

Rock Valley College
Community College District No. 511
3301 N Mulford Road, Rockford, IL 61114
COMMITTEE OF THE WHOLE MEETING
Educational Resource Center, Performing Arts Room, Room 0214
5:15 p.m. Tuesday, June 13, 2023

AGENDA

- A. Call to Order**
- B. Roll Call**
- C. Communications and Petitions (Public Comment)**
- D. Recognition of Visitors**
- E. Adjourn to Closed Session** to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.
- F. Reconvene Open Session**
- G. Review of Minutes:** Committee of the Whole May 9, 2023
- H. General Presentations**
- I. Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson**
 - 1. Enrollment Update
 - 2. Grants Update
- J. Finance Discussion: Board Liaison Trustee Trojan**
 - 1. Purchase Report(s) (A, B, C, D, E, and F)
 - 2. Cash and Investment Report
 - 3. FY 2023 Fund Transfer Request
 - 4. FY 2024 Compensation Adjustment for Non-Represented Employees
 - 5. FY 2024 Final Budget
 - 6. Certificate Attesting to the FY 2024 Final Budget
 - 7. Consideration on the 2023 Byron Power Station Real Property Tax Assessment Settlement Agreement
- K. Operations Discussion: Board Liaison Trustee Kennedy**
 - 1. Personnel Report
 - 2. Facilities Master Plan (FMP) Update
 - 3. Sublease Agreement with The Workforce Connection
 - 4. Change Order Update
 - ATC Phase II
 - 5. Rock Valley College Events Calendar
- L. Other Business:**
 - 1. Unfinished Business/New Business
 - **Unfinished Business:** Decennial Committee Rollout Plan
 - **New Business:** Open Meetings Act (OMA) Complaint Discussion
- M. Next Special Board of Trustees Meeting:** June 20, 2023, at 5:15 p.m.; The meeting will be held in person in Room 2106 in the Jacobs Center for Science and Math (JCSM) on the main campus.
- N. Next Decennial Committee Meeting:** June 27, 2023, at 5:15 p.m.; The meeting will be held in person in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.
- O. Next Regular Board of Trustees Meeting and FY 2024 Budget Hearing:** June 27, 2023, at 5:30 p.m.; The meeting will be held in person in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.
- P. Next Committee of the Whole Meeting:** July 11, 2023, at 5:15 p.m.; The meeting will be held in person in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.
- Q. Adjourn**

Gloria Cardenas Cudia, Board Chair

**Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114**

**BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, June 13, 2023
MINUTES**

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened in person on Tuesday, June 13, 2023, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 5:15 p.m. by Chairperson Trustee Gloria Cardenas Cudia.

Roll Call

The following members of the Board of Trustees were present at roll call:

Ms. Gloria Cardenas Cudia	Ms. Kristen Simpson
Ms. Crystal Soltow	Mr. John Nelson; joined the meeting at 5:16 p.m.
Mr. Robert Trojan	Mr. Richard Kennedy
	Mr. Juan Noguera, RVC Student Trustee

Also present: Dr. Howard Spearman, President; Mr. Rick Jenks, Vice President of Operations; Ms. Ellen Olson, Vice President of Finance; Mr. Jim Handley, Vice President of Human Resources; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Keith Barnes, Vice President of Equity and Inclusion; Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Amanda Smith, Vice President of Liberal Arts & Adult Education; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsabe Saucedo, Interim Assistant to the President; Ms. Tracy Luethje, Assistant to the Vice President of Operations; Attorney Joseph Perkoski, Robbins Schwartz.

Communications and Petitions

There were no public comments, communications, and/or petitions.

Recognition of Visitors

There were no visitors to be recognized.

Adjourn to Closed Session

At 5:18 p.m., a motion was made by Trustee Trojan, seconded by Trustee Simpson, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 4) Litigation has been filed, is pending or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 5:55 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Review of Minutes

There were no comments on the minutes from the May 9, 2023, Board of Trustees Committee of the Whole meeting.

