

**Northwest Independent School District**  
P.O. Box 77070      Fort Worth, TX 76177-0070

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**To:** Board of Trustees  
**From:** Ryder Warren, Ed.D., Superintendent of Schools  
**Subject:** Memorandum of Understanding with University of Texas at Tyler – PACE Program  
**Date:** April 23, 2018

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**Background Information and Rationale:**

Pursuant to Chapter 791 of the Texas Government Code, Texas Education Code, School Districts and other governmental entities may join together to increase efficiency and effectiveness, by authorizing them to contract, to the greatest possible extent, with one another and with agencies of the state.

The University of Texas at Tyler and Northwest ISD are collaborating to provide eligible high students with the opportunity to enroll in University courses and receive academic credit and transcripts from the University. The two courses being offered are ENGR 1201 (Introduction to Engineering) and ENGR 1304 (Engineering Graphics). The student paid tuition is \$198 and \$297 respectively. The courses will be taught by a UT Tyler Engineering faculty member and a Project Lead the Way (PLTW) instructor on the Northwest ISD campus. The term of this agreement is for the 2018-2019 school year.

**Support of Strategic Goals:**

The approval of the Memorandum of Understanding with University of Texas at Tyler – PACE Program supports Strategic Goal I: Northwest ISD will design dynamic learning experiences to ensure that all students are future-ready learners.

**Budget and/or Fund Impact:**

The funds for the Memorandum of Understanding with University of Texas at Tyler – PACE Program are budgeted as part of the General Fund budget.

**Recommendation:**

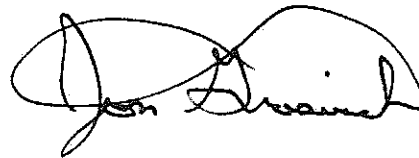
Approve the Memorandum of Understanding with University of Texas at Tyler – PACE Program as a matter of record and authorize the Superintendent or his designee to enter into contracts as recommended by the Administration.

**Respectfully submitted,**



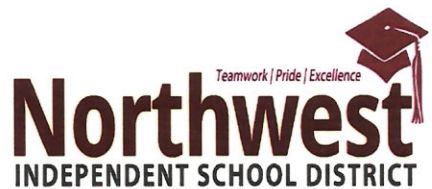
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Ryder Warren, Ed.D., Superintendent



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Jon Graswich, CPA, Deputy Superintendent



April 23, 2018

Board of Trustees  
Northwest Independent School District  
PO Box 77070  
Fort Worth, TX 76177-0070

**Re: Memorandum of Understanding with University of Texas at Tyler – PACE program**

Pursuant to Chapter 791 of the Texas Government Code, Texas Education Code, School Districts and other governmental entities may join together to increase efficiency and effectiveness, by authorizing them to contract, to the greatest possible extent, with one another and with agencies of the state.

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Attached is the Memorandum of Understanding with the The University of Texas at Tyler.

The Purchasing Department recommends the Board of Trustees approve the Memorandum of Understanding as a matter of record.

*Mark Vechione*

Mark Vechione, RTSBA  
Executive Director of Purchasing & Contract Management

*Attachment  
MV*

## Memorandum of Understanding for UT Tyler PACE Program

### The University of Texas at Tyler/Northwest ISD 2018-2019

The University of Texas at Tyler and Northwest ISD are partnering to provide eligible high school students with the opportunity to enroll in University courses and receive academic credit and transcripts from the University.

Students will be eligible to participate if they meet state eligibility requirements (THECB Title 19, part 1, Chapter 4, Subchapter D, Rule 4.85) and the admission requirements of The University of Texas at Tyler PACE Program (Partners in Academic Concurrent Enrollment).

UT Tyler and Northwest ISD will grant credit for the following course(s):

College Course	High School Equivalent Course	College Credit Hours	Tuition	Duration of course
<b>ENGR 1201:</b> Introduction to Engineering	PLTW-Principles of Engineering	2 credit hours	\$99/credit hour (Total: \$198)	Year-long
<b>ENGR 1304:</b> Engineering Graphics I	PLTW- Engineering Design & Development	3 credit hours	\$99/credit hour (Total: \$297)	Year-long

\*Textbook cost not included in tuition rate

#### Courses

The following courses will be taught by a UT Tyler Engineering faculty member: **ENGR 1201/ENGR 1304** during the 2018-2019 school year. UT Tyler will ensure that the courses offered at Northwest ISD are equivalent to other sections of courses with respect to the content, materials, instructional activity, contact time, standard of grading, and method/rigor of evaluation of student performance. The syllabi for the courses shall be developed by faculty in the department and approved by the chairperson of the department.

