



**MEMORANDUM OF UNDERSTANDING**  
**Frank Phillips College and Booker ISD**  
**2023-2024**

THIS MEMORANDUM OF UNDERSTANDING (hereinafter referred to as "MOU") is made and entered into by and between the Frank Phillips College (hereinafter referred to as "College"), and Booker ISD, (hereinafter ISD), pursuant to the authority granted in compliance with section 29.908 of the Texas Education Code,

WHEREAS: Frank Phillips College and Booker ISD are authorized by state law to establish and enter into agreements for dual credit programs;

NOW, THEREFORE, the parties to this MOU mutually agree to the following:

1. Guiding Principles: The Frank Phillips College and Booker ISD alliance will function on the following principles:
  - a) Establish a mutually beneficial partnership between Frank Phillips College and Booker ISD that allows a flexible and creative response to the organizational, missions, and fiscal needs of both institutions.
  - b) Provision of rigorous college readiness, dual credit, technical and early college credit courses.
  - c) Shared use of facilities including classrooms, labs, offices and libraries that reduces operating costs and promotes collaboration of students, faculty, staff, and community members in program success
  - d) Shared use of personnel including counselors, librarians, facilitators, and qualified faculty that promotes services necessary for student success.
2. Scope of Agreement and Limitations of Authority: The Scope of the Agreement and the parties agree as follows:
  - A. Governance:
    - (1). Booker ISD will:
      - a. be governed by ISD and subject to ISD's state and federal policies; and
      - b. operate within the normal operating hours of the college during a regular school day.
    - (2). Frank Phillips College:
      - a. Will have the authority to implement:
        - [1]. governance
        - [2]. staffing
        - [3]. budget
        - [4]. student assessment, curriculum and scheduling;
        - [5]. professional development;

- [6]. access to school and student data for college students with permission of the College; and,
- [7]. parent and community involvement consistent with the mission and needs of the school.

- B. Student Eligibility. The student must complete an application for attendance to Frank Phillips College and be accepted. The student must meet established entrance requirements at Frank Phillips as well as appropriate prerequisites for any course, including Texas Success Initiative rules and other mandates set forth by THECB for dual credit eligibility. TAC §4.54 and §4.57
- C. Student Rights and Privacy. The Family Education Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.  
<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- D. Awarding Credit for Courses. The College will award credit for courses that have been agreed upon and have been approved. These courses shall have been evaluated and approved through the official College curriculum approval process in accordance with Texas Higher Education Coordinating Board requirements and shall be at a more advanced level than courses taught at the high school level.
- E. Duties of College. College shall have the following duties:
  - (1). Involve full-time faculty who are teaching in the appropriate disciplines in overseeing College course selection and implementation in the high schools;
  - (2). Ensure that course guidelines are followed;
  - (3). Apply the standards of expectation and assessment uniformly in all venues where the College offers courses;
  - (5). Designate personnel to monitor the quality of instruction in order to assure compliance with the agreed upon course outline based on the standards established by the State, applicable Accrediting Body, the College and ISD;
  - (6). Employ all instructors, including those under a teaching contract with the ISD, as Frank Phillips College faculty with the responsibilities, requirements, and benefits of an adjunct faculty member.
  - (7.) Transcript college credits upon completion of the course.
- F. Duties of ISD. ISD shall have the following duties:
  - (1). Involve College Faculty who teach dual credit courses in design and implementation of these courses to assure that course goals enable students to master the Texas Essential Knowledge and Skills.
  - (2). Pay the salaries of instructors employed by ISD who teach in the high school;
  - (3). Ensure that all ISD high school courses are in the students' Individual Graduation Plan for Dual Credit; and
  - (4). Support the College in the required training and professional development of teachers employed by FPC as adjunct faculty.
  - (5.) Transcript high school credit upon completion of the course.
- G. Faculty. Faculty will be provided by College and ISD.
  - (1). Faculty provided by College:
    - a) must meet the College's academic requirements;
    - b) will teach College Dual Credit courses.

