, as approved by the Galveston College Board of Regents and as published in the Galveston College Catalog. The Galveston College Board of Regents reserves the right to change the policies and procedures of the College, without notice, including tuition and fees, in accordance with the cost of instruction and state laws.
 - c. GISD agrees to pay for the cost of tuition, fees, textbooks, and required student supplies or to indicate to the College who is responsible for tuition, fees, textbooks, and required student supply items.
 - d. The college and GISD agree that tuition and fees which are to be paid by the student are due and payable in full at the time of registration. If GISD alone is to be responsible for payment of a student's tuition and fees, the College agrees to bill GISD immediately following registration.

- e. GISD agrees to settle all account receivables with the College within 30 days of the billing date. Students whose tuition and fees are not paid by the official college census day of the class or who do not have a valid account receivable as of the official college census date will be dropped from the college roll and must be removed from the class in accordance with Section X Part 3 of this agreement.

3. Drops and Withdrawals - Tuition and Fee Refunds.

- a. If for any reason it becomes necessary for a student who has registered for a college class to withdraw or drop the class, the College and GISD agree that it is the responsibility of the student to officially withdraw or drop the college course.
- b. A student may add or drop a course prior to the official census date for the course. Student must clear any changes with High School Counselor. Students who drop prior to the official college census date will not receive a college grade of any kind; tuition and fees will be refunded in accordance with the College approved refund schedule.
- c. A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar.
- d. Students attending class on or off campus may initiate a withdrawal through the Student Success Advisor for Dual Credit. A student who discontinues class attendance and does not officially drop the course on or before the last day to drop a course will receive a performance grade for the course.
- e. Students who officially withdraw from the College shall have their tuition and mandatory fees refunded according to the official refund policy schedule. Tuition and fees paid directly to the College by GISD, sponsor, donor, or scholarship fund shall be refunded to the source rather than directly to the student.

XI. TERMS OF THE AGREEMENT

This agreement shall not become effective unless and until approved by the Galveston College Board of Regents and the Board of Trustees of the Galveston Independent School District. If so approved, the Agreement shall be for the 2023-2024 academic year.

The agreement may be amended or extended by written addendum to this agreement.

If it is the intention of one party to terminate this agreement, the one party shall provide a one hundred twenty (120) day written notice to the other party of their intention to terminate this Agreement.

All notices and communications related to this agreement shall be addressed to the respective educational administrator.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By _____ Date _____
Dr. W. Myles Shelton, President

Approved by the Galveston Independent School District Board of Trustees, executed by the Galveston Independent School District, and signed by its Superintendent.

By _____ Date _____
Mr. Matthew Neighbors, Acting CEO

ADDENDUM - A

- I. Galveston College will waive all tuition and required fees for eligible students taking dual credit English Composition (ENGL 1301 and ENGL 1302) and United States History (HIST 1301, HIST 1302, HIST 2311 and HIST 2312) classes at Ball High School. For these classes, the class composition shall be 100 percent dual credit students
- II. Students who are enrolled in other dual credit classes located at Galveston Independent School District or online, shall pay \$50 per semester hour (\$150 per 3 semester hour course or \$200 per 4 semester hour course). All regular required fees shall be waived not including special course fees such as insurance, student health insurance and exam fees.
- III. Galveston College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, at Galveston College, and online.
- IV. Galveston College agrees to waive the minimum registration requirements of six (6) credit hours for dual credit students taking classes at the high school, at Galveston College, and online.
- V. Early admission academic courses or dual credit workforce courses/programs located on the campus of Galveston College shall be charged at the regular in-district tuition and fee rates established by the College.
- VI. Galveston ISD shall pay to Galveston College an amount equal to the amount that would have been spent for 2023-2024 salary and benefits for the high school English and History teachers who have taught the dual credit English and History classes at Ball High School. Galveston College will invoice the District on a quarterly basis. Payment is due 30 days following receipt of the invoice.
- VII. Galveston College shall use the designated funds to hire two (2) full-time College faculty to teach dual credit English composition and U.S. History classes at Ball High School.
- VIII. In accordance with current rules and guidelines, required college textbooks and materials shall be furnished to the student enrolled in dual credit classes at Galveston ISD at no charge by the School.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By _____
Dr. W. Myles Shelton, President

Date _____

Approved by the Galveston Independent School District Board of Trustees, executed by the Galveston Independent School District, and signed by its Superintendent.

By _____
Mr. Matthew Neighbors, Acting CEO

Date _____

EXHIBIT A

The following is a course equivalency crosswalk of academic and workforce dual credit courses and high school classes.

ACADEMIC COURSE EQUIVALENCY CROSSWALK

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Anatomy & Physiology I	BIOL 2401	Anatomy & Physiology I	FALL
Anatomy & Physiology II	BIOL 2402	Anatomy & Physiology II	SPRING
Art Appreciation	ARTS 1301	Art Appreciation	FALL & SPRING
Biology I	BIOL 1406	General Biology I	FALL
Biology II	BIOL 1407	General Biology II	SPRING
Business & Professional Communication	SPCH 1321	Business & Professional Communication.	FALL & SPRING
Calculus I	MATH 2413	Calculus I	FALL
Calculus II	MATH 2414	Calculus II	SPRING
Chemistry I	CHEM 1411	General Chemistry I	FALL
Chemistry II	CHEM 1412	General Chemistry II	SPRING
College Algebra	MATH 1314	College Algebra	FALL
Intro to Criminal Justice	CRIJ 1301	Intro to Criminal Justice	FALL
Court Systems & Practices	CRIJ 1306	Court Systems & Practices	FALL
Correctional Services	CRIJ 2313	Correctional Systems & Practices	SPRING
Police Systems & Practices	CRIJ 2328	Police Systems & Practices	SPRING
English III or IV	ENGL 1301	Composition I	FALL
English III or IV	ENGL 1302	Composition II	SPRING
English IV	ENGL 2322	British Literature I	SPRING
English IV	ENGL 2311	Technical Writing	FALL
Environmental Science I +Lab	ENVR 1301/ENVR 1101	Environmental Science I	FALL
Environmental Science II + Lab	ENVR 1302/ ENVR 1102	Environmental Science II	SPRING
Federal Government	GOVT 2305	Federal Government	FALL & SPRING

ACADEMIC COURSE EQUIVALENCY CROSSWALK

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Film Appreciation	DRAM 2366	Film Appreciation	FALL & SPRING
German III	GERM 1411	Beginning German I	FALL
German III	GERM 1412	Beginning German II	SPRING
German IV	GERM 2311	Intermediate German I	FALL
German IV	GERM 2312	Intermediate German II	SPRING
Law Enforcement 1	CRIJ 1301	Intro to Criminal Justice	FALL
Law Enforcement 2	CRIJ 2328	Police Systems & Practices	SPRING
Learning Framework	PSYC /EDUC 1300	Learning Framework	Summer
Music Appreciation	MUSI 1306	Music Appreciation	FALL & SPRING
Physics I	PHYS 1401	College Physics I	FALL
Physics II	PHSY 1402	College Physics II	SPRING
Pre-Calculus	MATH 2312	Pre-Calculus	SPRING
Psychology	PSYC 2301	General Psychology	FALL & SPRING
Sociology	SOCI 1301	Introductory Sociology	FALL & SPRING
Spanish I	SPAN 1411	Beginning Spanish I	FALL
Spanish II	SPAN 1412	Beginning Spanish II	SPRING
US History I	HIST 1301	US History I	FALL
US History II	HIST 1302	US History II	SPRING
Western Civilization I	HIST 2311	Western Civilization I	FALL
Western Civilization II	HIST 2312	Western Civilization II	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Cosmetology	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Intro to Cosmetology	CSME 1501	Orientation to Cosmetology	NONE	FALL
Intro to Cosmetology	CSME1410	Intro to Haircutting & Theory	NONE	FALL
Cosmetology 1	CSME 1354	Artistry of Hair Design	NONE	SPRING
Cosmetology 1	CSME 1543	Manicuring & Theory	NONE	SPRING
Cosmetology 2 + Lab	CSME 1453	Chemical Reformation & Theory	NONE	FALL
Cosmetology 2 + Lab	CSME 2401	Principles of Hair Color & Theory	NONE	FALL
Cosmetology 2 + Lab	CSME 1547	Principles of Skin Care/ Facials	NONE	SPRING
Cosmetology 2 + Lab	CSME 2541	Preparation for State License Exam	NONE	SPRING

Culinary	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Hospitality & Tourism * Articulated Credit	HAMG 1321	Intro to Hospitality Industry	NONE	FALL
Intro to Culinary	CHEF 1205	Sanitation & Safety	NONE	SPRING
Intro to Culinary	IFWA 1217	Food Production/Planning & Culinary Math	NONE	FALL
Culinary Arts	CHEF 1301	Basic Food Preparation	NONE	FALL
Culinary Arts	CHEF 2302	Saucier	NONE	SPRING
Advanced Culinary Arts	CHEF 1302	Principles of Healthy Cuisine	NONE	FALL
Adv. Culinary Arts	PSTR 1301	Fundamentals of Baking	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

EMT Basic	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Emergency Medical Technician	EMSP 1501	EMT	EMSP 1160	FALL
Emergency Medical Technician	EMSP 1160	Clinical - EMT	EMSP 1501	FALL

Hospitality	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Hospitality & Tourism * Articulated Credit	HAMG 1321	Intro to Hospitality Industry	NONE	FALL
Principles of Hospitality & Tourism * Articulated Credit	CHEF 1205	Sanitation & Safety	NONE	SPRING
Intro to Events & Meeting Planning	HAMG 1313	Front Office Management	NONE	FALL
Hospitality Services	HAMG 1324	Hospitality HR Management	NONE	FALL
Hospitality Services	HAMG 2188	Internship - Hospitality HR Mgmt.	HAMG 1324	SPRING
Practicum in Hospitality Services	HAMG 2305	Hospitality Management & Leadership	NONE	FALL
Practicum in Hospitality Services	HAMG 2189	Internship- Hospitality Management and Leadership	HAMG 2305	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Networking (I.T.)	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Networking Plus Lab	ITSC 1425	Personal Computer Hardware	NONE	FALL
Networking Plus Lab	ITNW 1425	Fundamentals of Networking	NONE	SPRING
Practicum and STEM	ITSC 1405	Introduction to PC Operating Systems	NONE	FALL
Practicum and STEM	ITMT 1457	Administering a Windows Serve Operating System	NONE	SPRING

Logistics	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Distribution	LMGT 1319	Introduction to Business	NONE	FALL
Principles of Distribution	IBUS 1341	Global Supply Chain Management	NONE	SPRING
Concepts of Distribution	LMGT 1321	Introduction to Materials Handling	NONE	FALL
Concepts of Distribution	LMGT 1425	Warehouse and Distribution Center Mgmt.	NONE	SPRING
Occupational Safety & Environmental Tech. 1	OSHT 1301	Introduction to Safety and Health	NONE	FALL
Occupational Safety & Environmental Tech. 1	LMGT 1393	Special Topics in Logistics & Materials Management	NONE	SPRING
Distribution & Logistics	IBUS 1301	Principles of Exports	NONE	FALL
Distribution & Logistics	LMGT 1423	Domestic & International Transportation MGMT	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Medical Coding & Billing	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Medical Terminology	HITT 1305	Medical Terminology	NONE	FALL
Medical Terminology	MDCA 1309	A & P Medical Assistants	NONE	SPRING
Medical Intervention, Evaluation & Research	HITT 2330	Pathophysiology & Pharmacology	NONE	FALL
Medical Intervention, Evaluation & Research	HITT 1341	Coding and Classification Systems	NONE	SPRING
Healthcare Management & Administration	POFM 1327	Medical Insurance	NONE	FALL
Healthcare Management & Administration	HITT 1353	Legal & Ethical Aspects of Health Information	NONE	SPRING

Robotics	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
ENGR 1201 YEAR 1 * Articulated Credit	ENGR 1201	Introduction to Engineering	MATH 1314	FALL
ENGR 1304 YEAR 1 * Articulated Credit	ENGR 1304	Engineering Graphics	MATH 1314	SPRING
Robotics 1	RBTC 1305	Robotics Fundamentals	NONE	FALL
Robotics 1	ELPT 1221	Introduction to Electrical Safety and Tools	NONE	SPRING
Robotics 2	ELPT 2319	Programmable Logic Controllers	NONE	FALL
Robotics 2	ELMT 2333	Industrial Electronics	NONE	SPRING
Engineering Design & Presentation	RBTC 2339	Robot Programming and Diagnostics	NONE	FALL
Engineering Design & Presentation	DFTG 2319	Intermediate Computer-Aided Drafting	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Welding	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Intro to Welding * Articulated Credit	WLDG 1313	Intro Blue Print Reading	NONE	FALL
Freshmen Year 1 * Articulated Credit	WLDG 1407	Intro to Welding Using Multiple Processes	NONE	SPRING
Welding 1	WLDG 1428	Intro to Shielded Metal Arc Welding (SMAW)	NONE	FALL
Welding 1	WLDG 1434	Intro to Gas Tungsten Arc Welding (GTAW)	NONE	SPRING
Welding 2 + Lab	WLDG 2443	Advanced Shield Metal Arc Welding	NONE	FALL
Welding 2 + Lab	WLDG 1435	Intro to Pipe	NONE	SPRING
Practicum & Manufacturing	WLDG 2413	Intermediate Welding Using Multiple Processes	NONE	FALL
Practicum & Manufacturing	WLDG 1317	Introduction to Layout and Fabrication	NONE	SPRING



Galveston College

DUAL CREDIT

MAIN CAMPUS

4015 Avenue Q Galveston, TX 77550

CHARLIE THOMAS FAMILY APPLIED TECHNOLOGY CENTER

7626 Broadway Galveston, TX 77554

PHONE

409-944-4242

WEBSITE

GC.EDU





**Galveston
College**

DUAL CREDIT

MEMORANDUM OF UNDERSTANDING

between

Galveston College

and

Galveston Independent School District

Memorandum of Understanding

Galveston College (herein as the "College") and Galveston Independent School District, (herein as the "School District") enter into the following Instructional Agreement, evidenced by the following, for the Academic Year 2023-2024.

WHEREAS, The State of Texas mandated via House Bill 5, Section 10 that each school district shall partner with at least one institution of higher education to develop and provide courses in college preparatory Mathematics and English Language Arts.

WHEREAS the parties have agreed to enter into a collaborative agreement where students who are deemed to not be college ready per House Bill 10, Section 10;

WHEREAS, Galveston Independent School District (GISD) and Galveston College (GC) jointly recognized an opportunity to create seamless pathways for students to enter into college level work in Mathematics and English Language Arts without further remediation;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this MOU and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, GISD and GC, agree as follows:

Scope of Services. GISD and GC agree to collaborate to develop and maintain college preparatory Mathematics and English Language Arts courses that meet the terms of this agreement as outlined below. GISD and GC will meet regularly to maintain the integrity and evaluate the effectiveness of the program.

Term. The initial term of this MOU shall be for the 2023-2024 academic year. Either party may terminate this MOU, without cause, upon at least thirty (30) calendar days prior written notice to the other party, with termination effective upon the expiration of the thirty (30) days or as mutually agreed to by the parties.

The College agrees to the following for both the Mathematics and English Language Arts courses:

- To share data and provide feedback regarding student success on entry-level college Mathematics and English Language Arts courses, and
- To ensure that students are counseled into appropriate Mathematics and English Language Arts, and/or all other courses that require college preparation in Mathematics and English Language Arts.

The College agrees to the following for the college-preparatory Mathematics course(s):

- To provide the Student Learning Outcomes;
- To provide the syllabi for the courses being offered.

The College agrees to the following for the college-preparatory English Language Arts course(s):

- To provide the Student Learning Outcomes;
- To provide the syllabi for the courses being offered.

The School District agrees to the following for both the Mathematics and English Language Arts college-preparatory courses:

- To identify students who are not college ready as stated in HB 5;
- To provide professional development and resources required to teach the Mathematics and English Language Arts college preparatory courses;
- To identify successful completion of the course(s) on the student transcripts as determined by the State of Texas PEIMS number;
- To deny students enrolled in these course exemptions from final exams; and,
- To provide assistance with college enrollment and financial aid applications.

The School District agrees to the following for the college preparatory mathematics course(s):

- To recommend to students who complete the final transition course in mathematics that they are ready to attempt an approved TSI test.

The School District agrees to the following for the college preparatory English Language Arts course:

- To recommend to students who have completed the final transition course in English Language Arts that they are ready to attempt an approved TSI test.

Governing Law and Venue. This MOU shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of law's provisions. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Galveston County, Texas.

Entire Agreement. This MOU and the attached and incorporated addendum or exhibits, if any, contain the entire agreement of the parties relative to the purpose(s) of the MOU and supersede any other representations, agreements, arrangements, negotiations, or understanding, oral or written, between the parties to this MOU.

Severability. In the event that any one or more of the provisions contained in this MOU shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such

invalidity, illegality, or unenforceability shall not affect any other provisions, and the MOU shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

Changes and Amendments. This MOU may be amended, modified, and/or supplemented only by the mutual agreement of the parties, in writing, to be attached to and incorporated in this MOU.

Approved and executed by the Galveston Independent School District and signed by its Superintendent.

Mr. Matthew Neighbors, Acting CEO

Date

Approved and executed by Galveston College and signed by its President.

Dr. W. Myles Shelton, President

Date



**Galveston
College**

DUAL CREDIT

INSTRUCTIONAL AGREEMENT

between

Galveston College

and

O'Connell College Preparatory School

INSTRUCTIONAL AGREEMENT

Galveston College (herein as the "College") and O'Connell College Preparatory School, a Texas private preparatory school (referred to herein as the "School"), enter into the following Instructional Agreement, evidenced by the following, for the Academic Year 2023-2024.

I. PURPOSE

Galveston College and the O'Connell Preparatory School support and believe in a partnership that will provide opportunities for qualified high school students to participate in early admission classes, to participate in dual credit classes, academic and workforce, all of which may allow the high school student to receive both high school and college-level credit for successfully completing college-level courses. Therefore, Galveston College agrees to provide college-level instruction for O'Connell Preparatory School. Further, the College and O'Connell Preparatory School agree that it is the responsibility of the College to grant college credit, and it is the responsibility of O'Connell Preparatory School to grant high school credit.

II. DUAL CREDIT PROGRAM GOALS

According to Texas HB 1638, Galveston College has established four overall goals that guide every facet of the Dual Credit program:

Goal 1: In conjunction with partner independent school districts and institutions, Galveston College will utilize meaningful and relevant outreach strategies to ensure that students and parents are given information regarding all aspects of the Dual Credit program, including benefits of participation, enrollment and financial policies.

Goal 2: The Dual Credit program will facilitate effective and collaborative procedures that ensure students successfully transition to post-secondary education as well as accelerate through degree programs for maximum student success and achievement.

Goal 3: Every Dual Credit student will receive and have continual access to advising in academic and college readiness domains as well as support services that will help in the successful completion of post-secondary courses.

Goal 4: Dual Credit courses offered will be of the highest academic quality and offer a rigorous post-secondary curriculum that will be sufficient enough to ensure student success in all other post-secondary courses taken.

III. STUDENT ELIGIBILITY REQUIREMENTS

Students enrolled at O'Connell Preparatory School may be eligible to participate in dual credit/early admission classes at the College based on the following conditions:

1. A high school student who seeks to enroll in an academic course(s), a transfer course(s), or courses leading to an Associate Degree may be admitted if the student:
 - a. Demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative on relevant section(s) of an assessment instrument approved by the Texas Higher Education Coordinating Board (THECB), or
 - b. Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative.
2. A high school student is eligible to enroll in workforce education dual credit classes if the student demonstrates that he or she has achieved the minimum high school-level competencies in the areas of Mathematics and/or English/Language Arts as required for entry into the workforce program.
 - a. A student may enroll only in those workforce-education dual credit courses for which the student has demonstrated eligibility.
 - b. A student who is exempt from taking an exit-level test may be otherwise evaluated by the College to determine eligibility for enrolling in a workforce-education dual credit course(s).
3. A student who has been enrolled in a non-traditional program of study (i.e., a home school or a non-accredited high school) and who is now enrolled within O'Connell Preparatory School must satisfy paragraphs 1, 2, or 3 of this subsection.
4. To be eligible for enrollment in a dual credit course offered by the College, a student must meet all of the College's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).
5. In the case of certain emergencies such as hurricane, pandemic or other forced closures and the previously mentioned measurements are not available, both the College and O'Connell Preparatory School will employ holistic advising to ensure proper student eligibility.

IV. LOCATION AND STUDENT COMPOSITION OF CLASSES

1. Dual Credit courses may be taught on the College campus, online, or on the high school campus. Early Admissions courses will be taught at Galveston College. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught online the College shall comply with all applicable rules and procedures relating to distance education and off-campus instruction, as promulgated by the THECB.
2. Dual credit courses may be composed of dual credit students only or a class may be composed of dual credit students and regular college-credit students. Exceptions for a mixed class, a class composed partly of students enrolled for high school credit only and partly of students enrolled for early admission, AP, and/or college credit, may be allowed under one of the following conditions:
 - a. If the course involved is required for completion under the State Board of Education's Foundation High School Program, Foundation with Endorsement or Foundation with Endorsement Distinguished Level's graduation requirements, and the high school is otherwise unable to offer such a course;
 - b. If the course involved is limited to dual credit students and College Board Advanced Placement students; or,
 - c. If the course is a career and technology/college workforce course and high school credit-only students are able to earn articulated college credit.
3. Students must be registered for college credit by the official census date for the dual credit course; otherwise, the student will not be considered a dual credit student and will not be awarded college credit for the course.
4. It is the responsibility of the high school to certify to the College that these requirements have been met, and it is the responsibility of the College to verify that classes are taught in compliance with this section. Further, should it be determined that this section has been violated, at the sole discretion of the College, the College may deny credit to any single student and/or all students who participated in an unapproved mixed class.
5. Early Admissions/Dual Credit classes regardless of location will follow an approved College calendar.

V. FACULTY SELECTION, SUPERVISION, AND EVALUATION

1. The College will select, supervise, and evaluate instructors for courses which result in the award of college credit. The College shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the College.
2. All instructors must meet the requirements of the College and the minimal requirements as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
3. Instructors teaching courses which result in the award of college credit will be employed faculty members of the College or must meet the same standards, review, and approval procedures used by the College to select faculty responsible for teaching the courses at the main campus of the College. All faculty selected by the College to teach early admission enrollment classes will be considered employees of the College and will be compensated by the College in accordance with College policy, procedures, and guidelines.
4. All instructor's applications for employment and official transcripts from each college or university attended will be kept on file at the College.
5. The College and the School agree to share information regarding Dual Credit faculty through safe and discreet methods. These methods will include password protected documents, collaboration with appropriate College and School personnel to ensure confidentiality among others to ensure all information is transmitted and shared securely.

VI. ELIGIBLE COURSES

1. Academic courses offered for Dual Credit must be identified as a college-level academic course in the current edition of the Community College Academic Course Guide Manual (ACGM) and must be simultaneously identified by the College as a course that has been included in the College's core curriculum, or foreign language course, or state approved FOSC or POSC. Courses offered as Early Admission courses and taken at the College's main campus must be identified as a college-level academic course in the current edition of the ACGM and may or may not be included in the College's core curriculum. College-level workforce courses offered by the College must be included in an approved Associate of Applied Science (AAS) Degree or certificate program.

2. Remedial and developmental courses may not be offered for dual credit course credit and are not eligible courses under this agreement.
3. Approved courses being taught for Dual Credit (academic or workforce) and/or Early Admission credit, must follow the College syllabus. It is the responsibility of the O'Connell Preparatory School to work with the College to align the high school curriculum with the college course syllabus.
4. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in Exhibit A.

VII. COURSE CURRICULUM, INSTRUCTION, AND GRADING

1. The College shall ensure that a dual credit course and the corresponding course offered at the main campus of the College are equivalent with respect to the curriculum, materials, instruction, rigor, and method of student evaluation. These standards shall be upheld regardless of the student composition of the class.
2. Identified course outcomes/learning objectives must meet all college requirements.
3. The regular academic policies applicable to courses taught at the College's main campus will apply to the dual credit and early admissions courses. These policies include an appeal process for disputed grades, drop policy, the communication of the grading policy to students, when the syllabus must be distributed, etc.
4. Textbooks should be identical to those approved for use on the main campus. Should an instructor propose an alternative textbook, the textbook must be approved in advance by the appropriate instructional department of the College. Other instructional materials for dual credit courses must be identical or at an equivalent level to materials used on the main campus of the College. Textbooks purchases, aside from those made by grants, scholarships and other financial aid, will be made by the student and/or guardian.
5. Courses which result in college-level credit will follow the standard grading practices of the College, as identified in college policy and as set forth in the appropriate course syllabus. Whereas, the college uses a letter grade and the school requires a numeric grade, faculty teaching dual credit courses will report a letter grade as required by college policy and as outlined in the syllabus to the College, and will report a numeric grade to the school. The school is responsible for recording the numeric grade in accordance with their established policies and guidelines.

6. The College and O'Connell Preparatory School agree to provide quality online learning experiences for all Dual Credit students. As online instructional needs arise, the College and the School will collaborate on ways to ensure that all Dual Credit students are provided the means to succeed.
7. Faculty, who are responsible for teaching dual credit and/or early admission enrollment classes, are responsible for keeping appropriate records, certifying census day class rolls at the beginning of the semester, providing interim reports, certifying final grade reports at the end of the semester, certifying attendance, and providing other reports and information as may be required by the College and/or the O'Connell Preparatory School. Faculty and appropriate College Dual Credit staff will communicate how students can view their grades; utilize college communication tools such as e-mail as well as manage FERPA expectations.

VIII. STUDENT AND EDUCATIONAL SUPPORT SERVICES

1. Students in dual credit courses shall be eligible to utilize the same or comparable support services that are afforded to college students on the main campus. The College is responsible for ensuring timely and efficient access to such services as academic advising and counseling, learning resources (e.g., library resources), and other benefits for which the student may be eligible.
2. Student Services
 - a. The College agrees to provide appropriate academic support services, including academic advising/counseling, to students who are participating in dual credit and/or early admissions classes. Further, the College agrees to assist students in completion of the admission and registration forms and provide an accessible process.
 - b. O'Connell Preparatory School agrees to work with the College to provide an appropriate and accessible registration process and agrees to assist students in the completion of the admission and registration forms. The School further agrees to provide official high school transcripts, test scores, and such certifications that may be required by the College during the admission and registration process.
 - c. The College and O'Connell Preparatory School agree to work together to plan and to try to schedule early admission and/or dual credit enrollment classes a semester in advance of offering the course(s).

3. Learning Resources

- a. The College agrees to grant O'Connell Preparatory School students enrolled in College courses the same rights, privileges, and access to the library's collections and services as students enrolled in courses on the College campuses. In addition, Galveston College will offer these students access to the library's electronic information resources through the Internet, subject to the College's licensing contracts with its vendors and available technology.
- b. O'Connell Preparatory School agrees to allow those students currently enrolled in Galveston College courses, within the school 's facilities, access to the information resources available in the district. These students are under the same rules and regulations as other students of the district and are subject to the same fines and penalties.
- c. The College and O'Connell Preparatory School agree that if at the end of a semester, there are overdue materials belonging to one institution which were used in the completion of the other's course, the lending library will notify the other so that the student's record will show the obligation. Each library will take steps consistent with their policies and procedures to ensure that the past due books and/or materials are returned in as an expedient a manner as possible. Upon return of the material the lending library will notify the other that the student has cleared their obligation.
- d. The College will, in conjunction with the partner institution, consider the use of free or low-cost open educational resources in dual credit courses.
- e. To be eligible for these privileges at the College a student must present proof of current enrollment. This may take the form of, but is not limited to, a current student ID card, bill for registration, or a class schedule.

IX. TRANSCRIPTING OF CREDIT

1. For workforce and academic dual credit and/or early admission courses which may result in college-level credit, the College will transcript all course work in accordance with the College's normal policies and procedures immediately following the end date of the course. Furthermore, the College agrees to make available in the same manner as it does to its regular college students an official college transcript of credits that may be sent to the college, university, or other location of the student's choice.

2. or workforce and academic early admission or dual credit courses which may result in high school-level credit, O'Connell Preparatory School will transcript all course work in accordance with the school's normal policies and procedures immediately following the end date of the course. Further, O'Connell Preparatory School agrees to make available in the same manner as it does to its other students an official high school transcript that may be sent to other schools, colleges, or locations, as the student so designates.

X. FUNDING

1. State Funding
 - a. State funding for dual academic and workforce credit courses will be available to both O'Connell Preparatory School and the College based upon the current agreement between the Commissioner of Education and the Commissioner of Higher Education. In accordance with this agreement, both O'Connell Preparatory School and the College may claim state funding for all students enrolled for college-level credit in a dual and workforce course(s).
2. College Tuition and Fees.
 - a. The College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, the College, or online.
 - b. The College agrees to charge the standard tuition and fees, excluding out-of-district and non-resident fees, unless noted otherwise in Addendum A, as approved by the Galveston College Board of Regents and as published in the Galveston College Catalog. The Galveston College Board of Regents reserves the right to change the policies and procedures of the College, without notice, including tuition and fees, in accordance with the cost of instruction and state laws.
 - c. O'Connell Preparatory School agrees to pay for the cost of tuition, fees, textbooks, and required student supplies or to indicate to the College who is responsible for tuition, fees, textbooks, and required student supply items.
 - d. The College and O'Connell Preparatory School agree that tuition and fees which are to be paid by the student are due and payable in full at the time of registration. If O'Connell Preparatory School alone is to be responsible for payment of a student's tuition and fees, the College agrees to bill O'Connell Preparatory School immediately following registration. O'Connell Preparatory School agrees to settle all account receivables with the College within 30 days of the billing date.
 - e. Students whose tuition and fees are not paid by the official college census day of the class or who do not have a valid account receivable as of the

official college census date will be dropped from the college roll and must be removed from the class in accordance with Section X Part 3 of this agreement.

3. Drops and Withdrawals - Tuition and Fee Refunds.

- a. If for any reason it becomes necessary for a student who has registered for a College class to withdraw or drop the class, the College and O'Connell Preparatory School agree that it is the responsibility of the student to officially withdraw or drop the college course.
- b. A student may add or drop a course prior to the official census date for the course. Student must clear any changes with High School Counselor. Students who drop prior to the official college census date will not receive a college grade of any kind; tuition and fees will be refunded in accordance with the College approved refund schedule.
- c. A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar.
- d. Students attending class on or off campus may initiate a withdrawal through the Student Success Advisor for Dual Credit. A student who discontinues class attendance and does not officially drop the course on or before the last day to drop a course will receive a performance grade for the course.
- e. Students who officially withdraw from the College shall have their tuition and mandatory fees refunded according to the official refund policy schedule. Tuition and fees paid directly to the College by O'Connell Preparatory School, sponsor, donor, or scholarship fund shall be refunded to the source rather than directly to the student.

XI. TERMS OF THE AGREEMENT

This agreement shall not become effective unless and until approved by the Galveston College Board of Regents and the Board of Trustees of the O’Connell Preparatory School. If so approved, the Agreement shall be for the 2023-2024 academic year.

The agreement may be amended or extended by written addendum to this agreement.

If it is the intention of one party to terminate this agreement, the one party shall provide a one hundred twenty (120) day written notice to the other party of their intention to terminate this Agreement.

All notices and communications related to this agreement shall be addressed to the respective educational administrator.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By _____ Date _____
Dr. W. Myles Shelton, President

Approved by the O’Connell Preparatory School Board of Trustees, executed by the O’Connell College Preparatory School, and signed by its Principal.

By _____ Date _____
Ms. Patti Abbott, Principal

ADDENDUM - A

- I. Students who are enrolled in other dual credit classes located at O'Connell Preparatory School or Online, shall pay \$50 per semester hour (\$150 per 3 semester hour course or \$200 per 4 semester hour course). All regular required fees shall be waived not including special course fees such as insurance, student health insurance and exam fees.
- II. Galveston College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, at Galveston College, and online.
- III. Galveston College agrees to waive the minimum registration requirements of six (6) credit hours for dual credit students taking classes at the high school, at Galveston College, and online.
- IV. Early admission academic courses or dual credit workforce courses/programs located on the campus of Galveston College shall be charged at the regular in-district tuition and fee rates established by the College.
- V. In accordance with current rules and guidelines, required college textbooks and materials shall be furnished to the student enrolled in dual credit classes at O'Connell College Preparatory at no charge by the School.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By _____
Dr. W. Myles Shelton, President

Date _____

Approved by the O'Connell College Preparatory School Board of Trustees, executed by the O'Connell Preparatory School, and signed by its Principal.

By _____
Ms. Patti Abbott, Principal

Date _____

EXHIBIT A

The following is a course equivalency crosswalk of academic and workforce dual credit courses and high school classes.

ACADEMIC COURSE EQUIVALENCY CROSSWALK

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Anatomy & Physiology I	BIOL 2401	Anatomy & Physiology I	FALL
Anatomy & Physiology II	BIOL 2402	Anatomy & Physiology II	SPRING
Art Appreciation	ARTS 1301	Art Appreciation	FALL & SPRING
Biology I	BIOL 1406	General Biology I	FALL
Biology II	BIOL 1407	General Biology II	SPRING
Business & Professional Communication	SPCH 1321	Business & Professional Communication.	FALL & SPRING
Calculus I	MATH 2413	Calculus I	FALL
Calculus II	MATH 2414	Calculus II	SPRING
Chemistry I	CHEM 1411	General Chemistry I	FALL
Chemistry II	CHEM 1412	General Chemistry II	SPRING
College Algebra	MATH 1314	College Algebra	FALL
Intro to Criminal Justice	CRIJ 1301	Intro to Criminal Justice	FALL
Court Systems & Practices	CRIJ 1306	Court Systems & Practices	FALL
Correctional Services	CRIJ 2313	Correctional Systems & Practices	SPRING
Police Systems & Practices	CRIJ 2328	Police Systems & Practices	SPRING
English III or IV	ENGL 1301	Composition I	FALL
English III or IV	ENGL 1302	Composition II	SPRING
English IV	ENGL 2322	British Literature I	SPRING
English IV	ENGL 2311	Technical Writing	FALL
Environmental Science I +Lab	ENVR 1301/ENVR 1101	Environmental Science I	FALL
Environmental Science II + Lab	ENVR 1302/ ENVR 1102	Environmental Science II	SPRING
Federal Government	GOVT 2305	Federal Government	FALL & SPRING

ACADEMIC COURSE EQUIVALENCY CROSSWALK

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Film Appreciation	DRAM 2366	Film Appreciation	FALL & SPRING
German III	GERM 1411	Beginning German I	FALL
German III	GERM 1412	Beginning German II	SPRING
German IV	GERM 2311	Intermediate German I	FALL
German IV	GERM 2312	Intermediate German II	SPRING
Law Enforcement 1	CRIJ 1301	Intro to Criminal Justice	FALL
Law Enforcement 2	CRIJ 2328	Police Systems & Practices	SPRING
Learning Framework	PSYC /EDUC 1300	Learning Framework	Summer
Music Appreciation	MUSI 1306	Music Appreciation	FALL & SPRING
Physics I	PHYS 1401	College Physics I	FALL
Physics II	PHSY 1402	College Physics II	SPRING
Pre-Calculus	MATH 2312	Pre-Calculus	SPRING
Psychology	PSYC 2301	General Psychology	FALL & SPRING
Sociology	SOCI 1301	Introductory Sociology	FALL & SPRING
Spanish I	SPAN 1411	Beginning Spanish I	FALL
Spanish II	SPAN 1412	Beginning Spanish II	SPRING
US History I	HIST 1301	US History I	FALL
US History II	HIST 1302	US History II	SPRING
Western Civilization I	HIST 2311	Western Civilization I	FALL
Western Civilization II	HIST 2312	Western Civilization II	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Cosmetology	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Intro to Cosmetology	CSME 1501	Orientation to Cosmetology	NONE	FALL
Intro to Cosmetology	CSME1410	Intro to Haircutting & Theory	NONE	FALL
Cosmetology 1	CSME 1354	Artistry of Hair Design	NONE	SPRING
Cosmetology 1	CSME 1543	Manicuring & Theory	NONE	SPRING
Cosmetology 2 + Lab	CSME 1453	Chemical Reformation & Theory	NONE	FALL
Cosmetology 2 + Lab	CSME 2401	Principles of Hair Color & Theory	NONE	FALL
Cosmetology 2 + Lab	CSME 1547	Principles of Skin Care/ Facials	NONE	SPRING
Cosmetology 2 + Lab	CSME 2541	Preparation for State License Exam	NONE	SPRING

Culinary	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Hospitality & Tourism * Articulated Credit	HAMG 1321	Intro to Hospitality Industry	NONE	FALL
Intro to Culinary	CHEF 1205	Sanitation & Safety	NONE	SPRING
Intro to Culinary	IFWA 1217	Food Production/Planning & Culinary Math	NONE	FALL
Culinary Arts	CHEF 1301	Basic Food Preparation	NONE	FALL
Culinary Arts	CHEF 2302	Saucier	NONE	SPRING
Advanced Culinary Arts	CHEF 1302	Principles of Healthy Cuisine	NONE	FALL
Adv. Culinary Arts	PSTR 1301	Fundamentals of Baking	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

EMT Basic	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Emergency Medical Technician	EMSP 1501	EMT	EMSP 1160	FALL
Emergency Medical Technician	EMSP 1160	Clinical - EMT	EMSP 1501	FALL

Hospitality	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Hospitality & Tourism * Articulated Credit	HAMG 1321	Intro to Hospitality Industry	NONE	FALL
Principles of Hospitality & Tourism * Articulated Credit	CHEF 1205	Sanitation & Safety	NONE	SPRING
Intro to Events & Meeting Planning	HAMG 1313	Front Office Management	NONE	FALL
Hospitality Services	HAMG 1324	Hospitality HR Management	NONE	FALL
Hospitality Services	HAMG 2188	Internship - Hospitality HR Mgmt.	HAMG 1324	SPRING
Practicum in Hospitality Services	HAMG 2305	Hospitality Management & Leadership	NONE	FALL
Practicum in Hospitality Services	HAMG 2189	Internship- Hospitality Management and Leadership	HAMG 2305	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Networking (I.T.)	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Networking Plus Lab	ITSC 1425	Personal Computer Hardware	NONE	FALL
Networking Plus Lab	ITNW 1425	Fundamentals of Networking	NONE	SPRING
Practicum and STEM	ITSC 1405	Introduction to PC Operating Systems	NONE	FALL
Practicum and STEM	ITMT 1457	Administering a Windows Serve Operating System	NONE	SPRING

Logistics	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Distribution	LMGT 1319	Introduction to Business	NONE	FALL
Principles of Distribution	IBUS 1341	Global Supply Chain Management	NONE	SPRING
Concepts of Distribution	LMGT 1321	Introduction to Materials Handling	NONE	FALL
Concepts of Distribution	LMGT 1425	Warehouse and Distribution Center Mgmt.	NONE	SPRING
Occupational Safety & Environmental Tech. 1	OSHT 1301	Introduction to Safety and Health	NONE	FALL
Occupational Safety & Environmental Tech. 1	LMGT 1393	Special Topics in Logistics & Materials Management	NONE	SPRING
Distribution & Logistics	IBUS 1301	Principles of Exports	NONE	FALL
Distribution & Logistics	LMGT 1423	Domestic & International Transportation MGMT	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Medical Coding & Billing	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Medical Terminology	HITT 1305	Medical Terminology	NONE	FALL
Medical Terminology	MDCA 1309	A & P Medical Assistants	NONE	SPRING
Medical Intervention, Evaluation & Research	HITT 2330	Pathophysiology & Pharmacology	NONE	FALL
Medical Intervention, Evaluation & Research	HITT 1341	Coding and Classification Systems	NONE	SPRING
Healthcare Management & Administration	POFM 1327	Medical Insurance	NONE	FALL
Healthcare Management & Administration	HITT 1353	Legal & Ethical Aspects of Health Information	NONE	SPRING

Robotics	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
ENGR 1201 YEAR 1 * Articulated Credit	ENGR 1201	Introduction to Engineering	MATH 1314	FALL
ENGR 1304 YEAR 1 * Articulated Credit	ENGR 1304	Engineering Graphics	MATH 1314	SPRING
Robotics 1	RBTC 1305	Robotics Fundamentals	NONE	FALL
Robotics 1	ELPT 1221	Introduction to Electrical Safety and Tools	NONE	SPRING
Robotics 2	ELPT 2319	Programmable Logic Controllers	NONE	FALL
Robotics 2	ELMT 2333	Industrial Electronics	NONE	SPRING
Engineering Design & Presentation	RBTC 2339	Robot Programming and Diagnostics	NONE	FALL
Engineering Design & Presentation	DFTG 2319	Intermediate Computer-Aided Drafting	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Welding	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Intro to Welding * Articulated Credit	WLDG 1313	Intro Blue Print Reading	NONE	FALL
Freshmen Year 1 * Articulated Credit	WLDG 1407	Intro to Welding Using Multiple Processes	NONE	SPRING
Welding 1	WLDG 1428	Intro to Shielded Metal Arc Welding (SMAW)	NONE	FALL
Welding 1	WLDG 1434	Intro to Gas Tungsten Arc Welding (GTAW)	NONE	SPRING
Welding 2 + Lab	WLDG 2443	Advanced Shield Metal Arc Welding	NONE	FALL
Welding 2 + Lab	WLDG 1435	Intro to Pipe	NONE	SPRING
Practicum & Manufacturing	WLDG 2413	Intermediate Welding Using Multiple Processes	NONE	FALL
Practicum & Manufacturing	WLDG 1317	Introduction to Layout and Fabrication	NONE	SPRING



Galveston College

DUAL CREDIT

MAIN CAMPUS

4015 Avenue Q Galveston, TX 77550

CHARLIE THOMAS FAMILY APPLIED TECHNOLOGY CENTER

7626 Broadway Galveston, TX 77554

PHONE

409-944-4242

WEBSITE

GC.EDU





**Galveston
College**

DUAL CREDIT

INSTRUCTIONAL AGREEMENT

between

Galveston College

and

Odyssey Academy

INSTRUCTIONAL AGREEMENT

Galveston College (herein as the "College") and Odyssey Academy, a Texas public charter district (referred to herein as the "School"), enter into the following Instructional Agreement, evidenced by the following, for the Academic Year 2023-2024.