B. Constructions – (Capital Expense)
 2. Geocon Professional Services Rockford, IL \$ 19,220.00 (2)*

C. Employee Benefits – (Human Resources – Consulting Fees)
 3. Rockford Consulting and Brokerage, Inc. Rockford, IL \$ 12,000.00 (3)*

Trustee Simpson wanted to know why there was not a 90-day notice. Ms. Olson stated that the 90-day notice was given and that the 90 days were for the run-out period. Trustee Simpson asked why the fee was from 2022; Ms. Olson stated that RVC just received the bill.

Purchase Report C - FY 2024 Purchases:

A. Publication – (College and Program Advertising – Marketing and Communications)
 1. Meridian Loves Park, IL \$ 57,245.00 (1)*
 Stolze Printing Bridgeton, MO \$ 55,217.28
 Montenegro Roselle, IL \$ 74,210.00

B. Travel Expenses – (Grant Funding – TRiO and Upward Bound)
 2. Wilderness Resort Wisconsin Dells, WI \$ 24,245.28 (2)*

Trustee Nelson questioned if the participants would be visiting colleges and institutions, and Ms. Olson stated yes.

C. Services – (Budgeted Expense – Library)
 3. Illinois Heartland Library System (IHLS) Edwardsville, IL \$ 16,000.00 (3)*

D. Services – (Recruitment Advertising – Human Resources)
 4. Indeed Austin, TX \$ 15,000.00 (4)*
 Monster, Inc. Weston, MA \$ 19,470.00
 LinkedIn Sunnyvale, CA \$ 16,415.00

Trustee Gorski stated that Lee County uses a service open to units of government and educational facilities where they broadcast it on one platform, and it will “blast out” to other platforms. Trustee Gorski isn’t sure if it is open to colleges, but he will forward RVC the information.

Purchase Report D - FY 2024 Site Rentals:

A. Rental of Office and Classroom Space – (Restricted Purposes Funds – IETC Rental Fund, Rental Facilities)

1. The Workforce Connection Rockford, IL \$ 63,000.00 (1)*

B. Rental – (Education Fund – Transitional Opportunity and Education/Adult Education Center, Rental Facilities)

2. Illinois Holler, LLC. Rockford, IL \$156,200.00 (2)*

C. Rental – (Education Fund – Aviation Maintenance Technology Rental Facilities)

3. Greater Rockford Airport Authority Rockford, IL \$ 11,500.00 (3)*
 Discussion ensued on Purchase Report D.

Purchase Report E - FY 2024 Licensing / Software Renewals:

A. Software – (Other Contractual Services Software Support – Instructional)

1. Ad Astra Overland Park, KS \$100,000.00 (1)*

B. Software – Trust and Agency Fund – Org Sync, Other Contractual Services)

2.	Anthology	Leawood, KS	\$ 15,000.00 (2)*
C. Software – (Unrestricted – Foundation: Maintenance Services, Software Support)			
3.	Blackbaud	Charleston, SC	\$ 14,000.00 (3)*
D. Software – (Unrestricted – Foundation: Maintenance Services, Software Support)			
4.	Blackbaud	Charleston, SC	\$ 14,000.00 (4)*
E. Software – (Education Fund, Emergency Preparedness Fund)			
5.	Blackboard, Inc.	Reston, VA	\$ 11,000.00 (5)*
F. Software – (Education Fund, IT Administration, Instructional Services, Software Support)			
6.	CDW-G	Chicago, IL	\$ 35,000.00 (6)*
G. Maintenance – (Education Fund, IT Administration, Maintenance Services, Software Support)			
7.	CDW-G	Chicago, IL	\$ 72,000.00 (7)*
H. Hardware Support – (Educational Fund, IT Administration, Maintenance Services, Software Support)			
8.	CDW-G	Chicago, IL	\$ 17,329.08 (8)*
I. Maintenance – (Education Fund, IT Administration, Maintenance Services, Software Support)			
9.	CDW-G	Chicago, IL	\$ 64,000.00 (9)*
J. Software Maintenance – (Operations and Maintenance Fund, Plant Operations, and Maintenance Administration, Administrative Software)			
10.	Brightly (Formerly Dude Solutions)	Cary, NC	\$ 40,000.00 (10)*
K. Software – (Other Contractual Services: Institutional Research and Perkins Postsecondary Funds)			
11.	Economic Modeling, LLC (Lightcast)	Moscow, ID	\$ 19,500.00 (11)*
L. Maintenance Software Fees – (Education Fund – IT Administration, Maintenance Services, Software Support)			
12.	Ellucian	Malvern, PA	\$650,000.00 (12)*
M. Maintenance Software Fees – (Education Fund – IT Administration, Maintenance Services, Software Support)			
13.	Entrinsik, Inc.	Raleigh, NC	\$ 30,770.00 (13)*
N. Maintenance Software Fees – (Education Fund – IT Administration, Maintenance Services, Software Support)			
14.	Hyland, LLC	Lenexa, KS	\$ 79,000.00 (14)*
O. Software – (Other Contractual Services: Academy for Teaching and Learning Excellence (ATLE) Academic)			
15.	Instructure, Inc.	Salt Lake City, UT	\$160,000.00 (15)*