- (2). Faculty provided by ISD:
  - a) must meet the College's academic requirements;
  - b) will teach College Dual Credit courses
- H. Classroom and Office Facilities.
  - (5). High School students shall have access to instructional and non-instructional resources available on the campus of the College and, in keeping with the guiding principles enumerated earlier, the high-school campus.
- I. Composition of Class. Dual credit classes can be composed of dual credit students only or a combination of dual and college credit students. High school credit only and college credit students can be mixed under the following circumstances:
  - (1). If the course involved is required for completion under the State Board of Education High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
  - (2). If the high school credit-only students are College Board Advanced Placement or International Baccalaureate students.
  - (3). If the course is a career and technical/college workforce education course and the high school credit-only students are eligible to earn articulated college credit.
- J. Tuition and Fees. College will waive fees for High School students enrolled in College courses based on the courses agreed upon. The student and/or the ISD or a combination of both shall be responsible for paying for any and all tuition. Students may apply for college scholarships for which they are qualified. The college does not guarantee students will receive college scholarships.
- K. Books and Supplemental Materials.
  - (1). Only College approved textbooks, syllabi, and course outlines, applicable to the courses when taught by the College or other instructional venues, shall apply to the courses available under this MOU. Students are required to use the textbooks selected for the course, follow the syllabus, and abide by all policies established by the college.
  - (2). All textbooks and supplemental materials required for classes, as determined by the agreed upon courses that shall be provided by ISD and/or the student.
  - (3). College will use free or low-cost open educational resources when possible.
  - (4). College approved textbooks purchased by ISD may be used for the time period consistent with local College practices.
- L. Recruitment and Enrollment of Students.
  - (1). College will assist with recruitment, enrollment, advising, and retention, upon request, for all students who are qualified and wish to enroll in credit-bearing classes transcribed by Frank Phillips College.
- M. Instructional Calendar. The college calendar and operational hours shall take precedence over the ISD calendar and operational hours as the schedule pertains to college classes.
- N. Student Code of Conduct. Early College High School students, faculty and staff shall adhere to:
  - (1). Policies of ISD;
  - (2). Policies of the College; and
  - (3). Policies in the ISD Board of Trustees Policies and Administrative Procedures Manual

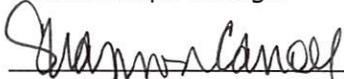
- O. Media and Public Relations. Media and public relations regarding the student will be managed according to Booker ISD and College protocols.
3. Indemnification. To the extent permitted under Texas law and without waiving any defenses including governmental immunity, each part to this MOU agrees to be responsible for its own acts of negligence, which may arise in connection with any all claims for damages, costs and expenses to person or persons and property that may arise out of or be occasioned by this MOU or any of its activities or from any act or omission of any employee or invitee of the parties of this MOU. The provisions in this paragraph are solely for the benefit of the parties to this MOU and are not intended to create or grant any rights, contractually or otherwise to any third party.
4. Term: Subject to prior termination or revocation of this MOU as provided in section 5 of this MOU, the initial term of this MOU is in full force and effect for a period of one (1) year. This MOU begins on the date of signature by both parties and continues through the initial term and any subsequent renewal terms. It may be renewed for (2) one-year terms. At least one hundred twenty (120) days before the expiration of the initial term and any subsequent renewal terms, College shall review this MOU and ISD may renew this MOU on approval of College.
5. Right of Revocation: Either party may terminate this MOU on 120 days' written notice to the other party. Termination may occur upon the breach of this MOU by one of the parties. A breach of this MOU includes, but is not limited to, a violation of the policies and rules of the College, the making of a misrepresentation or false statement by one of the parties, nonperformance of the party's duties, or the occurrence of a conflict of interest between the parties. Each party has 30 days to cure the breach. If this MOU is terminated during an academic term, students enrolled in classes under this MOU will be allowed to finish their coursework and receive appropriate course credit.
6. Assignment: Neither party may assign their interest in this MOU without the written permission of the other party.
7. Limitations of Authority:
- A. Neither party has authority for an on behalf of the other except as provided in this MOU. No other authority, power, partnerships, use of rights are granted or implied.
  - B. This Agreement represents the entire Agreement by and between the parties and supersedes all previous letters, understanding or oral agreements between the Frank Phillips College and Booker ISD. Any representations, promises, or guarantees made but not stated in body of this Agreement are null and void and of no effect.
  - C. Neither party may make, revise, alter or otherwise diverge from the terms, conditions or policies which are subject to this Agreement without a written amendment to this Agreement.
  - D. Neither party may incur any debt, obligation expense, or liability or any kind against the other without the other's express written approval.
8. Waiver: The failure of any party hereto to exercise the rights granted them herein upon the occurrence of any of the contingencies set forth in this Agreement shall not in any event constitute a waiver of any such rights upon the occurrence of any such contingencies.
9. Applicable Law: This Agreement and all materials and/or issues collateral thereto shall be governed by the laws of the State of Texas applicable to contracts made and performed entirely therein.