I. PURPOSE

Galveston College and Odyssey Academy support and believe in a partnership that will provide opportunities for qualified high school students to participate in early admission classes, to participate in dual credit classes, academic and workforce, all of which may allow the high school student to receive both high school and college-level credit for successfully completing college-level courses. Therefore, Galveston College agrees to provide college-level instruction for Odyssey Academy. Further, the College and Odyssey Academy agree that it is the responsibility of the College to grant college credit, and it is the responsibility of Odyssey Academy to grant high school credit.

II. DUAL CREDIT PROGRAM GOALS

According to Texas HB 1638, Galveston College has established four overall goals that guide every facet of the Dual Credit program:

Goal 1: In conjunction with partner independent schools and institutions, Galveston College will utilize meaningful and relevant outreach strategies to ensure that students and parents are given information regarding all aspects of the Dual Credit program, including benefits of participation, enrollment and financial policies.

Goal 2: The Dual Credit program will facilitate effective and collaborative procedures that ensure students successfully transition to post-secondary education as well as accelerate through degree programs for maximum student success and achievement.

Goal 3: Every Dual Credit student will receive and have continual access to advising in academic and college readiness domains as well as support services that will help in the successful completion of post-secondary courses.

Goal 4: Dual Credit courses offered will be of the highest academic quality and offer a rigorous post-secondary curriculum that will be sufficient enough to ensure student success in all other post-secondary courses taken.

III. STUDENT ELIGIBILITY REQUIREMENTS

Students enrolled at Odyssey Academy may be eligible to participate in dual credit/early admission classes at the College based on the following conditions:

1. A high school student who seeks to enroll in an academic course(s), a transfer course(s), or courses leading to an Associate Degree may be admitted if the student:
 - a. Demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative on relevant section(s) of an assessment instrument approved by the Texas Higher Education Coordinating Board (THECB), or
 - b. Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative.
2. A high school student is eligible to enroll in workforce education dual credit classes if the student demonstrates that he or she has achieved the minimum high school-level competencies in the areas of Mathematics and/or English/Language Arts as required for entry into the workforce program.
 - a. A student may enroll only in those workforce-education dual credit courses for which the student has demonstrated eligibility.
 - b. A student who is exempt from taking an exit-level test may be otherwise evaluated by the College to determine eligibility for enrolling in a workforce-education dual credit course(s).
3. A student who has been enrolled in a non-traditional program of study (i.e., a home school or a non-accredited high school) and who is now enrolled within Odyssey Academy must satisfy paragraphs 1, 2, or 3 of this subsection.
4. To be eligible for enrollment in a dual credit course offered by the College, a student must meet all of the College's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).
5. In the case of certain emergencies such as hurricane, pandemic or other forced closures and the previously mentioned measurements are not available, both the College and Odyssey Academy will employ holistic advising to ensure proper student eligibility.

IV. LOCATION AND STUDENT COMPOSITION OF CLASSES

1. Dual Credit courses may be taught on the College campus, online, or on the high school campus. Early Admissions courses will be taught at Galveston College. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught online the College shall comply with all applicable rules and procedures relating to distance education and off-campus instruction, as promulgated by the THECB.
2. Dual credit courses may be composed of dual credit students only or a class may be composed of dual credit students and regular college-credit students. Exceptions for a mixed class, a class composed partly of students enrolled for high school credit only and partly of students enrolled for early admission, AP, and/or college credit, may be allowed under one of the following conditions:
 - a. If the course involved is required for completion under the State Board of Education's Foundation High School Program, Foundation with Endorsement or Foundation with Endorsement Distinguished Level's graduation requirements, and the high school is otherwise unable to offer such a course;
 - b. If the course involved is limited to dual credit students and College Board Advanced Placement students; or,
 - c. If the course is a career and technology/college workforce course and high school credit-only students are able to earn articulated college credit.
3. Students must be registered for college credit by the official census date for the dual credit course; otherwise, the student will not be considered a dual credit student and will not be awarded college credit for the course.
4. It is the responsibility of the high school to certify to the College that these requirements have been met, and it is the responsibility of the College to verify that classes are taught in compliance with this section. Further, should it be determined that this section has been violated, at the sole discretion of the College, the College may deny credit to any single student and/or all students who participated in an unapproved mixed class.
5. Early Admissions/Dual Credit classes regardless of location will follow an approved College calendar.

V. FACULTY SELECTION, SUPERVISION, AND EVALUATION

1. The College will select, supervise, and evaluate instructors for courses which result in the award of college credit. The College shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the College.
2. All instructors must meet the requirements of the College and the minimal requirements as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
3. Instructors teaching courses which result in the award of college credit will be employed faculty members of the College or must meet the same standards, review, and approval procedures used by the College to select faculty responsible for teaching the courses at the main campus of the College. All faculty selected by the College to teach early admission enrollment classes will be considered employees of the College and will be compensated by the College in accordance with College policy, procedures, and guidelines.
4. All instructor's applications for employment and official transcripts from each college or university attended will be kept on file at the College.
5. The College and the School agree to share information regarding Dual Credit faculty through safe and discreet methods. These methods will include password protected documents, collaboration with appropriate College and School personnel to ensure confidentiality among others to ensure all information is transmitted and shared securely.

VI. ELIGIBLE COURSES

1. Academic courses offered for Dual Credit must be identified as a college-level academic course in the current edition of the Community College Academic Course Guide Manual (ACGM) and must be simultaneously identified by the College as a course that has been included in the College's core curriculum, or foreign language course, or state approved FOSC or POSC. Courses offered as Early Admission courses and taken at the College's main campus must be identified as a college-level academic course in the current edition of the ACGM and may or may not be included in the College's core curriculum. College-level workforce courses offered by the College must be included in an approved Associate of Applied Science (AAS) Degree or certificate program.

2. Remedial and developmental courses may not be offered for dual credit course credit and are not eligible courses under this agreement.
3. Approved courses being taught for Dual Credit (academic or workforce) and/or Early Admission credit, must follow the College syllabus. It is the responsibility of the Odyssey Academy to work with the College to align the high school curriculum with the college course syllabus.
4. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in Exhibit A.

VII. COURSE CURRICULUM, INSTRUCTION, AND GRADING

1. The College shall ensure that a dual credit course and the corresponding course offered at the main campus of the College are equivalent with respect to the curriculum, materials, instruction, rigor, and method of student evaluation. These standards shall be upheld regardless of the student composition of the class.
2. Identified course outcomes/learning objectives must meet all college requirements.
3. The regular academic policies applicable to courses taught at the College's main campus will apply to the dual credit and early admissions courses. These policies include an appeal process for disputed grades, drop policy, the communication of the grading policy to students, when the syllabus must be distributed, etc.
4. Textbooks should be identical to those approved for use on the main campus. Should an instructor propose an alternative textbook, the textbook must be approved in advance by the appropriate instructional department of the College. Other instructional materials for dual credit courses must be identical or at an equivalent level to materials used on the main campus of the College. Textbooks purchases, aside from those made by grants, scholarships and other financial aid, will be made by the student and/or guardian.
5. Courses which result in college-level credit will follow the standard grading practices of the College, as identified in college policy and as set forth in the appropriate course syllabus. Whereas, the college uses a letter grade and the school requires a numeric grade, faculty teaching dual credit courses will report a letter grade as required by college policy and as outlined in the syllabus to the College, and will report a numeric grade to the school. The school is responsible for recording the numeric grade in accordance with their established policies and guidelines.

6. The College and Odyssey Academy agree to provide quality online learning experiences for all Dual Credit students. As online instructional needs arise, the College and School will collaborate on ways to ensure that all Dual Credit students are provided the means to succeed.
7. Faculty, who are responsible for teaching dual credit and/or early admission enrollment classes, are responsible for keeping appropriate records, certifying census day class rolls at the beginning of the semester, providing interim reports, certifying final grade reports at the end of the semester, certifying attendance, and providing other reports and information as may be required by the College and/or the Odyssey Academy. Faculty and appropriate College Dual Credit staff will communicate how students can view their grades; utilize college communication tools such as e-mail as well as manage FERPA expectations.

VIII. STUDENT AND EDUCATIONAL SUPPORT SERVICES

1. Students in dual credit courses shall be eligible to utilize the same or comparable support services that are afforded to college students on the main campus. The College is responsible for ensuring timely and efficient access to such services as academic advising and counseling, learning resources (e.g., library resources), and other benefits for which the student may be eligible.
2. Student Services
 - a. The College agrees to provide appropriate academic support services, including academic advising/counseling, to students who are participating in dual credit and/or early admissions classes. Further, the College agrees to assist students in completion of the admission and registration forms and provide an accessible process.
 - b. Odyssey Academy agrees to work with the College to provide an appropriate and accessible registration process and agrees to assist students in the completion of the admission and registration forms. The School further agrees to provide official high school transcripts, test scores, and such certifications that may be required by the College during the admission and registration process.
 - c. The College and Odyssey Academy agree to work together to plan and to try to schedule early admission and/or dual credit enrollment classes a semester in advance of offering the course(s).

3. Learning Resources

- a. The College agrees to grant Odyssey Academy students enrolled in College courses the same rights, privileges, and access to the library's collections and services as students enrolled in courses on the College campuses. In addition, Galveston College will offer these students access to the library's electronic information resources through the Internet, subject to the College's licensing contracts with its vendors and available technology.
- b. Odyssey Academy agrees to allow those students currently enrolled in Galveston College courses, within the Odyssey Academy 's facilities, access to the information resources available in the district. These students are under the same rules and regulations as other students of the district and are subject to the same fines and penalties.
- c. The College and Odyssey Academy agree that if at the end of a semester, there are overdue materials belonging to one institution which were used in the completion of the other's course, the lending library will notify the other so that the student's record will show the obligation. Each library will take steps consistent with their policies and procedures to ensure that the past due books and/or materials are returned in as an expedient a manner as possible. Upon return of the material the lending library will notify the other that the student has cleared their obligation.
- d. The College will, in conjunction with the partner institution, consider the use of free or low-cost open educational resources in dual credit courses.
- e. To be eligible for these privileges at the College a student must present proof of current enrollment. This may take the form of, but is not limited to, a current student ID card, bill for registration, or a class schedule.

IX. TRANSCRIPTING OF CREDIT

1. For workforce and academic dual credit and/or early admission courses which may result in college-level credit, the College will transcript all course work in accordance with the College's normal policies and procedures immediately following the end date of the course. Furthermore, the College agrees to make available in the same manner as it does to its regular college students an official college transcript of credits that may be sent to the college, university, or other location of the student's choice.

2. For workforce and academic early admission or dual credit courses which may result in high school-level credit, Odyssey Academy will transcript all course work in accordance with the schools 's normal policies and procedures immediately following the end date of the course. Further, Odyssey Academy agrees to make available in the same manner as it does to its other students an official high school transcript that may be sent to other schools, colleges, or locations, as the student so designates.

X. FUNDING

1. State Funding
 - a. State funding for dual academic and workforce credit courses will be available to both Odyssey Academy and the College based upon the current agreement between the Commissioner of Education and the Commissioner of Higher Education. In accordance with this agreement, both Odyssey Academy and the College may claim state funding for all students enrolled for college-level credit in a dual and workforce course(s).
2. College Tuition and Fees.
 - a. The College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, the College, or online.
 - b. The College agrees to charge the standard tuition and fees, excluding out-of-district and non-resident fees, unless noted otherwise in Addendum A, as approved by the Galveston College Board of Regents and as published in the Galveston College Catalog. The Galveston College Board of Regents reserves the right to change the policies and procedures of the College, without notice, including tuition and fees, in accordance with the cost of instruction and state laws.
 - c. Odyssey Academy agrees to pay for the cost of tuition, fees, textbooks, and required student supplies or to indicate to the College who is responsible for tuition, fees, textbooks, and required student supply items.
 - d. The College and Odyssey Academy agree that tuition and fees which are to be paid by the student are due and payable in full at the time of registration. If Odyssey Academy alone is to be responsible for payment of a student's tuition and fees, the College agrees to bill Odyssey Academy immediately following registration. Odyssey Academy agrees to settle all account receivables with the College within 30 days of the billing date.
 - e. Students whose tuition and fees are not paid by the official college census day of the class or who do not have a valid account receivable as of the official college census date will be dropped from the college roll and must be removed from the class in accordance with Section X Part 3 of this

agreement.

3. Drops and Withdrawals - Tuition and Fee Refunds.

- a. If for any reason it becomes necessary for a student who has registered for a College class to withdraw or drop the class, the College and Odyssey Academy agree that it is the responsibility of the student to officially withdraw or drop the college course.
- b. A student may add or drop a course prior to the official census date for the course. Student must clear any changes with High School Counselor. Students who drop prior to the official college census date will not receive a college grade of any kind; tuition and fees will be refunded in accordance with the College approved refund schedule.
- c. A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar.
- d. Students attending class on or off campus may initiate a withdrawal through the Student Success Advisor for Dual Credit. A student who discontinues class attendance and does not officially drop the course on or before the last day to drop a course will receive a performance grade for the course.
- e. Students who officially withdraw from the College shall have their tuition and mandatory fees refunded according to the official refund policy schedule. Tuition and fees paid directly to the College by Odyssey Academy, sponsor, donor, or scholarship fund shall be refunded to the source rather than directly to the student.

XI. TERMS OF THE AGREEMENT

This agreement shall not become effective unless and until approved by the Galveston College Board of Regents and the Board of Trustees of Odyssey Academy t. If so approved, the Agreement shall be for the 2023-2024 academic year.

The agreement may be amended or extended by written addendum to this agreement.

If it is the intention of one party to terminate this agreement, the one party shall provide a one hundred twenty (120) day written notice to the other party of their intention to terminate this Agreement.

All notices and communications related to this agreement shall be addressed to the respective educational administrator.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By _____ Date _____
Dr. W. Myles Shelton, President

Approved by the Odyssey Academy Board of Trustees, executed by Odyssey Academy, and signed by its Superintendent.

By _____ Date _____
Dr. Jennifer Goodman, Superintendent

ADDENDUM - A

- I. Students who are enrolled in other dual credit classes located at Odyssey Academy or Online, shall pay \$50 per semester hour (\$150 per 3 semester hour course or \$200 per 4 semester hour course). All regular required fees shall be waived not including special course fees such as insurance, student health insurance and exam fees.
- II. Galveston College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, at Galveston College, and online.
- III. Galveston College agrees to waive the minimum registration requirements of six (6) credit hours for dual credit students taking classes at the high school, at Galveston College, and online.
- IV. Early admission academic courses or dual credit workforce courses/programs located on the campus of Galveston College shall be charged at the regular in-district tuition and fee rates established by the College.
- V. In accordance with current rules and guidelines, required college textbooks and materials shall be furnished to the student enrolled in dual credit classes at Odyssey Academy at no charge by the School.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By _____ Date _____
Dr. W. Myles Shelton, President

Approved by the Odyssey Academy Board of Trustees, executed by Odyssey Academy, and signed by its Superintendent.

By _____ Date _____
Dr. Jennifer Goodman, Superintendent

EXHIBIT A

The following is a course equivalency crosswalk of academic and workforce dual credit courses and high school classes.

ACADEMIC COURSE EQUIVALENCY CROSSWALK

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Anatomy & Physiology I	BIOL 2401	Anatomy & Physiology I	FALL
Anatomy & Physiology II	BIOL 2402	Anatomy & Physiology II	SPRING
Art Appreciation	ARTS 1301	Art Appreciation	FALL & SPRING
Biology I	BIOL 1406	General Biology I	FALL
Biology II	BIOL 1407	General Biology II	SPRING
Business & Professional Communication	SPCH 1321	Business & Professional Communication.	FALL & SPRING
Calculus I	MATH 2413	Calculus I	FALL
Calculus II	MATH 2414	Calculus II	SPRING
Chemistry I	CHEM 1411	General Chemistry I	FALL
Chemistry II	CHEM 1412	General Chemistry II	SPRING
College Algebra	MATH 1314	College Algebra	FALL
Intro to Criminal Justice	CRIJ 1301	Intro to Criminal Justice	FALL
Court Systems & Practices	CRIJ 1306	Court Systems & Practices	FALL
Correctional Services	CRIJ 2313	Correctional Systems & Practices	SPRING
Police Systems & Practices	CRIJ 2328	Police Systems & Practices	SPRING
English III or IV	ENGL 1301	Composition I	FALL
English III or IV	ENGL 1302	Composition II	SPRING
English IV	ENGL 2322	British Literature I	SPRING
English IV	ENGL 2311	Technical Writing	FALL
Environmental Science I +Lab	ENVR 1301/ENVR 1101	Environmental Science I	FALL
Environmental Science II + Lab	ENVR 1302/ ENVR 1102	Environmental Science II	SPRING
Federal Government	GOVT 2305	Federal Government	FALL & SPRING

ACADEMIC COURSE EQUIVALENCY CROSSWALK

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Film Appreciation	DRAM 2366	Film Appreciation	FALL & SPRING
German III	GERM 1411	Beginning German I	FALL
German III	GERM 1412	Beginning German II	SPRING
German IV	GERM 2311	Intermediate German I	FALL
German IV	GERM 2312	Intermediate German II	SPRING
Law Enforcement 1	CRIJ 1301	Intro to Criminal Justice	FALL
Law Enforcement 2	CRIJ 2328	Police Systems & Practices	SPRING
Learning Framework	PSYC /EDUC 1300	Learning Framework	Summer
Music Appreciation	MUSI 1306	Music Appreciation	FALL & SPRING
Physics I	PHYS 1401	College Physics I	FALL
Physics II	PHSY 1402	College Physics II	SPRING
Pre-Calculus	MATH 2312	Pre-Calculus	SPRING
Psychology	PSYC 2301	General Psychology	FALL & SPRING
Sociology	SOCI 1301	Introductory Sociology	FALL & SPRING
Spanish I	SPAN 1411	Beginning Spanish I	FALL
Spanish II	SPAN 1412	Beginning Spanish II	SPRING
US History I	HIST 1301	US History I	FALL
US History II	HIST 1302	US History II	SPRING
Western Civilization I	HIST 2311	Western Civilization I	FALL
Western Civilization II	HIST 2312	Western Civilization II	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Cosmetology	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Intro to Cosmetology	CSME 1501	Orientation to Cosmetology	NONE	FALL
Intro to Cosmetology	CSME1410	Intro to Haircutting & Theory	NONE	FALL
Cosmetology 1	CSME 1354	Artistry of Hair Design	NONE	SPRING
Cosmetology 1	CSME 1543	Manicuring & Theory	NONE	SPRING
Cosmetology 2 + Lab	CSME 1453	Chemical Reformation & Theory	NONE	FALL
Cosmetology 2 + Lab	CSME 2401	Principles of Hair Color & Theory	NONE	FALL
Cosmetology 2 + Lab	CSME 1547	Principles of Skin Care/ Facials	NONE	SPRING
Cosmetology 2 + Lab	CSME 2541	Preparation for State License Exam	NONE	SPRING

Culinary	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Hospitality & Tourism * Articulated Credit	HAMG 1321	Intro to Hospitality Industry	NONE	FALL
Intro to Culinary	CHEF 1205	Sanitation & Safety	NONE	SPRING
Intro to Culinary	IFWA 1217	Food Production/Planning & Culinary Math	NONE	FALL
Culinary Arts	CHEF 1301	Basic Food Preparation	NONE	FALL
Culinary Arts	CHEF 2302	Saucier	NONE	SPRING
Advanced Culinary Arts	CHEF 1302	Principles of Healthy Cuisine	NONE	FALL
Adv. Culinary Arts	PSTR 1301	Fundamentals of Baking	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

EMT Basic	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Emergency Medical Technician	EMSP 1501	EMT	EMSP 1160	FALL
Emergency Medical Technician	EMSP 1160	Clinical - EMT	EMSP 1501	FALL

Hospitality	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Hospitality & Tourism * Articulated Credit	HAMG 1321	Intro to Hospitality Industry	NONE	FALL
Principles of Hospitality & Tourism * Articulated Credit	CHEF 1205	Sanitation & Safety	NONE	SPRING
Intro to Events & Meeting Planning	HAMG 1313	Front Office Management	NONE	FALL
Hospitality Services	HAMG 1324	Hospitality HR Management	NONE	FALL
Hospitality Services	HAMG 2188	Internship - Hospitality HR Mgmt.	HAMG 1324	SPRING
Practicum in Hospitality Services	HAMG 2305	Hospitality Management & Leadership	NONE	FALL
Practicum in Hospitality Services	HAMG 2189	Internship- Hospitality Management and Leadership	HAMG 2305	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Networking (I.T.)	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Networking Plus Lab	ITSC 1425	Personal Computer Hardware	NONE	FALL
Networking Plus Lab	ITNW 1425	Fundamentals of Networking	NONE	SPRING
Practicum and STEM	ITSC 1405	Introduction to PC Operating Systems	NONE	FALL
Practicum and STEM	ITMT 1457	Administering a Windows Serve Operating System	NONE	SPRING

Logistics	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Distribution	LMGT 1319	Introduction to Business	NONE	FALL
Principles of Distribution	IBUS 1341	Global Supply Chain Management	NONE	SPRING
Concepts of Distribution	LMGT 1321	Introduction to Materials Handling	NONE	FALL
Concepts of Distribution	LMGT 1425	Warehouse and Distribution Center Mgmt.	NONE	SPRING
Occupational Safety & Environmental Tech. 1	OSHT 1301	Introduction to Safety and Health	NONE	FALL
Occupational Safety & Environmental Tech. 1	LMGT 1393	Special Topics in Logistics & Materials Management	NONE	SPRING
Distribution & Logistics	IBUS 1301	Principles of Exports	NONE	FALL
Distribution & Logistics	LMGT 1423	Domestic & International Transportation MGMT	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Medical Coding & Billing	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Medical Terminology	HITT 1305	Medical Terminology	NONE	FALL
Medical Terminology	MDCA 1309	A & P Medical Assistants	NONE	SPRING
Medical Intervention, Evaluation & Research	HITT 2330	Pathophysiology & Pharmacology	NONE	FALL
Medical Intervention, Evaluation & Research	HITT 1341	Coding and Classification Systems	NONE	SPRING
Healthcare Management & Administration	POFM 1327	Medical Insurance	NONE	FALL
Healthcare Management & Administration	HITT 1353	Legal & Ethical Aspects of Health Information	NONE	SPRING

Robotics	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
ENGR 1201 YEAR 1 * Articulated Credit	ENGR 1201	Introduction to Engineering	MATH 1314	FALL
ENGR 1304 YEAR 1 * Articulated Credit	ENGR 1304	Engineering Graphics	MATH 1314	SPRING
Robotics 1	RBTC 1305	Robotics Fundamentals	NONE	FALL
Robotics 1	ELPT 1221	Introduction to Electrical Safety and Tools	NONE	SPRING
Robotics 2	ELPT 2319	Programmable Logic Controllers	NONE	FALL
Robotics 2	ELMT 2333	Industrial Electronics	NONE	SPRING
Engineering Design & Presentation	RBTC 2339	Robot Programming and Diagnostics	NONE	FALL
Engineering Design & Presentation	DFTG 2319	Intermediate Computer-Aided Drafting	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Welding	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Intro to Welding * Articulated Credit	WLDG 1313	Intro Blue Print Reading	NONE	FALL
Freshmen Year 1 * Articulated Credit	WLDG 1407	Intro to Welding Using Multiple Processes	NONE	SPRING
Welding 1	WLDG 1428	Intro to Shielded Metal Arc Welding (SMAW)	NONE	FALL
Welding 1	WLDG 1434	Intro to Gas Tungsten Arc Welding (GTAW)	NONE	SPRING
Welding 2 + Lab	WLDG 2443	Advanced Shield Metal Arc Welding	NONE	FALL
Welding 2 + Lab	WLDG 1435	Intro to Pipe	NONE	SPRING
Practicum & Manufacturing	WLDG 2413	Intermediate Welding Using Multiple Processes	NONE	FALL
Practicum & Manufacturing	WLDG 1317	Introduction to Layout and Fabrication	NONE	SPRING



Galveston College

DUAL CREDIT

MAIN CAMPUS

4015 Avenue Q Galveston, TX 77550

CHARLIE THOMAS FAMILY APPLIED TECHNOLOGY CENTER

7626 Broadway Galveston, TX 77554

PHONE

409-944-4242

WEBSITE

GC.EDU





**Galveston
College**

DUAL CREDIT

MEMORANDUM OF UNDERSTANDING

between

Galveston College

and

Odyssey Academy

Memorandum of Understanding

Galveston College (herein as the "College") and Odyssey Academy, (herein as the "School") enter into the following Instructional Agreement, evidenced by the following, for the Academic Year 2023-2024.

WHEREAS, The State of Texas mandated via House Bill 5, Section 10 that each school district shall partner with at least one institution of higher education to develop and provide courses in college preparatory Mathematics and English Language Arts.

WHEREAS the parties have agreed to enter into a collaborative agreement where students who are deemed to not be college ready per House Bill 10, Section 10;

WHEREAS, Odyssey Academy, and Galveston College (GC) jointly recognized an opportunity to create seamless pathways for students to enter into college level work in Mathematics and English Language Arts without further remediation;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this MOU and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Odyssey Academy, and GC, agree as follows:

Scope of Services. Odyssey Academy, and GC agree to collaborate to develop and maintain college preparatory Mathematics and English Language Arts courses that meet the terms of this agreement as outlined below. Odyssey Academy, and GC will meet regularly to maintain the integrity and evaluate the effectiveness of the program.

Term. The initial term of this MOU shall be for the 2023-2024 academic year. Either party may terminate this MOU, without cause, upon at least thirty (30) calendar days prior written notice to the other party, with termination effective upon the expiration of the thirty (30) days or as mutually agreed to by the parties.

The College agrees to the following for both the Mathematics and English Language Arts courses:

- To share data and provide feedback regarding student success on entry-level college Mathematics and English Language Arts courses, and
- To ensure that students are counseled into appropriate Mathematics and English Language Arts, and/or all other courses that require college preparation in Mathematics and English Language Arts.

The College agrees to the following for the college-preparatory Mathematics course(s):

- To provide the Student Learning Outcomes;
- To provide the syllabi for the courses being offered.

The College agrees to the following for the college-preparatory English Language Arts course(s):

- To provide the Student Learning Outcomes;
- To provide the syllabi for the courses being offered.

The School agrees to the following for both the Mathematics and English Language Arts college-preparatory courses:

- To identify students who are not college ready as stated in HB 5;
- To provide professional development and resources required to teach the Mathematics and English Language Arts college preparatory courses;
- To identify successful completion of the course(s) on the student transcripts as determined by the State of Texas PEIMS number;
- To deny students enrolled in these course exemptions from final exams; and,
- To provide assistance with college enrollment and financial aid applications.

The School agrees to the following for the college preparatory mathematics course(s):

- To recommend to students who complete the final transition course in mathematics that they are ready to attempt an approved TSI test.

The School District agrees to the following for the college preparatory English Language Arts course:

- To recommend to students who have completed the final transition course in English Language Arts that they are ready to attempt an approved TSI test.

Governing Law and Venue. This MOU shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of law's provisions. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Galveston County, Texas.

Entire Agreement. This MOU and the attached and incorporated addendum or exhibits, if any, contain the entire agreement of the parties relative to the purpose(s) of the MOU and supersede any other representations, agreements, arrangements, negotiations, or understanding, oral or written, between the parties to this MOU.

Severability. In the event that any one or more of the provisions contained in this MOU shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the MOU shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

Changes and Amendments. This MOU may be amended, modified, and/or supplemented only by the mutual agreement of the parties, in writing, to be attached to and incorporated in this MOU.

Approved and executed by Odyssey Academy, and signed by its Superintendent.

Dr. Jennifer Goodman, Superintendent

Date

Approved and executed by Galveston College and signed by its President.

Dr. W. Myles Shelton, President

Date



**Galveston
College**

DUAL CREDIT

INSTRUCTIONAL AGREEMENT

between

Galveston College

and

Upward Hope Academy

INSTRUCTIONAL AGREEMENT

Galveston College (herein as the "College") and Upward Hope Academy, a Texas private preparatory school (herein as the "School") enter into the following Instructional Agreement, evidenced by the following, for the Academic Year 2023-2024.

I. PURPOSE

Galveston College and the Upward Hope Academy support and believe in a partnership that will provide opportunities for qualified high school students to participate in early admission classes, to participate in dual credit classes, academic and workforce, all of which may allow the high school student to receive both high school and college-level credit for successfully completing college-level courses. Therefore, Galveston College agrees to provide college-level instruction for Upward Hope Academy. Further, the College and Upward Hope Academy agree that it is the responsibility of the College to grant college credit, and it is the responsibility of Upward Hope Academy to grant high school credit.

II. DUAL CREDIT PROGRAM GOALS

According to Texas HB 1638, Galveston College has established four overall goals that guide every facet of the Dual Credit program:

Goal 1: In conjunction with partner independent school districts and institutions, Galveston College will utilize meaningful and relevant outreach strategies to ensure that students and parents are given information regarding all aspects of the Dual Credit program, including benefits of participation, enrollment and financial policies.

Goal 2: The Dual Credit program will facilitate effective and collaborative procedures that ensure students successfully transition to post-secondary education as well as accelerate through degree programs for maximum student success and achievement.

Goal 3: Every Dual Credit student will receive and have continual access to advising in academic and college readiness domains as well as support services that will help in the successful completion of post-secondary courses.

Goal 4: Dual Credit courses offered will be of the highest academic quality and offer a rigorous post-secondary curriculum that will be sufficient enough to ensure student success in all other post-secondary courses taken.

III. STUDENT ELIGIBILITY REQUIREMENTS

Students enrolled at Upward Hope Academy may be eligible to participate in dual credit/early admission classes at the College based of the following conditions:

1. A high school student who seeks to enroll in an academic course(s), a transfer course(s), or courses leading to an Associate Degree may be admitted if the student:
 - a. Demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative on relevant section(s) of an assessment instrument approved by the Texas Higher Education Coordinating Board (THECB), or
 - b. Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative.
2. A high school student is eligible to enroll in workforce education dual credit classes if the student demonstrates that he or she has achieved the minimum high school-level competencies in the areas of Mathematics and/or English/Language Arts as required for entry into the workforce program.
 - a. A student may enroll only in those workforce-education dual credit courses for which the student has demonstrated eligibility.
 - b. A student who is exempt from taking an exit-level test may be otherwise evaluated by the College to determine eligibility for enrolling in a workforce-education dual credit course(s).
3. A student who has been enrolled in a non-traditional program of study (i.e., a home school or a non-accredited high school) and who is now enrolled within Upward Hope Academy must satisfy paragraphs 1, 2, or 3 of this subsection.
4. To be eligible for enrollment in a dual credit course offered by the College, a student must meet all of the College's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).
5. In the case of certain emergencies such as hurricane, pandemic or other forced closures and the previously mentioned measurements are not available, both the College and Upward Hope Academy will employ holistic advising to ensure proper student eligibility.

IV. LOCATION AND STUDENT COMPOSITION OF CLASSES

1. Dual Credit courses may be taught on the College campus, online, or on the high school campus. Early Admissions courses will be taught at Galveston College. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught online the College shall comply with all applicable rules and procedures relating to distance education and off-campus instruction, as promulgated by the THECB.
2. Dual credit courses may be composed of dual credit students only or a class may be composed of dual credit students and regular college-credit students. Exceptions for a mixed class, a class composed partly of students enrolled for high school credit only and partly of students enrolled for early admission, AP, and/or college credit, may be allowed under one of the following conditions:
 - a. If the course involved is required for completion under the State Board of Education's Foundation High School Program, Foundation with Endorsement or Foundation with Endorsement Distinguished Level's graduation requirements, and the high school is otherwise unable to offer such a course;
 - b. If the course involved is limited to dual credit students and College Board Advanced Placement students; or,
 - c. If the course is a career and technology/college workforce course and high school credit-only students are able to earn articulated college credit.
3. Students must be registered for college credit by the official census date for the dual credit course; otherwise, the student will not be considered a dual credit student and will not be awarded college credit for the course.
4. It is the responsibility of the high school to certify to the College that these requirements have been met, and it is the responsibility of the College to verify that classes are taught in compliance with this section. Further, should it be determined that this section has been violated, at the sole discretion of the College, the College may deny credit to any single student and/or all students who participated in an unapproved mixed class.
5. Early Admissions/Dual Credit classes regardless of location will follow an approved College calendar.

V. FACULTY SELECTION, SUPERVISION, AND EVALUATION

1. The College will select, supervise, and evaluate instructors for courses which result in the award of college credit. The College shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the College.
2. All instructors must meet the requirements of the College and the minimal requirements as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
3. Instructors teaching courses which result in the award of college credit will be employed faculty members of the College or must meet the same standards, review, and approval procedures used by the College to select faculty responsible for teaching the courses at the main campus of the College. All faculty selected by the College to teach early admission enrollment classes will be considered employees of the College and will be compensated by the College in accordance with College policy, procedures, and guidelines.
4. All instructor's applications for employment and official transcripts from each college or university attended will be kept on file at the College.
5. The College and the School agree to share information regarding Dual Credit faculty through safe and discreet methods. These methods will include password protected documents, collaboration with appropriate College and School personnel to ensure confidentiality among others to ensure all information is transmitted and shared securely.

VI. ELIGIBLE COURSES

1. Academic courses offered for Dual Credit must be identified as a college-level academic course in the current edition of the Community College Academic Course Guide Manual (ACGM) and must be simultaneously identified by the College as a course that has been included in the College's core curriculum, or foreign language course, or state approved FOSC or POSC. Courses offered as Early Admission courses and taken at the College's main campus must be identified as a college-level academic course in the current edition of the ACGM and may or may not be included in the College's core curriculum. College-level workforce courses offered by the College must be included in an approved Associate of Applied Science (AAS) Degree or certificate program.

2. Remedial and developmental courses may not be offered for dual credit course credit and are not eligible courses under this agreement.
3. Approved courses being taught for Dual Credit (academic or workforce) and/or Early Admission credit, must follow the College syllabus. It is the responsibility of the Upward Hope Academy to work with the College to align the high school curriculum with the college course syllabus.
4. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in Exhibit A.

VII. COURSE CURRICULUM, INSTRUCTION, AND GRADING

1. The College shall ensure that a dual credit course and the corresponding course offered at the main campus of the College are equivalent with respect to the curriculum, materials, instruction, rigor, and method of student evaluation. These standards shall be upheld regardless of the student composition of the class.
2. Identified course outcomes/learning objectives must meet all college requirements.
3. The regular academic policies applicable to courses taught at the College's main campus will apply to the dual credit and early admissions courses. These policies include an appeal process for disputed grades, drop policy, the communication of the grading policy to students, when the syllabus must be distributed, etc.
4. Textbooks should be identical to those approved for use on the main campus. Should an instructor propose an alternative textbook, the textbook must be approved in advance by the appropriate instructional department of the College. Other instructional materials for dual credit courses must be identical or at an equivalent level to materials used on the main campus of the College. Textbooks purchases, aside from those made by grants, scholarships and other financial aid, will be made by the student and/or guardian.
5. Courses which result in college-level credit will follow the standard grading practices of the College, as identified in college policy and as set forth in the appropriate course syllabus. Whereas, the college uses a letter grade and the school requires a numeric grade, faculty teaching dual credit courses will report a letter grade as required by college policy and as outlined in the syllabus to the College, and will report a numeric grade to the school. The school is responsible for recording the numeric grade in accordance with their established policies and guidelines.

6. The College and Upward Hope Academy agree to provide quality online learning experiences for all Dual Credit students. As online instructional needs arise, the College and the School will collaborate on ways to ensure that all Dual Credit students are provided the means to succeed.
7. Faculty, who are responsible for teaching dual credit and/or early admission enrollment classes, are responsible for keeping appropriate records, certifying census day class rolls at the beginning of the semester, providing interim reports, certifying final grade reports at the end of the semester, certifying attendance, and providing other reports and information as may be required by the College and/or the Upward Hope Academy. Faculty and appropriate College Dual Credit staff will communicate how students can view their grades; utilize college communication tools such as e-mail as well as manage FERPA expectations.

VIII. STUDENT AND EDUCATIONAL SUPPORT SERVICES

1. Students in dual credit courses shall be eligible to utilize the same or comparable support services that are afforded to college students on the main campus. The College is responsible for ensuring timely and efficient access to such services as academic advising and counseling, learning resources (e.g., library resources), and other benefits for which the student may be eligible.
2. Student Services
 - a. The College agrees to provide appropriate academic support services, including academic advising/counseling, to students who are participating in dual credit and/or early admissions classes. Further, the College agrees to assist students in completion of the admission and registration forms and provide an accessible process.
 - b. Upward Hope Academy agrees to work with the College to provide an appropriate and accessible registration process and agrees to assist students in the completion of the admission and registration forms. The School further agrees to provide official high school transcripts, test scores, and such certifications that may be required by the College during the admission and registration process.
 - c. The College and Upward Hope Academy agree to work together to plan and to try to schedule early admission and/or dual credit enrollment classes a semester in advance of offering the course(s).

3. Learning Resources

- a. The College agrees to grant Upward Hope Academy students enrolled in College courses the same rights, privileges, and access to the library's collections and services as students enrolled in courses on the College campuses. In addition, Galveston College will offer these students access to the library's electronic information resources through the Internet, subject to the College's licensing contracts with its vendors and available technology.
- b. Upward Hope Academy agrees to allow those students currently enrolled in Galveston College courses, within the school 's facilities, access to the information resources available in the district. These students are under the same rules and regulations as other students of the district and are subject to the same fines and penalties.
- c. The College and Upward Hope Academy agree that if at the end of a semester, there are overdue materials belonging to one institution which were used in the completion of the other's course, the lending library will notify the other so that the student's record will show the obligation. Each library will take steps consistent with their policies and procedures to ensure that the past due books and/or materials are returned in as an expedient a manner as possible. Upon return of the material the lending library will notify the other that the student has cleared their obligation.
- d. The College will, in conjunction with the partner institution, consider the use of free or low-cost open educational resources in dual credit courses.
- e. To be eligible for these privileges at the College a student must present proof of current enrollment. This may take the form of, but is not limited to, a current student ID card, bill for registration, or a class schedule.

IX. TRANSCRIPTING OF CREDIT

1. For workforce and academic dual credit and/or early admission courses which may result in college-level credit, the College will transcript all course work in accordance with the College's normal policies and procedures immediately following the end date of the course. Furthermore, the College agrees to make available in the same manner as it does to its regular college students an official college transcript of credits that may be sent to the college, university, or other location of the student's choice.

2. or workforce and academic early admission or dual credit courses which may result in high school-level credit, Upward Hope Academy will transcript all course work in accordance with the Upward Hope Academy normal policies and procedures immediately following the end date of the course. Further, Upward Hope Academy agrees to make available in the same manner as it does to its other students an official high school transcript that may be sent to other schools, colleges, or locations, as the student so designates.

X. FUNDING

1. State Funding
 - a. State funding for dual academic and workforce credit courses will be available to both Upward Hope Academy and the College based upon the current agreement between the Commissioner of Education and the Commissioner of Higher Education. In accordance with this agreement, both Upward Hope Academy and the College may claim state funding for all students enrolled for college-level credit in a dual and workforce course(s).
2. College Tuition and Fees.
 - a. The College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, the College, or online.
 - b. The College agrees to charge the standard tuition and fees, excluding out-of-district and non-resident fees, unless noted otherwise in Addendum A, as approved by the Galveston College Board of Regents and as published in the Galveston College Catalog. The Galveston College Board of Regents reserves the right to change the policies and procedures of the College, without notice, including tuition and fees, in accordance with the cost of instruction and state laws.
 - c. Upward Hope Academy agrees to pay for the cost of tuition, fees, textbooks, and required student supplies or to indicate to the College who is responsible for tuition, fees, textbooks, and required student supply items.
 - d. The College and Upward Hope Academy agree that tuition and fees which are to be paid by the student are due and payable in full at the time of registration. If Upward Hope Academy alone is to be responsible for payment of a student's tuition and fees, the College agrees to bill Upward Hope Academy immediately following registration. The school agrees to settle all account receivables with the College within 30 days of the billing date.
 - e. Students whose tuition and fees are not paid by the official college census day of the class or who do not have a valid account receivable as of the

official college census date will be dropped from the college roll and must be removed from the class in accordance with Section X Part 3 of this agreement.

3. Drops and Withdrawals - Tuition and Fee Refunds.

- a. If for any reason it becomes necessary for a student who has registered for a College class to withdraw or drop the class, the College and Upward Hope Academy agree that it is the responsibility of the student to officially withdraw or drop the college course.
- b. A student may add or drop a course prior to the official census date for the course. Student must clear any changes with High School Counselor. Students who drop prior to the official college census date will not receive a college grade of any kind; tuition and fees will be refunded in accordance with the College approved refund schedule.
- c. A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar.
- d. Students attending class on or off campus may initiate a withdrawal through the Student Success Advisor for Dual Credit. A student who discontinues class attendance and does not officially drop the course on or before the last day to drop a course will receive a performance grade for the course.
- e. Students who officially withdraw from the College shall have their tuition and mandatory fees refunded according to the official refund policy schedule. Tuition and fees paid directly to the College by Upward Hope Academy, sponsor, donor, or scholarship fund shall be refunded to the source rather than directly to the student.

XI. TERMS OF THE AGREEMENT

This agreement shall not become effective unless and until approved by the Galveston College Board of Regents and the Board of Trustees of the Upward Hope Academy. If so approved, the Agreement shall be for the 2023-2024 academic year.

The agreement may be amended or extended by written addendum to this agreement.

If it is the intention of one party to terminate this agreement, the one party shall provide a one hundred twenty (120) day written notice to the other party of their intention to terminate this Agreement.

All notices and communications related to this agreement shall be addressed to the respective educational administrator.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By _____ Date _____
Dr. W. Myles Shelton, President

Approved by the Upward Hope Academy Board of Trustees, executed by Upward Hope Academy, and signed by its Principal.

By _____ Date _____
Ms. Kathy Whatley, Principal

ADDENDUM - A

- I. Students who are enrolled in other dual credit classes located at Upward Hope Academy or Online, shall pay \$50 per semester hour (\$150 per 3 semester hour course or \$200 per 4 semester hour course). All regular required fees shall be waived not including special course fees such as insurance, student health insurance and exam fees.
- II. Galveston College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, at Galveston College, and online.
- III. Galveston College agrees to waive the minimum registration requirements of six (6) credit hours for dual credit students taking classes at the high school, at Galveston College, and online.
- IV. Early admission academic courses or dual credit workforce courses/programs located on the campus of Galveston College shall be charged at the regular in-district tuition and fee rates established by the College.
- V. In accordance with current rules and guidelines, required college textbooks and materials shall be furnished to the student enrolled in dual credit classes at Upward Hope Academy at no charge by the School.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By _____
Dr. W. Myles Shelton, President

Date _____

Approved by Upward Hope Academy Board of Trustees, executed by the Upward Hope Academy, and signed by its Principal.