P. Budget Software – (Other Contractual Services: Financial Services)		
16.	Prophix Software, Inc.	Ontario, Canada \$ 73,000.00 (16)*
Q. Software – (Other Contractual Services: Institutional Research & Planning)		
17.	Qualtrics, LLC	Provo, UT \$ 16,206.75 (17)*
R. Software – (Other Contractual Services: Institutional Research and Planning)		
18.	Watermark Insights	New York, NY \$ 95,000.00 (18)*
S. Software – (College/Program Advertising: Communications)		
19.	Siteimprove	Sacramento, CA 23,871.00 (19)*
T. Tutoring Service – (Educational Fund – Tutoring Center, Instructional Software)		
20.	Upswing	Austin, TX \$ 24,000.00 (20)* NOT TO EXCEED
U. Software – (IT: Maintenance Services, Software Support)		
21.	Carahsoft	Reston, VA \$ 60,000.00 (21)* NOT TO EXCEED
V. Software – (IT: Maintenance Services, Software Support)		
22.	LingK	Danville, CA \$ 10,000.00 (22)*
W. Software – (Marketing: Website Services, Software Support)		
23.	Modern Campus	Camarillo, CA \$ 30,675.00 (23)*
X. Software – (IT: Maintenance Services, Software Support)		
24.	GHA Technologies	Scottsdale, AZ \$ 40,828.00 (24)*
Y. Internet Service – (IT: Maintenance Services, Software Support)		
25.	Northern Illinois University	DeKalb, IL \$ 11,000.00 (25)*

Purchase Report F - FY 2024 Blanket Purchase Orders:

Ms. Olson reviewed the blanket purchase orders that had changed or were of a higher dollar amount from the previous year. The information consisted of the vendor, city, state, description, the fiscal year 2023 amount, the fiscal year 2024 projected amount, and comments regarding the expense. Discussion ensued.

2. Cash and Investment

Ms. Olson presented the Cash and Investment Report through May 31, 2023. Total operating cash is \$31,326,445. Total operating cash and investments are \$76,503,790. Total capital funds are \$13,085,170. Since April 30, 2023, the change in capital funds has been \$1,754,607. The change in the operating cash and investments since April 30, 2023, was \$1,128,244. Ms. Olson stated that the total operating cash and investment funds were 72.40% of the Fiscal Year 2023 operating budget.

3. Fiscal Year 2023 Fund Transfer Request

Ms. Olson presented the FY 2023 Fund Transfer Request. Ms. Olson explained that the Operating Fund Balance is to establish and maintain an operating fund (education fund and operations and maintenance fund) balance of 35%-50% of the following year's budgeted expenses. As of April 30, 2023, the College is estimating an operating fund balance of 48.1%.

The Auxiliary Fund (Fund 05) is defined as accounts for college services where a fee is charged, and the activity is intended to be self-supporting. Due to challenges brought by the COVID pandemic, the Auxiliary Fund (Fund 05) is on track for a net loss for Fiscal Year 2023. The request is for a fund transfer of \$500,000 from Operating Funds (Funds 01 and 02) to Auxiliary Fund (Fund 05) to maintain a positive fund balance. The request will maintain an estimated 47.4% balance.