#### Course Structure

These courses will be taught online through a partnership with a faculty member at the UT Tyler campus and a PLTW instructor on the Northwest ISD campus. A UT Tyler faculty will serve as the official instructor of record and the high school instructor will serve as a facilitator to deliver content in the classroom as well as assist students with application and comprehension of material. Both the UT Tyler faculty member and the high school instructor are required to sign Facilitator/Instructor of Record Expectations to ensure their roles are clearly understood and defined. The course will be delivered via Learning Management System (Canvas) and students/PLTW teacher will have access to the respective course shell.

## **Funding**

Fees for tuition, required textbooks, and additional course fees (if applicable) for course(s) for the 2018-2019 school year are the Northwest ISD student's responsibility. Students must adhere to UT Tyler dates and deadlines regarding payment of fees. Students will also be responsible for the fee when requesting for an official transcript.

## **Student Eligibility**

To be eligible for admission to the UT Tyler PACE Program, an applicant must be in attendance at an approved partnering high school. A high school student is not limited to registering for a certain number of credit hours per semester and students in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grade are eligible to participate upon completion of the application for admission and appropriate PACE Program registration documents. The ENGR courses offered to Northwest ISD do not require pre-requisites nor Texas Success Initiative (TSI) requirements to register.

## **Minimum Enrollment**

UT Tyler College of Engineering requires a minimum enrollment of twenty (20) students per high school in order to participate in UT Tyler concurrent enrollment Engineering courses. If two courses are requested by the high school, each course must have a minimum of ten (10) students enrolled prior to July 1, 2018. If one course is requested by the high school, the course must have a minimum of twenty (20) students enrolled prior to July 1, 2018. UT Tyler College of Engineering reserves the right to terminate the partnership agreement for the given year if minimum enrollments are not met by the above deadline.

## **Application/Course Selection Process**

UT Tyler PACE Program utilizes DualEnroll.com to capture application/course selection process for all partnering high schools. Marketing of courses and application/course selection process will primarily be Northwest ISD's responsibility with assistance from appropriate UT Tyler staff. Northwest ISD must begin application/course selection process with PLTW students by May 31, 2018. All students must apply/select courses no later than UT Tyler's first day of classes for Fall 2018.

Northwest ISD is responsible for designation of a "High School Approver" to be responsible for tracking application/course selection in DualEnroll.com. Northwest ISD "High School Approver" is responsible for ensuring students have completed course selection correctly. Students must select the appropriate equivalent to their current PLTW high school course (see course chart on pg. 1 for correct equivalency).

## **Student Services**

These courses will follow traditional university procedures in faculty selection, course content, course evaluation, transcribing of credit, student grading, and student support services. Students will have access to online and on-campus resources available to traditional students at UT Tyler. These services include but are not limited to tutoring, advising, and library resources. Students are also expected to follow the same university policies regarding academic integrity as on-campus students.

### **Academic Policies**

Regular academic policies applicable to courses taught at UT Tyler must also apply to concurrent enrollment courses at Northwest ISD. Policies include the appeal process for disputed grades, drop/withdraw policy, syllabus distribution, academic suspension/probation policies, and grade replacement policies. More information regarding UT Tyler academic policies can be found at [www.uttyler.edu](http://www.uttyler.edu).

### **Dates and Deadlines**

Students must adhere to the dates and deadlines provided to Northwest ISD from UT Tyler with regard to application, registration, adding/dropping/withdrawing from courses, and assignments. All pertinent dates and deadlines will be provided on the course syllabus and will be communicated to students in person, via email, and through the website. In addition, tuition due dates and refund policies follow the UT Tyler schedule each semester, which can be found at <https://www.uttyler.edu/cashiers/>.

### **Training Sessions**

Online training sessions will be provided for Northwest ISD PLTW teacher by UT Tyler College of Engineering prior to the start of the 2018-2019 school year. Participation in training sessions is mandatory in order to ensure course success. Details on training sessions will be made available prior to August 1, 2018.

DualEnroll.com online training sessions will be provided to Northwest ISD designated "High School Approver" no later than May 1, 2018. Participation in training sessions is mandatory to ensure correct application/course selection process.

This partnership is valid for the 2018-2019 school year. Additional courses may be added in future years and a new MOU will be signed for each year UT Tyler partners with Northwest ISD.

AS SIGNED BY:

**Northwest ISD Representative**

**The University of Texas at Tyler Representative**

  
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Signature

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Signature

MARK Vecchione  
Executive Dir. Purchasing & Contract  
Mgmt.  
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Title

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4/27/18  
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Please return to Katy Buerger, Senior Coordinator of the Office of Pre-College Programs at UT Tyler:

Fax: 903-565-5997

Phone: 903-566-7295

Email: [kbuerger@uttyler.edu](mailto:kbuerger@uttyler.edu)