By _____
Ms. Kathy Whatley, Principal

Date _____

EXHIBIT A

The following is a course equivalency crosswalk of academic and workforce dual credit courses and high school classes.

ACADEMIC COURSE EQUIVALENCY CROSSWALK

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Anatomy & Physiology I	BIOL 2401	Anatomy & Physiology I	FALL
Anatomy & Physiology II	BIOL 2402	Anatomy & Physiology II	SPRING
Art Appreciation	ARTS 1301	Art Appreciation	FALL & SPRING
Biology I	BIOL 1406	General Biology I	FALL
Biology II	BIOL 1407	General Biology II	SPRING
Business & Professional Communication	SPCH 1321	Business & Professional Communication.	FALL & SPRING
Calculus I	MATH 2413	Calculus I	FALL
Calculus II	MATH 2414	Calculus II	SPRING
Chemistry I	CHEM 1411	General Chemistry I	FALL
Chemistry II	CHEM 1412	General Chemistry II	SPRING
College Algebra	MATH 1314	College Algebra	FALL
Intro to Criminal Justice	CRIJ 1301	Intro to Criminal Justice	FALL
Court Systems & Practices	CRIJ 1306	Court Systems & Practices	FALL
Correctional Services	CRIJ 2313	Correctional Systems & Practices	SPRING
Police Systems & Practices	CRIJ 2328	Police Systems & Practices	SPRING
English III or IV	ENGL 1301	Composition I	FALL
English III or IV	ENGL 1302	Composition II	SPRING
English IV	ENGL 2322	British Literature I	SPRING
English IV	ENGL 2311	Technical Writing	FALL
Environmental Science I +Lab	ENVR 1301/ENVR 1101	Environmental Science I	FALL
Environmental Science II + Lab	ENVR 1302/ ENVR 1102	Environmental Science II	SPRING
Federal Government	GOVT 2305	Federal Government	FALL & SPRING

ACADEMIC COURSE EQUIVALENCY CROSSWALK

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Film Appreciation	DRAM 2366	Film Appreciation	FALL & SPRING
German III	GERM 1411	Beginning German I	FALL
German III	GERM 1412	Beginning German II	SPRING
German IV	GERM 2311	Intermediate German I	FALL
German IV	GERM 2312	Intermediate German II	SPRING
Law Enforcement 1	CRIJ 1301	Intro to Criminal Justice	FALL
Law Enforcement 2	CRIJ 2328	Police Systems & Practices	SPRING
Learning Framework	PSYC /EDUC 1300	Learning Framework	Summer
Music Appreciation	MUSI 1306	Music Appreciation	FALL & SPRING
Physics I	PHYS 1401	College Physics I	FALL
Physics II	PHSY 1402	College Physics II	SPRING
Pre-Calculus	MATH 2312	Pre-Calculus	SPRING
Psychology	PSYC 2301	General Psychology	FALL & SPRING
Sociology	SOCI 1301	Introductory Sociology	FALL & SPRING
Spanish I	SPAN 1411	Beginning Spanish I	FALL
Spanish II	SPAN 1412	Beginning Spanish II	SPRING
US History I	HIST 1301	US History I	FALL
US History II	HIST 1302	US History II	SPRING
Western Civilization I	HIST 2311	Western Civilization I	FALL
Western Civilization II	HIST 2312	Western Civilization II	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Cosmetology	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Intro to Cosmetology	CSME 1501	Orientation to Cosmetology	NONE	FALL
Intro to Cosmetology	CSME1410	Intro to Haircutting & Theory	NONE	FALL
Cosmetology 1	CSME 1354	Artistry of Hair Design	NONE	SPRING
Cosmetology 1	CSME 1543	Manicuring & Theory	NONE	SPRING
Cosmetology 2 + Lab	CSME 1453	Chemical Reformation & Theory	NONE	FALL
Cosmetology 2 + Lab	CSME 2401	Principles of Hair Color & Theory	NONE	FALL
Cosmetology 2 + Lab	CSME 1547	Principles of Skin Care/ Facials	NONE	SPRING
Cosmetology 2 + Lab	CSME 2541	Preparation for State License Exam	NONE	SPRING

Culinary	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Hospitality & Tourism * Articulated Credit	HAMG 1321	Intro to Hospitality Industry	NONE	FALL
Intro to Culinary	CHEF 1205	Sanitation & Safety	NONE	SPRING
Intro to Culinary	IFWA 1217	Food Production/Planning & Culinary Math	NONE	FALL
Culinary Arts	CHEF 1301	Basic Food Preparation	NONE	FALL
Culinary Arts	CHEF 2302	Saucier	NONE	SPRING
Advanced Culinary Arts	CHEF 1302	Principles of Healthy Cuisine	NONE	FALL
Adv. Culinary Arts	PSTR 1301	Fundamentals of Baking	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

EMT Basic	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Emergency Medical Technician	EMSP 1501	EMT	EMSP 1160	FALL
Emergency Medical Technician	EMSP 1160	Clinical - EMT	EMSP 1501	FALL

Hospitality	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Hospitality & Tourism * Articulated Credit	HAMG 1321	Intro to Hospitality Industry	NONE	FALL
Principles of Hospitality & Tourism * Articulated Credit	CHEF 1205	Sanitation & Safety	NONE	SPRING
Intro to Events & Meeting Planning	HAMG 1313	Front Office Management	NONE	FALL
Hospitality Services	HAMG 1324	Hospitality HR Management	NONE	FALL
Hospitality Services	HAMG 2188	Internship - Hospitality HR Mgmt.	HAMG 1324	SPRING
Practicum in Hospitality Services	HAMG 2305	Hospitality Management & Leadership	NONE	FALL
Practicum in Hospitality Services	HAMG 2189	Internship- Hospitality Management and Leadership	HAMG 2305	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Networking (I.T.)	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Networking Plus Lab	ITSC 1425	Personal Computer Hardware	NONE	FALL
Networking Plus Lab	ITNW 1425	Fundamentals of Networking	NONE	SPRING
Practicum and STEM	ITSC 1405	Introduction to PC Operating Systems	NONE	FALL
Practicum and STEM	ITMT 1457	Administering a Windows Serve Operating System	NONE	SPRING

Logistics	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Distribution	LMGT 1319	Introduction to Business	NONE	FALL
Principles of Distribution	IBUS 1341	Global Supply Chain Management	NONE	SPRING
Concepts of Distribution	LMGT 1321	Introduction to Materials Handling	NONE	FALL
Concepts of Distribution	LMGT 1425	Warehouse and Distribution Center Mgmt.	NONE	SPRING
Occupational Safety & Environmental Tech. 1	OSHT 1301	Introduction to Safety and Health	NONE	FALL
Occupational Safety & Environmental Tech. 1	LMGT 1393	Special Topics in Logistics & Materials Management	NONE	SPRING
Distribution & Logistics	IBUS 1301	Principles of Exports	NONE	FALL
Distribution & Logistics	LMGT 1423	Domestic & International Transportation MGMT	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Medical Coding & Billing	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Medical Terminology	HITT 1305	Medical Terminology	NONE	FALL
Medical Terminology	MDCA 1309	A & P Medical Assistants	NONE	SPRING
Medical Intervention, Evaluation & Research	HITT 2330	Pathophysiology & Pharmacology	NONE	FALL
Medical Intervention, Evaluation & Research	HITT 1341	Coding and Classification Systems	NONE	SPRING
Healthcare Management & Administration	POFM 1327	Medical Insurance	NONE	FALL
Healthcare Management & Administration	HITT 1353	Legal & Ethical Aspects of Health Information	NONE	SPRING

Robotics	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
ENGR 1201 YEAR 1 * Articulated Credit	ENGR 1201	Introduction to Engineering	MATH 1314	FALL
ENGR 1304 YEAR 1 * Articulated Credit	ENGR 1304	Engineering Graphics	MATH 1314	SPRING
Robotics 1	RBTC 1305	Robotics Fundamentals	NONE	FALL
Robotics 1	ELPT 1221	Introduction to Electrical Safety and Tools	NONE	SPRING
Robotics 2	ELPT 2319	Programmable Logic Controllers	NONE	FALL
Robotics 2	ELMT 2333	Industrial Electronics	NONE	SPRING
Engineering Design & Presentation	RBTC 2339	Robot Programming and Diagnostics	NONE	FALL
Engineering Design & Presentation	DFTG 2319	Intermediate Computer-Aided Drafting	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Welding	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Intro to Welding * Articulated Credit	WLDG 1313	Intro Blue Print Reading	NONE	FALL
Freshmen Year 1 * Articulated Credit	WLDG 1407	Intro to Welding Using Multiple Processes	NONE	SPRING
Welding 1	WLDG 1428	Intro to Shielded Metal Arc Welding (SMAW)	NONE	FALL
Welding 1	WLDG 1434	Intro to Gas Tungsten Arc Welding (GTAW)	NONE	SPRING
Welding 2 + Lab	WLDG 2443	Advanced Shield Metal Arc Welding	NONE	FALL
Welding 2 + Lab	WLDG 1435	Intro to Pipe	NONE	SPRING
Practicum & Manufacturing	WLDG 2413	Intermediate Welding Using Multiple Processes	NONE	FALL
Practicum & Manufacturing	WLDG 1317	Introduction to Layout and Fabrication	NONE	SPRING



Galveston College

DUAL CREDIT

MAIN CAMPUS

4015 Avenue Q Galveston, TX 77550

CHARLIE THOMAS FAMILY APPLIED TECHNOLOGY CENTER

7626 Broadway Galveston, TX 77554

PHONE

409-944-4242

WEBSITE

GC.EDU





**Galveston
College**

DUAL CREDIT

INSTRUCTIONAL AGREEMENT

between

Galveston College

and

Hamshire-Fannett Independent School District

INSTRUCTIONAL AGREEMENT

Galveston College (herein as the "College") and Hamshire-Fannett Independent School District, (herein as the "HFISD") enter into the following Instructional Agreement, evidenced by the following, for the Academic Year 2023-2024.

I. PURPOSE

Galveston College and the Hamshire-Fannett Independent School District support and believe in a partnership that will provide opportunities for qualified high school students to participate in early admission classes, to participate in dual credit classes, academic and workforce, all of which may allow the high school student to receive both high school and college-level credit for successfully completing college-level courses. Therefore, Galveston College agrees to provide college-level instruction for HFISD. Further, the College and the HFISD agree that it is the responsibility of the College to grant college credit, and it is the responsibility of HFISD to grant high school credit.

II. DUAL CREDIT PROGRAM GOALS

According to Texas HB 1638, Galveston College has established four overall goals that guide every facet of the Dual Credit program:

Goal 1: In conjunction with partner independent school districts and institutions, Galveston College will utilize meaningful and relevant outreach strategies to ensure that students and parents are given information regarding all aspects of the Dual Credit program, including benefits of participation, enrollment and financial policies.

Goal 2: The Dual Credit program will facilitate effective and collaborative procedures that ensure students successfully transition to post-secondary education as well as accelerate through degree programs for maximum student success and achievement.

Goal 3: Every Dual Credit student will receive and have continual access to advising in academic and college readiness domains as well as support services that will help in the successful completion of post-secondary courses.

Goal 4: Dual Credit courses offered will be of the highest academic quality and offer a rigorous post-secondary curriculum that will be sufficient enough to ensure student success in all other post-secondary courses taken.

III. STUDENT ELIGIBILITY REQUIREMENTS

Students enrolled at HFISD may be eligible to participate in dual credit/early admission classes at the College based on the following conditions:

1. A high school student who seeks to enroll in an academic course(s), a transfer course(s), or courses leading to an Associate Degree may be admitted if the student:
 - a. Demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative on relevant section(s) of an assessment instrument approved by the Texas Higher Education Coordinating Board (THECB), or
 - b. Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative.
2. A high school student is eligible to enroll in workforce education dual credit classes if the student demonstrates that he or she has achieved the minimum high school-level competencies in the areas of Mathematics and/or English/Language Arts as required for entry into the workforce program.
 - a. A student may enroll only in those workforce-education dual credit courses for which the student has demonstrated eligibility.
 - b. A student who is exempt from taking an exit-level test may be otherwise evaluated by the College to determine eligibility for enrolling in a workforce-education dual credit course(s).
3. A student who has been enrolled in a non-traditional program of study (i.e., a home school or a non-accredited high school) and who is now enrolled within HFISD must satisfy paragraphs 1, 2, or 3 of this subsection.
4. To be eligible for enrollment in a dual credit course offered by the College, a student must meet all of the College's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).
5. In the case of certain emergencies such as hurricane, pandemic or other forced closures and the previously mentioned measurements are not available, both the College and HFISD will employ holistic advising to ensure proper student eligibility.

IV. LOCATION AND STUDENT COMPOSITION OF CLASSES

1. Dual Credit courses may be taught on the College campus, online, or on the high school campus. Early Admissions courses will be taught at Galveston College. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught online the College shall comply with all applicable rules and procedures relating to distance education and off-campus instruction, as promulgated by the THECB.
2. Dual credit courses may be composed of dual credit students only or a class may be composed of dual credit students and regular college-credit students. Exceptions for a mixed class, a class composed partly of students enrolled for high school credit only and partly of students enrolled for early admission, AP, and/or college credit, may be allowed under one of the following conditions:
 - a. If the course involved is required for completion under the State Board of Education's Foundation High School Program, Foundation with Endorsement or Foundation with Endorsement Distinguished Level's graduation requirements, and the high school is otherwise unable to offer such a course;
 - b. If the course involved is limited to dual credit students and College Board Advanced Placement students; or,
 - c. If the course is a career and technology/college workforce course and high school credit-only students are able to earn articulated college credit.
3. Students must be registered for college credit by the official census date for the dual credit course; otherwise, the student will not be considered a dual credit student and will not be awarded college credit for the course.
4. It is the responsibility of the high school to certify to the College that these requirements have been met, and it is the responsibility of the College to verify that classes are taught in compliance with this section. Further, should it be determined that this section has been violated, at the sole discretion of the College, the College may deny credit to any single student and/or all students who participated in an unapproved mixed class.
5. Early Admissions/Dual Credit classes regardless of location will follow an approved College calendar.

V. FACULTY SELECTION, SUPERVISION, AND EVALUATION

1. The College will select, supervise, and evaluate instructors for courses which result in the award of college credit. The College shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the College.
2. All instructors must meet the requirements of the College and the minimal requirements as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
3. Instructors teaching courses which result in the award of college credit will be employed faculty members of the College or must meet the same standards, review, and approval procedures used by the College to select faculty responsible for teaching the courses at the main campus of the College. All faculty selected by the College to teach early admission enrollment classes will be considered employees of the College and will be compensated by the College in accordance with College policy, procedures, and guidelines.
4. All instructor's applications for employment and official transcripts from each college or university attended will be kept on file at the College.
5. The College and the School District agree to share information regarding Dual Credit faculty through safe and discreet methods. These methods will include password protected documents, collaboration with appropriate College and School District personnel to ensure confidentiality among others to ensure all information is transmitted and shared securely.

VI. ELIGIBLE COURSES

1. Academic courses offered for Dual Credit must be identified as a college-level academic course in the current edition of the Community College Academic Course Guide Manual (ACGM) and must be simultaneously identified by the College as a course that has been included in the College's core curriculum, or foreign language course, or state approved FOSC or POSC. Courses offered as Early Admission courses and taken at the College's main campus must be identified as a college-level academic course in the current edition of the ACGM and may or may not be included in the College's core curriculum. College-level workforce courses offered by the College must be included in an approved Associate of Applied Science (AAS) Degree or certificate program.

2. Remedial and developmental courses may not be offered for dual credit course credit and are not eligible courses under this agreement.
3. Approved courses being taught for Dual Credit (academic or workforce) and/or Early Admission credit, must follow the College syllabus. It is the responsibility of the HFISD to work with the College to align the high school curriculum with the college course syllabus.
4. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in Exhibit A.

VII. COURSE CURRICULUM, INSTRUCTION, AND GRADING

1. The College shall ensure that a dual credit course and the corresponding course offered at the main campus of the College are equivalent with respect to the curriculum, materials, instruction, rigor, and method of student evaluation. These standards shall be upheld regardless of the student composition of the class.
2. Identified course outcomes/learning objectives must meet all college requirements.
3. The regular academic policies applicable to courses taught at the College's main campus will apply to the dual credit and early admissions courses. These policies include an appeal process for disputed grades, drop policy, the communication of the grading policy to students, when the syllabus must be distributed, etc.
4. Textbooks should be identical to those approved for use on the main campus. Should an instructor propose an alternative textbook, the textbook must be approved in advance by the appropriate instructional department of the College. Other instructional materials for dual credit courses must be identical or at an equivalent level to materials used on the main campus of the College. Textbooks purchases, aside from those made by grants, scholarships and other financial aid, will be made by the student and/or guardian.
5. Courses which result in college-level credit will follow the standard grading practices of the College, as identified in college policy and as set forth in the appropriate course syllabus. Whereas, the college uses a letter grade and the school district requires a numeric grade, faculty teaching dual credit courses will report a letter grade as required by college policy and as outlined in the syllabus to the College, and will report a numeric grade to the school district. The school district is responsible for recording the numeric grade in accordance with their established policies and guidelines.

6. The College and HFISD agree to provide quality online learning experiences for all Dual Credit students. As online instructional needs arise, the College and School District will collaborate on ways to ensure that all Dual Credit students are provided the means to succeed.
7. Faculty, who are responsible for teaching dual credit and/or early admission enrollment classes, are responsible for keeping appropriate records, certifying census day class rolls at the beginning of the semester, providing interim reports, certifying final grade reports at the end of the semester, certifying attendance, and providing other reports and information as may be required by the College and/or the HFISD. Faculty and appropriate College Dual Credit staff will communicate how students can view their grades; utilize college communication tools such as e-mail as well as manage FERPA expectations.

VIII. STUDENT AND EDUCATIONAL SUPPORT SERVICES

1. Students in dual credit courses shall be eligible to utilize the same or comparable support services that are afforded to college students on the main campus. The College is responsible for ensuring timely and efficient access to such services as academic advising and counseling, learning resources (e.g., library resources), and other benefits for which the student may be eligible.
2. Student Services
 - a. The College agrees to provide appropriate academic support services, including academic advising/counseling, to students who are participating in dual credit and/or early admissions classes. Further, the College agrees to assist students in completion of the admission and registration forms and provide an accessible process.
 - b. HFISD agrees to work with the College to provide an appropriate and accessible registration process and agrees to assist students in the completion of the admission and registration forms. The School District further agrees to provide official high school transcripts, test scores, and such certifications that may be required by the College during the admission and registration process.
 - c. The College and HFISD agree to work together to plan and to try to schedule early admission and/or dual credit enrollment classes a semester in advance of offering the course(s).

3. Learning Resources

- a. The College agrees to grant HFISD students enrolled in College courses the same rights, privileges, and access to the library's collections and services as students enrolled in courses on the College campuses. In addition, Galveston College will offer these students access to the library's electronic information resources through the Internet, subject to the College's licensing contracts with its vendors and available technology.
- b. HFISD agrees to allow those students currently enrolled in Galveston College courses, within the school's facilities, access to the information resources available in the district. These students are under the same rules and regulations as other students of the district and are subject to the same fines and penalties.
- c. The College and HFISD agree that if at the end of a semester, there are overdue materials belonging to one institution which were used in the completion of the other's course, the lending library will notify the other so that the student's record will show the obligation. Each library will take steps consistent with their policies and procedures to ensure that the past due books and/or materials are returned in as an expedient a manner as possible. Upon return of the material the lending library will notify the other that the student has cleared their obligation.
- d. The College will, in conjunction with the partner institution, consider the use of free or low-cost open educational resources in dual credit courses.
- e. To be eligible for these privileges at the College a student must present proof of current enrollment. This may take the form of, but is not limited to, a current student ID card, bill for registration, or a class schedule.

IX. TRANSCRIPTING OF CREDIT

1. For workforce and academic dual credit and/or early admission courses which may result in college-level credit, the College will transcript all course work in accordance with the College's normal policies and procedures immediately following the end date of the course. Furthermore, the College agrees to make available in the same manner as it does to its regular college students an official college transcript of credits that may be sent to the college, university, or other location of the student's choice.

2. For workforce and academic early admission or dual credit courses which may result in high school-level credit, HFISD will transcript all course work in accordance with the HFISD's normal policies and procedures immediately following the end date of the course. Further, HFISD agrees to make available in the same manner as it does to its other students an official high school transcript that may be sent to other schools, colleges, or locations, as the student so designates.

X. FUNDING

1. State Funding
 - a. State funding for dual academic and workforce credit courses will be available to both HFISD and the College based upon the current agreement between the Commissioner of Education and the Commissioner of Higher Education. In accordance with this agreement, both HFISD and the College may claim state funding for all students enrolled for college-level credit in a dual and workforce course(s).
2. College Tuition and Fees.
 - a. The College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, the College, or online.
 - b. The College agrees to charge the standard tuition and fees, excluding out-of-district and non-resident fees, unless noted otherwise in Addendum A, as approved by the Galveston College Board of Regents and as published in the Galveston College Catalog. The Galveston College Board of Regents reserves the right to change the policies and procedures of the College, without notice, including tuition and fees, in accordance with the cost of instruction and state laws.
 - c. HFISD agrees to pay for the cost of tuition, fees, textbooks, and required student supplies or to indicate to the College who is responsible for tuition, fees, textbooks, and required student supply items.
 - d. The College and HFISD agree that tuition and fees which are to be paid by the student are due and payable in full at the time of registration. If HFISD alone is to be responsible for payment of a student's tuition and fees, the College agrees to bill HFISD immediately following registration. HFISD agrees to settle all account receivables with the College within 30 days of the billing date.
 - e. Students whose tuition and fees are not paid by the official college census day of the class or who do not have a valid account receivable as of the official college census date will be dropped from the college roll and must be removed from the class in accordance with Section X Part 3 of this agreement.

3. Drops and Withdrawals - Tuition and Fee Refunds.

- a. If for any reason it becomes necessary for a student who has registered for a College class to withdraw or drop the class, the College and HFISD agree that it is the responsibility of the student to officially withdraw or drop the college course.
- b. A student may add or drop a course prior to the official census date for the course. Student must clear any changes with High School Counselor. Students who drop prior to the official college census date will not receive a college grade of any kind; tuition and fees will be refunded in accordance with the College approved refund schedule.
- c. A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar.
- d. Students attending class on or off campus may initiate a withdrawal through the Student Success Advisor for Dual Credit. A student who discontinues class attendance and does not officially drop the course on or before the last day to drop a course will receive a performance grade for the course.
- e. Students who officially withdraw from the College shall have their tuition and mandatory fees refunded according to the official refund policy schedule. Tuition and fees paid directly to the College by HFISD, sponsor, donor, or scholarship fund shall be refunded to the source rather than directly to the student.

XI. TERMS OF THE AGREEMENT

This agreement shall not become effective unless and until approved by the Galveston College Board of Regents and the Board of Trustees of the Hamshire-Fannett Independent School District. If so approved, the Agreement shall be for the 2023-2024 academic year.

The agreement may be amended or extended by written addendum to this agreement.

If it is the intention of one party to terminate this agreement, the one party shall provide a one hundred twenty (120) day written notice to the other party of their intention to terminate this Agreement.

All notices and communications related to this agreement shall be addressed to the respective educational administrator.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By _____ Date _____
Dr. W. Myles Shelton, President

Approved by the Hamshire-Fannett Independent School District Board of Trustees, executed by the Hamshire-Fannett Independent School, and signed by its Superintendent.

By _____ Date _____
Dr. Dwaine K. Augustine, Superintendent

ADDENDUM - A

- I. Students who are enrolled in dual credit classes located at Hamshire-Fannett Independent School District or Online, shall pay \$50 per semester hour (\$150 per 3 semester hour course or \$200 per 4 semester hour course). All regular required fees shall be waived not including special course fees such as insurance, student health insurance and exam fees.
- II. Galveston College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, at Galveston College, and Online.
- III. Galveston College agrees to waive the minimum registration requirements of six (6) credit hours for dual credit students taking classes at the high school, at Galveston College, and Online.
- IV. Early admission academic courses or dual credit workforce courses/programs located on the campus of Galveston College shall be charged at the regular in-district tuition and fee rates established by the College.
- V. In accordance with current rules and guidelines, required college textbooks and materials shall be furnished to the student enrolled in dual credit classes at Hamshire-Fannett ISD at no charge by the School.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By _____ Date _____
Dr. W. Myles Shelton, President

Approved by the Hamshire-Fannett Independent School District Board of Trustees, executed by the Hamshire-Fannett Independent School District, and signed by its Superintendent.

By _____ Date _____
Dr. Dwaine K. Augustine, Superintendent

EXHIBIT A

The following is a course equivalency crosswalk of academic and workforce dual credit courses and high school classes.

ACADEMIC COURSE EQUIVALENCY CROSSWALK

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Anatomy & Physiology I	BIOL 2401	Anatomy & Physiology I	FALL
Anatomy & Physiology II	BIOL 2402	Anatomy & Physiology II	SPRING
Art Appreciation	ARTS 1301	Art Appreciation	FALL & SPRING
Biology I	BIOL 1406	General Biology I	FALL
Biology II	BIOL 1407	General Biology II	SPRING
Business & Professional Communication	SPCH 1321	Business & Professional Communication.	FALL & SPRING
Calculus I	MATH 2413	Calculus I	FALL
Calculus II	MATH 2414	Calculus II	SPRING
Chemistry I	CHEM 1411	General Chemistry I	FALL
Chemistry II	CHEM 1412	General Chemistry II	SPRING
College Algebra	MATH 1314	College Algebra	FALL
Intro to Criminal Justice	CRIJ 1301	Intro to Criminal Justice	FALL
Court Systems & Practices	CRIJ 1306	Court Systems & Practices	FALL
Correctional Services	CRIJ 2313	Correctional Systems & Practices	SPRING
Police Systems & Practices	CRIJ 2328	Police Systems & Practices	SPRING
English III or IV	ENGL 1301	Composition I	FALL
English III or IV	ENGL 1302	Composition II	SPRING
English IV	ENGL 2322	British Literature I	SPRING
English IV	ENGL 2311	Technical Writing	FALL
Environmental Science I +Lab	ENVR 1301/ENVR 1101	Environmental Science I	FALL
Environmental Science II + Lab	ENVR 1302/ ENVR 1102	Environmental Science II	SPRING
Federal Government	GOVT 2305	Federal Government	FALL & SPRING

ACADEMIC COURSE EQUIVALENCY CROSSWALK

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Film Appreciation	DRAM 2366	Film Appreciation	FALL & SPRING
German III	GERM 1411	Beginning German I	FALL
German III	GERM 1412	Beginning German II	SPRING
German IV	GERM 2311	Intermediate German I	FALL
German IV	GERM 2312	Intermediate German II	SPRING
Law Enforcement 1	CRIJ 1301	Intro to Criminal Justice	FALL
Law Enforcement 2	CRIJ 2328	Police Systems & Practices	SPRING
Learning Framework	PSYC /EDUC 1300	Learning Framework	Summer
Music Appreciation	MUSI 1306	Music Appreciation	FALL & SPRING
Physics I	PHYS 1401	College Physics I	FALL
Physics II	PHSY 1402	College Physics II	SPRING
Pre-Calculus	MATH 2312	Pre-Calculus	SPRING
Psychology	PSYC 2301	General Psychology	FALL & SPRING
Sociology	SOCI 1301	Introductory Sociology	FALL & SPRING
Spanish I	SPAN 1411	Beginning Spanish I	FALL
Spanish II	SPAN 1412	Beginning Spanish II	SPRING
US History I	HIST 1301	US History I	FALL
US History II	HIST 1302	US History II	SPRING
Western Civilization I	HIST 2311	Western Civilization I	FALL
Western Civilization II	HIST 2312	Western Civilization II	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Cosmetology	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Intro to Cosmetology	CSME 1501	Orientation to Cosmetology	NONE	FALL
Intro to Cosmetology	CSME1410	Intro to Haircutting & Theory	NONE	FALL
Cosmetology 1	CSME 1354	Artistry of Hair Design	NONE	SPRING
Cosmetology 1	CSME 1543	Manicuring & Theory	NONE	SPRING
Cosmetology 2 + Lab	CSME 1453	Chemical Reformation & Theory	NONE	FALL
Cosmetology 2 + Lab	CSME 2401	Principles of Hair Color & Theory	NONE	FALL
Cosmetology 2 + Lab	CSME 1547	Principles of Skin Care/ Facials	NONE	SPRING
Cosmetology 2 + Lab	CSME 2541	Preparation for State License Exam	NONE	SPRING

Culinary	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Hospitality & Tourism * Articulated Credit	HAMG 1321	Intro to Hospitality Industry	NONE	FALL
Intro to Culinary	CHEF 1205	Sanitation & Safety	NONE	SPRING
Intro to Culinary	IFWA 1217	Food Production/Planning & Culinary Math	NONE	FALL
Culinary Arts	CHEF 1301	Basic Food Preparation	NONE	FALL
Culinary Arts	CHEF 2302	Saucier	NONE	SPRING
Advanced Culinary Arts	CHEF 1302	Principles of Healthy Cuisine	NONE	FALL
Adv. Culinary Arts	PSTR 1301	Fundamentals of Baking	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

EMT Basic	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Emergency Medical Technician	EMSP 1501	EMT	EMSP 1160	FALL
Emergency Medical Technician	EMSP 1160	Clinical - EMT	EMSP 1501	FALL

Hospitality	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Hospitality & Tourism * Articulated Credit	HAMG 1321	Intro to Hospitality Industry	NONE	FALL
Principles of Hospitality & Tourism * Articulated Credit	CHEF 1205	Sanitation & Safety	NONE	SPRING
Intro to Events & Meeting Planning	HAMG 1313	Front Office Management	NONE	FALL
Hospitality Services	HAMG 1324	Hospitality HR Management	NONE	FALL
Hospitality Services	HAMG 2188	Internship - Hospitality HR Mgmt.	HAMG 1324	SPRING
Practicum in Hospitality Services	HAMG 2305	Hospitality Management & Leadership	NONE	FALL
Practicum in Hospitality Services	HAMG 2189	Internship- Hospitality Management and Leadership	HAMG 2305	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Networking (I.T.)	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Networking Plus Lab	ITSC 1425	Personal Computer Hardware	NONE	FALL
Networking Plus Lab	ITNW 1425	Fundamentals of Networking	NONE	SPRING
Practicum and STEM	ITSC 1405	Introduction to PC Operating Systems	NONE	FALL
Practicum and STEM	ITMT 1457	Administering a Windows Serve Operating System	NONE	SPRING

Logistics	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Distribution	LMGT 1319	Introduction to Business	NONE	FALL
Principles of Distribution	IBUS 1341	Global Supply Chain Management	NONE	SPRING
Concepts of Distribution	LMGT 1321	Introduction to Materials Handling	NONE	FALL
Concepts of Distribution	LMGT 1425	Warehouse and Distribution Center Mgmt.	NONE	SPRING
Occupational Safety & Environmental Tech. 1	OSHT 1301	Introduction to Safety and Health	NONE	FALL
Occupational Safety & Environmental Tech. 1	LMGT 1393	Special Topics in Logistics & Materials Management	NONE	SPRING
Distribution & Logistics	IBUS 1301	Principles of Exports	NONE	FALL
Distribution & Logistics	LMGT 1423	Domestic & International Transportation MGMT	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Medical Coding & Billing	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Medical Terminology	HITT 1305	Medical Terminology	NONE	FALL
Medical Terminology	MDCA 1309	A & P Medical Assistants	NONE	SPRING
Medical Intervention, Evaluation & Research	HITT 2330	Pathophysiology & Pharmacology	NONE	FALL
Medical Intervention, Evaluation & Research	HITT 1341	Coding and Classification Systems	NONE	SPRING
Healthcare Management & Administration	POFM 1327	Medical Insurance	NONE	FALL
Healthcare Management & Administration	HITT 1353	Legal & Ethical Aspects of Health Information	NONE	SPRING

Robotics	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
ENGR 1201 YEAR 1 * Articulated Credit	ENGR 1201	Introduction to Engineering	MATH 1314	FALL
ENGR 1304 YEAR 1 * Articulated Credit	ENGR 1304	Engineering Graphics	MATH 1314	SPRING
Robotics 1	RBTC 1305	Robotics Fundamentals	NONE	FALL
Robotics 1	ELPT 1221	Introduction to Electrical Safety and Tools	NONE	SPRING
Robotics 2	ELPT 2319	Programmable Logic Controllers	NONE	FALL
Robotics 2	ELMT 2333	Industrial Electronics	NONE	SPRING
Engineering Design & Presentation	RBTC 2339	Robot Programming and Diagnostics	NONE	FALL
Engineering Design & Presentation	DFTG 2319	Intermediate Computer-Aided Drafting	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Welding	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Intro to Welding * Articulated Credit	WLDG 1313	Intro Blue Print Reading	NONE	FALL
Freshmen Year 1 * Articulated Credit	WLDG 1407	Intro to Welding Using Multiple Processes	NONE	SPRING
Welding 1	WLDG 1428	Intro to Shielded Metal Arc Welding (SMAW)	NONE	FALL
Welding 1	WLDG 1434	Intro to Gas Tungsten Arc Welding (GTAW)	NONE	SPRING
Welding 2 + Lab	WLDG 2443	Advanced Shield Metal Arc Welding	NONE	FALL
Welding 2 + Lab	WLDG 1435	Intro to Pipe	NONE	SPRING
Practicum & Manufacturing	WLDG 2413	Intermediate Welding Using Multiple Processes	NONE	FALL
Practicum & Manufacturing	WLDG 1317	Introduction to Layout and Fabrication	NONE	SPRING



Galveston College

DUAL CREDIT

MAIN CAMPUS

4015 Avenue Q Galveston, TX 77550

CHARLIE THOMAS FAMILY APPLIED TECHNOLOGY CENTER

7626 Broadway Galveston, TX 77554

PHONE

409-944-4242

WEBSITE

GC.EDU





**Galveston
College**

DUAL CREDIT

INSTRUCTIONAL AGREEMENT

between

Galveston College

and

Hamshire-Fannett Independent School District

INSTRUCTIONAL AGREEMENT

Galveston College (herein as the "College") and Hamshire-Fannett Independent School District, (herein as the "HFISD") enter into the following Instructional Agreement, evidenced by the following, for the Academic Year 2023-2024.

I. PURPOSE

Galveston College and the Hamshire-Fannett Independent School District support and believe in a partnership that will provide opportunities for qualified high school students to participate in early admission classes, to participate in dual credit classes, academic and workforce, all of which may allow the high school student to receive both high school and college-level credit for successfully completing college-level courses. Therefore, Galveston College agrees to provide college-level instruction for HFISD. Further, the College and the HFISD agree that it is the responsibility of the College to grant college credit, and it is the responsibility of HFISD to grant high school credit.

II. DUAL CREDIT PROGRAM GOALS

According to Texas HB 1638, Galveston College has established four overall goals that guide every facet of the Dual Credit program:

Goal 1: In conjunction with partner independent school districts and institutions, Galveston College will utilize meaningful and relevant outreach strategies to ensure that students and parents are given information regarding all aspects of the Dual Credit program, including benefits of participation, enrollment and financial policies.

Goal 2: The Dual Credit program will facilitate effective and collaborative procedures that ensure students successfully transition to post-secondary education as well as accelerate through degree programs for maximum student success and achievement.

Goal 3: Every Dual Credit student will receive and have continual access to advising in academic and college readiness domains as well as support services that will help in the successful completion of post-secondary courses.

Goal 4: Dual Credit courses offered will be of the highest academic quality and offer a rigorous post-secondary curriculum that will be sufficient enough to ensure student success in all other post-secondary courses taken.

III. STUDENT ELIGIBILITY REQUIREMENTS

Students enrolled at HFISD may be eligible to participate in dual credit/early admission classes at the College based on the following conditions:

1. A high school student who seeks to enroll in an academic course(s), a transfer course(s), or courses leading to an Associate Degree may be admitted if the student:
 - a. Demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative on relevant section(s) of an assessment instrument approved by the Texas Higher Education Coordinating Board (THECB), or
 - b. Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative.
2. A high school student is eligible to enroll in workforce education dual credit classes if the student demonstrates that he or she has achieved the minimum high school-level competencies in the areas of Mathematics and/or English/Language Arts as required for entry into the workforce program.
 - a. A student may enroll only in those workforce-education dual credit courses for which the student has demonstrated eligibility.
 - b. A student who is exempt from taking an exit-level test may be otherwise evaluated by the College to determine eligibility for enrolling in a workforce-education dual credit course(s).
3. A student who has been enrolled in a non-traditional program of study (i.e., a home school or a non-accredited high school) and who is now enrolled within HFISD must satisfy paragraphs 1, 2, or 3 of this subsection.
4. To be eligible for enrollment in a dual credit course offered by the College, a student must meet all of the College's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).
5. In the case of certain emergencies such as hurricane, pandemic or other forced closures and the previously mentioned measurements are not available, both the College and HFISD will employ holistic advising to ensure proper student eligibility.

IV. LOCATION AND STUDENT COMPOSITION OF CLASSES

1. Dual Credit courses may be taught on the College campus, online, or on the high school campus. Early Admissions courses will be taught at Galveston College. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught online the College shall comply with all applicable rules and procedures relating to distance education and off-campus instruction, as promulgated by the THECB.
2. Dual credit courses may be composed of dual credit students only or a class may be composed of dual credit students and regular college-credit students. Exceptions for a mixed class, a class composed partly of students enrolled for high school credit only and partly of students enrolled for early admission, AP, and/or college credit, may be allowed under one of the following conditions:
 - a. If the course involved is required for completion under the State Board of Education's Foundation High School Program, Foundation with Endorsement or Foundation with Endorsement Distinguished Level's graduation requirements, and the high school is otherwise unable to offer such a course;
 - b. If the course involved is limited to dual credit students and College Board Advanced Placement students; or,
 - c. If the course is a career and technology/college workforce course and high school credit-only students are able to earn articulated college credit.
3. Students must be registered for college credit by the official census date for the dual credit course; otherwise, the student will not be considered a dual credit student and will not be awarded college credit for the course.
4. It is the responsibility of the high school to certify to the College that these requirements have been met, and it is the responsibility of the College to verify that classes are taught in compliance with this section. Further, should it be determined that this section has been violated, at the sole discretion of the College, the College may deny credit to any single student and/or all students who participated in an unapproved mixed class.
5. Early Admissions/Dual Credit classes regardless of location will follow an approved College calendar.

V. FACULTY SELECTION, SUPERVISION, AND EVALUATION

1. The College will select, supervise, and evaluate instructors for courses which result in the award of college credit. The College shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the College.
2. All instructors must meet the requirements of the College and the minimal requirements as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
3. Instructors teaching courses which result in the award of college credit will be employed faculty members of the College or must meet the same standards, review, and approval procedures used by the College to select faculty responsible for teaching the courses at the main campus of the College. All faculty selected by the College to teach early admission enrollment classes will be considered employees of the College and will be compensated by the College in accordance with College policy, procedures, and guidelines.
4. All instructor's applications for employment and official transcripts from each college or university attended will be kept on file at the College.
5. The College and the School District agree to share information regarding Dual Credit faculty through safe and discreet methods. These methods will include password protected documents, collaboration with appropriate College and School District personnel to ensure confidentiality among others to ensure all information is transmitted and shared securely.

VI. ELIGIBLE COURSES

1. Academic courses offered for Dual Credit must be identified as a college-level academic course in the current edition of the Community College Academic Course Guide Manual (ACGM) and must be simultaneously identified by the College as a course that has been included in the College's core curriculum, or foreign language course, or state approved FOSC or POSC. Courses offered as Early Admission courses and taken at the College's main campus must be identified as a college-level academic course in the current edition of the ACGM and may or may not be included in the College's core curriculum. College-level workforce courses offered by the College must be included in an approved Associate of Applied Science (AAS) Degree or certificate program.

2. Remedial and developmental courses may not be offered for dual credit course credit and are not eligible courses under this agreement.
3. Approved courses being taught for Dual Credit (academic or workforce) and/or Early Admission credit, must follow the College syllabus. It is the responsibility of the HFISD to work with the College to align the high school curriculum with the college course syllabus.
4. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in Exhibit A.

VII. COURSE CURRICULUM, INSTRUCTION, AND GRADING

1. The College shall ensure that a dual credit course and the corresponding course offered at the main campus of the College are equivalent with respect to the curriculum, materials, instruction, rigor, and method of student evaluation. These standards shall be upheld regardless of the student composition of the class.
2. Identified course outcomes/learning objectives must meet all college requirements.
3. The regular academic policies applicable to courses taught at the College's main campus will apply to the dual credit and early admissions courses. These policies include an appeal process for disputed grades, drop policy, the communication of the grading policy to students, when the syllabus must be distributed, etc.
4. Textbooks should be identical to those approved for use on the main campus. Should an instructor propose an alternative textbook, the textbook must be approved in advance by the appropriate instructional department of the College. Other instructional materials for dual credit courses must be identical or at an equivalent level to materials used on the main campus of the College. Textbooks purchases, aside from those made by grants, scholarships and other financial aid, will be made by the student and/or guardian.
5. Courses which result in college-level credit will follow the standard grading practices of the College, as identified in college policy and as set forth in the appropriate course syllabus. Whereas, the college uses a letter grade and the school district requires a numeric grade, faculty teaching dual credit courses will report a letter grade as required by college policy and as outlined in the syllabus to the College, and will report a numeric grade to the school district. The school district is responsible for recording the numeric grade in accordance with their established policies and guidelines.

6. The College and HFISD agree to provide quality online learning experiences for all Dual Credit students. As online instructional needs arise, the College and School District will collaborate on ways to ensure that all Dual Credit students are provided the means to succeed.
7. Faculty, who are responsible for teaching dual credit and/or early admission enrollment classes, are responsible for keeping appropriate records, certifying census day class rolls at the beginning of the semester, providing interim reports, certifying final grade reports at the end of the semester, certifying attendance, and providing other reports and information as may be required by the College and/or the HFISD. Faculty and appropriate College Dual Credit staff will communicate how students can view their grades; utilize college communication tools such as e-mail as well as manage FERPA expectations.