Rock Valley College has been the recipient of grants under the Higher Education Emergency Relief Fund (HEERF)-Institutional from May 12, 2020, to June 30, 2023, totaling \$12,702,212. The College has been intentional in its use of these funds, and the grant period ends June 30, 2023. There is approximately \$1.7 million remaining that has been designated for projects already approved by the Board of Trustees. However, due to supply chain issues, the funds have not been fully disbursed. The administration has the capacity to utilize the approximate \$1.7 million as a recovery for lost revenue. The lost revenue would be recognized as revenue in the Education Fund (Fund 01). The administration would like to transfer an amount not to exceed \$1,610,000 to Capital (Fund 03) to complete the projects in progress.

The administration would like to recommend that the Board of Trustees approves the College administration's request to allocate \$500,000 from Operating Funds (Fund 01) to the Auxiliary Fund (Fund 05) and to approve the College administration's request to allocate an amount not to exceed \$1,610,000 to Capital (Fund 03) to complete the outstanding projects utilizing the Higher Education Emergency Relief Fund (HEERF) grant funding. Discussion ensued.

4. ESP/PSA/Administration Salaries for 2023-2024 (FY 2024)

Ms. Olson explained that the Board of Trustees annually approves salary increases for Educational Support Personnel (ESP), Professional Staff Association (PSA), and Administrative employees. The administration would like to recommend the approval of a 3.5% increase to the base salaries of each full-time ESP, PSA, and Administrative employee in grades J to V (formerly grades A to G). The estimated fiscal impact will be \$400,054.

Trustee Nelson asked if the Collective Bargaining Agreements (CBA) were taken into consideration with the request, and Ms. Olson stated that per the CBA, the SSA would receive a 4.0% increase for FY 2024, the Fraternal Order of Police (FOP) were in negotiations, and the Faculty will receive a 1.5% increase plus \$1,500 for FY 2024.

5. Adopting the FY 2024 Final Budget

Ms. Olson presented the FY 2024 Final Budget for RVC. Ms. Olson stated that the FY 2024 Tentative Budget has been on file and available for public inspection at the Financial Services office from May 24, 2023, until the present. A Notice of Public Hearing was published by Rock Valley Publishing in The Gazette and The Belvidere Republican. The Public Hearing for the FY 2024 Final Budget will be held on June 27, 2023. Ms. Olson stated that there were no changes to the FY 2024 Tentative Budget.

The Administration would like to recommend that the Board of Trustees adopts the FY 2024 Final Budget for Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties.

Chairperson Cardenas Cudia asked about publishing in the newspapers, and Ms. Olson explained why the newspapers were chosen. Trustee Trojan inquired why RVC did not publish in the Rockford Register Star, and a discussion ensued. It was agreed that RVC has met the legal requirements for publishing in the papers that were chosen.

6. Certifying Attesting to the Fiscal Year 2024 Final Budget

Ms. Olson reviewed the draft board report explaining that the Fiscal Year 2024 Tentative Budget was adopted by the RVC Board of Trustees at a regularly scheduled meeting on May 23, 2023, and on June 27, 2023, the Fiscal Year 2024 Final Budget would be reviewed at a Public Budget Hearing. The certificate attesting to the Fiscal Year 2024 Final Budget will be submitted to the Illinois Community College Board (ICCB) upon its approval by the Board of Trustees at its June 27, 2023, regular meeting.