10. Miscellaneous Provisions:

- A. Neither party shall have control over the other party with respect to its hours, times, employment, etc. However, college operational hours and calendar shall take precedence.
- B. The parties warrant that their mutual obligations shall be performed with due diligence in a safe and professional manner and in compliance with any and all applicable statues, rules and regulations. Parties to this MOU shall comply with all Federal, State, and local laws.
- C. If the Texas Higher Education Coordinating Board adopts new guidelines or Early College High School programs during the term of this MOU, the new guidelines shall prevail.

EXECUTED in duplicate original counterparts effective upon the date indicated above.

Frank Phillips College

  
\_\_\_\_\_

Vice President, Dr. Shannon Carroll

7/13/2023  
Date

Booker ISD

  
\_\_\_\_\_

Superintendent, Gary Mills *Michael Lee*

8/1/2023  
Date

Enclosures

- Couse List
- Course Crosswalk
- Alignment of Endorsements
- Compensation Chart
- Course Sequencing
- FERPA Statement



**MEMORANDUM OF UNDERSTANDING**  
**Frank Phillips College and Booker ISD**  
**Addendum 2023-2024**

The following classes will be offered for the 2023 Fall and 2024 Spring semesters.

**Academic Classes**

- AGRI 1325 Marketing of Agriculture Products
- AGRI 1407 Agronomy
- AGRI 1419 Introductory to Animal Science
- ANTH 2346 General Anthropology
- ARTC 1305 Basic Graphic Design
- ARTS 1301 Art Appreciation
- ARTS 1303 Art History I
- ARTS 1304 Art History II
- BCIS 1405 Business Computer Applications
- BIOL 1322 Nutrition and Diet
- BIOL 1406 Biology for Science Majors I
- BIOL 1407 Biology for Science Majors II
- BIOL 1408 Biology for Non-Science Majors I
- BIOL 1409 Biology for Non-Science Majors II
- BIOL 2401 Anatomy and Physiology I
- BIOL 2402 Anatomy and Physiology II
- CHEM 1405 Introduction to Chemistry
- CHEM 1411 General Chemistry
- CRIJ 1306 Court Systems and Practices
- CRIJ 1310 Fundamentals of Criminal Law
- CRIJ 2314 Criminal Investigation
- ECON 2301 Principles of Macroeconomics
- ECON 2302 Microeconomics
- EDUC 1100 Learning Frameworks
- ENGL 1301 Composition I
- ENGL 1302 Composition II
- ENGL 2311 Technical Writing
- ENGL 2326 American Literature
- ENGL 2332 World Literature I
- ENGL 2333 World Literature
- ENGL 2341 Forms of Literature
- FYIS 0301 First Year Institute
- GEOL 1403 Physical Geology
- GEOL 1404 Historical Geology