VIII. STUDENT AND EDUCATIONAL SUPPORT SERVICES

1. Students in dual credit courses shall be eligible to utilize the same or comparable support services that are afforded to college students on the main campus. The College is responsible for ensuring timely and efficient access to such services as academic advising and counseling, learning resources (e.g., library resources), and other benefits for which the student may be eligible.
2. Student Services
 - a. The College agrees to provide appropriate academic support services, including academic advising/counseling, to students who are participating in dual credit and/or early admissions classes. Further, the College agrees to assist students in completion of the admission and registration forms and provide an accessible process.
 - b. HFISD agrees to work with the College to provide an appropriate and accessible registration process and agrees to assist students in the completion of the admission and registration forms. The School District further agrees to provide official high school transcripts, test scores, and such certifications that may be required by the College during the admission and registration process.
 - c. The College and HFISD agree to work together to plan and to try to schedule early admission and/or dual credit enrollment classes a semester in advance of offering the course(s).

3. Learning Resources

- a. The College agrees to grant HFISD students enrolled in College courses the same rights, privileges, and access to the library's collections and services as students enrolled in courses on the College campuses. In addition, Galveston College will offer these students access to the library's electronic information resources through the Internet, subject to the College's licensing contracts with its vendors and available technology.
- b. HFISD agrees to allow those students currently enrolled in Galveston College courses, within the school's facilities, access to the information resources available in the district. These students are under the same rules and regulations as other students of the district and are subject to the same fines and penalties.
- c. The College and HFISD agree that if at the end of a semester, there are overdue materials belonging to one institution which were used in the completion of the other's course, the lending library will notify the other so that the student's record will show the obligation. Each library will take steps consistent with their policies and procedures to ensure that the past due books and/or materials are returned in as an expedient a manner as possible. Upon return of the material the lending library will notify the other that the student has cleared their obligation.
- d. The College will, in conjunction with the partner institution, consider the use of free or low-cost open educational resources in dual credit courses.
- e. To be eligible for these privileges at the College a student must present proof of current enrollment. This may take the form of, but is not limited to, a current student ID card, bill for registration, or a class schedule.

IX. TRANSCRIPTING OF CREDIT

1. For workforce and academic dual credit and/or early admission courses which may result in college-level credit, the College will transcript all course work in accordance with the College's normal policies and procedures immediately following the end date of the course. Furthermore, the College agrees to make available in the same manner as it does to its regular college students an official college transcript of credits that may be sent to the college, university, or other location of the student's choice.

2. For workforce and academic early admission or dual credit courses which may result in high school-level credit, HFISD will transcript all course work in accordance with the HFISD's normal policies and procedures immediately following the end date of the course. Further, HFISD agrees to make available in the same manner as it does to its other students an official high school transcript that may be sent to other schools, colleges, or locations, as the student so designates.

X. FUNDING

1. State Funding
 - a. State funding for dual academic and workforce credit courses will be available to both HFISD and the College based upon the current agreement between the Commissioner of Education and the Commissioner of Higher Education. In accordance with this agreement, both HFISD and the College may claim state funding for all students enrolled for college-level credit in a dual and workforce course(s).
2. College Tuition and Fees.
 - a. The College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, the College, or online.
 - b. The College agrees to charge the standard tuition and fees, excluding out-of-district and non-resident fees, unless noted otherwise in Addendum A, as approved by the Galveston College Board of Regents and as published in the Galveston College Catalog. The Galveston College Board of Regents reserves the right to change the policies and procedures of the College, without notice, including tuition and fees, in accordance with the cost of instruction and state laws.
 - c. HFISD agrees to pay for the cost of tuition, fees, textbooks, and required student supplies or to indicate to the College who is responsible for tuition, fees, textbooks, and required student supply items.
 - d. The College and HFISD agree that tuition and fees which are to be paid by the student are due and payable in full at the time of registration. If HFISD alone is to be responsible for payment of a student's tuition and fees, the College agrees to bill HFISD immediately following registration. HFISD agrees to settle all account receivables with the College within 30 days of the billing date.
 - e. Students whose tuition and fees are not paid by the official college census day of the class or who do not have a valid account receivable as of the official college census date will be dropped from the college roll and must be removed from the class in accordance with Section X Part 3 of this agreement.

3. Drops and Withdrawals - Tuition and Fee Refunds.
 - a. If for any reason it becomes necessary for a student who has registered for a College class to withdraw or drop the class, the College and HFISD agree that it is the responsibility of the student to officially withdraw or drop the college course.
 - b. A student may add or drop a course prior to the official census date for the course. Student must clear any changes with High School Counselor. Students who drop prior to the official college census date will not receive a college grade of any kind; tuition and fees will be refunded in accordance with the College approved refund schedule.
 - c. A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar.
 - d. Students attending class on or off campus may initiate a withdrawal through the Student Success Advisor for Dual Credit. A student who discontinues class attendance and does not officially drop the course on or before the last day to drop a course will receive a performance grade for the course.
 - e. Students who officially withdraw from the College shall have their tuition and mandatory fees refunded according to the official refund policy schedule. Tuition and fees paid directly to the College by HFISD, sponsor, donor, or scholarship fund shall be refunded to the source rather than directly to the student.

XI. TERMS OF THE AGREEMENT

This agreement shall not become effective unless and until approved by the Galveston College Board of Regents and the Board of Trustees of the Hamshire-Fannett Independent School District. If so approved, the Agreement shall be for the 2023-2024 academic year.

The agreement may be amended or extended by written addendum to this agreement.

If it is the intention of one party to terminate this agreement, the one party shall provide a one hundred twenty (120) day written notice to the other party of their intention to terminate this Agreement.

All notices and communications related to this agreement shall be addressed to the respective educational administrator.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By _____ Date _____
Dr. W. Myles Shelton, President

Approved by the Hamshire-Fannett Independent School District Board of Trustees, executed by the Hamshire-Fannett Independent School, and signed by its Superintendent.

By _____ Date _____
Dr. Dwaine K. Augustine, Superintendent

ADDENDUM - A

- I. Students who are enrolled in dual credit classes located at Hamshire-Fannett Independent School District or Online, shall pay \$50 per semester hour (\$150 per 3 semester hour course or \$200 per 4 semester hour course). All regular required fees shall be waived not including special course fees such as insurance, student health insurance and exam fees.
- II. Galveston College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, at Galveston College, and Online.
- III. Galveston College agrees to waive the minimum registration requirements of six (6) credit hours for dual credit students taking classes at the high school, at Galveston College, and Online.
- IV. Early admission academic courses or dual credit workforce courses/programs located on the campus of Galveston College shall be charged at the regular in-district tuition and fee rates established by the College.
- V. In accordance with current rules and guidelines, required college textbooks and materials shall be furnished to the student enrolled in dual credit classes at Hamshire-Fannett ISD at no charge by the School.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By _____ Date _____
Dr. W. Myles Shelton, President

Approved by the Hamshire-Fannett Independent School District Board of Trustees, executed by the Hamshire-Fannett Independent School District, and signed by its Superintendent.

By _____ Date _____
Dr. Dwaine K. Augustine, Superintendent

EXHIBIT A

The following is a course equivalency crosswalk of academic and workforce dual credit courses and high school classes.

ACADEMIC COURSE EQUIVALENCY CROSSWALK

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Anatomy & Physiology I	BIOL 2401	Anatomy & Physiology I	FALL
Anatomy & Physiology II	BIOL 2402	Anatomy & Physiology II	SPRING
Art Appreciation	ARTS 1301	Art Appreciation	FALL & SPRING
Biology I	BIOL 1406	General Biology I	FALL
Biology II	BIOL 1407	General Biology II	SPRING
Business & Professional Communication	SPCH 1321	Business & Professional Communication.	FALL & SPRING
Calculus I	MATH 2413	Calculus I	FALL
Calculus II	MATH 2414	Calculus II	SPRING
Chemistry I	CHEM 1411	General Chemistry I	FALL
Chemistry II	CHEM 1412	General Chemistry II	SPRING
College Algebra	MATH 1314	College Algebra	FALL
Intro to Criminal Justice	CRIJ 1301	Intro to Criminal Justice	FALL
Court Systems & Practices	CRIJ 1306	Court Systems & Practices	FALL
Correctional Services	CRIJ 2313	Correctional Systems & Practices	SPRING
Police Systems & Practices	CRIJ 2328	Police Systems & Practices	SPRING
English III or IV	ENGL 1301	Composition I	FALL
English III or IV	ENGL 1302	Composition II	SPRING
English IV	ENGL 2322	British Literature I	SPRING
English IV	ENGL 2311	Technical Writing	FALL
Environmental Science I +Lab	ENVR 1301/ENVR 1101	Environmental Science I	FALL
Environmental Science II + Lab	ENVR 1302/ ENVR 1102	Environmental Science II	SPRING
Federal Government	GOVT 2305	Federal Government	FALL & SPRING

ACADEMIC COURSE EQUIVALENCY CROSSWALK

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Film Appreciation	DRAM 2366	Film Appreciation	FALL & SPRING
German III	GERM 1411	Beginning German I	FALL
German III	GERM 1412	Beginning German II	SPRING
German IV	GERM 2311	Intermediate German I	FALL
German IV	GERM 2312	Intermediate German II	SPRING
Law Enforcement 1	CRIJ 1301	Intro to Criminal Justice	FALL
Law Enforcement 2	CRIJ 2328	Police Systems & Practices	SPRING
Learning Framework	PSYC /EDUC 1300	Learning Framework	Summer
Music Appreciation	MUSI 1306	Music Appreciation	FALL & SPRING
Physics I	PHYS 1401	College Physics I	FALL
Physics II	PHSY 1402	College Physics II	SPRING
Pre-Calculus	MATH 2312	Pre-Calculus	SPRING
Psychology	PSYC 2301	General Psychology	FALL & SPRING
Sociology	SOCI 1301	Introductory Sociology	FALL & SPRING
Spanish I	SPAN 1411	Beginning Spanish I	FALL
Spanish II	SPAN 1412	Beginning Spanish II	SPRING
US History I	HIST 1301	US History I	FALL
US History II	HIST 1302	US History II	SPRING
Western Civilization I	HIST 2311	Western Civilization I	FALL
Western Civilization II	HIST 2312	Western Civilization II	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Cosmetology	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Intro to Cosmetology	CSME 1501	Orientation to Cosmetology	NONE	FALL
Intro to Cosmetology	CSME1410	Intro to Haircutting & Theory	NONE	FALL
Cosmetology 1	CSME 1354	Artistry of Hair Design	NONE	SPRING
Cosmetology 1	CSME 1543	Manicuring & Theory	NONE	SPRING
Cosmetology 2 + Lab	CSME 1453	Chemical Reformation & Theory	NONE	FALL
Cosmetology 2 + Lab	CSME 2401	Principles of Hair Color & Theory	NONE	FALL
Cosmetology 2 + Lab	CSME 1547	Principles of Skin Care/ Facials	NONE	SPRING
Cosmetology 2 + Lab	CSME 2541	Preparation for State License Exam	NONE	SPRING

Culinary	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Hospitality & Tourism * Articulated Credit	HAMG 1321	Intro to Hospitality Industry	NONE	FALL
Intro to Culinary	CHEF 1205	Sanitation & Safety	NONE	SPRING
Intro to Culinary	IFWA 1217	Food Production/Planning & Culinary Math	NONE	FALL
Culinary Arts	CHEF 1301	Basic Food Preparation	NONE	FALL
Culinary Arts	CHEF 2302	Saucier	NONE	SPRING
Advanced Culinary Arts	CHEF 1302	Principles of Healthy Cuisine	NONE	FALL
Adv. Culinary Arts	PSTR 1301	Fundamentals of Baking	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

EMT Basic	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Emergency Medical Technician	EMSP 1501	EMT	EMSP 1160	FALL
Emergency Medical Technician	EMSP 1160	Clinical - EMT	EMSP 1501	FALL

Hospitality	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Hospitality & Tourism * Articulated Credit	HAMG 1321	Intro to Hospitality Industry	NONE	FALL
Principles of Hospitality & Tourism * Articulated Credit	CHEF 1205	Sanitation & Safety	NONE	SPRING
Intro to Events & Meeting Planning	HAMG 1313	Front Office Management	NONE	FALL
Hospitality Services	HAMG 1324	Hospitality HR Management	NONE	FALL
Hospitality Services	HAMG 2188	Internship - Hospitality HR Mgmt.	HAMG 1324	SPRING
Practicum in Hospitality Services	HAMG 2305	Hospitality Management & Leadership	NONE	FALL
Practicum in Hospitality Services	HAMG 2189	Internship- Hospitality Management and Leadership	HAMG 2305	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Networking (I.T.)	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Networking Plus Lab	ITSC 1425	Personal Computer Hardware	NONE	FALL
Networking Plus Lab	ITNW 1425	Fundamentals of Networking	NONE	SPRING
Practicum and STEM	ITSC 1405	Introduction to PC Operating Systems	NONE	FALL
Practicum and STEM	ITMT 1457	Administering a Windows Serve Operating System	NONE	SPRING

Logistics	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Distribution	LMGT 1319	Introduction to Business	NONE	FALL
Principles of Distribution	IBUS 1341	Global Supply Chain Management	NONE	SPRING
Concepts of Distribution	LMGT 1321	Introduction to Materials Handling	NONE	FALL
Concepts of Distribution	LMGT 1425	Warehouse and Distribution Center Mgmt.	NONE	SPRING
Occupational Safety & Environmental Tech. 1	OSHT 1301	Introduction to Safety and Health	NONE	FALL
Occupational Safety & Environmental Tech. 1	LMGT 1393	Special Topics in Logistics & Materials Management	NONE	SPRING
Distribution & Logistics	IBUS 1301	Principles of Exports	NONE	FALL
Distribution & Logistics	LMGT 1423	Domestic & International Transportation MGMT	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Medical Coding & Billing	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Medical Terminology	HITT 1305	Medical Terminology	NONE	FALL
Medical Terminology	MDCA 1309	A & P Medical Assistants	NONE	SPRING
Medical Intervention, Evaluation & Research	HITT 2330	Pathophysiology & Pharmacology	NONE	FALL
Medical Intervention, Evaluation & Research	HITT 1341	Coding and Classification Systems	NONE	SPRING
Healthcare Management & Administration	POFM 1327	Medical Insurance	NONE	FALL
Healthcare Management & Administration	HITT 1353	Legal & Ethical Aspects of Health Information	NONE	SPRING

Robotics	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
ENGR 1201 YEAR 1 * Articulated Credit	ENGR 1201	Introduction to Engineering	MATH 1314	FALL
ENGR 1304 YEAR 1 * Articulated Credit	ENGR 1304	Engineering Graphics	MATH 1314	SPRING
Robotics 1	RBTC 1305	Robotics Fundamentals	NONE	FALL
Robotics 1	ELPT 1221	Introduction to Electrical Safety and Tools	NONE	SPRING
Robotics 2	ELPT 2319	Programmable Logic Controllers	NONE	FALL
Robotics 2	ELMT 2333	Industrial Electronics	NONE	SPRING
Engineering Design & Presentation	RBTC 2339	Robot Programming and Diagnostics	NONE	FALL
Engineering Design & Presentation	DFTG 2319	Intermediate Computer-Aided Drafting	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Welding	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Intro to Welding * Articulated Credit	WLDG 1313	Intro Blue Print Reading	NONE	FALL
Freshmen Year 1 * Articulated Credit	WLDG 1407	Intro to Welding Using Multiple Processes	NONE	SPRING
Welding 1	WLDG 1428	Intro to Shielded Metal Arc Welding (SMAW)	NONE	FALL
Welding 1	WLDG 1434	Intro to Gas Tungsten Arc Welding (GTAW)	NONE	SPRING
Welding 2 + Lab	WLDG 2443	Advanced Shield Metal Arc Welding	NONE	FALL
Welding 2 + Lab	WLDG 1435	Intro to Pipe	NONE	SPRING
Practicum & Manufacturing	WLDG 2413	Intermediate Welding Using Multiple Processes	NONE	FALL
Practicum & Manufacturing	WLDG 1317	Introduction to Layout and Fabrication	NONE	SPRING



Galveston College

DUAL CREDIT

MAIN CAMPUS

4015 Avenue Q Galveston, TX 77550

CHARLIE THOMAS FAMILY APPLIED TECHNOLOGY CENTER

7626 Broadway Galveston, TX 77554

PHONE

409-944-4242

WEBSITE

GC.EDU





**Galveston
College**

DUAL CREDIT

MEMORANDUM OF UNDERSTANDING

between

Galveston College

and

Hamshire-Fannett Independent School District

Memorandum of Understanding

Galveston College (herein as the "College") and Hamshire-Fannett Independent School District, (herein as the "School District") enter into the following Instructional Agreement, evidenced by the following, for the Academic Year 2023-2024.

WHEREAS, The State of Texas mandated via House Bill 5, Section 10 that each school district shall partner with at least one institution of higher education to develop and provide courses in college preparatory Mathematics and English Language Arts.

WHEREAS the parties have agreed to enter into a collaborative agreement where students who are deemed to not be college ready per House Bill 10, Section 10;

WHEREAS, Hamshire-Fannett Independent School District (HFISD) and Galveston College (GC) jointly recognized an opportunity to create seamless pathways for students to enter into college level work in Mathematics and English Language Arts without further remediation;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this MOU and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, HFISD and the GC, agree as follows:

Scope of Services. HFISD and GC agree to collaborate to develop and maintain college preparatory Mathematics and English Language Arts courses that meet the terms of this agreement as outlined below. HFISD and GC will meet regularly to maintain the integrity and evaluate the effectiveness of the program.

Term. The initial term of this MOU shall be for the 2023-2024 academic year. Either party may terminate this MOU, without cause, upon at least thirty (30) calendar days prior written notice to the other party, with termination effective upon the expiration of the thirty (30) days or as mutually agreed to by the parties.

The College agrees to the following for both the Mathematics and English Language Arts courses:

- To share data and provide feedback regarding student success on entry-level college Mathematics and English Language Arts courses, and
- To ensure that students are counseled into appropriate Mathematics and English Language Arts, and/or all other courses that require college preparation in Mathematics and English Language Arts.

The College agrees to the following for the college-preparatory Mathematics course(s):

- To provide the Student Learning Outcomes;
- To provide the syllabi for the courses being offered.

The College agrees to the following for the college-preparatory English Language Arts course(s):

- To provide the Student Learning Outcomes;
- To provide the syllabi for the courses being offered.

The School District agrees to the following for both the Mathematics and English Language Arts college-preparatory courses:

- To identify students who are not college ready as stated in HB 5;
- To provide professional development and resources required to teach the Mathematics and English Language Arts college preparatory courses;
- To identify successful completion of the course(s) on the student transcripts as determined by the State of Texas PEIMS number;
- To deny students enrolled in these course exemptions from final exams; and,
- To provide assistance with college enrollment and financial aid applications.

The School District agrees to the following for the college preparatory mathematics course(s):

- To recommend to students who complete the final transition course in mathematics that they are ready to attempt an approved TSI test.

The School District agrees to the following for the college preparatory English Language Arts course:

- To recommend to students who have completed the final transition course in English Language Arts that they are ready to attempt an approved TSI test.

Governing Law and Venue. This MOU shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of law's provisions. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Galveston County, Texas.

Entire Agreement. This MOU and the attached and incorporated addendum or exhibits, if any, contain the entire agreement of the parties relative to the purpose(s) of the MOU and supersede any other representations, agreements, arrangements, negotiations, or understanding, oral or written, between the parties to this MOU.

Severability. In the event that any one or more of the provisions contained in this MOU shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the MOU shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

Changes and Amendments. This MOU may be amended, modified, and/or supplemented only by the mutual agreement of the parties, in writing, to be attached to and incorporated in this MOU.

Approved and executed by the Hamshire-Fannett Independent School District and signed by its Superintendent.

Dr. Dwaine K. Augustine, Superintendent

Date

Approved and executed by Galveston College and signed by its President.

Dr. W. Myles Shelton, President

Date



**Galveston
College**

DUAL CREDIT

INSTRUCTIONAL AGREEMENT

between

Galveston College

and

Texas Virtual Academy

INSTRUCTIONAL AGREEMENT

Galveston College (herein as the "College") and Texas Virtual Academy, (herein as the "School") enter into the following Instructional Agreement, evidenced by the following, for the Academic Year 2023-2024.

I. PURPOSE

Galveston College and the Texas Virtual Academy support and believe in a partnership that will provide opportunities for qualified high school students to participate in early admission classes, to participate in dual credit classes, academic and workforce, all of which may allow the high school student to receive both high school and college-level credit for successfully completing college-level courses. Therefore, Galveston College agrees to provide college-level instruction for the School. Further, the College and the School agree that it is the responsibility of the College to grant college credit, and it is the responsibility of the School to grant high school credit.

II. DUAL CREDIT PROGRAM GOALS

According to Texas HB 1638, Galveston College has established four overall goals that guide every facet of the Dual Credit program:

Goal 1: In conjunction with partner independent school districts and institutions, Galveston College will utilize meaningful and relevant outreach strategies to ensure that students and parents are given information regarding all aspects of the Dual Credit program, including benefits of participation, enrollment and financial policies.

Goal 2: The Dual Credit program will facilitate effective and collaborative procedures that ensure students successfully transition to post-secondary education as well as accelerate through degree programs for maximum student success and achievement.

Goal 3: Every Dual Credit student will receive and have continual access to advising in academic and college readiness domains as well as support services that will help in the successful completion of post-secondary courses.

Goal 4: Dual Credit courses offered will be of the highest academic quality and offer a rigorous post-secondary curriculum that will be sufficient enough to ensure student success in all other post-secondary courses taken.

III. STUDENT ELIGIBILITY REQUIREMENTS

Students enrolled at Texas Virtual Academy may be eligible to participate in dual credit/early admission classes at the College based on the following conditions:

1. A high school student who seeks to enroll in an academic course(s), a transfer course(s), or courses leading to an Associate Degree may be admitted if the student:
 - a. Demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative on relevant section(s) of an assessment instrument approved by the Texas Higher Education Coordinating Board (THECB), or
 - b. Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative.
2. A high school student is eligible to enroll in workforce education dual credit classes if the student demonstrates that he or she has achieved the minimum high school-level competencies in the areas of Mathematics and/or English/Language Arts as required for entry into the workforce program.
 - a. A student may enroll only in those workforce-education dual credit courses for which the student has demonstrated eligibility.
 - b. A student who is exempt from taking an exit-level test may be otherwise evaluated by the College to determine eligibility for enrolling in a workforce-education dual credit course(s).
3. A student who has been enrolled in a non-traditional program of study (i.e., a home school or a non-accredited high school) and who is now enrolled within the School must satisfy paragraphs 1, 2, or 3 of this subsection.
4. To be eligible for enrollment in a dual credit course offered by the College, a student must meet all of the College's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).
5. In the case of certain emergencies such as hurricane, pandemic or other forced closures and the previously mentioned measurements are not available, both the College and the School will employ holistic advising to ensure proper student eligibility.

IV. LOCATION AND STUDENT COMPOSITION OF CLASSES

1. Dual Credit courses may be taught on the College campus, online, or on the high school campus. Early Admissions courses will be taught at Galveston College. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught online the College shall comply with all applicable rules and procedures relating to distance education and off-campus instruction, as promulgated by the THECB.
2. Dual credit courses may be composed of dual credit students only or a class may be composed of dual credit students and regular college-credit students. Exceptions for a mixed class, a class composed partly of students enrolled for high school credit only and partly of students enrolled for early admission, AP, and/or college credit, may be allowed under one of the following conditions:
 - a. If the course involved is required for completion under the State Board of Education's Foundation High School Program, Foundation with Endorsement or Foundation with Endorsement Distinguished Level's graduation requirements, and the high school is otherwise unable to offer such a course;
 - b. If the course involved is limited to dual credit students and College Board Advanced Placement students; or,
 - c. If the course is a career and technology/college workforce course and high school credit-only students are able to earn articulated college credit.
3. Students must be registered for college credit by the official census date for the dual credit course; otherwise, the student will not be considered a dual credit student and will not be awarded college credit for the course.
4. It is the responsibility of the high school to certify to the College that these requirements have been met, and it is the responsibility of the College to verify that classes are taught in compliance with this section. Further, should it be determined that this section has been violated, at the sole discretion of the College, the College may deny credit to any single student and/or all students who participated in an unapproved mixed class.
5. Early Admissions/Dual Credit classes regardless of location will follow an approved College calendar.

V. FACULTY SELECTION, SUPERVISION, AND EVALUATION

1. The College will select, supervise, and evaluate instructors for courses which result in the award of college credit. The College shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the College.
2. All instructors must meet the requirements of the College and the minimal requirements as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
3. Instructors teaching courses which result in the award of college credit will be employed faculty members of the College or must meet the same standards, review, and approval procedures used by the College to select faculty responsible for teaching the courses at the main campus of the College. All faculty selected by the College to teach early admission enrollment classes will be considered employees of the College and will be compensated by the College in accordance with College policy, procedures, and guidelines.
4. All instructor's applications for employment and official transcripts from each college or university attended will be kept on file at the College.
5. The College and the School agree to share information regarding Dual Credit faculty through safe and discreet methods. These methods will include password protected documents, collaboration with appropriate College and School personnel to ensure confidentiality among others to ensure all information is transmitted and shared securely.

VI. ELIGIBLE COURSES

1. Academic courses offered for Dual Credit must be identified as a college-level academic course in the current edition of the Community College Academic Course Guide Manual (ACGM) and must be simultaneously identified by the College as a course that has been included in the College's core curriculum, or foreign language course, or state approved FOSC or POSC. Courses offered as Early Admission courses and taken at the College's main campus must be identified as a college-level academic course in the current edition of the ACGM and may or may not be included in the College's core curriculum. College-level workforce courses offered by the College must be included in an approved Associate of Applied Science (AAS) Degree or certificate program.

2. Remedial and developmental courses may not be offered for dual credit course credit and are not eligible courses under this agreement.
3. Approved courses being taught for Dual Credit (academic or workforce) and/or Early Admission credit, must follow the College syllabus. It is the responsibility of the School to work with the College to align the high school curriculum with the college course syllabus.
4. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in Exhibit A.

VII. COURSE CURRICULUM, INSTRUCTION, AND GRADING

1. The College shall ensure that a dual credit course and the corresponding course offered at the main campus of the College are equivalent with respect to the curriculum, materials, instruction, rigor, and method of student evaluation. These standards shall be upheld regardless of the student composition of the class.
2. Identified course outcomes/learning objectives must meet all college requirements.
3. The regular academic policies applicable to courses taught at the College's main campus will apply to the dual credit and early admissions courses. These policies include an appeal process for disputed grades, drop policy, the communication of the grading policy to students, when the syllabus must be distributed, etc.
4. Textbooks should be identical to those approved for use on the main campus. Should an instructor propose an alternative textbook, the textbook must be approved in advance by the appropriate instructional department of the College. Other instructional materials for dual credit courses must be identical or at an equivalent level to materials used on the main campus of the College. Textbooks purchases, aside from those made by grants, scholarships and other financial aid, will be made by the student and/or guardian.
5. Courses which result in college-level credit will follow the standard grading practices of the College, as identified in college policy and as set forth in the appropriate course syllabus. Whereas, the college uses a letter grade and the School requires a numeric grade, faculty teaching dual credit courses will report a letter grade as required by college policy and as outlined in the syllabus to the College, and will report a numeric grade to the School. The School is responsible for recording the numeric grade in accordance with their established policies and guidelines.

6. The College and Texas Virtual Academy agree to provide quality online learning experiences for all Dual Credit students. As online instructional needs arise, the College and School will collaborate on ways to ensure that all Dual Credit students are provided the means to succeed.
7. Faculty, who are responsible for teaching dual credit and/or early admission enrollment classes, are responsible for keeping appropriate records, certifying census day class rolls at the beginning of the semester, providing interim reports, certifying final grade reports at the end of the semester, certifying attendance, and providing other reports and information as may be required by the College and/or the School. Faculty and appropriate College Dual Credit staff will communicate how students can view their grades; utilize college communication tools such as e-mail as well as manage FERPA expectations.

VIII. STUDENT AND EDUCATIONAL SUPPORT SERVICES

1. Students in dual credit courses shall be eligible to utilize the same or comparable support services that are afforded to college students on the main campus. The College is responsible for ensuring timely and efficient access to such services as academic advising and counseling, learning resources (e.g., library resources), and other benefits for which the student may be eligible.
2. Student Services
 - a. The College agrees to provide appropriate academic support services, including academic advising/counseling, to students who are participating in dual credit and/or early admissions classes. Further, the College agrees to assist students in completion of the admission and registration forms and provide an accessible process.
 - b. Texas Virtual Academy agrees to work with the College to provide an appropriate and accessible registration process and agrees to assist students in the completion of the admission and registration forms. The School further agrees to provide official high school transcripts, test scores, and such certifications that may be required by the College during the admission and registration process.
 - c. The College and the School agree to work together to plan and to try to schedule early admission and/or dual credit enrollment classes a semester in advance of offering the course(s).

3. Learning Resources

- a. The College agrees to grant the School students enrolled in College courses the same rights, privileges, and access to the library's collections and services as students enrolled in courses on the College campuses. In addition, Galveston College will offer these students access to the library's electronic information resources through the Internet, subject to the College's licensing contracts with its vendors and available technology.
- b. The School agrees to allow those students currently enrolled in Galveston College courses, within the school's facilities, access to the information resources available in the district. These students are under the same rules and regulations as other students of the district and are subject to the same fines and penalties.
- c. The College and the School agree that if at the end of a semester, there are overdue materials belonging to one institution which were used in the completion of the other's course, the lending library will notify the other so that the student's record will show the obligation. Each library will take steps consistent with their policies and procedures to ensure that the past due books and/or materials are returned in as an expedient a manner as possible. Upon return of the material the lending library will notify the other that the student has cleared their obligation.
- d. The College will, in conjunction with the partner institution, consider the use of free or low-cost open educational resources in dual credit courses.
- e. To be eligible for these privileges at the College a student must present proof of current enrollment. This may take the form of, but is not limited to, a current student ID card, bill for registration, or a class schedule.

IX. TRANSCRIPTING OF CREDIT

1. For workforce and academic dual credit and/or early admission courses which may result in college-level credit, the College will transcript all course work in accordance with the College's normal policies and procedures immediately following the end date of the course. Furthermore, the College agrees to make available in the same manner as it does to its regular college students an official college transcript of credits that may be sent to the college, university, or other location of the student's choice.

2. For workforce and academic early admission or dual credit courses which may result in high school-level credit, the School will transcript all course work in accordance with the School's normal policies and procedures immediately following the end date of the course. Further, the School agrees to make available in the same manner as it does to its other students an official high school transcript that may be sent to other schools, colleges, or locations, as the student so designates.

X. FUNDING

1. State Funding
 - a. State funding for dual academic and workforce credit courses will be available to both the School and the College based upon the current agreement between the Commissioner of Education and the Commissioner of Higher Education. In accordance with this agreement, both the School and the College may claim state funding for all students enrolled for college-level credit in a dual and workforce course(s).
2. College Tuition and Fees.
 - a. The College agrees to charge the standard tuition and fees, as approved by the Galveston College Board of Regents and as published in the Galveston College Catalog. The Galveston College Board of Regents reserves the right to change the policies and procedures of the College, without notice, including tuition and fees, in accordance with the cost of instruction and state laws.
 - b. Texas Virtual Academy agrees to pay for the cost of tuition, fees, textbooks, and required student supplies or to indicate to the College who is responsible for tuition, fees, textbooks, and required student supply items.
 - c. The College and the School agree that tuition and fees which are to be paid by the student are due and payable in full at the time of registration. If the School alone is to be responsible for payment of a student's tuition and fees, the College agrees to bill the School immediately following registration.

- d. The School agrees to settle all account receivables with the College within 30 days of the billing date. Students whose tuition and fees are not paid by the official college census day of the class or who do not have a valid account receivable as of the official college census date will be dropped from the college roll and must be removed from the class in accordance with Section X Part 3 of this agreement.
3. Drops and Withdrawals - Tuition and Fee Refunds.
 - a. If for any reason it becomes necessary for a student who has registered for a College class to withdraw or drop the class, the College and the School agree that it is the responsibility of the student to officially withdraw or drop the college course.
 - b. A student may add or drop a course prior to the official census date for the course. Student must clear any changes with High School Counselor. Students who drop prior to the official college census date will not receive a college grade of any kind; tuition and fees will be refunded in accordance with the College approved refund schedule.
 - c. A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar.
 - d. Students attending class on or off campus may initiate a withdrawal through the Student Success Advisor for Dual Credit. A student who discontinues class attendance and does not officially drop the course on or before the last day to drop a course will receive a performance grade for the course.
 - e. Students who officially withdraw from the College shall have their tuition and mandatory fees refunded according to the official refund policy schedule. Tuition and fees paid directly to the College by the School, sponsor, donor, or scholarship fund shall be refunded to the source rather than directly to the student.

XI. TERMS OF THE AGREEMENT

This agreement shall not become effective unless and until approved by the Galveston College Board of Regents and the Board of Trustees of the Texas Virtual Academy. If so approved, the Agreement shall be for the 2023-2024 academic year.

The agreement may be amended or extended by written addendum to this agreement.

If it is the intention of one party to terminate this agreement, the one party shall provide a one hundred twenty (120) day written notice to the other party of their intention to terminate this Agreement.

All notices and communications related to this agreement shall be addressed to the respective educational administrator.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By _____ Date _____
Dr. W. Myles Shelton, President

Approved by the Texas Virtual Academy Board of Trustees, executed by the Texas Virtual Academy, and signed by its Executive Director.

By _____ Date _____
Kyla Pickrell, Executive Director

EXHIBIT A

The following is a course equivalency crosswalk of academic and workforce dual credit courses and high school classes.

ACADEMIC COURSE EQUIVALENCY CROSSWALK

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Anatomy & Physiology I	BIOL 2401	Anatomy & Physiology I	FALL
Anatomy & Physiology II	BIOL 2402	Anatomy & Physiology II	SPRING
Art Appreciation	ARTS 1301	Art Appreciation	FALL & SPRING
Biology I	BIOL 1406	General Biology I	FALL
Biology II	BIOL 1407	General Biology II	SPRING
Business & Professional Communication	SPCH 1321	Business & Professional Communication.	FALL & SPRING
Calculus I	MATH 2413	Calculus I	FALL
Calculus II	MATH 2414	Calculus II	SPRING
Chemistry I	CHEM 1411	General Chemistry I	FALL
Chemistry II	CHEM 1412	General Chemistry II	SPRING
College Algebra	MATH 1314	College Algebra	FALL
Intro to Criminal Justice	CRIJ 1301	Intro to Criminal Justice	FALL
Court Systems & Practices	CRIJ 1306	Court Systems & Practices	FALL
Correctional Services	CRIJ 2313	Correctional Systems & Practices	SPRING
Police Systems & Practices	CRIJ 2328	Police Systems & Practices	SPRING
English III or IV	ENGL 1301	Composition I	FALL
English III or IV	ENGL 1302	Composition II	SPRING
English IV	ENGL 2322	British Literature I	SPRING
English IV	ENGL 2311	Technical Writing	FALL
Environmental Science I +Lab	ENVR 1301/ENVR 1101	Environmental Science I	FALL
Environmental Science II + Lab	ENVR 1302/ ENVR 1102	Environmental Science II	SPRING
Federal Government	GOVT 2305	Federal Government	FALL & SPRING

ACADEMIC COURSE EQUIVALENCY CROSSWALK

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Film Appreciation	DRAM 2366	Film Appreciation	FALL & SPRING
German III	GERM 1411	Beginning German I	FALL
German III	GERM 1412	Beginning German II	SPRING
German IV	GERM 2311	Intermediate German I	FALL
German IV	GERM 2312	Intermediate German II	SPRING
Law Enforcement 1	CRIJ 1301	Intro to Criminal Justice	FALL
Law Enforcement 2	CRIJ 2328	Police Systems & Practices	SPRING
Learning Framework	PSYC /EDUC 1300	Learning Framework	Summer
Music Appreciation	MUSI 1306	Music Appreciation	FALL & SPRING
Physics I	PHYS 1401	College Physics I	FALL
Physics II	PHSY 1402	College Physics II	SPRING
Pre-Calculus	MATH 2312	Pre-Calculus	SPRING
Psychology	PSYC 2301	General Psychology	FALL & SPRING
Sociology	SOCI 1301	Introductory Sociology	FALL & SPRING
Spanish I	SPAN 1411	Beginning Spanish I	FALL
Spanish II	SPAN 1412	Beginning Spanish II	SPRING
US History I	HIST 1301	US History I	FALL
US History II	HIST 1302	US History II	SPRING
Western Civilization I	HIST 2311	Western Civilization I	FALL
Western Civilization II	HIST 2312	Western Civilization II	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Cosmetology	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Intro to Cosmetology	CSME 1501	Orientation to Cosmetology	NONE	FALL
Intro to Cosmetology	CSME1410	Intro to Haircutting & Theory	NONE	FALL
Cosmetology 1	CSME 1354	Artistry of Hair Design	NONE	SPRING
Cosmetology 1	CSME 1543	Manicuring & Theory	NONE	SPRING
Cosmetology 2 + Lab	CSME 1453	Chemical Reformation & Theory	NONE	FALL
Cosmetology 2 + Lab	CSME 2401	Principles of Hair Color & Theory	NONE	FALL
Cosmetology 2 + Lab	CSME 1547	Principles of Skin Care/ Facials	NONE	SPRING
Cosmetology 2 + Lab	CSME 2541	Preparation for State License Exam	NONE	SPRING

Culinary	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Hospitality & Tourism * Articulated Credit	HAMG 1321	Intro to Hospitality Industry	NONE	FALL
Intro to Culinary	CHEF 1205	Sanitation & Safety	NONE	SPRING
Intro to Culinary	IFWA 1217	Food Production/Planning & Culinary Math	NONE	FALL
Culinary Arts	CHEF 1301	Basic Food Preparation	NONE	FALL
Culinary Arts	CHEF 2302	Saucier	NONE	SPRING
Advanced Culinary Arts	CHEF 1302	Principles of Healthy Cuisine	NONE	FALL
Adv. Culinary Arts	PSTR 1301	Fundamentals of Baking	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

EMT Basic	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Emergency Medical Technician	EMSP 1501	EMT	EMSP 1160	FALL
Emergency Medical Technician	EMSP 1160	Clinical - EMT	EMSP 1501	FALL

Hospitality	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Hospitality & Tourism * Articulated Credit	HAMG 1321	Intro to Hospitality Industry	NONE	FALL
Principles of Hospitality & Tourism * Articulated Credit	CHEF 1205	Sanitation & Safety	NONE	SPRING
Intro to Events & Meeting Planning	HAMG 1313	Front Office Management	NONE	FALL
Hospitality Services	HAMG 1324	Hospitality HR Management	NONE	FALL
Hospitality Services	HAMG 2188	Internship - Hospitality HR Mgmt.	HAMG 1324	SPRING
Practicum in Hospitality Services	HAMG 2305	Hospitality Management & Leadership	NONE	FALL
Practicum in Hospitality Services	HAMG 2189	Internship- Hospitality Management and Leadership	HAMG 2305	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Networking (I.T.)	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Networking Plus Lab	ITSC 1425	Personal Computer Hardware	NONE	FALL
Networking Plus Lab	ITNW 1425	Fundamentals of Networking	NONE	SPRING
Practicum and STEM	ITSC 1405	Introduction to PC Operating Systems	NONE	FALL
Practicum and STEM	ITMT 1457	Administering a Windows Serve Operating System	NONE	SPRING

Logistics	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Distribution	LMGT 1319	Introduction to Business	NONE	FALL
Principles of Distribution	IBUS 1341	Global Supply Chain Management	NONE	SPRING
Concepts of Distribution	LMGT 1321	Introduction to Materials Handling	NONE	FALL
Concepts of Distribution	LMGT 1425	Warehouse and Distribution Center Mgmt.	NONE	SPRING
Occupational Safety & Environmental Tech. 1	OSHT 1301	Introduction to Safety and Health	NONE	FALL
Occupational Safety & Environmental Tech. 1	LMGT 1393	Special Topics in Logistics & Materials Management	NONE	SPRING
Distribution & Logistics	IBUS 1301	Principles of Exports	NONE	FALL
Distribution & Logistics	LMGT 1423	Domestic & International Transportation MGMT	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Medical Coding & Billing	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Medical Terminology	HITT 1305	Medical Terminology	NONE	FALL
Medical Terminology	MDCA 1309	A & P Medical Assistants	NONE	SPRING
Medical Intervention, Evaluation & Research	HITT 2330	Pathophysiology & Pharmacology	NONE	FALL
Medical Intervention, Evaluation & Research	HITT 1341	Coding and Classification Systems	NONE	SPRING
Healthcare Management & Administration	POFM 1327	Medical Insurance	NONE	FALL
Healthcare Management & Administration	HITT 1353	Legal & Ethical Aspects of Health Information	NONE	SPRING

Robotics	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
ENGR 1201 YEAR 1 * Articulated Credit	ENGR 1201	Introduction to Engineering	MATH 1314	FALL
ENGR 1304 YEAR 1 * Articulated Credit	ENGR 1304	Engineering Graphics	MATH 1314	SPRING
Robotics 1	RBTC 1305	Robotics Fundamentals	NONE	FALL
Robotics 1	ELPT 1221	Introduction to Electrical Safety and Tools	NONE	SPRING
Robotics 2	ELPT 2319	Programmable Logic Controllers	NONE	FALL
Robotics 2	ELMT 2333	Industrial Electronics	NONE	SPRING
Engineering Design & Presentation	RBTC 2339	Robot Programming and Diagnostics	NONE	FALL
Engineering Design & Presentation	DFTG 2319	Intermediate Computer-Aided Drafting	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Welding	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Intro to Welding * Articulated Credit	WLDG 1313	Intro Blue Print Reading	NONE	FALL
Freshmen Year 1 * Articulated Credit	WLDG 1407	Intro to Welding Using Multiple Processes	NONE	SPRING
Welding 1	WLDG 1428	Intro to Shielded Metal Arc Welding (SMAW)	NONE	FALL
Welding 1	WLDG 1434	Intro to Gas Tungsten Arc Welding (GTAW)	NONE	SPRING
Welding 2 + Lab	WLDG 2443	Advanced Shield Metal Arc Welding	NONE	FALL
Welding 2 + Lab	WLDG 1435	Intro to Pipe	NONE	SPRING
Practicum & Manufacturing	WLDG 2413	Intermediate Welding Using Multiple Processes	NONE	FALL
Practicum & Manufacturing	WLDG 1317	Introduction to Layout and Fabrication	NONE	SPRING



Galveston College

DUAL CREDIT

MAIN CAMPUS

4015 Avenue Q Galveston, TX 77550

CHARLIE THOMAS FAMILY APPLIED TECHNOLOGY CENTER

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GC.EDU





**Galveston
College**

DUAL CREDIT

INSTRUCTIONAL AGREEMENT

between

Galveston College

and

Texas Online Preparatory School

INSTRUCTIONAL AGREEMENT

Galveston College (herein as the "College") and Texas Preparatory Online School, (herein as the "School") enter into the following Instructional Agreement, evidenced by the following, for the Academic Year 2023-2024.