7. Resolution Authorizing Byron Power Station Real Property Tax Assessment Settlement Agreement

Ms. Olson presented the Resolution Authorizing Byron Power Station Real Property Tax Assessment Settlement Agreement. Ms. Olson stated that a proposed tax agreement has been reached between the taxing bodies and Constellation's Byron Nuclear Power Station. This agreement was negotiated primarily by Byron School District CUSD #266. The

proposed tax agreement with Constellation sets the station's EAV (equalized assessed value) for 2022 through 2027 tax years, along with the corresponding payment to each of the taxing bodies. The proposed agreement sets the total tax liability that would be paid on the Byron Power Plant at \$202 million over the six-year agreement. The College's share of the \$202 million in total tax payments is approximately \$2,132,975. In modeling, the College's tax rate is estimated to be \$0.4266. The agreement also prohibits Constellation from filing any tax protests for those assessment years, and Constellation and the Byron School District will dismiss all litigation at the Property Tax Appeal Board (PTAB), including tax years 2012 through 2019. Neither party has filed nor will file appeals regarding the Byron Station for the purposes of real property taxation for tax years 2020 through 2021.

Trustee Trojan wanted to know where/how the funds would be distributed, and Ms. Olson responded that the funds distribution would be directed by Ogle County, and the funds would go into Fund 04 (Bonds), Fund 11, Fund 03, and Fund 12, and the Fund that would be short from the Levy amount would be Fund 01 (Education Fund). Discussion ensued.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Rick Jenks, vice president of operations, presented the Personnel Report for June 2023. There are three appointments; Mr. Anthony Schiassi, Aviation Instructor; Mr. Ethan Olson, Aviation Instructor; and Mr. Jonathan Cole Regnery, Mathematics Instructor. There is one placeholder for a Sociology Instructor.

Trustee Trojan asked if the Aviation Instructors were new or replacements, and Dr. Stewart responded that both were replacements.

2. Facilities Master Plan (FMP) Update

Mr. Jenks presented the FMP Update and discussed the process that has taken place to date. Mr. Jenks presented the cost of the projects that have been presented to the Board and their order of importance. The Board will receive the 95% plan by June 16, 2023, via email. Paper copies will also be available. Currently, the College has developed the concepts of the buildings and assigned a price to the new construction or remodeling. The projects now need to be ranked by priority, which is based on five factors: 1) Available funding sources; 2) Current needs of the community and college; 3) Emerging trends or programs that industry partners feel are important; 4) Condition of the existing structure and the need for improvement or upgrade; and 5) Need for compliance with building, state, or federal law or regulations. The priority of the projects is: 1) Downtown; 2) CLII; 3) CLII performance; 4) WTC remodel; and 5) Bengt Sjostrom Theatre (BST), airport facility (ACEC), and Athletic Field Sports Facility (AFSF). Discussion ensued.

3. Sublease Agreement Between Rock Valley College and The Workforce Connection

Mr. Jenks presented the Sublease Agreement between RVC and The Workforce Connection. Mr. Jenks explained that RVC Refugee and Immigrant Services and other employment grants, such as the Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator, are housed at 303 N. Main Street, Rockford. The lease agreement with The Workforce Connection provides for a lease of 3,451 square feet. This sublease agreement is not to exceed \$59,840.34.

It is recommended that the Board of Trustees approves the sublease agreement with The Workforce Connection. Trustee Nelson asked if it has been attorney-reviewed, and Mr. Jenks responded yes.

4. Advanced Technology Center (ATC) Phase Two Change Order Status Report

Mr. Jenks presented the ATC Phase Two Change Orders. Mr. Jenks stated that there are two change orders, one being a credit in the amount of \$285.00 for the removal of a fire extinguisher cabinet. The second change order is in the amount of \$19,220.00 to test the base material and asphalt quality of the ATC parking lot.

5. RVC College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for June and part of July and August. Discussion ensued.

New Business / Unfinished Business

Unfinished Business: Decennial Committee Rollout Plan

Dr. Spearman discussed the rollout plan for the Decennial Committee, the purpose of having a Decennial Committee, and who will be on the committee. Dr. Spearman recommended the Illinois Community College Board (ICCB) Recognition Report, the Higher Learning Commission (HLC) Report, and the Comprehensive Annual Financial Report (CAFR) as topics for the Decennial Committee. Dr. Spearman stated that the reports that RVC looks at annually show accountability and efficiency. Discussion ensued.