- GOVT 2305 Federal Government
- GOVT 2306 Texas Government
- HIST 1301 US History I
- HIST 1302 US History II
- HIST 2311 Western Civilization
- HITT 1305 Medical Terminology
- HUMU 1315 Fine Arts Appreciation
- MATH 1314 College Algebra
- MATH 1316 Plane Trigonometry
- MATH 1325 Calculus for Business and Social Management
- MATH 1342 Statistics
- MATH 2312 Pre-Calculus
- MATH 2313 Calculus I
- MATH 2413 Calculus
- MATH 2414 Calculus II
- PHYS 1415 Physical Science I
- PHYS 1417 Physical Science II
- PSYC 2301 General Psychology
- PSYC 2314 Lifespan Growth & Development
- SOCI 1301 Introduction to Sociology
- SPAN 1411 Beginning Spanish I
- SPAN 1412 Beginning Spanish II
- SPAN 2311 Intermediate Spanish I
- SPAN 2312 Intermediate Spanish II
- SPAN 2313 Heritage Spanish I
- SPAN 2315 Heritage Spanish II
- SPCH 1311 Speech Communication
- SPCH 1318 Interpersonal Speech

### **Workforce Classes**

- CBFM 2317 Mechanical Maintenance
- CETT 1325 Digital Fundamentals
- CTEC 1391 Special Topics in Chemical Technology/Technician
- ELPT 1319 Fundamentals of Electricity
- ELPT 1341 Motor Control
- ELPT 2339 Electrical Power and Distribution
- INMT 2303 Pumps, Compressors, & Mechanical Drives
- INTC 1305 Introduction to Instrumentation
- INTC 1348 Analytical
- INTC 1350 Digital Measurement & Control
- INTC 1355 Unit Operations
- INTC 1356 Instrumentation Calibration
- INTC 2336 Distributed Control & Programmable Logic
- INTC 2339 Instrument Control and Review
- INTC 2388 Internship
- PTAC 1302 Introduction to Process Technology
- PTAC 1308 Safety, Health, & Environment
- PTAC 1410 Process Tech 1-Equipment
- PTAC 2314 Principles of Quality
- PTAC 2346 Process Troubleshooting
- PTAC 2388 Internship Process Technology/Technician

- PTAC 2420 Process Tech 2-Systems
- PTAC 2438 Process Tech 3-Operations
  
- ELPT 1321 Introduction to Electrical Safety and Tools
- INTC 1391 Electrical OSA-Blueprints
- ELPT 1419 Fundamentals of Electricity I
  
- BMGT 1305 Communications in Management
- AGAH 2309 Ranch & Feedlot Jobs and Development (Facility Maintenance)
- AGAH 1391 Special Topics and Animal Sciences (Intro to US Pork Production)
- AGRI 1309 Computers in Agriculture (Swine Record Systems)
- AGAH 1347 Animal Reproduction (Breeding Stock Management)
- AGMG 2312 Marketing of Agricultural Products (Nursery and Finishing Management)
- AGMG 2283 Cooperative Education-Farm/Farm and Ranch Management
- AGRI 2321 Livestock Evaluation I
- AGAH 1343 Animal Health
- AGAH 2313 Principles of Feeds and Feeding
  
- CSME 1310 Introduction to Haircutting & Related Theory
- CSME 1405 Fundamentals of Cosmetology
- CSME 1553 Chemical Reformation & Related Theory
- CSME 1443 Manicuring & Related Theory
- CSME 1447 Principles of Skin Care/ Facials & Related Theory
- CSME 2310 Intermediate Haircutting & Related Theory
- CSME 2337 Advanced Cosmetology Techniques
- CSME 2501 Principles of Hair Coloring & Related Theory
- CSME 2439 Advanced Hair Design
- CSME 2541 Prep for Texas Cosmetology Exam
  
- DFGT 1325 Blueprint Reading
- WLDG 1204 Fundamentals of Oxy-Fuel Welding
- WLDG 1317 Intro to Layout Fabrication
- WLDG 1428 Introduction to Shielded Metal Arc
- WLDG 1202 Introduction to Gas Metal Arc
- WDLG 1457 Intermediate SMAW
- WLDG 1337 Introduction to Metallurgy
- WLDG 1435 Introduction to Pipe Welding
- WLDG 2488 Internship
- WLDG 1206 Fundamentals of Gas Tungsten Arc
- WLDG 2443 Advanced Shielded Metal Arc
- WLDG 1435 Introduction to Pipe Welding
- WLDG 2506 Inter Pipe Welding
- WLDG 1391 Special Topics