I. PURPOSE

Galveston College and the Texas Online Preparatory School support and believe in a partnership that will provide opportunities for qualified high school students to participate in early admission classes, to participate in dual credit classes, academic and workforce, all of which may allow the high school student to receive both high school and college-level credit for successfully completing college-level courses. Therefore, Galveston College agrees to provide college-level instruction for the School. Further, the College and the School agree that it is the responsibility of the College to grant college credit, and it is the responsibility of the School to grant high school credit.

II. DUAL CREDIT PROGRAM GOALS

According to Texas HB 1638, Galveston College has established four overall goals that guide every facet of the Dual Credit program:

Goal 1: In conjunction with partner independent school districts and institutions, Galveston College will utilize meaningful and relevant outreach strategies to ensure that students and parents are given information regarding all aspects of the Dual Credit program, including benefits of participation, enrollment and financial policies.

Goal 2: The Dual Credit program will facilitate effective and collaborative procedures that ensure students successfully transition to post-secondary education as well as accelerate through degree programs for maximum student success and achievement.

Goal 3: Every Dual Credit student will receive and have continual access to advising in academic and college readiness domains as well as support services that will help in the successful completion of post-secondary courses.

Goal 4: Dual Credit courses offered will be of the highest academic quality and offer a rigorous post-secondary curriculum that will be sufficient enough to ensure student success in all other post-secondary courses taken.

III. STUDENT ELIGIBILITY REQUIREMENTS

Students enrolled at Texas Online Preparatory School may be eligible to participate in dual credit/early admission classes at the College based on the following conditions:

1. A high school student who seeks to enroll in an academic course(s), a transfer course(s), or courses leading to an Associate Degree may be admitted if the student:
 - a. Demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative on relevant section(s) of an assessment instrument approved by the Texas Higher Education Coordinating Board (THECB), or
 - b. Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative.
2. A high school student is eligible to enroll in workforce education dual credit classes if the student demonstrates that he or she has achieved the minimum high school-level competencies in the areas of Mathematics and/or English/Language Arts as required for entry into the workforce program.
 - a. A student may enroll only in those workforce-education dual credit courses for which the student has demonstrated eligibility.
 - b. A student who is exempt from taking an exit-level test may be otherwise evaluated by the College to determine eligibility for enrolling in a workforce-education dual credit course(s).
3. A student who has been enrolled in a non-traditional program of study (i.e., a home school or a non-accredited high school) and who is now enrolled within the School must satisfy paragraphs 1, 2, or 3 of this subsection.
4. To be eligible for enrollment in a dual credit course offered by the College, a student must meet all of the College's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).
5. In the case of certain emergencies such as hurricane, pandemic or other forced closures and the previously mentioned measurements are not available, both the College and the School will employ holistic advising to ensure proper student eligibility.

IV. LOCATION AND STUDENT COMPOSITION OF CLASSES

1. Dual Credit courses may be taught on the College campus, online, or on the high school campus. Early Admissions courses will be taught at Galveston College. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught online the College shall comply with all applicable rules and procedures relating to distance education and off-campus instruction, as promulgated by the THECB.
2. Dual credit courses may be composed of dual credit students only or a class may be composed of dual credit students and regular college-credit students. Exceptions for a mixed class, a class composed partly of students enrolled for high school credit only and partly of students enrolled for early admission, AP, and/or college credit, may be allowed under one of the following conditions:
 - a. If the course involved is required for completion under the State Board of Education's Foundation High School Program, Foundation with Endorsement or Foundation with Endorsement Distinguished Level's graduation requirements, and the high school is otherwise unable to offer such a course;
 - b. If the course involved is limited to dual credit students and College Board Advanced Placement students; or,
 - c. If the course is a career and technology/college workforce course and high school credit-only students are able to earn articulated college credit.
3. Students must be registered for college credit by the official census date for the dual credit course; otherwise, the student will not be considered a dual credit student and will not be awarded college credit for the course.
4. It is the responsibility of the high school to certify to the College that these requirements have been met, and it is the responsibility of the College to verify that classes are taught in compliance with this section. Further, should it be determined that this section has been violated, at the sole discretion of the College, the College may deny credit to any single student and/or all students who participated in an unapproved mixed class.
5. Early Admissions/Dual Credit classes regardless of location will follow an approved College calendar.

V. FACULTY SELECTION, SUPERVISION, AND EVALUATION

1. The College will select, supervise, and evaluate instructors for courses which result in the award of college credit. The College shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the College.
2. All instructors must meet the requirements of the College and the minimal requirements as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
3. Instructors teaching courses which result in the award of college credit will be employed faculty members of the College or must meet the same standards, review, and approval procedures used by the College to select faculty responsible for teaching the courses at the main campus of the College. All faculty selected by the College to teach early admission enrollment classes will be considered employees of the College and will be compensated by the College in accordance with College policy, procedures, and guidelines.
4. All instructor's applications for employment and official transcripts from each college or university attended will be kept on file at the College.
5. The College and the School agree to share information regarding Dual Credit faculty through safe and discreet methods. These methods will include password protected documents, collaboration with appropriate College and School personnel to ensure confidentiality among others to ensure all information is transmitted and shared securely.

VI. ELIGIBLE COURSES

1. Academic courses offered for Dual Credit must be identified as a college-level academic course in the current edition of the Community College Academic Course Guide Manual (ACGM) and must be simultaneously identified by the College as a course that has been included in the College's core curriculum, or foreign language course, or state approved FOSC or POSC. Courses offered as Early Admission courses and taken at the College's main campus must be identified as a college-level academic course in the current edition of the ACGM and may or may not be included in the College's core curriculum. College-level workforce courses offered by the College must be included in an approved Associate of Applied Science (AAS) Degree or certificate program.

2. Remedial and developmental courses may not be offered for dual credit course credit and are not eligible courses under this agreement.
3. Approved courses being taught for Dual Credit (academic or workforce) and/or Early Admission credit, must follow the College syllabus. It is the responsibility of the School to work with the College to align the high school curriculum with the college course syllabus.
4. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in Exhibit A.

VII. COURSE CURRICULUM, INSTRUCTION, AND GRADING

1. The College shall ensure that a dual credit course and the corresponding course offered at the main campus of the College are equivalent with respect to the curriculum, materials, instruction, rigor, and method of student evaluation. These standards shall be upheld regardless of the student composition of the class.
2. Identified course outcomes/learning objectives must meet all college requirements.
3. The regular academic policies applicable to courses taught at the College's main campus will apply to the dual credit and early admissions courses. These policies include an appeal process for disputed grades, drop policy, the communication of the grading policy to students, when the syllabus must be distributed, etc.
4. Textbooks should be identical to those approved for use on the main campus. Should an instructor propose an alternative textbook, the textbook must be approved in advance by the appropriate instructional department of the College. Other instructional materials for dual credit courses must be identical or at an equivalent level to materials used on the main campus of the College. Textbooks purchases, aside from those made by grants, scholarships and other financial aid, will be made by the student and/or guardian.
5. Courses which result in college-level credit will follow the standard grading practices of the College, as identified in college policy and as set forth in the appropriate course syllabus. Whereas, the college uses a letter grade and the School requires a numeric grade, faculty teaching dual credit courses will report a letter grade as required by college policy and as outlined in the syllabus to the College, and will report a numeric grade to the School. The School is responsible for recording the numeric grade in accordance with their established policies and guidelines.

6. The College and Texas Online Preparatory School agree to provide quality online learning experiences for all Dual Credit students. As online instructional needs arise, the College and School will collaborate on ways to ensure that all Dual Credit students are provided the means to succeed.
7. Faculty, who are responsible for teaching dual credit and/or early admission enrollment classes, are responsible for keeping appropriate records, certifying census day class rolls at the beginning of the semester, providing interim reports, certifying final grade reports at the end of the semester, certifying attendance, and providing other reports and information as may be required by the College and/or the School. Faculty and appropriate College Dual Credit staff will communicate how students can view their grades; utilize college communication tools such as e-mail as well as manage FERPA expectations.

VIII. STUDENT AND EDUCATIONAL SUPPORT SERVICES

1. Students in dual credit courses shall be eligible to utilize the same or comparable support services that are afforded to college students on the main campus. The College is responsible for ensuring timely and efficient access to such services as academic advising and counseling, learning resources (e.g., library resources), and other benefits for which the student may be eligible.
2. Student Services
 - a. The College agrees to provide appropriate academic support services, including academic advising/counseling, to students who are participating in dual credit and/or early admissions classes. Further, the College agrees to assist students in completion of the admission and registration forms and provide an accessible process.
 - b. Texas Online Preparatory School agrees to work with the College to provide an appropriate and accessible registration process and agrees to assist students in the completion of the admission and registration forms. The School further agrees to provide official high school transcripts, test scores, and such certifications that may be required by the College during the admission and registration process.
 - c. The College and the School agree to work together to plan and to try to schedule early admission and/or dual credit enrollment classes a semester in advance of offering the course(s).

3. Learning Resources

- a. The College agrees to grant the School students enrolled in College courses the same rights, privileges, and access to the library's collections and services as students enrolled in courses on the College campuses. In addition, Galveston College will offer these students access to the library's electronic information resources through the Internet, subject to the College's licensing contracts with its vendors and available technology.
- b. The School agrees to allow those students currently enrolled in College courses, within the school's facilities, access to the information resources available in the district. These students are under the same rules and regulations as other students of the district and are subject to the same fines and penalties.
- c. The College and the School agree that if at the end of a semester, there are overdue materials belonging to one institution which were used in the completion of the other's course, the lending library will notify the other so that the student's record will show the obligation. Each library will take steps consistent with their policies and procedures to ensure that the past due books and/or materials are returned in as an expedient a manner as possible. Upon return of the material the lending library will notify the other that the student has cleared their obligation.
- d. The College will, in conjunction with the partner institution, consider the use of free or low-cost open educational resources in dual credit courses.
- e. To be eligible for these privileges at the College a student must present proof of current enrollment. This may take the form of, but is not limited to, a current student ID card, bill for registration, or a class schedule.

IX. TRANSCRIPTING OF CREDIT

1. For workforce and academic dual credit and/or early admission courses which may result in college-level credit, the College will transcript all course work in accordance with the College's normal policies and procedures immediately following the end date of the course. Furthermore, the College agrees to make available in the same manner as it does to its regular college students an official college transcript of credits that may be sent to the college, university, or other location of the student's choice.

2. For workforce and academic early admission or dual credit courses which may result in high school-level credit, the School will transcript all course work in accordance with the School's normal policies and procedures immediately following the end date of the course. Further, the School agrees to make available in the same manner as it does to its other students an official high school transcript that may be sent to other schools, colleges, or locations, as the student so designates.

X. FUNDING

1. State Funding
 - a. State funding for dual academic and workforce credit courses will be available to both the School and the College based upon the current agreement between the Commissioner of Education and the Commissioner of Higher Education. In accordance with this agreement, both the School and the College may claim state funding for all students enrolled for college-level credit in a dual and workforce course(s).
2. College Tuition and Fees.
 - a. The College agrees to charge the standard tuition and fees, as approved by the Galveston College Board of Regents and as published in the Galveston College Catalog. The Galveston College Board of Regents reserves the right to change the policies and procedures of the College, without notice, including tuition and fees, in accordance with the cost of instruction and state laws.
 - b. Texas Online Preparatory School agrees to pay for the cost of tuition, fees, textbooks, and required student supplies or to indicate to the College who is responsible for tuition, fees, textbooks, and required student supply items.
 - c. The College and the School agree that tuition and fees which are to be paid by the student are due and payable in full at the time of registration. If the School alone is to be responsible for payment of a student's tuition and fees, the College agrees to bill the School immediately following registration.

- d. The School agrees to settle all account receivables with the College within 30 days of the billing date. Students whose tuition and fees are not paid by the official college census day of the class or who do not have a valid account receivable as of the official college census date will be dropped from the college roll and must be removed from the class in accordance with Section X Part 3 of this agreement.
3. Drops and Withdrawals - Tuition and Fee Refunds.
 - a. If for any reason it becomes necessary for a student who has registered for a College class to withdraw or drop the class, the College and the School agree that it is the responsibility of the student to officially withdraw or drop the college course.
 - b. A student may add or drop a course prior to the official census date for the course. Student must clear any changes with High School Counselor. Students who drop prior to the official college census date will not receive a college grade of any kind; tuition and fees will be refunded in accordance with the College approved refund schedule.
 - c. A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar.
 - d. Students attending class on or off campus may initiate a withdrawal through the Student Success Advisor for Dual Credit. A student who discontinues class attendance and does not officially drop the course on or before the last day to drop a course will receive a performance grade for the course.
 - e. Students who officially withdraw from the College shall have their tuition and mandatory fees refunded according to the official refund policy schedule. Tuition and fees paid directly to the College by the School, sponsor, donor, or scholarship fund shall be refunded to the source rather than directly to the student.

XI. TERMS OF THE AGREEMENT

This agreement shall not become effective unless and until approved by the Galveston College Board of Regents and the Board of Trustees of the Texas Online Preparatory School. If so approved, the Agreement shall be for the 2023-2024 academic year.

The agreement may be amended or extended by written addendum to this agreement.

If it is the intention of one party to terminate this agreement, the one party shall provide a one hundred twenty (120) day written notice to the other party of their intention to terminate this Agreement.

All notices and communications related to this agreement shall be addressed to the respective educational administrator.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By _____ Date _____
Dr. W. Myles Shelton, President

Approved by the Texas Online Preparatory School Board of Trustees, executed by the Texas Online Preparatory School, and signed by its Executive Director.

By _____ Date _____
Kristina Nanini, Executive Director

EXHIBIT A

The following is a course equivalency crosswalk of academic and workforce dual credit courses and high school classes.

ACADEMIC COURSE EQUIVALENCY CROSSWALK

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Anatomy & Physiology I	BIOL 2401	Anatomy & Physiology I	FALL
Anatomy & Physiology II	BIOL 2402	Anatomy & Physiology II	SPRING
Art Appreciation	ARTS 1301	Art Appreciation	FALL & SPRING
Biology I	BIOL 1406	General Biology I	FALL
Biology II	BIOL 1407	General Biology II	SPRING
Business & Professional Communication	SPCH 1321	Business & Professional Communication.	FALL & SPRING
Calculus I	MATH 2413	Calculus I	FALL
Calculus II	MATH 2414	Calculus II	SPRING
Chemistry I	CHEM 1411	General Chemistry I	FALL
Chemistry II	CHEM 1412	General Chemistry II	SPRING
College Algebra	MATH 1314	College Algebra	FALL
Intro to Criminal Justice	CRIJ 1301	Intro to Criminal Justice	FALL
Court Systems & Practices	CRIJ 1306	Court Systems & Practices	FALL
Correctional Services	CRIJ 2313	Correctional Systems & Practices	SPRING
Police Systems & Practices	CRIJ 2328	Police Systems & Practices	SPRING
English III or IV	ENGL 1301	Composition I	FALL
English III or IV	ENGL 1302	Composition II	SPRING
English IV	ENGL 2322	British Literature I	SPRING
English IV	ENGL 2311	Technical Writing	FALL
Environmental Science I +Lab	ENVR 1301/ENVR 1101	Environmental Science I	FALL
Environmental Science II + Lab	ENVR 1302/ ENVR 1102	Environmental Science II	SPRING
Federal Government	GOVT 2305	Federal Government	FALL & SPRING

ACADEMIC COURSE EQUIVALENCY CROSSWALK

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Film Appreciation	DRAM 2366	Film Appreciation	FALL & SPRING
German III	GERM 1411	Beginning German I	FALL
German III	GERM 1412	Beginning German II	SPRING
German IV	GERM 2311	Intermediate German I	FALL
German IV	GERM 2312	Intermediate German II	SPRING
Law Enforcement 1	CRIJ 1301	Intro to Criminal Justice	FALL
Law Enforcement 2	CRIJ 2328	Police Systems & Practices	SPRING
Learning Framework	PSYC /EDUC 1300	Learning Framework	Summer
Music Appreciation	MUSI 1306	Music Appreciation	FALL & SPRING
Physics I	PHYS 1401	College Physics I	FALL
Physics II	PHSY 1402	College Physics II	SPRING
Pre-Calculus	MATH 2312	Pre-Calculus	SPRING
Psychology	PSYC 2301	General Psychology	FALL & SPRING
Sociology	SOCI 1301	Introductory Sociology	FALL & SPRING
Spanish I	SPAN 1411	Beginning Spanish I	FALL
Spanish II	SPAN 1412	Beginning Spanish II	SPRING
US History I	HIST 1301	US History I	FALL
US History II	HIST 1302	US History II	SPRING
Western Civilization I	HIST 2311	Western Civilization I	FALL
Western Civilization II	HIST 2312	Western Civilization II	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Cosmetology	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Intro to Cosmetology	CSME 1501	Orientation to Cosmetology	NONE	FALL
Intro to Cosmetology	CSME1410	Intro to Haircutting & Theory	NONE	FALL
Cosmetology 1	CSME 1354	Artistry of Hair Design	NONE	SPRING
Cosmetology 1	CSME 1543	Manicuring & Theory	NONE	SPRING
Cosmetology 2 + Lab	CSME 1453	Chemical Reformation & Theory	NONE	FALL
Cosmetology 2 + Lab	CSME 2401	Principles of Hair Color & Theory	NONE	FALL
Cosmetology 2 + Lab	CSME 1547	Principles of Skin Care/ Facials	NONE	SPRING
Cosmetology 2 + Lab	CSME 2541	Preparation for State License Exam	NONE	SPRING

Culinary	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Hospitality & Tourism * Articulated Credit	HAMG 1321	Intro to Hospitality Industry	NONE	FALL
Intro to Culinary	CHEF 1205	Sanitation & Safety	NONE	SPRING
Intro to Culinary	IFWA 1217	Food Production/Planning & Culinary Math	NONE	FALL
Culinary Arts	CHEF 1301	Basic Food Preparation	NONE	FALL
Culinary Arts	CHEF 2302	Saucier	NONE	SPRING
Advanced Culinary Arts	CHEF 1302	Principles of Healthy Cuisine	NONE	FALL
Adv. Culinary Arts	PSTR 1301	Fundamentals of Baking	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

EMT Basic	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Emergency Medical Technician	EMSP 1501	EMT	EMSP 1160	FALL
Emergency Medical Technician	EMSP 1160	Clinical - EMT	EMSP 1501	FALL

Hospitality	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Hospitality & Tourism * Articulated Credit	HAMG 1321	Intro to Hospitality Industry	NONE	FALL
Principles of Hospitality & Tourism * Articulated Credit	CHEF 1205	Sanitation & Safety	NONE	SPRING
Intro to Events & Meeting Planning	HAMG 1313	Front Office Management	NONE	FALL
Hospitality Services	HAMG 1324	Hospitality HR Management	NONE	FALL
Hospitality Services	HAMG 2188	Internship - Hospitality HR Mgmt.	HAMG 1324	SPRING
Practicum in Hospitality Services	HAMG 2305	Hospitality Management & Leadership	NONE	FALL
Practicum in Hospitality Services	HAMG 2189	Internship- Hospitality Management and Leadership	HAMG 2305	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Networking (I.T.)	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Networking Plus Lab	ITSC 1425	Personal Computer Hardware	NONE	FALL
Networking Plus Lab	ITNW 1425	Fundamentals of Networking	NONE	SPRING
Practicum and STEM	ITSC 1405	Introduction to PC Operating Systems	NONE	FALL
Practicum and STEM	ITMT 1457	Administering a Windows Serve Operating System	NONE	SPRING

Logistics	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Distribution	LMGT 1319	Introduction to Business	NONE	FALL
Principles of Distribution	IBUS 1341	Global Supply Chain Management	NONE	SPRING
Concepts of Distribution	LMGT 1321	Introduction to Materials Handling	NONE	FALL
Concepts of Distribution	LMGT 1425	Warehouse and Distribution Center Mgmt.	NONE	SPRING
Occupational Safety & Environmental Tech. 1	OSHT 1301	Introduction to Safety and Health	NONE	FALL
Occupational Safety & Environmental Tech. 1	LMGT 1393	Special Topics in Logistics & Materials Management	NONE	SPRING
Distribution & Logistics	IBUS 1301	Principles of Exports	NONE	FALL
Distribution & Logistics	LMGT 1423	Domestic & International Transportation MGMT	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Medical Coding & Billing	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Medical Terminology	HITT 1305	Medical Terminology	NONE	FALL
Medical Terminology	MDCA 1309	A & P Medical Assistants	NONE	SPRING
Medical Intervention, Evaluation & Research	HITT 2330	Pathophysiology & Pharmacology	NONE	FALL
Medical Intervention, Evaluation & Research	HITT 1341	Coding and Classification Systems	NONE	SPRING
Healthcare Management & Administration	POFM 1327	Medical Insurance	NONE	FALL
Healthcare Management & Administration	HITT 1353	Legal & Ethical Aspects of Health Information	NONE	SPRING

Robotics	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
ENGR 1201 YEAR 1 * Articulated Credit	ENGR 1201	Introduction to Engineering	MATH 1314	FALL
ENGR 1304 YEAR 1 * Articulated Credit	ENGR 1304	Engineering Graphics	MATH 1314	SPRING
Robotics 1	RBTC 1305	Robotics Fundamentals	NONE	FALL
Robotics 1	ELPT 1221	Introduction to Electrical Safety and Tools	NONE	SPRING
Robotics 2	ELPT 2319	Programmable Logic Controllers	NONE	FALL
Robotics 2	ELMT 2333	Industrial Electronics	NONE	SPRING
Engineering Design & Presentation	RBTC 2339	Robot Programming and Diagnostics	NONE	FALL
Engineering Design & Presentation	DFTG 2319	Intermediate Computer-Aided Drafting	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Welding	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Intro to Welding * Articulated Credit	WLDG 1313	Intro Blue Print Reading	NONE	FALL
Freshmen Year 1 * Articulated Credit	WLDG 1407	Intro to Welding Using Multiple Processes	NONE	SPRING
Welding 1	WLDG 1428	Intro to Shielded Metal Arc Welding (SMAW)	NONE	FALL
Welding 1	WLDG 1434	Intro to Gas Tungsten Arc Welding (GTAW)	NONE	SPRING
Welding 2 + Lab	WLDG 2443	Advanced Shield Metal Arc Welding	NONE	FALL
Welding 2 + Lab	WLDG 1435	Intro to Pipe	NONE	SPRING
Practicum & Manufacturing	WLDG 2413	Intermediate Welding Using Multiple Processes	NONE	FALL
Practicum & Manufacturing	WLDG 1317	Introduction to Layout and Fabrication	NONE	SPRING



Galveston College

DUAL CREDIT

MAIN CAMPUS

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**Galveston
College**

DUAL CREDIT

INSTRUCTIONAL AGREEMENT

between

Galveston College

and

Digital Academy of Texas

INSTRUCTIONAL AGREEMENT

Galveston College (herein as the "College") and Digital Academy of Texas, (herein as the "School") enter into the following Instructional Agreement, evidenced by the following, for the Academic Year 2023-2024.

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Galveston College and the Digital Academy of Texas support and believe in a partnership that will provide opportunities for qualified high school students to participate in early admission classes, to participate in dual credit classes, academic and workforce, all of which may allow the high school student to receive both high school and college-level credit for successfully completing college-level courses. Therefore, Galveston College agrees to provide college-level instruction for the School. Further, the College and the School agree that it is the responsibility of the College to grant college credit, and it is the responsibility of the School to grant high school credit.

II. DUAL CREDIT PROGRAM GOALS

According to Texas HB 1638, Galveston College has established four overall goals that guide every facet of the Dual Credit program:

Goal 1: In conjunction with partner independent school districts and institutions, Galveston College will utilize meaningful and relevant outreach strategies to ensure that students and parents are given information regarding all aspects of the Dual Credit program, including benefits of participation, enrollment and financial policies.

Goal 2: The Dual Credit program will facilitate effective and collaborative procedures that ensure students successfully transition to post-secondary education as well as accelerate through degree programs for maximum student success and achievement.

Goal 3: Every Dual Credit student will receive and have continual access to advising in academic and college readiness domains as well as support services that will help in the successful completion of post-secondary courses.

Goal 4: Dual Credit courses offered will be of the highest academic quality and offer a rigorous post-secondary curriculum that will be sufficient enough to ensure student success in all other post-secondary courses taken.

III. STUDENT ELIGIBILITY REQUIREMENTS

Students enrolled at Digital Academy of Texas may be eligible to participate in dual credit/early admission classes at the College based on the following conditions:

1. A high school student who seeks to enroll in an academic course(s), a transfer course(s), or courses leading to an Associate Degree may be admitted if the student:
 - a. Demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative on relevant section(s) of an assessment instrument approved by the Texas Higher Education Coordinating Board (THECB), or
 - b. Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative.
2. A high school student is eligible to enroll in workforce education dual credit classes if the student demonstrates that he or she has achieved the minimum high school-level competencies in the areas of Mathematics and/or English/Language Arts as required for entry into the workforce program.
 - a. A student may enroll only in those workforce-education dual credit courses for which the student has demonstrated eligibility.
 - b. A student who is exempt from taking an exit-level test may be otherwise evaluated by the College to determine eligibility for enrolling in a workforce-education dual credit course(s).
3. A student who has been enrolled in a non-traditional program of study (i.e., a home school or a non-accredited high school) and who is now enrolled within the School must satisfy paragraphs 1, 2, or 3 of this subsection.
4. To be eligible for enrollment in a dual credit course offered by the College, a student must meet all of the College's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).
5. In the case of certain emergencies such as hurricane, pandemic or other forced closures and the previously mentioned measurements are not available, both the College and the School will employ holistic advising to ensure proper student eligibility.

IV. LOCATION AND STUDENT COMPOSITION OF CLASSES

1. Dual Credit courses may be taught on the College campus, online, or on the high school campus. Early Admissions courses will be taught at Galveston College. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught online the College shall comply with all applicable rules and procedures relating to distance education and off-campus instruction, as promulgated by the THECB.
2. Dual credit courses may be composed of dual credit students only or a class may be composed of dual credit students and regular college-credit students. Exceptions for a mixed class, a class composed partly of students enrolled for high school credit only and partly of students enrolled for early admission, AP, and/or college credit, may be allowed under one of the following conditions:
 - a. If the course involved is required for completion under the State Board of Education's Foundation High School Program, Foundation with Endorsement or Foundation with Endorsement Distinguished Level's graduation requirements, and the high school is otherwise unable to offer such a course;
 - b. If the course involved is limited to dual credit students and College Board Advanced Placement students; or,
 - c. If the course is a career and technology/college workforce course and high school credit-only students are able to earn articulated college credit.
3. Students must be registered for college credit by the official census date for the dual credit course; otherwise, the student will not be considered a dual credit student and will not be awarded college credit for the course.
4. It is the responsibility of the high school to certify to the College that these requirements have been met, and it is the responsibility of the College to verify that classes are taught in compliance with this section. Further, should it be determined that this section has been violated, at the sole discretion of the College, the College may deny credit to any single student and/or all students who participated in an unapproved mixed class.
5. Early Admissions/Dual Credit classes regardless of location will follow an approved College calendar.

V. FACULTY SELECTION, SUPERVISION, AND EVALUATION

1. The College will select, supervise, and evaluate instructors for courses which result in the award of college credit. The College shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the College.
2. All instructors must meet the requirements of the College and the minimal requirements as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
3. Instructors teaching courses which result in the award of college credit will be employed faculty members of the College or must meet the same standards, review, and approval procedures used by the College to select faculty responsible for teaching the courses at the main campus of the College. All faculty selected by the College to teach early admission enrollment classes will be considered employees of the College and will be compensated by the College in accordance with College policy, procedures, and guidelines.
4. All instructor's applications for employment and official transcripts from each college or university attended will be kept on file at the College.
5. The College and the School agree to share information regarding Dual Credit faculty through safe and discreet methods. These methods will include password protected documents, collaboration with appropriate College and School personnel to ensure confidentiality among others to ensure all information is transmitted and shared securely.

VI. ELIGIBLE COURSES

1. Academic courses offered for Dual Credit must be identified as a college-level academic course in the current edition of the Community College Academic Course Guide Manual (ACGM) and must be simultaneously identified by the College as a course that has been included in the College's core curriculum, or foreign language course, or state approved FOSC or POSC. Courses offered as Early Admission courses and taken at the College's main campus must be identified as a college-level academic course in the current edition of the ACGM and may or may not be included in the College's core curriculum. College-level workforce courses offered by the College must be included in an approved Associate of Applied Science (AAS) Degree or certificate program.

2. Remedial and developmental courses may not be offered for dual credit course credit and are not eligible courses under this agreement.
3. Approved courses being taught for Dual Credit (academic or workforce) and/or Early Admission credit, must follow the College syllabus. It is the responsibility of the School to work with the College to align the high school curriculum with the college course syllabus.
4. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in Exhibit A.

VII. COURSE CURRICULUM, INSTRUCTION, AND GRADING

1. The College shall ensure that a dual credit course and the corresponding course offered at the main campus of the College are equivalent with respect to the curriculum, materials, instruction, rigor, and method of student evaluation. These standards shall be upheld regardless of the student composition of the class.
2. Identified course outcomes/learning objectives must meet all college requirements.
3. The regular academic policies applicable to courses taught at the College's main campus will apply to the dual credit and early admissions courses. These policies include an appeal process for disputed grades, drop policy, the communication of the grading policy to students, when the syllabus must be distributed, etc.
4. Textbooks should be identical to those approved for use on the main campus. Should an instructor propose an alternative textbook, the textbook must be approved in advance by the appropriate instructional department of the College. Other instructional materials for dual credit courses must be identical or at an equivalent level to materials used on the main campus of the College. Textbooks purchases, aside from those made by grants, scholarships and other financial aid, will be made by the student and/or guardian.
5. Courses which result in college-level credit will follow the standard grading practices of the College, as identified in college policy and as set forth in the appropriate course syllabus. Whereas, the college uses a letter grade and the School requires a numeric grade, faculty teaching dual credit courses will report a letter grade as required by college policy and as outlined in the syllabus to the College, and will report a numeric grade to the School. The School is responsible for recording the numeric grade in accordance with their established policies and guidelines.

6. The College and Digital Academy of Texas agree to provide quality online learning experiences for all Dual Credit students. As online instructional needs arise, the College and School will collaborate on ways to ensure that all Dual Credit students are provided the means to succeed.
7. Faculty, who are responsible for teaching dual credit and/or early admission enrollment classes, are responsible for keeping appropriate records, certifying census day class rolls at the beginning of the semester, providing interim reports, certifying final grade reports at the end of the semester, certifying attendance, and providing other reports and information as may be required by the College and/or the School. Faculty and appropriate College Dual Credit staff will communicate how students can view their grades; utilize college communication tools such as e-mail as well as manage FERPA expectations.

VIII. STUDENT AND EDUCATIONAL SUPPORT SERVICES

1. Students in dual credit courses shall be eligible to utilize the same or comparable support services that are afforded to college students on the main campus. The College is responsible for ensuring timely and efficient access to such services as academic advising and counseling, learning resources (e.g., library resources), and other benefits for which the student may be eligible.
2. Student Services
 - a. The College agrees to provide appropriate academic support services, including academic advising/counseling, to students who are participating in dual credit and/or early admissions classes. Further, the College agrees to assist students in completion of the admission and registration forms and provide an accessible process.
 - b. Digital Academy of Texas agrees to work with the College to provide an appropriate and accessible registration process and agrees to assist students in the completion of the admission and registration forms. The School further agrees to provide official high school transcripts, test scores, and such certifications that may be required by the College during the admission and registration process.
 - c. The College and the School agree to work together to plan and to try to schedule early admission and/or dual credit enrollment classes a semester in advance of offering the course(s).

3. Learning Resources

- a. The College agrees to grant the School students enrolled in College courses the same rights, privileges, and access to the library's collections and services as students enrolled in courses on the College campuses. In addition, Galveston College will offer these students access to the library's electronic information resources through the Internet, subject to the College's licensing contracts with its vendors and available technology.
- b. The School agrees to allow those students currently enrolled in Galveston College courses, within the school's facilities, access to the information resources available in the district. These students are under the same rules and regulations as other students of the district and are subject to the same fines and penalties.
- c. The College and the School agree that if at the end of a semester, there are overdue materials belonging to one institution which were used in the completion of the other's course, the lending library will notify the other so that the student's record will show the obligation. Each library will take steps consistent with their policies and procedures to ensure that the past due books and/or materials are returned in as an expedient a manner as possible. Upon return of the material the lending library will notify the other that the student has cleared their obligation.
- d. The College will, in conjunction with the partner institution, consider the use of free or low-cost open educational resources in dual credit courses.
- e. To be eligible for these privileges at the College a student must present proof of current enrollment. This may take the form of, but is not limited to, a current student ID card, bill for registration, or a class schedule.

IX. TRANSCRIPTING OF CREDIT

1. For workforce and academic dual credit and/or early admission courses which may result in college-level credit, the College will transcript all course work in accordance with the College's normal policies and procedures immediately following the end date of the course. Furthermore, the College agrees to make available in the same manner as it does to its regular college students an official college transcript of credits that may be sent to the college, university, or other location of the student's choice.

2. For workforce and academic early admission or dual credit courses which may result in high school-level credit, the School will transcript all course work in accordance with the School's normal policies and procedures immediately following the end date of the course. Further, the School agrees to make available in the same manner as it does to its other students an official high school transcript that may be sent to other schools, colleges, or locations, as the student so designates.

X. FUNDING

1. State Funding
 - a. State funding for dual academic and workforce credit courses will be available to both the School and the College based upon the current agreement between the Commissioner of Education and the Commissioner of Higher Education. In accordance with this agreement, both the School and the College may claim state funding for all students enrolled for college-level credit in a dual and workforce course(s).
2. College Tuition and Fees.
 - a. The College agrees to charge the standard tuition and fees, as approved by the Galveston College Board of Regents and as published in the Galveston College Catalog. The Galveston College Board of Regents reserves the right to change the policies and procedures of the College, without notice, including tuition and fees, in accordance with the cost of instruction and state laws.
 - b. Digital Academy of Texas agrees to pay for the cost of tuition, fees, textbooks, and required student supplies or to indicate to the College who is responsible for tuition, fees, textbooks, and required student supply items.
 - c. The College and the School agree that tuition and fees which are to be paid by the student are due and payable in full at the time of registration. If the School alone is to be responsible for payment of a student's tuition and fees, the College agrees to bill the School immediately following registration.

- d. The School agrees to settle all account receivables with the College within 30 days of the billing date. Students whose tuition and fees are not paid by the official college census day of the class or who do not have a valid account receivable as of the official college census date will be dropped from the college roll and must be removed from the class in accordance with Section X Part 3 of this agreement.
3. Drops and Withdrawals - Tuition and Fee Refunds.
 - a. If for any reason it becomes necessary for a student who has registered for a College class to withdraw or drop the class, the College and the School agree that it is the responsibility of the student to officially withdraw or drop the college course.
 - b. A student may add or drop a course prior to the official census date for the course. Student must clear any changes with High School Counselor. Students who drop prior to the official college census date will not receive a college grade of any kind; tuition and fees will be refunded in accordance with the College approved refund schedule.
 - c. A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar.
 - d. Students attending class on or off campus may initiate a withdrawal through the Student Success Advisor for Dual Credit. A student who discontinues class attendance and does not officially drop the course on or before the last day to drop a course will receive a performance grade for the course.
 - e. Students who officially withdraw from the College shall have their tuition and mandatory fees refunded according to the official refund policy schedule. Tuition and fees paid directly to the College by the School, sponsor, donor, or scholarship fund shall be refunded to the source rather than directly to the student.

XI. TERMS OF THE AGREEMENT

This agreement shall not become effective unless and until approved by the Galveston College Board of Regents and the Board of Trustees of the Digital Academy of Texas. If so approved, the Agreement shall be for the 2023-2024 academic year.

The agreement may be amended or extended by written addendum to this agreement.

If it is the intention of one party to terminate this agreement, the one party shall provide a one hundred twenty (120) day written notice to the other party of their intention to terminate this Agreement.

All notices and communications related to this agreement shall be addressed to the respective educational administrator.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By _____ Date _____
Dr. W. Myles Shelton, President

Approved by the Digital Academy of Texas Board of Trustees, executed by the Digital Academy of Texas, and signed by its Executive Director.

By _____ Date _____
Melissa Robinett, Executive Director

EXHIBIT A

The following is a course equivalency crosswalk of academic and workforce dual credit courses and high school classes.

ACADEMIC COURSE EQUIVALENCY CROSSWALK

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Anatomy & Physiology I	BIOL 2401	Anatomy & Physiology I	FALL
Anatomy & Physiology II	BIOL 2402	Anatomy & Physiology II	SPRING
Art Appreciation	ARTS 1301	Art Appreciation	FALL & SPRING
Biology I	BIOL 1406	General Biology I	FALL
Biology II	BIOL 1407	General Biology II	SPRING
Business & Professional Communication	SPCH 1321	Business & Professional Communication.	FALL & SPRING
Calculus I	MATH 2413	Calculus I	FALL
Calculus II	MATH 2414	Calculus II	SPRING
Chemistry I	CHEM 1411	General Chemistry I	FALL
Chemistry II	CHEM 1412	General Chemistry II	SPRING
College Algebra	MATH 1314	College Algebra	FALL
Intro to Criminal Justice	CRIJ 1301	Intro to Criminal Justice	FALL
Court Systems & Practices	CRIJ 1306	Court Systems & Practices	FALL
Correctional Services	CRIJ 2313	Correctional Systems & Practices	SPRING
Police Systems & Practices	CRIJ 2328	Police Systems & Practices	SPRING
English III or IV	ENGL 1301	Composition I	FALL
English III or IV	ENGL 1302	Composition II	SPRING
English IV	ENGL 2322	British Literature I	SPRING
English IV	ENGL 2311	Technical Writing	FALL
Environmental Science I +Lab	ENVR 1301/ENVR 1101	Environmental Science I	FALL
Environmental Science II + Lab	ENVR 1302/ ENVR 1102	Environmental Science II	SPRING
Federal Government	GOVT 2305	Federal Government	FALL & SPRING

ACADEMIC COURSE EQUIVALENCY CROSSWALK

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Film Appreciation	DRAM 2366	Film Appreciation	FALL & SPRING
German III	GERM 1411	Beginning German I	FALL
German III	GERM 1412	Beginning German II	SPRING
German IV	GERM 2311	Intermediate German I	FALL
German IV	GERM 2312	Intermediate German II	SPRING
Law Enforcement 1	CRIJ 1301	Intro to Criminal Justice	FALL
Law Enforcement 2	CRIJ 2328	Police Systems & Practices	SPRING
Learning Framework	PSYC /EDUC 1300	Learning Framework	Summer
Music Appreciation	MUSI 1306	Music Appreciation	FALL & SPRING
Physics I	PHYS 1401	College Physics I	FALL
Physics II	PHSY 1402	College Physics II	SPRING
Pre-Calculus	MATH 2312	Pre-Calculus	SPRING
Psychology	PSYC 2301	General Psychology	FALL & SPRING
Sociology	SOCI 1301	Introductory Sociology	FALL & SPRING
Spanish I	SPAN 1411	Beginning Spanish I	FALL
Spanish II	SPAN 1412	Beginning Spanish II	SPRING
US History I	HIST 1301	US History I	FALL
US History II	HIST 1302	US History II	SPRING
Western Civilization I	HIST 2311	Western Civilization I	FALL
Western Civilization II	HIST 2312	Western Civilization II	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Cosmetology	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Intro to Cosmetology	CSME 1501	Orientation to Cosmetology	NONE	FALL
Intro to Cosmetology	CSME1410	Intro to Haircutting & Theory	NONE	FALL
Cosmetology 1	CSME 1354	Artistry of Hair Design	NONE	SPRING
Cosmetology 1	CSME 1543	Manicuring & Theory	NONE	SPRING
Cosmetology 2 + Lab	CSME 1453	Chemical Reformation & Theory	NONE	FALL
Cosmetology 2 + Lab	CSME 2401	Principles of Hair Color & Theory	NONE	FALL
Cosmetology 2 + Lab	CSME 1547	Principles of Skin Care/ Facials	NONE	SPRING
Cosmetology 2 + Lab	CSME 2541	Preparation for State License Exam	NONE	SPRING

Culinary	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Hospitality & Tourism * Articulated Credit	HAMG 1321	Intro to Hospitality Industry	NONE	FALL
Intro to Culinary	CHEF 1205	Sanitation & Safety	NONE	SPRING
Intro to Culinary	IFWA 1217	Food Production/Planning & Culinary Math	NONE	FALL
Culinary Arts	CHEF 1301	Basic Food Preparation	NONE	FALL
Culinary Arts	CHEF 2302	Saucier	NONE	SPRING
Advanced Culinary Arts	CHEF 1302	Principles of Healthy Cuisine	NONE	FALL
Adv. Culinary Arts	PSTR 1301	Fundamentals of Baking	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

EMT Basic	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Emergency Medical Technician	EMSP 1501	EMT	EMSP 1160	FALL
Emergency Medical Technician	EMSP 1160	Clinical - EMT	EMSP 1501	FALL

Hospitality	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Hospitality & Tourism * Articulated Credit	HAMG 1321	Intro to Hospitality Industry	NONE	FALL
Principles of Hospitality & Tourism * Articulated Credit	CHEF 1205	Sanitation & Safety	NONE	SPRING
Intro to Events & Meeting Planning	HAMG 1313	Front Office Management	NONE	FALL
Hospitality Services	HAMG 1324	Hospitality HR Management	NONE	FALL
Hospitality Services	HAMG 2188	Internship - Hospitality HR Mgmt.	HAMG 1324	SPRING
Practicum in Hospitality Services	HAMG 2305	Hospitality Management & Leadership	NONE	FALL
Practicum in Hospitality Services	HAMG 2189	Internship- Hospitality Management and Leadership	HAMG 2305	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Networking (I.T.)	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Networking Plus Lab	ITSC 1425	Personal Computer Hardware	NONE	FALL
Networking Plus Lab	ITNW 1425	Fundamentals of Networking	NONE	SPRING
Practicum and STEM	ITSC 1405	Introduction to PC Operating Systems	NONE	FALL
Practicum and STEM	ITMT 1457	Administering a Windows Serve Operating System	NONE	SPRING

Logistics	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Principles of Distribution	LMGT 1319	Introduction to Business	NONE	FALL
Principles of Distribution	IBUS 1341	Global Supply Chain Management	NONE	SPRING
Concepts of Distribution	LMGT 1321	Introduction to Materials Handling	NONE	FALL
Concepts of Distribution	LMGT 1425	Warehouse and Distribution Center Mgmt.	NONE	SPRING
Occupational Safety & Environmental Tech. 1	OSHT 1301	Introduction to Safety and Health	NONE	FALL
Occupational Safety & Environmental Tech. 1	LMGT 1393	Special Topics in Logistics & Materials Management	NONE	SPRING
Distribution & Logistics	IBUS 1301	Principles of Exports	NONE	FALL
Distribution & Logistics	LMGT 1423	Domestic & International Transportation MGMT	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Medical Coding & Billing	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Medical Terminology	HITT 1305	Medical Terminology	NONE	FALL
Medical Terminology	MDCA 1309	A & P Medical Assistants	NONE	SPRING
Medical Intervention, Evaluation & Research	HITT 2330	Pathophysiology & Pharmacology	NONE	FALL
Medical Intervention, Evaluation & Research	HITT 1341	Coding and Classification Systems	NONE	SPRING
Healthcare Management & Administration	POFM 1327	Medical Insurance	NONE	FALL
Healthcare Management & Administration	HITT 1353	Legal & Ethical Aspects of Health Information	NONE	SPRING

Robotics	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
ENGR 1201 YEAR 1 * Articulated Credit	ENGR 1201	Introduction to Engineering	MATH 1314	FALL
ENGR 1304 YEAR 1 * Articulated Credit	ENGR 1304	Engineering Graphics	MATH 1314	SPRING
Robotics 1	RBTC 1305	Robotics Fundamentals	NONE	FALL
Robotics 1	ELPT 1221	Introduction to Electrical Safety and Tools	NONE	SPRING
Robotics 2	ELPT 2319	Programmable Logic Controllers	NONE	FALL
Robotics 2	ELMT 2333	Industrial Electronics	NONE	SPRING
Engineering Design & Presentation	RBTC 2339	Robot Programming and Diagnostics	NONE	FALL
Engineering Design & Presentation	DFTG 2319	Intermediate Computer-Aided Drafting	NONE	SPRING

WORKFORCE COURSE EQUIVALENCY CROSSWALK

Welding	Galveston College Course	Galveston College Course Name	TSI/ Pre-Req	Term Offered
Intro to Welding * Articulated Credit	WLDG 1313	Intro Blue Print Reading	NONE	FALL
Freshmen Year 1 * Articulated Credit	WLDG 1407	Intro to Welding Using Multiple Processes	NONE	SPRING
Welding 1	WLDG 1428	Intro to Shielded Metal Arc Welding (SMAW)	NONE	FALL
Welding 1	WLDG 1434	Intro to Gas Tungsten Arc Welding (GTAW)	NONE	SPRING
Welding 2 + Lab	WLDG 2443	Advanced Shield Metal Arc Welding	NONE	FALL
Welding 2 + Lab	WLDG 1435	Intro to Pipe	NONE	SPRING
Practicum & Manufacturing	WLDG 2413	Intermediate Welding Using Multiple Processes	NONE	FALL
Practicum & Manufacturing	WLDG 1317	Introduction to Layout and Fabrication	NONE	SPRING



Galveston College

DUAL CREDIT

MAIN CAMPUS

4015 Avenue Q Galveston, TX 77550

CHARLIE THOMAS FAMILY APPLIED TECHNOLOGY CENTER

7626 Broadway Galveston, TX 77554

PHONE

409-944-4242

WEBSITE

GC.EDU



Consider Approval of Continuing Education Certificates

Staff is requesting the Board's approval to offer three additional Continuing Education Certificates beginning in the fall 2023 semester. The EMT Basic certificate will be an Occupational Skills Awards (OSA) and the MRI and Law Enforcement certificates will be Level 1 Certificates. The MRI certificate includes all of the didactic education without the clinical rotations. This addition was requested by local healthcare employers. The EMT-Basic and Law Enforcement certificates will allow students the flexibility to take these programs as credit or non-credit. While the majority of students will register in our credit programs, occasionally it best serves the student's educational goal to take these courses as non-credit. Adding these CE certificates will allow us to officially graduate these students with an award regardless if the courses are taken as credit or non-credit.