New Business: Open Meetings Act (OMA) Complaint Discussion

Attorney Joseph Perkoski gave an update on a complaint that was filed regarding an alleged improper discussion during a closed session during the March 28, 2023, closed session Board meeting. Attorney Perkoski stated that it was a proper discussion covered under Section 2 (C)(1) of the Open Meetings Act. The College is responding to the complaint.

Next Special Board of Trustees Meeting

The Special Board of Trustees Meeting will be held on June 20, 2023, at 5:15 p.m.; The meeting will be held in Room 2106 in the Jacobs Center for Science and Math (JCSM) on the main campus.

Next Decennial Committee Meeting

The Decennial Committee Meeting will be held on June 27, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting and FY 2024 Budget Hearing will be held on June 27, 2023, at 5:30 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Next Committee of the Whole Meeting

The next Committee of the Whole Meeting will be held on July 11, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Adjourn

At 7:55 p.m., a motion was made by Trustee Nelson, seconded by Trustee Trojan, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

Robert Trojan, Secretary

Gloria Cardenas Cudia, Chairperson

FY2024 Enrollment Update

Board of Trustees Committee of the Whole – July 11, 2023

Term	Unduplicated Headcount				Credit Hours				Budget	
	FY2023	FY2024	Change	% Change	FY2023	FY2024	Change	% Change	Budget	% to Budget
Summer II	1,946	1,905	-41	-2.11%	8,480	8,147.5	-332.5	-3.92%	9,000	91%
Fall	3,788	3,586	-202	-5.33%	40,267.5	37,941	-2,326.5	-5.78%	51,100	74%
Subtotal (Summer II + Fall)	5,734	5,491	-243	-4.24%	48,747.5	46,088.5	-2,659	-5.45%	60,100	77%
Winterim	--	--	--	--	--	--	--	--	900	--
Spring	--	--	--	--	--	--	--	--	45,000	--
Subtotal (Summer II + Fall + Winterim + Spring)	--	--	--	--	--	--	--	--	106,000	--
Summer I	--	--	--	--	--	--	--	--	4,000	--
Total	--	--	--	--	--	--	--	--	110,000	--

Sources: FY2024 Summer II and Fall Enrollment Tickers (07/03/23)

Important Dates:

- Summer II students were dropped for nonpayment on May 31, 2023. Classes began June 20, 2023.
- Fall students will be dropped for nonpayment on August 2, 2023.
- Fall classes begin August 19, 2023 (weekend classes) and August 21, 2023 (weekday classes).



Truck Driver Training Presentation

Presented to: RVC Board of Trustees Committee of the Whole
July 11, 2023

Presented by: Dr. Hansen Stewart, *VP of Industry Partnerships & Community Engagement*
Rick Jenks, *VP of Operations/COO*

Rock Valley College
Truck Driver Training
Enrollments & Completions

Enrollment	FY2022	FY2023
Haz Materials CDL Endorsement	5	18
TDT CDL-A New License-200 Hr.	96	97
TDT CDL-A Refresher-40 Hours	2	
Grand Total	103	115

Completions	FY2022	FY2023
Haz Materials CDL Endorsement	5	18
TDT CDL-A New License-200 Hr.	80	70
TDT CDL-A Refresher-40 Hours	2	
Grand Total	87	88

Program Revenues for FY2022 - FY2024

	FY2022	FY2023	FY2024 (Projected)
Estimated Revenue	\$442,800	\$445,000	\$700,000
Actual Revenue	\$482,875	\$485,045	TBD
Projected vs. Actual Revenue	\$ 40,075	\$ 40,045	TBD
Expense	\$256,260	\$280,740 (projected)	\$517,464
Net Revenue	\$226,615	\$204,305 (projected)	\$182,536

FY2024 Projected Income Worksheet

	# Classes per Year	\$\$ per Class	Annual Gross Revenue
Daytime Classes (5 week cohorts starting every 2 weeks)	24	\$20,000	\$480,000
Current Night Classes (8 Week Cohorts)	6	\$20,000	\$120,000
New Night Classes (8 week cohorts starting Sept '23)	5	\$20,000	\$100,000
(Four students per class)		Total →	\$700,000