EMT Basic OSA Certificate

Prefix	Number	Course Name	Course Type	Total Semester Contact Hours
EMSP	1001	Emergency Medical Technician	WECM	176
EMSP	1060	Clinical – Emergency Medical Technology	WECM	80
Certificate Total				256

MRI Level 1 CE Certificate

Prefix	Number	Course Name	Course Type	Total Semester Contact Hours
MRIT	1070	Magnetic Resonance Imaging Safety	WECM	16
MRIT	1091	Special Topics in Magnetic Resonance Imaging Technology/Technician	WECM	104
MRIT	2034	Magnetic Resonance Equipment and Methodology	WECM	96
MRIT	2030	Principles of Magnetic Resonance Imaging	WECM	96
RADR	2040	Sectional Anatomy for Medical Imaging	WECM	48
Certificate Total				360

Law Enforcement Level 1 CE Certificate

Prefix	Number	Course Name	Course Type	Total Semester Contact Hours
CJLE	1006	Basic Peace Officer I	WECM	176
CJLE	1012	Basic Peace Officer II	WECM	176
CJLE	1035	Police Academy Fitness I	WECM	48
CJLE	1018	Basic Peace Officer III	WECM	160
CJLE	1024	Basic Peace Officer IV	WECM	160
CJLE	1036	Police Academy Fitness II	WECM	48
Certificate Total				768

Consider Approval of Insurance Coverage Policy Renewals for National Flood Insurance Program (NFIP) and Texas Windstorm Insurance Association (TWIA)

Galveston Insurance Agency's (GIA) provides the renewal quotes for the College's TWIA and NFIP policies. These two entities provide the College's baseline coverage for all wind claims (up to \$4,424,000 per building) and flood claims (up to \$500,000 per commercial building) associated with a named or numbered storm.

The total estimated renewal for all TWIA policies is \$316,657, a 10.00 percent increase from the previous year. The total estimated renewal for all NFIP policies is \$113,348 a 12.37 percent increase from the previous year. A spreadsheet with detailed information of this coverage by property is provided with this item.

Please note the Total Insured Value (TIV) of Galveston College properties with GIA was \$80,104,571. The TIV of Galveston College properties for 2023-24 was reassessed and increased to \$85,812,353 (7.13 percent). Carriers (TASB, TWIA & NFIP) use different assessment methods to predict current TIVs.

Staff recommends that the Board approve the renewals for the College's NFIP and TWIA policies through Galveston Insurance Associates.

**Please note this coverage does not include the new Health Science Education Center. This new building will be added when the College takes possession.*

**Galveston College
2023/2024 Wind Flood
Estimated Premiums**

Updated 5/26/2023

Wind Coverage - Commercial

Policy #	Location	Description	100% RC Building Values	TWIA Bldg Limit or Maximum Limit	TWIA 1% Bldg Ded	TWIA Contents Limit	TWIA 1% Cnts Ded	Total Wind Insured	TWIA Current Premiums	TWIA Comml Estimated Premiums	Effective Dates
TWCB0100016239	4015 Avenue Q	Main/Office/Bookstore	\$ 13,796,363	\$ 4,423,000	\$ 44,230	\$ 1,000	\$ 1,000	\$ 4,424,000	\$ 33,699	\$ 37,069	9/1/23-24
TWCB0100016239	4006-28 Avenue R	Regents Hall/Classrooms	\$ 34,836,144	\$ 4,423,000	\$ 44,230	\$ 1,000	\$ 1,000	\$ 4,424,000	\$ 71,127	\$ 78,240	9/1/23-24
TWCB0100016239	4000-02 Avenue R	Gym-Fine Arts-Fitness Ctr	\$ 19,098,154	\$ 4,423,000	\$ 44,230	\$ 1,000	\$ 1,000	\$ 4,424,000	\$ 45,160	\$ 49,676	9/1/23-24
TWCB0100016239	4015 Ave Q Rear	Cheney Student Ctr	\$ 1,796,570	\$ 1,438,000	\$ 14,380	\$ 1,000	\$ 1,000	\$ 1,439,000	\$ 8,209	\$ 9,030	9/1/23-24
TWCH0100014788	3916 Avenue Q	9 Unit Apt	\$ 1,502,479	\$ 1,202,000	\$ 12,020	\$ 188,000	\$ 1,880	\$ 1,390,000	\$ 10,978	\$ 12,076	9/1/23-24
TWCB0100016239	4015 Ave Q	Seibel Student Center	\$ 2,536,169	\$ 2,029,000	\$ 20,290	\$ 1,000	\$ 1,000	\$ 2,030,000	\$ 11,278	\$ 12,406	9/1/23-24
TWCB0100016239	7626 Broadway Bldg 2	ATC-Office/Cosmetology	\$ 2,624,234	\$ 2,100,000	\$ 21,000	\$ 1,000	\$ 1,000	\$ 2,101,000	\$ 11,501	\$ 12,651	9/1/23-24
TWCB0100016239	7626 Broadway Bldg 1	ATC-Elect/HVAC/Weld	\$ 3,553,511	\$ 2,843,000	\$ 28,430	\$ 1,000	\$ 1,000	\$ 2,844,000	\$ 34,690	\$ 38,159	9/1/23-24
TWCB0100016239	7626 Broadway Bldg 3	ATC-old used car office	\$ 765,471	\$ 613,000	\$ 6,130	\$ 1,000	\$ 1,000	\$ 614,000	\$ 3,595	\$ 3,955	9/1/23-24
TWCB0100014788	3826 Ave R Unit A-Dorm	Seibel Apartment Homes	\$ 396,600	\$ 318,000	\$ 3,180	\$ 200,000	\$ 2,000	\$ 518,000	\$ 4,335	\$ 4,769	9/1/23-24
TWCH0100014788	3826 Ave R Unit A-Rear	Seibel Apartment Homes	\$ 182,170	\$ 146,000	\$ 1,460	\$ 100,000	\$ 1,000	\$ 246,000	\$ 2,153	\$ 2,368	9/1/23-24
TWCH0100014788	3826 Ave R Unit B-Dorm	Seibel Apartment Homes	\$ 396,600	\$ 318,000	\$ 3,180	\$ 200,000	\$ 2,000	\$ 518,000	\$ 4,335	\$ 4,769	9/1/23-24
TWCH0100014788	3826 Ave R Unit B-Rear	Seibel Apartment Homes	\$ 182,170	\$ 146,000	\$ 1,460	\$ 100,000	\$ 1,000	\$ 246,000	\$ 2,153	\$ 2,368	9/1/23-24
TWCH0100014788	3826 Ave R Unit C-Dorm	Seibel Apartment Homes	\$ 396,600	\$ 318,000	\$ 3,180	\$ 200,000	\$ 2,000	\$ 518,000	\$ 4,335	\$ 4,769	9/1/23-24
TWCH0100014788	3826 Ave R Unit C-Rear	Seibel Apartment Homes	\$ 182,170	\$ 146,000	\$ 1,460	\$ 100,000	\$ 1,000	\$ 246,000	\$ 2,153	\$ 2,368	9/1/23-24
TWCH0100014788	3826 Ave R Unit D-Dorm	Seibel Apartment Homes	\$ 396,600	\$ 318,000	\$ 3,180	\$ 200,000	\$ 2,000	\$ 518,000	\$ 4,335	\$ 4,769	9/1/23-24
TWCH0100014788	3826 Ave R Unit D-Rear	Seibel Apartment Homes	\$ 182,170	\$ 146,000	\$ 1,460	\$ 100,000	\$ 1,000	\$ 246,000	\$ 2,153	\$ 2,368	9/1/23-24
TWCH0100014788	3826 Ave R Unit E-Dorm	Seibel Apartment Homes	\$ 396,600	\$ 318,000	\$ 3,180	\$ 200,000	\$ 2,000	\$ 518,000	\$ 4,335	\$ 4,769	9/1/23-24
TWCH0100014788	3826 Ave R Unit E-Rear	Seibel Apartment Homes	\$ 182,170	\$ 146,000	\$ 1,460	\$ 100,000	\$ 1,000	\$ 246,000	\$ 2,153	\$ 2,368	9/1/23-24
TWCH0100014788	3826 Ave R Unit F-Dorm	Seibel Apartment Homes	\$ 396,600	\$ 318,000	\$ 3,180	\$ 200,000	\$ 2,000	\$ 518,000	\$ 4,335	\$ 4,769	9/1/23-24
TWCH0100014788	3826 Ave R Unit F-Rear	Seibel Apartment Homes	\$ 182,170	\$ 146,000	\$ 1,460	\$ 100,000	\$ 1,000	\$ 246,000	\$ 2,153	\$ 2,368	9/1/23-24
TWCH0100014788	3826 Ave R Unit G-Dorm	Seibel Apartment Homes	\$ 396,600	\$ 318,000	\$ 3,180	\$ 200,000	\$ 2,000	\$ 518,000	\$ 4,335	\$ 4,769	9/1/23-24
TWCH0100014788	3826 Ave R Unit G-Rear	Seibel Apartment Homes	\$ 182,170	\$ 146,000	\$ 1,460	\$ 100,000	\$ 1,000	\$ 246,000	\$ 2,153	\$ 2,368	9/1/23-24
TOTALS			\$ 84,560,485	\$ 26,742,000	\$ 267,420	\$ 2,296,000	\$ 26,880	\$ 29,038,000	\$ 275,653	\$ 303,218	

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Flood Coverage - Commercial

Policy #	Location	Description	100% RC Building Values	NFIP Building Limit	NFIP Bldg Ded	NFIP Contents Limit	NFIP Cnts Ded	NFIP Commercial Current Premiums	NFIP Commercial Estimated Premiums	Effective Dates
42115009515713	4015 Ave Q	Main Bldg/off/bookstore	\$ 13,796,363	\$ 500,000	\$ 1,250	\$ 500,000	\$ 1,250	\$ 4,960	\$ 5,704	9/28/23-24
42115009515813	4006-28 Ave R	Regents Hall/Classrooms	\$ 34,836,144	\$ 500,000	\$ 1,250	\$ 500,000	\$ 1,250	\$ 4,962	\$ 5,706	9/28/23-24
42115009515913	4000-02 Ave R	Gym-Fitness-Fine Arts	\$ 19,098,154	\$ 500,000	\$ 1,250	\$ 500,000	\$ 1,250	\$ 4,841	\$ 5,567	9/28/23-24
42115009516013	4015 Ave Q Rear	Cheney Activities Ctr	\$ 1,796,570	\$ 500,000	\$ 1,250	\$ 500,000	\$ 1,250	\$ 4,962	\$ 5,706	9/28/23-24
42115009816813	3916 Avenue Q	9 Unit Apts	\$ 1,502,479	\$ 500,000	\$ 1,250	\$ 100,000	\$ 1,250	\$ 4,946	\$ 5,688	9/30/23-24
42115058907012	4015 Avenue Q	Seibel Student Center	\$ 2,536,169	\$ 500,000	\$ 1,250	\$ 500,000	\$ 1,250	\$ 4,960	\$ 5,704	9/24/23-24
42115053237713	7626 Broadway Bldg 2	ATC-shop	\$ 2,624,234	\$ 500,000	\$ 2,000	\$ 500,000	\$ 2,000	\$ 23,519	\$ 25,871	7/10/23-24
42115053243313	7626 Broadway Bldg 1	ATC-showroom	\$ 3,553,511	\$ 500,000	\$ 2,000	\$ 450,000	\$ 2,000	\$ 22,880	\$ 25,168	7/10/23-24
42115053246313	7626 Broadway Bldg 3	ATC-old used car office	\$ 765,471	\$ 369,000	\$ 1,250	\$ 200,000	\$ 1,250	\$ 6,655	\$ 7,321	7/10/23-24
TOTALS			\$ 84,062,606	\$ 4,369,000	\$ 12,750	\$ 3,750,000	\$ 12,750	\$ 82,685	\$ 92,435	

**Galveston College
2023/2024 Wind Flood
Estimated Premiums**

Updated 5/26/2023

Wind Coverage - Residential									
Policy #	Location	Description	100% RC Building Values	TWIA Building Limit	TWIA Contents Limit	1% Ded Bldg&Cnts	TWIA Current Premiums	TWIA Residential Estimated Premiums	Effective Dates
TWRD0001140049	2223 41st St.	Dwelling	\$ 206,585	\$ 166,000	\$ 6,000	\$ 1,760	\$ 1,990	\$ 2,189	9/1/23-24
TWRD0001140052	2215 41st St.	Garage Apt	\$ 182,235	\$ 146,000	\$ 6,000	\$ 1,560	\$ 1,712	\$ 1,883	9/1/23-24
TWRD0001140056	3815 Ave Q 1/2	Dwelling	\$ 201,565	\$ 162,000	\$ 8,000	\$ 1,720	\$ 2,061	\$ 2,267	9/1/23-24
TWRD0001040386	3802 Ave R	Dwelling	\$ 215,540	\$ 173,000	\$ 8,000	\$ 1,830	\$ 2,075	\$ 2,283	9/1/23-24
TWRD0001116643	2212 39th St	Dwelling	\$ 166,762	\$ 134,000	\$ 6,000	\$ 1,440	\$ 1,799	\$ 1,979	4/15/24-25
TWRD0001180510	2215 38th St	Dwelling	\$ 279,181	\$ 224,000	\$ 8,000	\$ 2,340	\$ 2,580	\$ 2,838	9/13/23-24
TOTALS			\$ 1,251,868	\$ 1,005,000	\$ 42,000	\$ 10,650	\$ 12,217	\$ 13,439	

Flood Coverage - Residential									
Policy #	Location	Description	100% RC Building Values	NFIP Building Coverage	NFIP Contents Coverage	Deds for Bldg/Cnts combined	NFIP Current Premiums	NFIP Residential Estimated Premiums	Effective Dates
42115197388402	3826 Ave R Unit A-Dorm	Dwelling	\$ 396,600	\$ 300,000	\$ 100,000	\$ 2,500	\$ 950	\$ 1,093	8/5/2023-24
42115197389102	3826 Ave R Unit A-Rear	Dwelling	\$ 182,170	\$ 125,000	\$ 100,000	\$ 2,500	\$ 829	\$ 953	8/5/2023-24
42115197389202	3826 Ave R Unit B-Dorm	Dwelling	\$ 396,600	\$ 300,000	\$ 100,000	\$ 2,500	\$ 950	\$ 1,093	8/5/2023-24
42115197389402	3826 Ave R Unit B-Rear	Dwelling	\$ 182,170	\$ 125,000	\$ 100,000	\$ 2,500	\$ 829	\$ 953	8/5/2023-24
42115197389502	3826 Ave R Unit C-Dorm	Dwelling	\$ 396,600	\$ 300,000	\$ 100,000	\$ 2,500	\$ 950	\$ 1,093	8/5/2023-24
42115197389601	3826 Ave R Unit C-Rear	Dwelling	\$ 182,170	\$ 125,000	\$ 100,000	\$ 2,500	\$ 829	\$ 953	8/5/2023-24
42115197389902	3826 Ave R Unit D-Dorm	Dwelling	\$ 396,600	\$ 300,000	\$ 100,000	\$ 2,500	\$ 950	\$ 1,093	8/5/2023-24
42115197390302	3826 Ave R Unit D-Rear	Dwelling	\$ 182,170	\$ 125,000	\$ 100,000	\$ 2,500	\$ 829	\$ 953	8/5/2023-24
42115197390502	3826 Ave R Unit E-Dorm	Dwelling	\$ 396,600	\$ 300,000	\$ 100,000	\$ 2,500	\$ 950	\$ 1,093	8/5/2023-24
42115197390602	3826 Ave R Unit E-Rear	Dwelling	\$ 182,170	\$ 125,000	\$ 100,000	\$ 2,500	\$ 829	\$ 953	8/5/2023-24
42115197390702	3826 Ave R Unit F-Dorm	Dwelling	\$ 396,600	\$ 300,000	\$ 100,000	\$ 2,500	\$ 950	\$ 1,093	8/5/2023-24
42115197390802	3826 Ave R Unit F-Rear	Dwelling	\$ 182,170	\$ 125,000	\$ 100,000	\$ 2,500	\$ 829	\$ 953	8/5/2023-24
42115197391002	3826 Ave R Unit G-Dorm	Dwelling	\$ 396,600	\$ 300,000	\$ 100,000	\$ 2,500	\$ 950	\$ 1,093	8/5/2023-24
42115197391102	3826 Ave R Unit G-Rear	Dwelling	\$ 182,170	\$ 125,000	\$ 100,000	\$ 2,500	\$ 829	\$ 953	8/5/2023-24
42115173459404	2223 41st St.	Dwelling	\$ 206,585	\$ 150,000	\$ 60,000	\$ 2,250	\$ 807	\$ 928	11/25/23-24
42115173460504	2215 41st St.	Garage Apt	\$ 182,235	\$ 150,000	\$ 60,000	\$ 2,250	\$ 808	\$ 929	11/25/23-24
42115180838004	3815 Ave Q 1/2	Dwelling	\$ 201,565	\$ 150,000	\$ 60,000	\$ 2,250	\$ 915	\$ 1,052	5/5/24-25
42115194538503	3802 Ave R	Dwelling	\$ 215,540	\$ 150,000	\$ 60,000	\$ 2,250	\$ 901	\$ 1,036	5/23/24-25
42115205182502	2212 39th St	Dwelling	\$ 166,762	\$ 124,000	\$ 6,000	\$ 4,000	\$ 774	\$ 890	5/15/24-25
42115210267701	2215 38th St	Dwelling	\$ 279,181	\$ 220,000	\$ 9,000	\$ 2,250	\$ 1,527	\$ 1,756	10/13/23-24
TOTALS			\$ 5,303,258	\$ 3,919,000	\$ 1,655,000	\$ 50,250	\$ 18,185	\$ 20,913	

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Estimated	Total Wind Premium	\$	316,657	10% % chg
Estimated	Total Flood Premium	\$	113,348	12% % chg
	Expiring Wind Prem	\$	287,870	
	Expiring Flood Prem	\$	100,870	

Approved for renewal by the Board of Regents

Signature: _____
Dr. W. Myles Shelton, President

Date: _____

Consider Approval of Proposal to Purchase
Excess Flood Coverage for Property and Contents

McGriff, Seibels & Williams of Texas, Inc. (MSW) secured \$2,000,000 in blanket excess flood coverage for the College in 2022-23 through two carriers, each providing \$1,000,000 of the total coverage. The Total Insured Value (TIV) consideration of the 2022-23 coverage was \$75,027,30. The 2022-23 policy premium was \$131,156.26.

The College's TIV was reassessed and increased to \$85,784,492 for 2023-24. Due to the ongoing excess flood insurance market conditions for the gulf coast regions, the renewal coverages were again offered through two carriers, each providing \$1,000,000 of the coverage. The MSW agent stated, "The market continues to be extremely challenging, with 2023 being deemed a once in a generation property market." Details of the coverage are outlined in the following attachment.

The College has two options. The first option would be to rely on Federal Emergency Management Agency (FEMA) for flood losses on commercial claims over \$500,000 (NFIP policy limit). The second option would be to approve the MSW \$2,000,000 blanket flood coverage policy (above the NFIP limits) for a premium of \$204,341.44, a 56 percent increase from 2022-23. With the second option the College would still rely on FEMA for claims above \$2,500,000 (the combined excess flood limit and the NFIP limit).

**Please note this proposal does not include the new Health Science Education Center.*



Excess Flood Proposal

McGriff Insurance Services, LLC

10100 Katy Freeway, Suite 400 | Houston, TX 77043 | McGriffInsurance.com



Disclaimer

The following summary of coverages is to be used only as an overview of each policy written and in no way should it be used, nor is intended to be used, as a substitute for the original policy provisions. It has been prepared as a guideline for your reference only.

The policy/policies contain conditions, limitations and exclusions which may affect or limit coverage to be provided and should be reviewed by the insured to verify that coverage has been written as requested.

All of the information contained in this proposal is subject to the terms, conditions and limitations contained in the policies. Values are based on information provided by client.

Third Party Disclaimer

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COMMON TERMINOLOGY

Minimum and Deposit is the amount of premium due at inception. Although the policy is subject to audit, under no circumstances will the annual earned premium be less than the minimum premium. In other words, the policy may generate an additional premium or a return premium based on an audit, but the return premium will not reduce the required minimum deposit.

Minimum Earned Premium Endorsement can be attached to either a flat charge policy (one not subject to audit) or to an adjustable policy. In either case, this amount is the least amount of premium that will be retained by the carrier once the policy goes into effect. The amount retained will be the greater of the actual earned premium whether calculated on a pro-rata or short rate basis, or the minimum earned premium. Minimum earned premiums are based on a specific percent of the total premium or a designated amount, which will be reflected on the policy by endorsement.

Flat Cancellation means a policy will be cancelled without charge if cancelled within 30 days after issuance. Surplus lines carriers almost never allow flat cancellations. Once the policy is in effect, typically some percentage of the premium is required as a minimum earned premium.

Deductible is the portion of a covered loss that is not paid by the insurer. Most property insurance policies and some liability insurance policies contain a per-occurrence deductible provision that stipulates that the deductible amount specified in the policy declarations will be subtracted from each covered loss in determining the amount of the insured's loss recovery. In property insurance, the deductible is usually subtracted from the amount of the loss; in liability insurance, it is usually subtracted from the policy limit.

Self-Insured Retention (SIR) is a dollar amount specified in an insurance policy (usually a liability insurance policy) that must be paid by the insured before the insurance company will respond to a loss. SIRs typically apply to both the amount of the loss and related costs, e.g., defense costs, however, some apply only to amounts payable in damages, e.g., settlements, awards, and judgments.

A SIR differs from a true deductible in two important ways. First, a liability policy's limit is added on top of a SIR while the amount of the deductible is subtracted from the policy's limit. Second, as contrasted with the insurer's responsibility under a deductible, the insurer is not obligated to pay the SIR amount and then seek reimbursement from the insured; the insured pays the SIR directly to the claimant.

Compensation Statement

Our principal remuneration for the placement and service of your insurance policy(ies) will be by commission (a proportion of the premium paid that is allowed to us by the insurance company(ies)) and/or a mutually agreed fee.

You should be aware that we may receive additional income from the following sources:

- **Interest or Investment Income** earned on insurance premiums.
- **Expense Allowances or Reimbursements** from insurance companies and other vendors for (a) educational and professional development programs; (b) managing and administering certain binding authorities and other similar facilities, including claims which may arise; and (c) attendance at insurance company meetings and events; all of which we believe enable us to provide more efficient service and competitive terms to those clients for whom we consider the use of such facilities appropriate.
- **Tier II Commission** is exclusive to the placement of employee benefits insurance and is based on premium volume of new business and/or premium retention.
- **Contingent Commission** may be based on profitability, premium volume, premium retention, and/or growth.
- **Administrative and Services Fees** may be paid for limited services we provide to the insurance company as part of the placement process for insurance policies placed with a particular company, including but not limited to premium billing, collection, remittance and credit control, policy document compilation, and record retention or for consulting and data analytic services.

If you have questions or desire additional information about remuneration and other income, please contact your Agent who will put you in touch with our Chief Risk Manager for assistance. If any part of your insurance program is placed through any Truist-owned companies (including retail insurance broker McGriff Insurance Services, Inc.; wholesale insurance brokers CRC Insurance Services, Inc. and Crump Life Insurance Services, Inc.; managing general underwriter AmRisc, LLC; insurance premium finance companies Prime Rate Premium Finance Corporation, Inc., AFCO Credit Corporation, AFCO Acceptance Corporation, CAFO Holdings Company, and CAFO Inc.; or affiliates; or MBT, Ltd.) disclosure of that income will also be included.

Excess Flood – Proposed Terms & Conditions

Policy Period:	July 01, 2023 to July 01, 2024										
Perils Insured:	Flood only with other exclusions per policy forms and as specified below										
Coverage:	Buildings, Personal Property and Extra Expense										
Limit of Liability:	\$1,000,000 per Occurrence/Annual Aggregate part of \$2,000,000 Per Occurrence/Annual Aggregate as respects to <i>Flood Only</i>										
Locations:	Most recent Schedule on File with Company totaling \$85,784.492										
Territory:	USA and its Territories and Possessions										
Total Insurable Values:	Per Schedule on File with the Company <table> <tr> <td>\$ 70,606,236</td> <td>Building</td> </tr> <tr> <td>\$ 14,453,776</td> <td>Business Personal Property</td> </tr> <tr> <td>\$ 724,480</td> <td>Other</td> </tr> <tr> <td><u>Not Covered</u></td> <td>Business Income</td> </tr> <tr> <td>\$ 85,784,492</td> <td>Total Insurable Value</td> </tr> </table>	\$ 70,606,236	Building	\$ 14,453,776	Business Personal Property	\$ 724,480	Other	<u>Not Covered</u>	Business Income	\$ 85,784,492	Total Insurable Value
\$ 70,606,236	Building										
\$ 14,453,776	Business Personal Property										
\$ 724,480	Other										
<u>Not Covered</u>	Business Income										
\$ 85,784,492	Total Insurable Value										
Coinsurance:	Property - NIL BI – Not Covered										
Valuation:	Property - Replacement Cost BI – Not Covered										
Program Sublimits:	<table> <tr> <td>\$ 1,000,000</td> <td>Accounts Receivable</td> </tr> <tr> <td>4 weeks</td> <td>Civil Authority (1 mile; 72 hour waiting period; 30 days)</td> </tr> <tr> <td>\$ 250,000</td> <td>Course of Construction except \$25,000 per occurrence for soft costs</td> </tr> <tr> <td>\$ 200,000</td> <td>Electronic Data (Annual Aggregate Applies)</td> </tr> </table>	\$ 1,000,000	Accounts Receivable	4 weeks	Civil Authority (1 mile; 72 hour waiting period; 30 days)	\$ 250,000	Course of Construction except \$25,000 per occurrence for soft costs	\$ 200,000	Electronic Data (Annual Aggregate Applies)		
\$ 1,000,000	Accounts Receivable										
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\$ 250,000	Course of Construction except \$25,000 per occurrence for soft costs										
\$ 200,000	Electronic Data (Annual Aggregate Applies)										

\$	250,000	Errors and Omissions
\$	1,000,000	Extra Expense
\$	250,000	Fine Arts
\$	15,000	Fungus, Wet Rot, Dry Rot and Bacteria
\$	1, 000,000	Miscellaneous Unnamed Locations (Including CAT perils)
\$	1,000,000	Newly Acquired or Constructed Property(60 days)
	Included	Ordinance or Law Coverage A
	20% per	
	bldg./\$2M max	Ordinance or Law Coverage B+C
\$	100,000	Outdoor Plants, Trees, Shrubs (\$25,000 per tree/shrub/plant)
	As per schedule	Outdoor Property (max \$250 any one item)
\$	2,500	Outdoor Signs
\$	2,500	Personal Property of Others
\$	10,000	Personal Property Off Premises
\$	100,000	Pollutant Clean Up (Annual Aggregate Applies)
\$	100,000	Property in Transit
		\$ 100,000 Utility Service (72 hour waiting period); Direct Damage
\$	1,000,000	Valuable Papers and Records
\$	100,000	Contractor's Equipment
\$	100,000	Loss Adjustment Costs (Annual Aggregate)
\$	25,000	Spoilage
\$	50,000	Underground Pipes, Flues, and Drains

Sublimits of Liability are Per Occurrence unless otherwise indicated above.

Sublimits of Liability are Included in the Limit of Liability and are not in addition to the Limit of Liability.

Sublimits of Liability shown above are for summary purposes only and are subject to the terms and conditions of the policy forms.

Deductibles:

Flood:

\$500,000 Flood Per Building (Real Property)

\$500,000 Flood Per Building (Personal Property)

\$100,000 Flood Per Occurrence (Business Income)

\$100,000 Per Occurrence

Terms and Conditions:

As Per Policy form, including but not limited to:

- Texas Surplus Lines Notification SL-17905 (04/9)
- Common Policy Declarations BB-5W58a-PA (05/21)
- Difference In Conditions Policy Coverage Form DIC3C (10/10)
- Common Policy Conditions ACE0223 (10/11)
- Inland Marine Conditions ACE0431 (01/18)
- Cancellation Clause ACE007 (06/10)
- Nuclear, Biological, Chemical, Radiological Exclusion Endorsement ACE0210 (01/08)
- Accounts Receivable Sub-Limit Endorsement ACE0213 (09/13)
- Asbestos Exclusion (Absolute) ACE0354 (10/13)
- Errors And Omissions Endorsement ACE0360 (01/17)
- Fine Arts Endorsement ACE0363 (01/17)
- Sub-Limit Provision Endorsement ACE0377 (06/18)
- Property In Transit Sub-Limit Endorsement ACE0380 (01/17)
- Pre-Existing Property Damage Exclusion ACE0421 (08/09)
- Loss Adjustment Costs Sub-Limit Endorsement ACE0483 (10/14)
- Occurrence Limit Of Liability Endorsement ACE063 (07/16)
- Definition Of Loss Occurrence Endorsement ACE0681 (10/11)
- Valuable Papers And Records Sub-Limit Endorsement ACE0762 (09/13)
- Course Of Construction Sub-Limit Endorsement ACE0764 (07/14)
- Additional Covered Property (DIC) ACE0786 (11/14)
- Newly Acquired Or Constructed Property Sub-Limit Endorsement (DIC) ACE0819 (04/16)
- Civil Authority Amendment Endorsement ACE0866 (01/18)
- Outdoor Trees, Shrubs And Plants ACE0875 (05/17)
- Utility Service Sub-Limit Endorsement ACE0878 (05/17)
- Miscellaneous Unnamed Locations Endorsement ACE0907 (01/18)
- Loss Control Inspection Compliance Condition ACE0908 (01/18)
- First Named Insured Conditions Endorsement ACE1022 (03/21)
- Appraisal Clause ACE1037 (08/21)
- Electronic Data Amendment Endorsement ACE126 (10/14)

- Exclusion Of Loss Due To Virus, Bacteria or Microorganism That Induce Physical Distress, Illness Or Disease
AGP-53329a (04/20)
- Trade or Economic Sanctions Endorsement
ALL-21101 (11/06)
- Difference In Conditions Policy - Replacement Cost
Endorsement - Real Property BB-609952 (10/10)
- Difference In Conditions Policy Replacement Cost
Endorsement - Personal Property BB-609953 (10/10)
- Difference In Conditions Policy - Ordinance and
Law Coverage Endorsement BB-609954 (08/17)
- Difference In Conditions Policy - Extra Expense
Endorsement BB-609955 (10/10)
- Causes Of Loss – Flood DIC3F (09/20)
- Difference In Conditions Policy - Flood Limitation
Endorsement - Exclusion of Surface Water, Mudslide and
Mudflow DIC5 (10/10)
- Cap On Losses From Certified Acts of Terrorism
IL 09 52 (01/15)
- Service of Suit Endorsement SL-34255a (01/16)
- Policyholder Disclosure Notice Of Terrorism Insurance
Coverage TR-51520a (08/20)
- National Flood Insurance Program (NFIP) Difference In
Conditions Endorsement ACE1031 (08/21)
- General Amendatory Endorsement MS-331051 (08/21)
- Pollutant Clean Up Amendment Endorsement ACE0986
(09/20)
- Claims Directory Property and Inland Marine MA-
608255p(04/15)
- CHUBB Producer Compensation Practices & Policies ALL-
4Y30g(05/20)
- U.S. Treasury Departments' Office of Foreign Assets Control
(OFAC) Advisory Notice to Policyholders IL P 001 01 04
- Signature Endorsement LD-5S231(04/22)
- 90 days except 10 days for non-payment of premium or
as required by the state of domicile
- This policy excludes any loss or damage directly or indirectly
caused by, resulting from or contributed to by any pre-existing
property damage at the time of loss.
- All Policy form exclusions including the following Westchester
exclusions:
 - Absolute Asbestos, Electronic Data/Cyber Risk, Nuclear
Biological and Chemical and Radiological Exposures,
Definition of Occurrence Endorsement, Exclusion of Loss
Due to Virus, Bacteria or Microorganism That Induce
Physical Distress, Illness or Disease.
- Occurrence Limit of Liability with paragraph 3. (b) at 100%
- 35% MINIMUM EARNED PREMIUM

Carrier:

Illinois Union Insurance Company

A.M. Best Rating: A+ XV

Excess Flood – Proposed Terms & Conditions

Policy Period: July 01, 2023 to July 01, 2024

Perils Insured: Risk of Direct Physical Loss or Damage caused by the peril(s) of Flood only as per Policy Form, Endorsements and Exclusions attached.

Coverage: Real Property and Contents as per Policy Form, Endorsements and Exclusions attached.

Limit of Liability: \$1,000,000 part of \$2,000,000 Per Occurrence

Locations: Most recent Schedule on File with Company totaling \$75,027,304

Total Insurable Values: Per Schedule on File with the Company

\$ 70,606,236	Building
\$ 14,453,776	Business Personal Property
\$ 724,480	Other
<u>Not Covered</u>	Business Income
\$ 85,784,492	Total Insurable Value

Program Sublimits:

\$ 1,000,000	Accounts Receivable
4 weeks	Civil Authority (1 mile; 72 hour waiting period; 30 days)
\$ 250,000	Course of Construction except \$25,000 per occurrence for soft costs
\$ 100,000	Electronic Data (Annual Aggregate Applies)
\$ 250,000	Errors and Omissions
\$ 1,000,000	Extra Expense
\$ 250,000	Fine Arts
\$ 15,000	Fungus, Wet Rot, Dry Rot and Bacteria
\$ 1,000,000	Miscellaneous Unnamed Locations (Including CAT perils)
\$ 1,000,000	Newly Acquired or Constructed Property(60 days)
Included	Ordinance or Law Coverage A
20% per	
bldg/\$2M max	Ordinance or Law Coverage B+C
\$ 100,000	Outdoor Plants, Trees, Shrubs (\$25,000 per tree/shrub/plant)

As per schedule	Outdoor Property (max \$250 any one item)
\$ 2,500	Outdoor Signs
\$ 2,500	Personal Property of Others
\$ 10,000	Personal Property Off Premises
\$ 100,000	Pollutant Clean Up (Annual Aggregate Applies)
\$ 100,000	Property in Transit
\$ 100,000	Utility Service (72 hour waiting period); Direct Damage
\$ 1,000,000	Valuable Papers and Records
\$ 100,000	Contractor's Equipment
\$ 100,000	Loss Adjustment Costs (Annual Aggregate)
\$ 25,000	Spoilage
\$ 50,000	Underground Pipes, Flues, and Drains

Sublimits of Liability are Per Occurrence unless otherwise indicated above.

Sublimits of Liability are Included in the Limit of Liability and are not in addition to the Limit of Liability.

Sublimits of Liability shown above are for summary purposes only and are subject to the terms and conditions of the policy forms.

Deductibles:

Flood:

Excess of NFIP, whether purchased or not

\$100,000 Per Occurrence

Valuation:

Property: Replacement Cost

Terms and Conditions:

As Per Policy form, including but not limited to:

- TX SN – Texas SN 9040 0914
- Property Declarations ECP 0001 0616
- Forms and Endorsements Schedule ECP 0101 0508
- Primary Co-Participation Form (Subject to review and approval of lead policy) ECP 1328 0516
- Occurrence Limit of Liability Endorsement ECP 1324A 1220
- Definition of Occurrence Endorsement ECP 1331 1016
- Flood Coverage Amendatory ECP 0638 1216
- Absolute Pollution Exclusion ECP 0501 0606
- Asbestos Exclusion ECP 0502 0606
- Absolute Mold Exclusion ECP 0505 0606
- Nuclear Exclusion Endorsement ECP 0511 0709
- Exclusion for Certain Computer Related Losses ECP 0516 0416

- War And Military Action, Terrorism, and Nuclear, Biological Or Chemical Exclusion ECP 0507 0606
- Cosmetic Roof Damage Exclusion ECP 0513 0216
- Communicable Disease Exclusion ECP 0519 0817
- Post-Loss Assignment Exclusion ECP 0676 1021
- Minimum Earned Premium Clause ECP 1321 0115
- Pre-existing Damages Exclusion ECP 0520 1017
- Supplemental Deductible Endorsement ECP 0104 0315
- Specified Perils Endorsement ECP 0653 0918
- Loss Adjustment Endorsement ECP 1301 0616
- TX Texas Important Notice PN 0025 0520
- Cap On Losses From Certified Acts Of Terrorism IL 09 52 01 15
- Disclosure Of Premium For Certified Acts Of Terrorism Coverage IL 09 85 01 15
- Disclosure Pursuant To The Terrorism Risk Insurance Act IL 1214 1220
- Notice of Loss ECP 1302 0214
- Service Of Suit Endorsement ECP 1307 0316
- Total or Constructive Loss Earned Premium Condition ECP 0684 0123
- Waiver Removal ECP 0300 0620
- Office of Foreign Assets Control ("OFAC") PN 0001 0721
- Signature Page IL 1008 0114
- Occurrence definition must include an hourly limit not to exceed 96 hours for Named Windstorm and up to 168 hours for Flood and Earthquake / Earth Movement
- Equipment Breakdown is excluded
- 35% MINIMUM EARNED PREMIUM
- Subject to the Hurricane Season Minimum Earned Premium Endorsement

Carrier:

Endurance American Specialty Insurance Company

A.M. Best Rating: A+ XV

Program Estimated Annual Premium:

\$ 194,750.00	Property
\$ 9,445.38	Surplus Lines Tax
\$ <u>146.06</u>	Stamping Fee
\$ 204,341.44	Total Premium

A.M. Best Rating

MCGRIFF INSURANCE SERVICES, LLC PROVIDER SECURITY STANDARDS

The following is a brief summary of the measures that we have taken as your broker to review and report to you objectively on the financial security of your insuring companies. Information is included on A.M. Best Company, our primary security rating source, and the internal policies and standards, which we have established to address this important issue for our customers.

McGriff Security Review:

McGriff Insurance Services, Inc. has established an internal "Security Review Group" composed of senior management representatives from the Finance, Marketing, Branch, Wholesale and Administrative Divisions of the company. This group's purpose is to develop and implement all procedures and standards for the financial security of all insurers, intermediaries and associations used by McGriff and its subsidiary companies.

This group meets periodically to review the current listing of all companies, intermediaries and associations, which are actively used by McGriff. It will also act on any pending requests received from throughout the company to have new Providers activated, and to deactivate any Providers that do not meet current McGriff standards.

McGriff Provider Classifications:

"Approved Provider" is any Provider whose A.M. Best's rating is A- or higher. The Best's rating of an "approved" Provider must be printed on all McGriff Confirmations of Coverage (Binders) and proposals delivered to clients or prospects.

"Exception Provider" is certain Providers with a rating lower than A-, including those companies "not rated by A.M. Best" which after review by the Security Review Group will be an approved security.

Any Provider approved by McGriff receiving an A.M. Best downgrade of rating will be posted on our website (www.mcgriff.com). A downgrade that results in an "Approved" Provider moving to a less than A- A.M. Best Rating will be communicated to you in writing.

A.M. Best Company

Ambest Road
Oldwick, New Jersey 08858

History:

A.M. Best Company was incorporated in 1899 as the first rating agency in the world to offer reliable information on the financial condition of U.S. insurance companies. The **Best's Rating Guide** was first published in 1900, and has since become a cornerstone of the security review process by continuously evaluating the financial integrity of over 4,100 insurance companies. In 1984, the first edition of the **Best's International Rating Guide** was published, reporting on the claims-paying ability of over 950 international insurers.

The information used by Best to rate insurance carriers is provided by the companies themselves as a part of their normal filings with the National Association of Insurance Commissioners, those states in which the company is licensed, the SEC and/or with its shareholders. Rating reviews are performed annually on each insurance company and on an interim basis as conditions dictate.

Best's Rating System:

The Best's rating system is designed to evaluate a wide range of objective and subjective factors that affect the overall performance of an insurance company (not applicable to associations or intermediaries). These factors deal with the company's financial strength, its operating performance and its ability to meet its financial obligations to policyholders, as follows:

- * Profitability
- * Quality of reinsurance program
- * Quality and diversification of assets
- * Adequacy of policy loss reserves
- * Capital structure and
- * Spread of risk
- * Leverage/Capitalization
- * Liquidity
- * Adequacy of policyholder's surplus
- * Management experience and objectives

Best's Rating Symbols:

A typical Best's rating is composed of two parts. The "**Security**" portion provides an alphabetical indication of the quality of the security provided by a company to its policyholders. This rating is further defined in three categories, "Secure", "Vulnerable" or "Not Assigned". The "**Financial Size**" (FSC) portion of the Best's rating uses Roman numerals to rank companies based on the dollar amount of their policyholder's surplus and contingent reserve funds.

While comparative rankings for security or financial size by themselves may not adequately portray the complete financial health of a company, the combination of the two has proven to be reliable in predicting the ability of a company to meet its claims

obligations in a timely manner, both now and in the near future. The actual rating symbols used by Best and their meanings are:

“Secure” Ratings	A++ or A+	Superior
Excellent	A or A-	
	B++ or B+	Good
“Vulnerable” Ratings	B or B-	
Fair	C++ or C+	Marginal
	C or C-	Weak
	D	Poor
	E	Under
Supervision	F	In Liquidation
	S	Suspended

“NR” Not Rated Designation – Assigned to companies not rated by A.M. Best.

Financial Size Categories

I	Under \$1,000,000	VIII	100,000,000 - 250,000,000
II	1,000,000 - 2,000,000	IX	250,000,000 - 500,000,000
III	2,000,000 - 5,000,000	X	500,000,000 - 750,000,000
IV	5,000,000 - 10,000,000	XI	750,000,000 - 1,000,000,000
V	10,000,000 - 25,000,000	XII	1,000,000,000 - 1,250,000,000
VI	25,000,000 - 50,000,000	XIII	1,250,000,000 - 1,500,000,000
VII	50,000,000 - 100,000,000	XIV	1,500,000,000 - 2,000,000,000
		XV	Over \$2,000,000,000

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Endurance American Specialty Insurance Company

BestLink AMB #: 013033 NAIC #: 41718 FEIN #: 751844564

Administrative Office
 4 Manhattanville Road
 Purchase, New York 10577
[United States](#)

Web: www.sompo-intl.com

Phone: 914-468-8000

[View Additional Address Information](#)

AM Best Rating Unit: [AMB #: 090743 - Sompo Japan Insurance Inc.](#)

Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.



View additional [news, reports and products](#) for this company.

Based on AM Best's analysis, [052641 - SOMPO Holdings, Inc.](#) is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. View a list of [operating insurance entities](#) in this structure.

Best's Credit Ratings

Financial Strength [View Definition](#)

Rating (Rating Category): A+ (Superior)
Affiliation Code: g (Group)
Outlook (or Implication): Stable
Action: Affirmed
Effective Date: September 16, 2022
Initial Rating Date: November 02, 2005

Long-Term Issuer Credit [View Definition](#)

Rating (Rating Category): aa- (Superior)
Outlook (or Implication): Stable
Action: Affirmed
Effective Date: September 16, 2022
Initial Rating Date: November 02, 2005

Financial Size Category [View Definition](#)

Financial Size Category: XV (\$2 Billion or greater)

u Denotes [Under Review Best's Rating](#)

Best's Credit Rating Analyst

Rating Office: A.M. Best Rating Services, Inc.

Director: Steven M. Chirico, CPA

Note: See the Disclosure information Form or Press Release below for the office and analyst at the time of the rating event.

Disclosure Information

Disclosure Information Form

View AM Best's [Rating Disclosure Form](#)

Press Release

[AM Best Affirms Credit Ratings of Sompo Japan Insurance Inc. and its Subsidiaries](#)

September 16, 2022

View AM Best's [Rating Review Form](#)

Illinois Union Insurance Company

BestLink AMB #: 003510 NAIC #: 27960 FEIN #: 362759195

Mailing Address

P.O. Box 1000
Philadelphia, Pennsylvania 19106
[United States](#)

Web: www.chubb.com

Phone: 215-640-1000

[View Additional Address Information](#)

AM Best Rating Unit: [AMB #: 000012 - Chubb U.S. Group of Insurance Companies](#)

Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.



View additional [news, reports and products](#) for this company.

Based on AM Best's analysis, [058303 - Chubb Limited](#) is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. View a list of [operating insurance entities](#) in this structure.

Best's Credit Ratings

Financial Strength [View Definition](#)

Rating (Rating Category): A++ (Superior)
Affiliation Code: g (Group)
Outlook (or Implication): Stable
Action: Affirmed
Effective Date: December 01, 2022
Initial Rating Date: June 30, 1979

Long-Term Issuer Credit [View Definition](#)

Rating (Rating Category): aa+ (Superior)
Outlook (or Implication): Stable
Action: Affirmed
Effective Date: December 01, 2022
Initial Rating Date: August 16, 2005

Financial Size Category [View Definition](#)

Financial Size Category: XV (\$2 Billion or greater)
 u Denotes [Under Review Best's Rating](#)

Best's Credit Rating Analyst

Rating Office: A.M. Best Rating Services, Inc.

Associate Director : Alan Murray

Senior Director: Michael J. Lagomarsino, CFA, FRM

Note: See the Disclosure information Form or Press Release below for the office and analyst at the time of the rating event.

Disclosure Information

Disclosure Information Form

View AM Best's [Rating Disclosure Form](#)

Press Release

[AM Best Affirms Credit Ratings of Chubb Limited and Its Subsidiaries](#)

December 01, 2022

View AM Best's [Rating Review Form](#)

Consider Approval of Proposal to Purchase Texas Association of School Boards Risk Management Fund Insurance Coverage for All Other Perils Property and Contents (Excluding Named or Numbered Windstorms)

The Texas Association of School Boards Risk Management Fund (TASB) provides Galveston College all other perils property and contents coverage (excluding names or numbered storms) through an interlocal agreement. This coverage also includes the College's automobile liability, automobile physical damage, school professional liability, and privacy and information security.

TASB has offered three deductible renewal options for the weathers peril coverage (this coverage excludes damages caused by a named or numbered storm):

Option #1 Renewal with an increased weather peril deductible from \$25,000 to \$50,000. The premium for this option for all coverage is **\$100,360** (18.12 percent increase)

Option #2 Buy down the \$50,000 deductible to \$25,000 for an additional \$4,403. The premium for this option for all coverage is **\$104,763** (23.30 percent increase)

Option #3 Renewal with an increased weather peril deductible from \$25,000 to \$100,000. The premium for this option for all coverage is **\$96,196** (13.22 percent increase)

The deductibles for the other lines of coverage have not changed from 2022-23

Please note the Total Insured Value (TIV) of Galveston College properties with TASB for 2022-23 was \$76,011,000. The TIV of Galveston College properties for 2023-24 was reassessed and increased to \$85,784,492 (12.86 percent). Carriers use different assessment methods to assess current TIVs.

Staff recommends that the Board approve Option #2 for damages cause by weather perils (excluding names or numbered storms).

**Please note this coverage does not include the new Health Science Education Center. This new building will be added when the College takes possession.*

Option #1

Galveston College

Contribution & Coverage Summary (CCS)
Participation Period: 7/1/2023 through 6/30/2024

The following is a summary of coverages, limits, deductibles, and contribution amounts. More information about coverage, limits, deductibles, terms, and conditions are found on following pages and are part of this CCS. Please review all pages of this CCS document.

Coverage	Limit	Deductible	Contribution
Property	See Property Coverage Summary	See Property Coverage Summary	\$81,637
Automobile Liability	\$500K Combined Single Limit	\$1,000	\$2,144
Automobile Physical Damage	Actual Cash Value	See Automobile Coverage Summary	\$420
School Liability including Professional Legal, General, and Employee Benefits Liability	See School Liability Coverage Summary	See School Liability Coverage Summary	\$11,359
Privacy & Information Security	\$250,000	\$0	\$4,800
Total Contribution			\$100,360

THIS IS NOT AN INVOICE. The TASB Risk Management Fund will issue an invoice when coverage is accepted by the Member. Total Contribution is an estimate and is subject to exposure audit.



Galveston College

Property Coverage Summary Participation Period: 7/1/2023 through 6/30/2024 Total Property Contribution: \$81,637

The following is an overview of the limits (blanket replacement) and deductibles for risk of Direct Physical Loss to Covered Property. Additional coverages, limits, exclusions, and terms are included in the Fund's Coverage Agreement for this Participation Period.

Coverage	Limit	Deductible
All Perils except Weather Perils	\$85,784,492	\$5,000
Weather Perils except Named/Numbered Windstorm	\$85,784,492	\$50,000
Named/Numbered Windstorm Excluded	\$0	
Flood (Not caused by Named/Numbered Windstorm)	\$2,000,000	\$50,000
Earthquake	\$2,000,000	\$50,000
Crime	\$100,000	\$5,000
Equipment Breakdown	\$85,784,492	\$5,000

Additional Deductible for Wind and Hail	Deductible	Maximum Deductible
None		

Additional Sublimit for Wind and Hail	Limit	Deductible
Sublimit for Wind, Hail Loss to Single Ply Membrane roofs and accompanying roof systems; all other deductibles apply. This does not apply to Named/Numbered Windstorm Loss in Tier 1, Tier 2, or Harris counties.	\$1,000,000	Weather Perils Deductible applies



Additional Sublimits and/or Deductibles	Limit Per Occurrence	Deductible
Extra Expense & Loss in Revenue	\$3,000,000	Per Underlying Loss

Excluded Locations	Address	Site

None



Galveston College

Automobile Coverage Summary Participation Period: 7/1/2023 through 6/30/2024 Total Automobile Contribution: \$2,564

The following is an overview of the limits and deductibles for risk associated with the ownership, maintenance, or use of Covered Automobiles. Additional coverages, limits, exclusions, and terms are included in the Fund's Coverage Agreement for this Participation Period.

Coverage	Limit	Deductible
Automobile Liability	\$500K Combined Single Limit	\$1,000
Automobile Physical Damage - Collision	Actual Cash Value	\$1,000
Automobile Physical Damage - Comprehensive	Actual Cash Value	\$1,000
Automobile Physical Damage - Catastrophic	Actual Cash Value	\$5,000

Excluded Vehicles

VIN	Year	Make	Model/Description	Exclusion
None				

None

Automobile Terms & Conditions

Statement of Values: Fund Member has provided the Fund with the most current and accurate statement of values for all applicable property, including a complete and accurate listing of vehicles owned by the Fund Member. Fund Member agrees to allow the Fund to conduct property appraisals of the Fund Members' property on a periodic basis and agrees to accept values provided by the Fund.

Salvage: The Fund will have the right, at its discretion, to exercise rights of salvage to any damaged property paid for or replaced under the terms of this Agreement.

Excluded Vehicles: The Fund extends coverage for all Fund Member Covered Automobiles. Vehicles listed are excluded from Automobile Liability, Comprehensive, or Comprehensive coverage as noted under 'Exclusion.'

Galveston College

School Liability Coverage Summary

Participation Period: 7/1/2023 through 6/30/2024
Total School Liability Contribution: \$11,359

The following is an overview of the limits and deductibles for legal, general, and other liability risks. Additional coverages, limits, exclusions, and terms are included in the Fund's Coverage Agreement for this Participation Period.

Coverage	Limit	Deductible
Professional Legal Liability Subject to \$2,000,000 Maximum Annual Aggregate	\$2,000,000	\$5,000
General Liability	\$2,000,000	\$0
Employee Benefits Liability	\$100,000	\$0

School Liability Conditions

Prior Acts: Fund Member certifies that all known or reported acts for which it is reasonably believed may result in a legal claim against the Fund Member have been fully disclosed. Additionally, Fund Member acknowledges that this coverage excludes any claims arising from such known or reported acts. This Agreement does not void coverage afforded to Fund Member under any previous Fund Agreement.



Galveston College

Privacy & Information Security Coverage Summary
Participation Period: 7/1/2023 through 6/30/2024
Total Privacy & Information Security Contribution: \$4,800

The following is an overview of the limits and deductibles for privacy and information security risks. Additional coverages, limits, exclusions, and terms are included in the Fund’s Coverage Agreement for this Participation Period.

Coverage	Aggregate Limit Per Event	Deductible
Privacy & Information Security	\$250,000	\$0

Privacy & Information Security Conditions

No Known Losses: Fund Member certifies that all known or reported events occurring prior to the effective date of this coverage, as applicable, which it is reasonably believed may result in a claim under this Coverage have been fully disclosed or reported.



TASB Risk Management Fund • 12007 Research Blvd., Austin, Texas 78759-2439
P.O. Box 301 • Austin, Texas 78767-0301 • 800.482.7276 • tasbrmf.org
Administered by the Texas Association of School Boards

Endorsement

Member:	Galveston College	Contract No.:	P084502-2023-001
Member ID:	084502	Coverage Period:	7/1/2023 through 6/30/2024
Endorsement No.:	P084502-2023-001-PDBD		
Effective Date	7/1/2023		
Line of Coverage:	Property		

As requested by the Member, the indicated Contribution and Coverage Summary for the above referenced term is amended as follows:

This Endorsement provides additional limits for the difference between the Member's Weather Perils deductible of \$50,000 as shown on the CCS and \$25,000 per occurrence for Direct Physical Loss arising from wind or hail.

The maximum limit available under this endorsement is \$25,000.

Additional Contribution: \$4,403

This endorsement amends the CCS for Property Coverage for the Coverage Period shown above.

To accept and bind this Endorsement, this endorsement form must be signed, dated and returned to the TASB Risk Management Fund (tasbrmf@tasbrmf.org) not later than 5 days prior to the Effective Date shown above.

Authorized Signature

Date

Issued: 4/29/2023

Authorized By:

Option #3

Galveston College

Contribution & Coverage Summary (CCS)
Participation Period: 7/1/2023 through 6/30/2024

The following is a summary of coverages, limits, deductibles, and contribution amounts. More information about coverage, limits, deductibles, terms, and conditions are found on following pages and are part of this CCS. Please review all pages of this CCS document.

Coverage	Limit	Deductible	Contribution
Property	See Property Coverage Summary	See Property Coverage Summary	\$77,473
Automobile Liability	\$500K Combined Single Limit	\$1,000	\$2,144
Automobile Physical Damage	Actual Cash Value	See Automobile Coverage Summary	\$420
School Liability including Professional Legal, General, and Employee Benefits Liability	See School Liability Coverage Summary	See School Liability Coverage Summary	\$11,359
Privacy & Information Security	\$250,000	\$0	\$4,800
Total Contribution			\$96,196

THIS IS NOT AN INVOICE. The TASB Risk Management Fund will issue an invoice when coverage is accepted by the Member. Total Contribution is an estimate and is subject to exposure audit.

Galveston College

Property Coverage Summary Participation Period: 7/1/2023 through 6/30/2024 Total Property Contribution: \$77,473

The following is an overview of the limits (blanket replacement) and deductibles for risk of Direct Physical Loss to Covered Property. Additional coverages, limits, exclusions, and terms are included in the Fund's Coverage Agreement for this Participation Period.

Coverage	Limit	Deductible
All Perils except Weather Perils	\$85,784,492	\$5,000
Weather Perils except Named/Numbered Windstorm	\$85,784,492	\$100,000
Named/Numbered Windstorm Excluded	\$0	
Flood (Not caused by Named/Numbered Windstorm)	\$2,000,000	\$50,000
Earthquake	\$2,000,000	\$50,000
Crime	\$100,000	\$5,000
Equipment Breakdown	\$85,784,492	\$5,000

Additional Deductible for Wind and Hail	Deductible	Maximum Deductible
None		

Additional Sublimit for Wind and Hail	Limit	Deductible
Sublimit for Wind, Hail Loss to Single Ply Membrane roofs and accompanying roof systems; all other deductibles apply. This does not apply to Named/Numbered Windstorm Loss in Tier 1, Tier 2, or Harris counties.	\$1,000,000	Weather Perils Deductible applies



Additional Sublimits and/or Deductibles	Limit Per Occurrence	Deductible
Extra Expense & Loss in Revenue	\$3,000,000	Per Underlying Loss

Excluded Locations	Address	Site

None



Galveston College

Automobile Coverage Summary Participation Period: 7/1/2023 through 6/30/2024 Total Automobile Contribution: \$2,564

The following is an overview of the limits and deductibles for risk associated with the ownership, maintenance, or use of Covered Automobiles. Additional coverages, limits, exclusions, and terms are included in the Fund's Coverage Agreement for this Participation Period.

Coverage	Limit	Deductible
Automobile Liability	\$500K Combined Single Limit	\$1,000
Automobile Physical Damage - Collision	Actual Cash Value	\$1,000
Automobile Physical Damage - Comprehensive	Actual Cash Value	\$1,000
Automobile Physical Damage - Catastrophic	Actual Cash Value	\$5,000

Excluded Vehicles

VIN	Year	Make	Model/Description	Exclusion
None				

None

Automobile Terms & Conditions

Statement of Values: Fund Member has provided the Fund with the most current and accurate statement of values for all applicable property, including a complete and accurate listing of vehicles owned by the Fund Member. Fund Member agrees to allow the Fund to conduct property appraisals of the Fund Members' property on a periodic basis and agrees to accept values provided by the Fund.

Salvage: The Fund will have the right, at its discretion, to exercise rights of salvage to any damaged property paid for or replaced under the terms of this Agreement.

Excluded Vehicles: The Fund extends coverage for all Fund Member Covered Automobiles. Vehicles listed are excluded from Automobile Liability, Comprehensive, or Comprehensive coverage as noted under 'Exclusion.'



Galveston College

School Liability Coverage Summary Participation Period: 7/1/2023 through 6/30/2024 Total School Liability Contribution: \$11,359

The following is an overview of the limits and deductibles for legal, general, and other liability risks. Additional coverages, limits, exclusions, and terms are included in the Fund’s Coverage Agreement for this Participation Period.

Coverage	Limit	Deductible
Professional Legal Liability Subject to \$2,000,000 Maximum Annual Aggregate	\$2,000,000	\$5,000
General Liability	\$2,000,000	\$0
Employee Benefits Liability	\$100,000	\$0

School Liability Conditions

Prior Acts: Fund Member certifies that all known or reported acts for which it is reasonably believed may result in a legal claim against the Fund Member have been fully disclosed. Additionally, Fund Member acknowledges that this coverage excludes any claims arising from such known or reported acts. This Agreement does not void coverage afforded to Fund Member under any previous Fund Agreement.



Galveston College

Privacy & Information Security Coverage Summary Participation Period: 7/1/2023 through 6/30/2024 Total Privacy & Information Security Contribution: \$4,800

The following is an overview of the limits and deductibles for privacy and information security risks. Additional coverages, limits, exclusions, and terms are included in the Fund's Coverage Agreement for this Participation Period.

Coverage	Aggregate Limit Per Event	Deductible
Privacy & Information Security	\$250,000	\$0

Privacy & Information Security Conditions

No Known Losses: Fund Member certifies that all known or reported events occurring prior to the effective date of this coverage, as applicable, which it is reasonably believed may result in a claim under this Coverage have been fully disclosed or reported.

Property Conditions

Weather Perils: Weather Perils are defined as Loss to Covered Property directly caused by, resulting from, or arising from wind, hail, convective storm, or freezing temperatures. The Weather Perils Limit and Deductible shown on this CCS will apply to Loss by a Weather Peril. For Locations outside of Tier 1, Tier 2, and Harris counties, the Weather Perils Limit and Deductible will apply to Loss to Covered Property directly caused by, resulting from, or arising from Named/Numbered Windstorm.

Named/Numbered Windstorm: Named/Numbered Windstorm is defined as Loss to Covered Property directly caused by, resulting from, or arising from any hurricane, typhoon, tropical cyclone, tropical storm, or tropical depression that is designated by name or number by the National Weather Bureau or National Hurricane Center, including Loss caused by flood, storm surge, wave wash, surface water, overflow of bodies of water, or spray from any of these. The Named/Numbered Windstorm Limit and Deductible shown on this CCS will apply to Loss by a Named/Numbered Windstorm to Locations in Tier 1, Tier 2, and Harris counties.

The term “Tier 1” means the Texas counties of Aransas, Brazoria, Calhoun, Cameron, Chambers, Galveston, Jackson, Jefferson, Kenedy, Kleberg, Matagorda, Nueces, Refugio, San Patricio, and Willacy.

The term “Tier 2” means the Texas counties of Bee, Brooks, Fort Bend, Goliad, Hardin, Hidalgo, Jasper, Jim Wells, Liberty, Live Oak, Newton, Orange, Victoria, and Wharton.

The term “Harris County” means the Texas county of Harris.

Location: A single street address where Covered Property is sited.

Flood Zone Exclusions: As to the Flood endorsement, Fund Member properties are excluded from coverage if they are located in specific Special Flood Hazard Areas (SFHA) identified on the Flood Insurance Rate Map. Fund Member Covered Property in the following SFHAs are excluded: Zone A, Zone AO, Zone AH, Zones A1-A30, Zone AE, Zone A99, Zone AR, Zone AR/AE, Zone AR/AO, Zone AR/A1-A30, Zone AR/A, Zone AR/AH, Zone V, Zone VE, Zone VO, Zones V1-V30. Fund Members with such properties should seek coverage under the National Flood Insurance Program (NFIP) or other flood programs.

Other Limits: If more than one Per Occurrence Limit may be applicable, the Fund shall determine which limit will apply.

Statement of Values: Fund Member has provided the Fund with the most current and accurate statement of values for all applicable property, including a complete and accurate listing of property owned by the Fund Member. Fund Member agrees to allow the Fund to conduct property appraisals of the Fund Members’ property periodically and agrees to accept values provided by the Fund.

Salvage: The Fund will have the right, at its discretion, to exercise rights of salvage to any damaged property paid for or replaced under the terms of this Agreement.

Single Ply Membrane: ‘Single Ply Membrane’ is a synthetic roofing material that includes but is not limited to EPDM, TPO, and PVC membranes.

Consider Approval of Proposal to Purchase Texas Association of School Boards Risk Management Fund Insurance Coverage for Unemployment and Workers' Compensation

Staff recommends that the Board approve renewal of insurance policies through an interlocal agreement with the Texas Association of School Boards Risk Management Fund for the College's unemployment and workers' compensation insurance coverage.

NOTE: The rates for workers' compensation and unemployment coverage have not been quoted since the current policies do not expire until September and October 2023, respectively. The carrier predicts that there will be a two percent increase in the workers' compensation policy rate from the previous year, and predicts there will be no increase in cost in the unemployment policy rate. Once the rates have been quoted, approval of the policy payment amounts will be submitted to the Board for final approval.

Consider Approval of Proposal to Purchase Intercollegiate Athletics and Activities
Accident Insurance

Staff recommends that the Board approve the purchase of insurance for Intercollegiate Athletics and Activities, through Universal Fidelity Life Insurance company, 13931 Quail Pointe Drive, Oklahoma City, OK 73134. If approved, the policy would be effective August 1, 2023 for a term of one year. The cost of the policy is \$7,500. The catastrophic premium is \$1,646.00. The total cost is \$9,146.00.

Consider Approval of Extension of Contracts for Disaster Restoration and Recovery Services

Since the College is located on Galveston Island, it is vulnerable to natural and man-made disasters such as hurricanes, tornadoes, floods, fires, etc.; therefore, a disaster restoration and recovery service is needed on an on-call basis. The contract would be a “requirements contract,” with no quantities guaranteed. There would be no retainer paid in order to keep the contract in effect. The contract is based on “as-needed” services in the event of a disaster-generated event, and charges would be determined by an itemized list of services and equipment with a preset cost rate.

Staff is requesting Board approval to extend the disaster restoration and recovery services contracts for one year with Cotton Commercial USA, Inc. 5443 Katy Hockley Cut-off Road, Katy, Texas, as the primary and Blackmon Mooring, 10511 Kipp Way #400, Houston, Texas as the secondary. The original contracts were awarded in 2020 with the option of making annual renewals for an additional five years. This is the fourth extension with one more remaining. The original effective date for the contract was June 1, 2020.

The source of funding for contract-related expenses (if incurred) is the Education and General Fund budget. If incurred, expenditures for these services are expected to be in excess of \$50,000, which requires Board approval. Staff will notify the Board of Regents if the total for the year exceeds \$50,000.



Exhibit "A" 2023 Rate Schedule

I. Personnel Labor Rates:

The personnel labor classification ("Classifications") and the classification hourly rates listed below ("Classification Hourly Rates") apply to any and all personnel engaged to fulfill the terms of the Agreement, these personnel may include but are not limited to the full time employees of Cotton Commercial USA, Inc. ("Cotton"), temporary hires employed directly by Cotton, any personnel secured through subcontracted labor, or any personnel subcontracted by Cotton that falls into the labor categories below. Rates stated below are per person per hour.

A. <u>Classification - Management</u>	<u>Classification Hourly Rates</u>		<u>Classification Hourly Rates</u>
Project Consultant (PCS)	\$150.00	Project Accountant (PA)	\$83.50
Project Coordinator (PC)	\$130.00	Assistant Project Manager (APM)	\$83.50
Project Manager (PM)	\$100.00	Project Administrative (PAA)	\$55.00
Health & Safety Officer (HSO)	\$95.00		
 <u>Classification - Restoration</u>			
Drying / Equipment Technician (DET)	\$65.00	Biohazard, Trauma, Forensic Supervisor (BTFS)	\$110.00
Equipment Operator (EO)	\$78.00	Biohazard, Trauma, Forensic Technician (BTFT)	\$80.00
Restoration Supervisor (RS)	\$67.50	Biohazard, Trauma, Forensic Labor (BTFL)	\$65.00
Resource Coordinator (RC)	\$58.00	Certified Asbestos / Lead Supervisor (AS)	\$75.00
Restoration Technician (RT)	\$55.00	Asbestos Technician / Worker (AT)	\$65.00
General Labor (GLE) - (Experienced with Cotton Operations)	\$42.50	Mold Remediation Worker (MRW)	\$61.00
General Labor (GL)	\$39.00		
 <u>Classification - Construction</u>			
Metal Worker / Fabricator (FAB)	\$160.00	Wallcovering Installer (WPR)	\$60.50
Electrician (E)	\$145.00	Carpenter - Finish (FNH)	\$60.50
HVAC Technician (HVC)	\$145.00	Masonry (MAS)	\$60.00
Plumber (PLM)	\$145.00	Drywall (D)	\$58.00
Fire Suppression (FS)	\$135.00	Painter (P)	\$58.00
Welder (WLD)	\$98.50	Carpenter - Rough (FNC)	\$57.50
Scaffolder (SCF)	\$95.00	Tile Installer (TIL)	\$56.50
Estimator (EST)	\$85.00	Flooring Installer (FCI)	\$56.00
Superintendent (SP)	\$79.50	Acoustic Tile Installer (ACT)	\$55.00
Trade Supervisor (TS)	\$69.00	Insulation Technician (INS)	\$48.00
Roofer (RFG)	\$65.00		
Management Fee (Management of Customer Labor Force)	\$4.50 per hour / man		

B. Labor Considerations / Provisions:

1. All scheduled rates are per the first 40 hours worked in a week, based on a seven (7) day work week (Monday-Sunday). All hours worked in excess of 40 hours in a week will be billed at (1.5) times the normal rate schedule. Commencement of any new project Friday after 5:00PM is subject to 1.5 times normal rates. All hours will reset on Monday and subject to our normal hourly rates.
2. All holidays recognized by Cotton Commercial USA, Inc. ("Cotton") will be billed at (2) times the normal billing rates. Recognized holidays are New Years, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas. If applicable federal state, or local law requires recognition of holidays other than those recognized by Cotton, those additional holidays will be billed at (2) times the normal billing rate.
3. Cotton response personnel who are placed on stand-by by the Customer, either on site or at an offsite location, who remain dedicated exclusively to the Customer, will be billed at full rates for a minimum of four (4) hours per day. Lodging and per diem rates will also be billed for all personnel placed on stand-by.



Exhibit "A" 2023 Rate Schedule

- 4. Cotton reserves the right to adjust the pricing of all labor based on inflation and market conditions.
- 5. Travel time for personnel shall be billed to the contract at the scheduled rates. **Project Consultants will be billed at 1/2 their rate.**
- 6. The scheduled rates and provisions in Exhibit A (Rate Schedule), take into account Cotton's standard wage rates and overtime compensation practices paid to project workers. To the extent the work under a particular contract is subject to federal, state or local prevailing wage laws, Davis-Bacon Wages Act, minimum wage or minimum hour laws, collective bargaining agreements or labor shortage, which would modify Cotton standard rates and practices, Cotton will have the option to make adjustments in the hourly rates and other provisions stated above or invoice all wages at cost plus 30% on any and all of the classifications listed above.
- 7. Cotton reserves the right to mobilize one or more qualified safety officers to any emergency response project to oversee site safety. The quantity of safety officers mobilized to a project will be dependent on the scope of work to be performed and the necessity for safety personnel in each work location or zone. Safety officers will remain on site and work with response personnel for the duration of the project or until is mutually agreed upon by Cotton Management and authorized Customer Representatives that these services are no longer required.
- 8. Under certain circumstances, Cotton may need to engage additional personnel in the categories listed above. If the cost for this personnel exceeds our listed price, Cotton will charge the cost plus 30%.

II. **EXPENSES / REIMBURSABLE**

A. **UNSCHEDULED / SPECIALTY WORK:**

For any trade or service which Cotton does not provide or which is not scheduled in this Rate Schedule, the amount invoiced will be billed at cost plus 10% overhead and 10% profit.

B. **TRAVEL, LODGING AND PER DIEM**

Cotton shall be compensated for costs incurred for travel, lodging and per diem costs (" Incidental Costs ") for all workers assigned to the project. All Incidental Costs will be billed at actual cost plus 10% overhead and 10% profit added. If actual costs cannot be determined for any reason, such Incidental Costs shall be determined in accordance with the rates set by the United States General Services Administration, the Department of Defense, or the State Department, plus 10% overhead and 10% profit added. Standard Per Diem reimbursement is \$45.00. Due to regional costs, there will be a \$60.00 per diem rate paid to employees for projects in following states including but not limited to New York, New Jersey, Connecticut, Rhode Island, Massachusetts, New Hampshire, Nevada, Oregon, Washington, California, Maine, and Washington D.C. If it is necessary to use multiple hotels to house project personnel during a declared State of Emergency, Cotton will use the average nightly rate of up to three hotels that house project personnel (Cotton and/or subcontractors). The full average nightly rate will be charged for single occupancy and 50% of the average nightly rate per person will be charged for double occupancy.

C. **FREIGHT / TRANSPORTATION FEE'S**

Cotton shall be compensated for costs incurred for the transportation of equipment and materials to the site of work and for the transportation back of equipment and any remaining supplies and materials, upon completion of the work. All such costs shall be billed at actual cost plus 10% overhead and 10% profit mark-up thereon.

D. **TAXES AND PERMITS**

The rates contained in this schedule are exclusive of federal, state and local sales or use taxes, consumptions taxes, gross receipts tax, valued-added taxes, transaction taxes, turnover taxes, good and services taxes, or any other taxes that are similar to indirect tax in nature ("Taxes") and any applicable federal, state or local approval, consent, permit, license and/or order fees ("Fees") incidental to performance of the work. Cotton shall be reimbursed for all such Taxes and Fees incurred with respect to the project.



Exhibit "A" 2023 Rate Schedule

E. STATE OF EMERGENCY RESOURCE COORDINATION

Cotton reserves the right to pass all indirect costs associated with mobilization and management recovery services during an area wide event to Customers. Area wide event could include but are not limited to hurricanes, tropical cyclones, tornadoes, floods, and earthquakes. This cost will be five (5%) percent of the total of all labor, equipment, consumables, outside services, and reimbursable (excluding taxes) on each project managed by Cotton for the first sixty (60) days of the event.

F. BACKGROUND CHECKS / TESTING

Cotton shall be reimbursed the cost for any background investigation required of Cotton employees or Cotton subcontractors beyond the background investigation routinely conducted by Cotton. Additionally, Cotton shall be reimbursed the cost for any drug testing of Cotton employees or Cotton subcontractors required to be conducted prior to the commencement of a project.

G. PREMIUM WAGES

Cotton when working in and around high cost-of-living areas including but not limited to New York, New Jersey, Connecticut, Rhode Island, Massachusetts, New Hampshire, Nevada, Oregon, Washington, California, Maine, and Washington D.C., and internationally, a 25% premium will be applied to all listed labor rates in order to account for increased costs. This premium is the minimum and is subject to change. Any modifications to the multiplier will be submitted and become part of this agreement.

III. DOCUMENT RESTORATION SERVICES

Document drying costs will be determined per job for the following factors:

- Nature of Damage
- Moisture Saturation
- Degree of Char / Soot Residue
- Mold / Mildew / Infestation
- Smoke Odor
- Deodorization Requirements
- Contamination Factors include Debris, Sewage, and/or Hazardous Materials

Document Remediation Provision:

Labor, equipment, materials and other costs incurred in connection with document remediation will be billed in accordance with the appropriate schedules and provisions contained in the exhibit.



EXHIBIT A
Rate Schedule (cont.)

Equipment

Equipment Description

	<u>Unit</u>	<u>Daily</u>
Air Compressor	Ea	\$ 45.00
Barricade Fencing (One Time Charge)	Ft	\$ 1.00
Blower (Gas Powered)	Ea	\$ 35.00
Cart, Tilt / Demolition	Ea	\$ 28.00
Chainsaw	Ea	\$ 46.50
Extraction Unit (Carpet Cleaning)	Ea	\$ 200.00
Extraction Unit (Electric)	Ea	\$ 175.00
Extraction Unit (Gas Powered)	Hr	\$ 295.00
Extraction Unit, Portable (Gas Powered)	Ea	\$ 300.00
Eye Wash Station	Ea	\$ 25.00
Fall Protection (harness w/lanyard and life line, excludes pulley)	Ea	\$ 28.00
Filter, Secondary HEPA Diffusers	Ea	\$ 50.00
Flex Duct (Includes T's and Y's)	Ft	\$ 1.00
Floor Buffer	Ea	\$ 75.00
Floor Cleaner / Stripper / Burnisher (Walk Behind)	Ea	\$ 255.00
Fogger, Thermal (Gas Powered)	Ea	\$ 95.00
Fogger, ULV / Thermal (Electric)	Ea	\$ 30.00
Four Gas Meter	Ea	\$ 79.50
Fuel Cell/Tank (Truck Mounted or Stand Alone)	Ea	\$ 85.00
Gang Box(Misc. Power Tools)	Ea	\$ 65.00
Generator (less than 10 kw)	Ea	\$ 175.00
Generator 60 kw	Ea	\$ 475.00
Air Scrubber(HEPA) - Small (<1000 cfm)	Ea	\$ 95.00
Air Scrubber(HEPA) - Large (1001-2000 cfm)	Ea	\$ 145.00
Hard Panel Containment System	Ft	\$ 1.50
HEPA Filtered Mobile Containment Cube	Ea	\$ 225.00
HVAC Negative Air Machine	Ea	\$ 275.00
HVAC Duct Auger	Ea	\$ 125.00
HVAC Video Inspection System	Ea	\$ 255.00
Hydroxyl / Ozone Deodorization Machine	Ea	\$ 200.00
Ladder(Less than 12')	Ea	\$ 8.00
Ladder(Greater or Equal to 12')	Ea	\$ 26.50
Light, Demo / Drop / Stand / String	Ea	\$ 28.00
Light, Tower	Ea	\$ 200.00
Lumber - 2" x 4" (One Time Charge)	Ft	\$ 0.95
Lumber - Plywood 1/2" (4' x 8' sheet)(One Time Charge)	Ea	\$ 53.00
Lumber - Plywood 3/4" (4' x 8' sheet)(One Time Charge)	Ea	\$ 80.00
Manometer, Recording Differential Pressure	Ea	\$ 80.00
Moisture Survey - IR Camera	Ea	\$ 130.00
Moisture Survey - Moisture Meter	Ea	\$ 26.50
Particle Counter	Ea	\$ 225.00
PPE Package A (3 or less)	Ea	\$ 9.50
PPE Package B (4 or more)	Ea	\$ 15.50
Pump, Sump (2" or less Electric)	Ea	\$ 35.00
Pump, Submersible (3" Electric)	Ea	\$ 248.00

Equipment Description

	<u>Unit</u>	<u>Daily</u>
Pump, Trash (3" or Less)	Ea	\$ 95.00
Radio, 2 way - Job site comm.	Ea	\$ 24.00
Respirator Protection (Half/Full Face)	Ea	\$ 25.00
Respirator Protection (PAPR/SCBA)	Ea	\$ 85.00
Saw - Kett (Includes Blades)	Ea	\$ 55.00
Scaffolding - Baker's 6'	Ea	\$ 35.00
Shower Kit for Decontamination Chamber	Ea	\$ 135.00
Sprayer, Airless	Ea	\$ 188.00
Sprayer, Electrostatic	Ea	\$ 165.00
Sprayer, Pump	Ea	\$ 8.00
Trailer - Flatbed, Cargo, Reefer	Ea	\$ 195.00
Trailer - Command / Office	Ea	\$ 650.00
Trailer - Fuel (refueling trailer)	Ea	\$ 375.00
Trash Can	Ea	\$ 8.50
Truck - (Bobtail/Box Truck)	Ea	\$ 190.00
Truck - Pulling/Tractor	Ea	\$ 205.00
Utility Terrain Vehicle - (UTV)	Ea	\$ 185.00
Vacuum, Anti-Static	Ea	\$ 105.00
Vacuum, HEPA	Ea	\$ 90.00
Vacuum, Wet/Dry	Ea	\$ 25.00
Van, Cargo/Passenger	Ea	\$ 160.00
Vehicle, Truck/Car	Ea	\$ 105.00
Washer, High Pressure (Cold)	Ea	\$ 115.00
Washer, High Pressure (Hot)	Ea	\$ 195.00
Washer, Trailer Mounted	Ea	\$ 450.00

Drying Equipment Description

	<u>Unit</u>	<u>Daily</u>
Air Mover / Axial Fan	Ea	\$ 32.50
Injection Drying Machine/Manifold	Ea	\$ 145.00
Air Blower, Industrial High CFM	Ea	\$ 85.00
Dehumidifier Refrigerant - LG (<130 ppd)	Ea	\$ 130.00
Dehumidifier Refrigerant - XL (>=130 ppd)	Ea	\$ 155.00
Dehumidifier Refrigerant - XXL (>170 ppd)	Ea	\$ 180.00
Desiccant Dehumidifier 150-499 CFM	Ea	\$ 280.00
Desiccant Dehumidifier 500-999 CFM	Ea	\$ 435.00
Desiccant Dehumidifier 1000-2999 CFM	Ea	\$ 1,125.00
Desiccant Dehumidifier 3000-4499 CFM	Ea	\$ 1,350.00
Desiccant Dehumidifier 4500-6000 CFM	Ea	\$ 1,650.00
Desiccant Dehumidifier 6001-9999 CFM	Ea	\$ 2,050.00
Desiccant Dehumidifier 10000-11999 CFM	Ea	\$ 2,550.00
Desiccant Dehumidifier 12000-15000 CFM	Ea	\$ 3,850.00
Air Conditioner - 1 - 2 ton - Portable	Ea	\$ 275.00
Air Conditioner - 20 - 30 ton	Ea	\$ 1,250.00
Heater - Portable Electric - Small	Ea	\$ 105.00

Equipment Rental Considerations:

- 1. Unscheduled Rental Equipment**
For equipment not listed that is rented for the project by Cotton the rate invoiced to the Customer will be the rate charged to Cotton plus 10% overhead and 10% profit.
- 2. Unscheduled Purchased Equipment**
If special equipment not listed above is purchased for the project, the daily rental will be 5% of the purchase price.
- If Cotton has offered weekly and/or monthly discounted equipment rates, the customer acknowledges and agrees that Cotton's discounted rates are offered contingent upon the relevant invoice being paid in full in accordance with the payment terms in the Agreement.
- 4. Scheduled Rental Equipment**
Under certain circumstances, Cotton may need to rent equipment listed on the Rate Schedule. If the rental for this equipment exceeds our listed price, Cotton will charge the rental rate plus 10% overhead and 10% profit. Listed equipment rates shall apply whether company owned or procured through a third party.
- 5. Cotton Supplied Small Tools Charge**
A "Small Tools" charge of 3% is calculated based upon the total billable amount of labor. The following "small tools" list includes but is not limited to: Adj. Wrench, Crow Bar, Pry Bar, Bolt Cutters, Broom (Corn, Street, Push), Paint Brush/Roller, Buckets, Bulb (Demo Light), Chain, Chalk and Chalk Line, Dolly (Floor), Drill Bit Set, Extension Cord/3-Way, Fuel Can, Funnel, Fire Extinguisher, Hammer Carpenter/Sledge, Flashlight, Hand Truck, Ice Chest, Tie/Cord/Twine for lay flat, Floor Scraper, Lockout Tagout Kit, Pallet Jacks, Rake(Leaf/Garden), SDS book, Dust Pan, Putty Knife, Hand Saw, Hack Saw, Scissors, First Aid Kit, Sheet Metal Shears, Shovel (Scoop, Spade, Square), Siphon Pump, Socket Set, Squeegee (Floor/Window), Staple Gun, Tape Gun, Washtub, Utility Knife, Unger Pole w/ Fixi Clamp, Water Cooler, Screw Drivers, Water Hose.
- 6. PPE Package Items**
Hard Hat, Safety Glasses, Face Shield, Back Brace, Knee Brace, Rubber/Work Boots, Chainsaw Chaps, Ear Protection or Safety Vest.
- 7. Weekly Rental Rates - Equipment**
Equipment(LGR Dehumidifiers, Air Scrubbers, HEPA Vacuums, and Air Movers) will be calculated at (5) billable days equals (1) week - (20) billable days equals (1) month. Consumables associated with specified equipment will be billed separately (i.e. filters, fuel, etc.).
- Cotton reserves the right to adjust the pricing of all equipment based on inflation and market conditions.