Projected Expense for FY2024

Proposed 5-year lease agreement per year cost (two trucks and trailers)	\$119,022
Projected used truck purchase price (upfront cost FY2024)	\$40,000
Projected FY2024 maintenance cost for used truck and fuel costs for all trucks	\$54,000
Wrapping three trucks with advertising (upfront cost FY2024)	\$ 32,442
Instructor costs	\$252,000
Instructor Benefits	<u>\$ 20,000</u>
Total Projected Expense	\$517,464

TDT Truck Renewal Issues

- In April of 2023, Rock Valley College conducted a bid for a new lease agreement for the TDT program. RVC received no bids. After speaking with our attorney, RVC began exploring other options.
- Our current lessor, Airolidi Brothers, can no longer provide the leased semi-trucks because of insurance concerns.
- Current three-year lease for two trucks and a trailer with Airolidi Brothers costs \$67,000 annually.
- Currently, Airolidi is allowing us to keep the current trucks on a month-by-month basis, but we need to move quickly.
- After checking with other community colleges, speaking with several truck leasing groups, and searching for new and used trucks, the best option is to lease two trucks for five years and purchase a used third truck as a spare.
 - New semi trucks have an 18-month lead time.
 - Many lease companies do not want to lease to training programs because of insurance concerns.
 - Used trucks will cost about the same as leased trucks, and used trucks could have existing mechanical issues the College would need to fix.
 - We could purchase one truck as a backup for the program. This backup truck would not be a primary vehicle and, therefore, not get as much wear and tear.
 - Lease provides for a replacement truck, but it can take a day or two to get the replacement truck. Classes are constantly being offered, and this one or two-day delay will cause issues with class programming.
- Trucks would be leased from CIT in Loves Park, IL. Trailers would be leased from another vendor. The total estimated annual expense is \$119,022.

Projected FY24 Net Revenue:

Projected FY2024 revenue (Includes second evening class)	\$700,000
Projected FY2024 expenses	\$517,464
Projected FY2024 net profit	\$182,536
Projected FY2025 net profit (without FY2024 net profit)	\$254,978

**2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU)
Between Belvidere Community Unit School District #100 and Rock Valley College**

Background: The Dual and Articulated Credit initiative is designed to provide qualified high school students the opportunity to enroll in dual credit classes at their high school in designated transfer, career, and technical education pathways that lead to advanced standing for certificate and degree opportunities at Rock Valley College. Furthermore, this initiative facilitates students' transition from secondary coursework to Rock Valley College.

Dual and articulated credit offerings have increased annually with the further development of the Dual Credit Quality Act. These initiatives and their continued development and implementation remain at the forefront of Rock Valley College's partnerships with regional school districts.

The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. At its cost, the school district will also provide appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at Belvidere Community Unit School District #100 as dual credit for the 2023-2024 academic year.

Recommendation: It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Belvidere Community Unit School District #100, beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Dual and Articulated Credit Memorandum of Understanding - Belvidere Community Unit School District #100

**Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Belvidere School District 100**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 20 day of June, 2023 between Belvidere School District 100 ("School District"), located at 1201 5th Avenue, Belvidere, Illinois 61008 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

WHEREAS, School District and Rock Valley College have come together and would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the Dual and Articulated Credit program; and

WHEREAS, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that the School District will:
 - a. Designate a School District point-of-contact for all dual credit and articulated credit course offerings.
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach including:
 - i. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
 - d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached

hereto and incorporated herein;

- e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
- f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the School District's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, to include peer review visits to the School District on an annual basis. This evaluation shall be limited to the course and the ability of the Instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the Instructor's performance evaluation under Article 24A of the School Code;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part

of each student's official college record;

- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;
- o. Ensure that all students enrolled in courses for college credit meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention; and
- p. Provide necessary academic support and guidance to students enrolled in the program.