Customer Initials: _____ Cotton Initials: _____



Exhibit A
Rate Schedule (cont.)

Consumables

Chemical Description

<u>Chemical Description</u>	<u>Unit</u>	<u>Rate</u>
Alcohol, Isopropyl	Gal	\$ 55.21
Carpet, Cleaner / Deodorizer	Gal	\$ 25.98
Carpet, Defoamer	Gal	\$ 71.45
Cleaner, Glass	Gal	\$ 19.49
Cleaner, Glass Spray	Ea	\$ 10.85
Degreaser, Light Duty	Gal	\$ 32.93
Degreaser, Heavy Duty	Gal	\$ 58.46
Deodorizing Gel / Block	Ea	\$ 73.61
Deodorizing Liquid	Gal	\$ 86.60
Deodorizing Odor Crystals	Gal	\$ 103.92
Disinfectant / Biocide	Gal	\$ 74.95
Disinfectant / Biocide Tablet	Ea	\$ 1.44
Disinfectant / Bleach	Gal	\$ 12.45
Floor Stripper	Gal	\$ 69.28
Floor Wax	Gal	\$ 80.11
Ice Melt - Granular	Lb	\$ 1.50
Remover - Goof Off	Ea	\$ 98.20
Remover - Carpet / Mastic	Gal	\$ 36.81
Thermo Fog	Gal	\$ 177.53
Furniture Polish	Ea	\$ 14.43
<u>Lubricant, Machinery</u>		
Preserver - Light	Gal	\$ 51.61
Long Term Preserver - Heavy	Gal	\$ 64.10
Stainless Steel Cleaner	Ea	\$ 17.14
Sealant - Encapsulant, Asbestos	Gal	\$ 16.67
Sealant - Encapsulant, Duct	Gal	\$ 95.26
Sealant - Encapsulant, Odor	Gal	\$ 69.28
Sealant - Encapsulant, Antifungal	Gal	\$ 166.71
Spray Adhesive	Ea	\$ 8.48
<u>HVAC</u>		
Cleaner, HVAC Coil	Gal	\$ 86.60
Lock Tight / Air Lock (grey)	1/2 Gal	\$ 75.68
Pre - Filter for HVAC Negative Air Machine	Ea	\$ 27.93
Cube(Secondary) Filter for HVAC Negative Air Machine	Ea	\$ 68.20
Precut Sheet Metal up to 24" x 24"	Ea	\$ 45.42

Material Description

<u>Material Description</u>	<u>Unit</u>	<u>Rate</u>
Bags, Trash	RI	\$ 35.93
Bags, Trash Environmental - 6ml	RI	\$ 184.03
Brown Paper	RI	\$ 114.75
Box, Book / Freeze Dry	Ea	\$ 4.22
Box, Dish Pack	Ea	\$ 7.04
Box, Picture	Ea	\$ 18.60
Box, Wardrobe	Ea	\$ 42.00
Carpet mask 36" x 500'	RI	\$ 255.36
Containment Boom	Ea	\$ 46.00
Brush, Wire	Ea	\$ 5.41
Brush, Grout	Ea	\$ 2.38
Brush, Long Handle / Scrub	Ea	\$ 14.07
Disposable Decontamination Chamber, Single/Dual Room	Ea	\$ 192.33
Disposable Decontamination Chamber, Three Room	Ea	\$ 508.78
Dust Mask	Ea	\$ 4.55

Material Rate Considerations:

1. Unscheduled Materials

For materials not listed above, that are purchased for the project by Cotton, the rate invoiced to the Customer will be the rate charged to Cotton plus 10% overhead and 10% profit.

2. Cotton will charge an offsite debris disposal fee of at least \$125.00 per project when onsite waste is not available or provided. Debris may include but are not limited to, carpet, ceiling tile, sheetrock, etc.

3. The foregoing prices shall be applied to all materials listed above that are utilized in the performance of the work whether shipped to the site from Cotton inventory, shipped directly to the site from Cotton's source, or purchased locally by Cotton.

4. Cotton reserves the right to adjust the pricing of all materials and consumables based on inflation and market conditions.

<u>Material Description</u>	<u>Unit</u>	<u>Rate</u>
Ducting, 20" Lay flat (6 mil)	Ft	\$ 1.50
Ducting, 18" Lay flat (6 mil)	Ft	\$ 1.25
Ducting, 12" Lay flat (6 mil)	Ft	\$ 1.00
Ducting, 8" Lay flat (6 mil)	Ft	\$ 0.75
Filter, Pre Filter for HEPA Vacuum	Ea	\$ 12.99
Filter, HEPA for Hepa Vacuum	Ea	\$ 442.38
Filter, Collection bag for HEPA Vacuum	Ea	\$ 10.83
Filter, Rolled Material	Sf	\$ 3.22
Filter, Pleated for Neg Air Machine	Ea	\$ 24.36
Filter, Pre Filter for Neg Air Machine	Ea	\$ 2.33
Filter, Charcoal for Neg Air Machine	Ea	\$ 32.48
Filter, HEPA for Neg Air Machine	Ea	\$ 335.83
Filter, Pleated for Phoenix 200	Ea	\$ 10.10
Filter, Pleated for Phoenix 300	Ea	\$ 20.93
Floor Protectant, Ram Board	RI	\$ 119.08
Furniture Blankets	Ea	\$ 27.06
Furniture Blocks	Bx	\$ 114.75
Furniture Pads	Bx	\$ 184.03
Gloves, Cut Resistant	Pr	\$ 14.51
Gloves, Surgical Latex	Bx	\$ 32.48
Gloves, Work / Rubber / Leather	Pr	\$ 4.22
Inventory Tags	Bx	\$ 46.55
Mop Heads	Ea	\$ 8.40
Pads, Floor Buffer - Round	Ea	\$ 10.85
Pads, Floor Buffer - Rectangle	Ea	\$ 32.35
Plastic FR Sheeting - Cordek	Ea	\$ 75.78
Plastic Sheeting (20' x 100') 4 mil	RI	\$ 119.08
Plastic Sheeting (20' x 100') - 6 mil FR	RI	\$ 281.45
Painters Plastic	RI	\$ 55.00
Respirator Cartridge	Ea	\$ 21.54
Scrub pads 6 X 9 (20 per box)	Bx	\$ 62.79
Sleeves, Cut Resistant	Pr	\$ 19.49
Sponges, Soot Removal	Ea	\$ 2.77
Spray Bottle w/ Trigger	Ea	\$ 5.41
Sticky Mats 18" x 36" (30 Pads)	Ea	\$ 27.60
Tape, Asbestos(Danger)	RI	\$ 25.00
Tape, Caution	RI	\$ 18.40
Tape, Duct(Teal)	RI	\$ 16.42
Tape, Duct(Grey/White)	RI	\$ 11.91
Tape, Double Sided (Containment)	RI	\$ 34.64
Tape, Blue / painters	RI	\$ 14.94
Tape, HVAC (Aluminum)	RI	\$ 41.14
Tape, Box (Clear)	RI	\$ 7.14
Tape, Box (Brown)	RI	\$ 16.24
Tarps	Sf	\$ 0.26
Tyvek Suits - General / Mold / Dust	Ea	\$ 11.26
Tyvek Suits - Chemical / Forensic	Ea	\$ 23.60
Wipes, Cotton Cloth	Lb	\$ 5.45
Wipes, Microfiber (25 Wipes)	Pkg	\$ 35.18
Wipes, Lint Free / Anti Static	Pkg	\$ 36.81
Wrap, Bubble / Anti Static(Small)	RI	\$ 281.45
Wrap, Bubble / Anti Static(Large)	RI	\$ 107.32
Wrap, Shrink	RI	\$ 54.13
Zippers	Ea	\$ 13.53

Customer Initials: _____ Cotton Initials: _____

Consider Approval of Proposal to Purchase Desktop Equipment for the Hall Center Computer Lab in the Health Science Education Center (HSEC)

Staff requests approval of this proposal to purchase computers used in the instructor lectern and student lab for the Hall Center in the new Health Sciences Education Center. Equipment includes 34 All-in-One (AiO) desktop computers, 1 tower desktop computer, and 1 touch screen monitor from vendor Dell EMC (DIR Contract No. DIR-TSO-3763). The total cost of purchase is \$42,140.00. The funding source for this project is the Education and General Fund. A breakdown of the cost, and specs follows.

- Instructor Workstation:
 - Model: Dell OptiPlex 7010 Tower
 - CPU: Intel i7 13th Generation 16 Core CPU rated up to 5.1GHz
 - Memory: 16 Gigabytes
 - Hard Drive: 256 Gigabyte Non-Volatile Memory Solid State Hard Drive
 - Screen Size: 24” Touchscreen

- Student Lab Workstations:
 - Model: Dell OptiPlex AiO 7410
 - CPU: Intel i7 13th Generation 16 Core CPU rated up to 5.1GHz
 - Memory: 16 Gigabytes
 - Hard Drive: 256 Gigabyte Non-Volatile Memory Solid State Hard Drive
 - Built-In Screen Size: 24”

All devices come with a 3-year warranty.

Vendor/Quotes	Item/Quotes	Funding Sources	Cost
Dell EMC Contract No: DIR-TSO-3763	1 Dell OptiPlex 7010 Tower	Equipment Computer Non-Capital (Account 31-17105-53130)	\$1,105.00
	1 Dell P2418HT Touchscreen Monitor		\$235.00
	34 Dell OptiPlex 7410 AiO’s		\$40,800.00
Total:			\$42,140.00

Consider Approval of Proposal to Purchase Instructional Equipment for the Associate Degree Nursing and Vocational Nursing Programs

In consultation with their Program Advisory Boards, Faculty requests approval of this proposal to purchase and install instructional equipment. This equipment is a necessary addition to the program's inventory. Students can assess infants, simulating life-like clinical cases for every stage in neonatal care. Features include APGAR evaluation and physical exam scenarios. The cost of \$25,573.83, includes material, labor, student learning systems, Gaumard Cares Gold 1-Year service plan and shipping. This is being purchased using the Choice Partners Cooperative Contract # CP 20/051SG. The funding source for this project is the Texas Higher Education Coordinating Board, Carl Perkins Grant.

Program	Equipment	Vendor	Cost	Funding Source
Associate Degree Nursing & Vocational Nursing	Newborn Tory™ S2210 medium skin tone wireless full-term neonate simulator package Includes: Tory™ S2210 medium skin tone simulator, Tablet PC preloaded with UNI® control software, Neonatal Simulated Learning Experiences™ guidebook, preprogrammed SLE library with 8 scenario-based simulations, RF Communications module, battery charger, accessories, carrying case, user guide, one-year limited warranty	Gaumard 14700 SW 136th Street Miami FL 33196 T: 305-971-3790 Choice Partners - CP 20/051SG	\$21,555.10	Texas Higher Education Coordinating Board, Carl Perkins Grant.
Associate Degree Nursing & Vocational Nursing	Gaumard Vitals™ bedside patient monitor, Gaumard Vitals™ mobile patient monitor, LungSim™ In-Hospital System, LungSim™ Mobile System, Care in Motion™ Mobile standalone video-assisted debriefing Bedside Virtual Monitor accessory	Gaumard 14700 SW 136th Street Miami FL 33196 T: 305-971-3790 Choice Partners - CP 20/051SG	\$2,095.00	Texas Higher Education Coordinating Board, Carl Perkins Grant.
Associate Degree Nursing & Vocational Nursing	Gaumard Cares Gold 1 Year service plan for newborn simulator. Ownership Assurance includes the following: Training at Gaumard Training Centers • Webinar Training • Telephone and email Support • Software Updates • Loaner Service (Including Shipping) • All Preventative Maintenance • All Repairs Gaumard Cares Gold 1 Year service plan for newborn simulator	Gaumard 14700 SW 136th Street Miami FL 33196 T: 305-971-3790 Choice Partners - CP 20/051SG	\$1,746.73	Texas Higher Education Coordinating Board, Carl Perkins Grant.
Total	261			\$25,573.83

Consider Approval of Proposal to Purchase Instructional Equipment for New
Health Science Education Center

An Invitation to Bid was sent to twenty-two vendors and was advertised in the local newspaper. Twelve responses were received. The bids are available for Board review, if desired. The Invitation to Bid was for instructional equipment that will be needed in the new Health Science Education Center. This proposal includes equipment for the EMS, Nuclear Medicine, Radiation Therapy, and Sonography Programs.

This proposal will be paid for with a combination of bond funds and institutional funds. Staff is requesting Board approval for this proposal.

Program	Vendor	Item	Qty.	Unit Price	Totals
EMS	Laerdal	Mega Code Kelley Advanced	2	\$10,331.39	\$20,662.78
	Laerdal	Mega Code Kid Advanced	2	\$7,075.39	\$14,150.78
	Laerdal	Simpad Plus + LLEAP	4	\$4,804.18	\$19,216.72
	Laerdal	Suction Machine	5	\$1,011.12	\$5,055.60
	Laerdal	Shipping for all items		\$3,240.00	\$3,240.00
	Stryker	EMS Stretcher MX-Pro R3	6	\$7,885.68	\$47,314.08
	Stryker	Shipping		\$591.42	\$591.42
	Pocket Nurse	Refurbished Zoll Cardiac Monitor/Defibrillator	2	\$34,600.00	\$69,200.00
	Pocket Nursing	Shipping		\$100.00	\$100.00
	Subtotal for EMS Program				
Nuclear Medicine	TTG Imaging Solutions	Refurbished Siemens Ecam SPECT Camera (including shipping and installation)	1	\$65,000.00	\$65,000.00
	Subtotal for Nuclear Medicine				
Radiation Therapy	Vertual	Linac VERT Seminar Simulator	1	\$198,475.00	\$198,475.00
	Subtotal for Radiation Therapy				
Sonography	MXR	Philips EPIQ Elite Sonography Machine with Basic Probes	4	\$133,500.00	\$534,000.00

	Supertech	KK America Ultrasound Phantom Female Model	2	\$7,395.00	\$14,790.00
	Supertech	KK America Ultrasound Phantom Abdominal Model	1	\$10,875.00	\$10,875.00
	Supertech	KK America Ultrasound Phantom Male Model	1	\$2,340.00	\$2,340.00
	Supertech	KK America Ultrasound Phantom Fetus Model	2	\$7,830.00	\$15,660.00
	Supertech	Shipping		\$938.00	\$938.00
	Subtotal for Sonography				\$578,603.00
Total Proposal					\$1,021,609.38

Consider Approval of Proposal for
Landscaping Maintenance Services Annual Contract

A request for bids for landscaping maintenance services annual contract was sent to eight vendors and was advertised in the local newspaper. Three responses were received. The proposals are available for Board review upon request.

The term of this contract would be July 01, 2023 through June 30, 2026, for three years, with the option of two one-year terms, for a total of five years. The annual contract price proposed is \$53,700.00, which includes yearly chemical application, aeration and irrigation inspection. The pruning of the palms will be at a cost of \$40.00 per palm as needed.

It is recommended that the Board approve the bid proposal submitted by Beach Town Lawn Service LLC.

The source of funding would be from the Education and General Fund – Grounds Maintenance - Contracted Services.

**Proposal Summary
Landscaping Maintenance Services
RFP #23-05-172**

Vendor	Low Bid	Comments
Beach Town Lawn Service LLC Galveston, TX 77554	Y	Current provider
Yellowstone Landscape Houston, Texas 77043	N	
Horticare Landscape Management Alvin	N	Contract for renovations of ACT and Main Campus

**LandScaping
Maintenance Service
RFP# 23-05-172
May 17, 2023**

	Vendor Beach Town Lawn Service 17516 FM 3005 Galveston, Texas 77551	Vendor Yellowstone 10892 Shadow Wood Houston, Texas 77043	vendor NeoGlobal Enterprises DBA:Horticare Landscape Management 2717 FM 517 Rd Alvin, 77511
Yrly Maintenance points	50,400.00 45	79,488.00 28.50	108,720.00 20.90
Chemical Application	1500.00 per year	250.00 per acre ?	17,743.00
Aeration	600.00 per year	2,500.00	3,200.00
Irigation Inspection	1200.00 Per year	425.00	3,840.00
Mulch installation	57,700.00	75.00 per Cubic Yard	133,523.90
hourly rate	45.00 per employee		
Pruning of Palms	40.00	35.00	150.00
Rating	80.00	69	69

Formula (low bid amount divided by other base bid amount =nx45

Vendor BTLS	<i>Evaluator I</i>	<i>Evaluator II</i>	<i>Evaluator III</i>
Evaluation Criteria			
Price (45 points)	45	45	45
the extent the service meets the needs of the college (35)	21	21	28
Qualification and experience and demonstrated qualifications of personnel and team (10 Points)	6	4	8
Past performance and References (10 points)	4	6	6
Total Score	76	76	87

Vendor

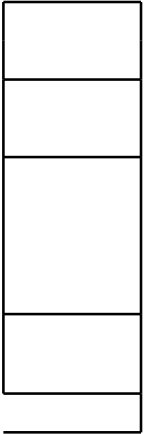
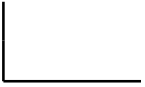
Yellowstone	<i>evaluator I</i>	<i>evaluator II</i>	<i>Evaluator III</i>
Price (45 Points)	29	29	29
the extent the service meets the needs of the college (35 points)	21	28	28
Qualification and experience and demonstrated qualifications of personnel and team (10 Points)	6	8	8
Past performance and References (10 Points)	6	8	8
Total Points	62	73	73

Vendor

Horticare	<i>Evaluator I</i>	<i>Evaluator II</i>	<i>Evaluator III</i>
Evaluation Criteria			
Price (45 points)	21	21	21
the extent the service meets the needs of the college (35)	28	35	28
Qualification and experience and demonstrated qualifications of personnel and team (10 Points)	8	10	8

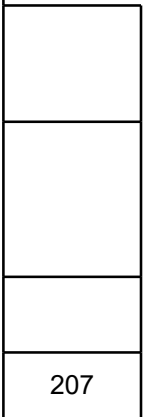
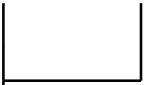
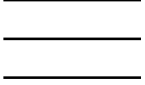
Past performance and References (10 points)	8	10	8
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Total Score	65	76	65
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239

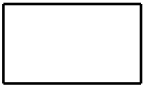
80



207

69





206

69

Consider Approval of Proposal for Elevator Maintenance, Services and Repair

A request for proposals for elevator maintenance, services and repairs was sent to nine vendors and was advertised in the local newspaper. Three responses were received. The proposals are available for Board review upon request.

The term of this contract would be July 01, 2023 through June 30, 2026, for three years, with the option of two one-year terms, for a total of five years.

It is recommended that the Board approve the bid proposal submitted by Fortress Elevator, 2250 Dickinson Ave, Suite D, Dickinson, Texas 77539 as the Primary vendor for monthly maintenance, service and any necessary repair. It is recommended that Otis Elevator Company, 1289 N. Post Oak Road, Suite 100, Houston, Texas 77055 be awarded as the secondary vendor in the event Fortress Elevator cannot respond expeditiously to emergency repairs. The award to Otis elevator would be for repairs only.

Fortress Elevator is a full-service conveyance company, providing maintenance, modernization, and installation services of elevators. The monthly pricing is slightly higher than Otis Elevator, but they offer lower pricing for the billable hourly cost. References contacted said they are reliable and respond quickly. Their office is located in Dickinson, but the mechanics and a supervisor live on the island, and one lives in Texas City. After review of the proposals submitted, staff feels Fortress Elevator is a better option for the College at this time.

The source of funding would be from the Education and General Fund – Facilities Contracted Services.

**Proposal Summary Elevator
Maintenance, Service and Repair
RFP #23-05-172**

Vendor	Yearly cost of Monthly Services
Fortress Elevator 2250 Dickinson Ave, Suite D Dickinson, Texas 77539	\$16,980.00
Otis Elevator Company 1289 N. Post Oak Road, Suite 100 Houston, Texas 77055	\$16,800.00
Elevator Transportation Services 2253 B Pasadena Blvd Pasadena, Texas 77502	\$26,880.00

Galveston College Evaluation
RFP: Elevator Maintenance
Re-Bid 23-04-192

16-May-23

	Vendor Fortress Elevator 2250 Dickinson Ave Suite D Dickinson, Texas 77539		Vendor Otis Elevator Company 1289 N. Post Oak Rd Suite 100 Houston, Texas 77055		Vendor Elevator Transportation Services 2253 B Pasadena Blvd Pasadena, Texas 77502	
	Elevator Maintenance		Elevator Maintenance		Elevator Maintenance	
	Monthly cost	Yearly cost	Monthly cost	Yearly cost	Monthly cost	Yearly cost
Northen	205.00	2,460.00	200.00	2,400.00	330.00	3,960.00
Reagents	205.00	2,460.00	200.00	2,400.00	330.00	3,960.00
Main building	205.00	2,460.00	200.00	2,400.00	330.00	3,960.00
Health Science Building 2 elevators	800.00	9,600.00	800.00	9,600.00	1,250.00	15,000.00
Parts/material maximum markup	30.00%	16,980.00	20.00%	16,800.00	25.00%	26,880.00
Billable Hourly rate Monda-Friday						
Mechanic	189.00		300.00		220.00	
Helper	126.00		210.00		176.00	
Adjuster	220.00		300.00		253.00	
Other Labor	189.00		n/A		396 per team hr	
Evening and Weekends						Sun/holiday
Mechanic	321.30		600-300=300		374.00	440.00
Helper	214.20		420.00-210=210		299.20	352.00
Adjuster	374.00		600-300=300	will absorb reg.time port	410.00	506.00
Other Labor	321.30		n/A		792.00 per team for OT repairs	
Travel Charge rate (per mile or Hour)	0.63		n/A		1.02	
Maximum Travel Charge per trip			n/A			
Maximum Service Call Charge	12.60		600 (2 Hours)		N/A	
price points	24.73			25.00		15.62
Ranking	77.66			71.33		66.62

272

The amount of the base proposal(25)

Formula (low bid amount divided by other base bid amount =nx25

Vendor			
Fortress Elevator	<i>Evaluator I</i>	<i>Evaluator II</i>	<i>Evaluator III</i>
Evaluation Criteria			
Price (25 points)	25	25	25
The quality of the vendor's goods and services (25 Points)	15	20	15
The extent to which the products meets the needs of the College (25 Points)	15	20	20
The total long term cost to the College to aquire the vendor's product (10 points)	6	10	8
Qualifications the reputation of the Vendor and the vendors product(15 Points)	9	12	9
Total Score	70	87	77

233 77.66

Vendor			
Elevator Transportation	<i>evaluator I</i>	<i>evaluator II</i>	<i>Evaluator III</i>
Price (25 points)	16	16	16
The quality of the vendor's goods and services (25 Points)	15	15	20
The extent to which the products meets the needs of the College (25 Points)	15	20	15
The total long term cost to the College to aquire the vendor's product (10 points)	6	8	6
Qualifications the reputation of the Vendor and the vendors product(15 Points)	9	12	12
Total Score	61	71	69

200.62 66.87

Vendor			
Otis Elevator	<i>Evaluator I</i>	<i>Evaluator II</i>	<i>Evaluator III</i>
Evaluation Criteria			
Price (25 points)	25	25	25
The quality of the vendor's goods and services (25 Points)	15	15	15

The extent to which the products meets the needs of the College (25 Points)	15	20	15		
The total long term cost to the College to aquire the vendor's product (10 points)	6	8	6		
Qualifications the reputation of the Vendor and the vendors product(15 Points)	6	12	6		
Total Score	67	80	67	214	71.33

Consider Approval to Paint Exterior Signage at the Main Campus

Staff requests Board approval to paint the exterior signs this summer in preparation for the upcoming Fall semester. The scope of work will include prepping, repainting, and re-lettering 9 small signs, 2 medium signs and 2 large signs.

The College’s JOC, Generosity Services Inc. (Choice Partners Contract #21/039-MR-08), 1212 Winding Way Drive, Friendswood, TX 77546 will complete the project which is priced at \$10,605.22. The funding source will be the Education and General Fund. The proposal is available for review upon request.

Current payments to Generosity Services for fiscal year 2023 are at \$39,123.92. With this purchase and other anticipated purchases during the summer, total payments for fiscal year 2023 are expected to exceed \$50,000.

Project	Scope of Work	Price
Paint Exterior Signs	<ul style="list-style-type: none">• Prep, repaint, and re-letter approximately 9 small signs, 2 medium signs and 2 large signs• Prior to all painting areas will be cleaned to remove all dirt, and paint chalk. Then sands lightly.• Colors are to match official school colors• All areas are to be painted with Sherman Williams Acrylic Alkyd Urethane and re-lettered with vinyl to match existing	\$10,605.22

Consider Acceptance of U.S. Department of Education TRIO – Student Support Services Grant Award – Building Bridges to Success for Project Year 2023-24

The Building Bridges to Success (BBS) program at Galveston College is a federally funded TRIO Student Support Services program. It is designed to help students overcome class, social, academic and cultural barriers. Faculty and staff from the campus community and volunteers from the local community work collaboratively to implement activities that impact and increase retention, graduation, and transfer rates.

This program is funded by the U.S. Department of Education to provide academic, financial literacy, and student support services to currently enrolled students who represent first-generation, economically disadvantaged, or disabled populations with an established academic need. For the 27th consecutive year, Galveston College received federal funds to continue the program.

Following is the Grant Award Notification indicating the amount of the award is \$295,251 for the fourth budget period of September 1, 2023, through August 31, 2024. Staff recommends the acceptance of this grant award.



**US Department of Education
Washington, D.C. 20202**

P042A200738 - 23

GRANT AWARD NOTIFICATION

1	RECIPIENT NAME Galveston College Student Services 4015 Avenue Q Galveston, TX 77550	2	AWARD INFORMATION PR/AWARD NUMBER P042A200738 - 23 ACTION NUMBER 5 ACTION TYPE Continuation AWARD TYPE Discretionary																											
3	PROJECT STAFF RECIPIENT PROJECT DIRECTOR Amy Leuchtag (409) 944-1297 ALEuchtag@gc.edu EDUCATION PROGRAM CONTACT Lavelle M Wright (202) 453-7739 lavelle.wright@ed.gov EDUCATION PAYMENT HOTLINE G5 PAYEE HELPDESK 888-336-8930 obsseed@servicenowservices.com	4	PROJECT TITLE 84.042A Building Bridges to Success																											
5	KEY PERSONNEL <table border="0"> <thead> <tr> <th><u>NAME</u></th> <th><u>TITLE</u></th> <th><u>LEVEL OF EFFORT</u></th> </tr> </thead> <tbody> <tr> <td>Amy Leuchtag</td> <td>Project Director</td> <td>100 %</td> </tr> </tbody> </table>			<u>NAME</u>	<u>TITLE</u>	<u>LEVEL OF EFFORT</u>	Amy Leuchtag	Project Director	100 %																					
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8	ADMINISTRATIVE INFORMATION <table border="0"> <tr> <td>UEI</td> <td>QPEUR8N8KSU9</td> </tr> <tr> <td>REGULATIONS</td> <td>CFR PART 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and EDGAR AS APPLICABLE</td> </tr> <tr> <td>ATTACHMENTS</td> <td>2 CFR AS APPLICABLE</td> </tr> <tr> <td></td> <td>2, 3, 6, 8, 9, 11, 12, 13, 14, B OPE-3, GE1, GE2, GE3, GE4, GE5</td> </tr> </table>			UEI	QPEUR8N8KSU9	REGULATIONS	CFR PART 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and EDGAR AS APPLICABLE	ATTACHMENTS	2 CFR AS APPLICABLE		2, 3, 6, 8, 9, 11, 12, 13, 14, B OPE-3, GE1, GE2, GE3, GE4, GE5																			
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9	LEGISLATIVE AND FISCAL DATA <table border="0"> <tr> <td>AUTHORITY:</td> <td>PL 110-315 TITLE IV THE HIGHER EDUCATION OPPORTUNITY ACT</td> </tr> <tr> <td>PROGRAM TITLE:</td> <td>TRIO - STUDENT SUPPORT SERVICES</td> </tr> <tr> <td>CFDA/SUBPROGRAM NO:</td> <td>84.042A</td> </tr> </table> <table border="0"> <thead> <tr> <th>FUND CODE</th> <th>FUNDING YEAR</th> <th>AWARD YEAR</th> <th>ORG. CODE</th> <th>CATEGORY</th> <th>LIMITATION</th> <th>ACTIVITY</th> <th>CFDA</th> <th>OBJECT CLASS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0201A</td> <td>2023</td> <td>2023</td> <td>EP000000</td> <td>B</td> <td>277</td> <td>J06</td> <td>000</td> <td>042</td> <td>4101C</td> <td>\$295,251.00</td> </tr> </tbody> </table>			AUTHORITY:	PL 110-315 TITLE IV THE HIGHER EDUCATION OPPORTUNITY ACT	PROGRAM TITLE:	TRIO - STUDENT SUPPORT SERVICES	CFDA/SUBPROGRAM NO:	84.042A	FUND CODE	FUNDING YEAR	AWARD YEAR	ORG. CODE	CATEGORY	LIMITATION	ACTIVITY	CFDA	OBJECT CLASS	AMOUNT	0201A	2023	2023	EP000000	B	277	J06	000	042	4101C	\$295,251.00
AUTHORITY:	PL 110-315 TITLE IV THE HIGHER EDUCATION OPPORTUNITY ACT																													
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0201A	2023	2023	EP000000	B	277	J06	000	042	4101C	\$295,251.00																				



GRANT AWARD NOTIFICATION

10

PR/AWARD NUMBER: P042A200738 - 23
RECIPIENT NAME: Galveston College
Student Services
PARTICIPANT NUMBER: 206
GRANTEE NAME: GALVESTON COLLEGE
4015 AVENUE Q,
GALVESTON, TX 77550 - 7447
PROGRAM INDIRECT COST TYPE: Unrestricted
PROJECT INDIRECT COST RATE: 8%

TERMS AND CONDITIONS

- (1) The Office of Management and Budget requires all Federal agencies to assign a Federal Award Identifying Number (FAIN) to each of their financial assistance awards. The PR/AWARD NUMBER identified in Block 2 is your FAIN. If subawards are permitted under this grant, and you choose to make subawards, you must document the assigned PR/AWARD NUMBER (FAIN) identified in Block 2 of this Grant Award Notification on each subaward made under this grant. The term subaward means:
 1. A legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient. (See 2 CFR 200.331(a))
 2. The term does not include your procurement of property and services needed to carry out the project or program (The payments received for goods or services provided as a contractor are not Federal awards, see 2 CFR 200.501(f) of the OMB Uniform Guidance: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
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 - 1) THE RECIPIENT'S APPLICATION (BLOCK 2);
 - 2) THE APPLICABLE EDUCATION DEPARTMENT REGULATIONS: 2 CFR PART 180, NONPROCUREMENT DEBARMENT AND SUSPENSION AS ADOPTED AT 2 CFR PART 3485; 2 CFR PART 200 AS ADOPTED AT 2 CFR 3474 (BLOCK 8), AND 34 CFR PARTS 75, 77, 79, 81, 82, 84, 86, 97, 98, 99; AND THE PROGRAM REGULATIONS SPECIFIED IN BLOCK 8; AND
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- 1) CONGRESS HAS APPROPRIATED SUFFICIENT FUNDS UNDER THE PROGRAM;
 - 2) THE DEPARTMENT DETERMINES THAT CONTINUING THE PROJECT WOULD BE IN THE BEST INTEREST OF THE GOVERNMENT;
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 - 5) THE RECIPIENT HAS SUBMITTED REPORTS OF PROJECT PERFORMANCE AND BUDGET EXPENDITURES THAT MEET THE REPORTING REQUIREMENTS FOUND AT 34 CFR 75.118, 2 CFR 200.328 AND 200.329, AND ANY OTHER REPORTING REQUIREMENTS ESTABLISHED BY THE SECRETARY;
- AND



**US Department of Education
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GRANT AWARD NOTIFICATION

6) THE GRANTEE HAS MAINTAINED FINANCIAL AND ADMINISTRATIVE MANAGEMENT SYSTEMS THAT MEET THE REQUIREMENTS IN 2 CFR 200.302, FINANCIAL MANAGEMENT, AND 2 CFR 200.303, INTERNAL CONTROLS.

IN ACCORDANCE WITH 2 CFR 200.308(c)(2) CHANGES TO KEY PERSONNEL IDENTIFIED IN BLOCK 5 MUST RECEIVE PRIOR APPROVAL FROM THE DEPARTMENT.

THE SECRETARY ANTICIPATES FUTURE FUNDING FOR THIS AWARD ACCORDING TO THE SCHEDULE IDENTIFIED IN BLOCK 6. THESE FIGURES ARE ESTIMATES ONLY AND DO NOT BIND THE SECRETARY TO FUNDING THE AWARD FOR THESE PERIODS OR FOR THE SPECIFIC AMOUNTS SHOWN. THE RECIPIENT WILL BE NOTIFIED OF SPECIFIC FUTURE FUNDING ACTIONS THAT THE SECRETARY TAKES FOR THIS AWARD.

- (3) Unless this grant solely funds research, you must comply with new regulations regarding awards to faith-based organizations (FBOs) that provide beneficiary services under this grant or under a contract you award to provide beneficiary services under this grant. These new regulations clarify the rights of FBOs and impose certain duties on FBOs regarding the referral of beneficiaries they serve. See 34 CFR 75.52, 75.712-75.714, appendix A to part 75, and 2 CFR 3474.15. The Department has established a web page that provides guidance on the new regulations, including FAQs and other implementation tools, which is available at <http://www2.ed.gov/policy/fund/reg/fbci-reg.html>. If you have any questions about these regulations, please contact the Education Program Contact identified in Block 3 of this GAN.
- (4) Reimbursement of indirect costs is subject to the availability of funds and statutory and regulatory restrictions. The negotiated indirect cost rate agreement authorizes a non-Federal entity to draw down indirect costs from the grant awards. The following conditions apply to the below entities.

A. All entities (other than institutions of higher education (IHE))

The GAN for this grant award shows the indirect cost rate that applies on the date of the initial grant for this project. However, after the initial grant date, when a new indirect cost rate agreement is negotiated, the newly approved indirect cost rate supersedes the indirect cost rate shown on the GAN for the initial grant. This new indirect cost rate should be applied according to the period specified in the indirect cost rate agreement, unless expressly limited under EDGAR or program regulations. Any grant award with an approved budget can amend the budget to account for a change in the indirect cost rate. However, for a discretionary grant award any material changes to the budget which may impact the scope or objectives of the grant must be discussed with the program officer at the Department. See 34 CFR 75.560 (d)(3) (ii) (part 75 of EDGAR).

B. Institutions of higher education (IHE)

Under 2 CFR part 200, Appendix III, Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs), the Department must apply the negotiated indirect cost rate in effect on the date of the initial grant award to every budget period of the project, including all continuation grants made for this project. See 2 CFR Part 200, Appendix III, paragraph C.7. Therefore, the GAN for each continuation grant will show the original indirect cost rate and it applies to the entire period of performance of this project. If the indirect cost rate agreement that is applicable to this grant does not extend to the end of the grant's project period, the indirect cost rate set at the start of the project period must still be applied to the end of project period regardless of the fact that the rate has otherwise expired.



**US Department of Education
Washington, D.C. 20202**

GRANT AWARD NOTIFICATION

AUTHORIZING OFFICIAL

DATE

Consider Acceptance of the TRIO Upward Bound Grant for the 2023-2024 Academic Year

The Department of Education has notified the College that TRIO Upward Bound has been funded for the 2023-2024 Academic Year in the amount of \$309,505.00. The performance period is September 1, 2022 – August 31, 2027. The total amount for the performance period is \$607,106.00.

The grant is funded to serve 60 potential first-generation, low-income students that attend Ball High School annually. The program must serve at least 2/3 of students that are both first generation and low income or are at high academic risk of failure or have a disability. This college preparation program must include academic instruction in mathematics through pre-calculus, laboratory science, foreign language, composition, and literature, along with other courses intended to prepare students for a rigorous high school program. Academic advising in pre-college course selection, college course selection, activities designed to acquaint participants with the range of career options, exposure to cultural, leadership and academic programs, college exam preparation, financial aid assistance, financial literacy, mental health counseling and workshops are offered. Internships, service learning projects, early admission/dual credit, and college bridge program are offered. A six-week academic component each summer is required for participants during the duration of their high school years in addition to the services provided during the academic year. The goal is to provide services to help students overcome barriers to successfully completing a high school diploma, and earn an Associates and or Bachelor's degree within 6 years after high school graduation.

It is recommended that the Board of Regents accept this grant award.



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GRANT AWARD NOTIFICATION

1	RECIPIENT NAME Galveston College 4015 Avenue Q Galveston, TX 77550	2	AWARD INFORMATION PR/AWARD NUMBER P047A221158 - 23 ACTION NUMBER 4 ACTION TYPE Continuation AWARD TYPE Discretionary																
3	PROJECT STAFF RECIPIENT PROJECT DIRECTOR Priselda Perez (409) 944-1253 pperez@gc.edu EDUCATION PROGRAM CONTACT Tara Lawrence (202) 260-1475 Tara.Lawrence@ed.gov EDUCATION PAYMENT HOTLINE G5 PAYEE HELPDESK 888-336-8930 obsseed@servicenowservices.com	4	PROJECT TITLE 84.047A TRIO Upward Bound at Galveston College																
5	KEY PERSONNEL <table style="width:100%; border:none;"> <thead> <tr> <th style="text-align:left;"><u>NAME</u></th> <th style="text-align:left;"><u>TITLE</u></th> <th style="text-align:right;"><u>LEVEL OF EFFORT</u></th> </tr> </thead> <tbody> <tr> <td>Priselda Perez</td> <td>Project Director</td> <td style="text-align:right;">100 %</td> </tr> </tbody> </table>			<u>NAME</u>	<u>TITLE</u>	<u>LEVEL OF EFFORT</u>	Priselda Perez	Project Director	100 %										
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**US Department of Education
Washington, D.C. 20202**

P047A221158 - 23

GRANT AWARD NOTIFICATION

FUND CODE	FUNDING YEAR	AWARD YEAR	ORG. CODE	CATEGORY	LIMITATION	ACTIVITY	CFDA	OBJECT CLASS	AMOUNT
0201A	2023	2023	EP000000	B	J07	000	047	4101C	\$309,505.00

10

PR/AWARD NUMBER: P047A221158 - 23
 RECIPIENT NAME: Galveston College
 PARTICIPANT NUMBER: 60
 GRANTEE NAME: GALVESTON COLLEGE
 4015 AVENUE Q,
 GALVESTON, TX 77550 - 7447
 PROGRAM INDIRECT COST TYPE: Training
 PROJECT INDIRECT COST RATE: 8%

TERMS AND CONDITIONS

- (1) The Office of Management and Budget requires all Federal agencies to assign a Federal Award Identifying Number (FAIN) to each of their financial assistance awards. The PR/AWARD NUMBER identified in Block 2 is your FAIN. If subawards are permitted under this grant, and you choose to make subawards, you must document the assigned PR/AWARD NUMBER (FAIN) identified in Block 2 of this Grant Award Notification on each subaward made under this grant. The term subaward means:
 1. A legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient. (See 2 CFR 200.331(a))
 2. The term does not include your procurement of property and services needed to carry out the project or program (The payments received for goods or services provided as a contractor are not Federal awards, see 2 CFR 200.501(f) of the OMB Uniform Guidance: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
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GRANT AWARD NOTIFICATION

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- (5) In order for a grantee to receive a non-competing continuation award, a project must demonstrate substantial progress. For an Upward Bound project to meet the criterion for substantial progress, the project must serve the statutory requirement of two-thirds of participants being low-income, potential first-generation college students; and must serve 85% of the number of participants the project was funded to serve during each budget period.



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Washington, D.C. 20202**

P047A221158 - 23

GRANT AWARD NOTIFICATION

AUTHORIZING OFFICIAL

DATE

Ver. 1

Consider and Discuss the Purchase of I.T. Hardware Equipment
to Harden I.T. Infrastructure

Staff requests approval of this proposal to purchase networking equipment and subscription services to harden security on IT Infrastructure. Equipment includes firewalls, routers, network switches, and subscription and professional services from vendor Presidio (DIR Contract No. DIR-TSO-4167). The total cost of purchase is \$296,427.84. The source of the funding is the Institutional Contingency Fund.

All hardware come with a five-year warranty and a breakdown of the cost is as follows.

Vendor/Quotes	Item/Quotes	Funding Sources	Cost
Presidio Contract No: DIR-TSO-4167	Cisco Firepower 2130 Threat Defense Firewalls	IT Computer Equipment Fund (Account 71-09935- 53230)	\$94,598.30
	Cisco Catalyst 9200L Datacenter Switches		\$8,659.60
	Cisco Catalyst 8500 Series Routers		\$68,282.24
	Cisco Identity Service Engine Subscription Services (5yr)		\$10,687.70
	F5 Distributed Cloud WAF (Web Application Firewall), DDoS (Distributed Denial of Service), Bot Protection, and SSL Decryption Security Service		\$50,000 (includes \$30,000 yearly subscription and \$20,000 installation fee)
	DMZ Migration (Professional Services)		\$32,100.00
	Perimeter Enhancement (Professional Services)		\$32,100.00
	Total:		

Consider Acceptance of Faculty Retirement

It is recommended that the resignation of the following individual be accepted and that the President acknowledge, with appreciation, service rendered to the College:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Fouad Khoury	Instructor of Mathematics	08/31/2023