5. It is further agreed upon by the Parties that Rock Valley College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
- d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
- e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
- f. Provide guidance on appropriate placement of students using multiple measures;
- g. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
- i. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
- j. Review this MOU annually for accuracy and pricing; and
- k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate academic support to participating students to ensure delivery of quality instruction.
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
11. Recommended modifications to this Agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this Agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
13. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
 - a. The School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
 - b. Once dual credit course rosters are finalized, the School District will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established School District practices for record keeping of these services.
 - c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on the School District's campus, in accordance with established School District practices for providing these services.
 - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

Nothing contained herein shall be construed as to release the School District from its obligations as the "Resident District"

and/or "Local Education Agency," as those terms may be defined in State or federal laws, rules and/or regulations relating to students with disabilities. The School District represents and warrants that, at all times and during all situations governed by this Agreement, it shall remain the Resident District and Local Education Agency for any and all students with disabilities participating in Dual Credit at High School hereunder.

14. The School District will allow high school students who do not otherwise meet the College's academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.
 - a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
 - b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
 - c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College's standards.

15. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in dual and/or articulated credit courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit sections for dual credit and for high school credit only pursuant to Section 14 of this Agreement that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status. School District shall be responsible for providing dis-aggregated data concerning students enrolled in dual credit courses for high school credit only.

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.

Dr. Cassandra Schug

Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Belvidere School District 100 as dual credit effective during this Agreement:

Dual Credit Courses
ATM 106 – Advanced Automotive Technology/Introduction to Electrical System/Power Trn
EDU 224 – Introduction to Teaching
MEC 110 – Electrical Systems I
MEC 130 – Robotics and Automation I
MEC 140 – Advanced Manufacturing I
MKT 288 - Customer Relations
PCT 110 – Network Essentials
PCT 270 – Introduction to UNIX/Linux

The following Belvidere School District 100 courses are eligible for Rock Valley College articulated credit:

High School Course Eligible for Articulated Credit	RVC Articulated Course Equivalent	Student Earns Articulated Credit by:
Automotive Technology	ATM 105	Successful Completion of ATM 106
Introduction to Business	BUS 101	Successful Completion of additional business course
Computer Applications	CIS 102	Successful Completion of 3 credits of any CIS, PCT, or WEB
Introduction to Early Childhood	ECE 100	Successful Completion of EDU 224
DC Networking and Coding/A+ Essentials	PCT 262	Successful Completion of PCT 110 or PCT 270
Human Disease and Medical Terminology	HLT 110	Successful Completion of NAD 101 or 6 credits of BIO
Intro to Drafting/CAD and Print Reading	MET 100	Successful Completion of MET 110

Appendix B Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 27/). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

Appendix C Dual Credit Roster & Grading Procedures for Dual Credit Instructors

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification ("EVR") process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. This includes an instructor duty to initiate the following:
 - a) Drop any student who has never attended the course.
 - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades by the assigned **midterm date**.
 - a) Mark "S" for each student who is currently passing the course with a 'C' or better.
 - b) Mark "D" for each student who is currently earning a 'D' in the course.
 - c) Mark "F" for each student who is currently earning a 'F' in the course.
4. Instructors send Early College notice of a student's intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a 'W' grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Online Services by the assigned **final grading deadline**, and the final grade is reported on students' Official RVC Transcripts.

Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course no later than 6 months before start of intended school year, and adds course information to the shared District and RVC Google Sheet.
2. High school instructor submits syllabus, textbook, and samples of assignments, tests and projects to Early College for review. Updated information must be submitted annually.
3. Rock Valley College will determine approval of the course and it will be added to Appendix A of the MOU.
4. District verifies high school rosters within 30 days from the start of the high school class via the shared Google Sheet between School District and College.
5. Students in articulated courses complete a Rock Valley College Online Enrollment Form within the first week of class.
6. High School provides official, verified high school final grading roster to Early College upon completion of the high school course.
7. Students who earn an 'A' or 'B' in the high school course will be eligible for articulated credit upon the successful completion ('C' or better) in the subsequent course(s), as indicated in Appendix A.
8. Subsequent course(s) must be enrolled in and successfully completed within two years of completing the articulated course, and by no later than one year after the student's high school graduation.
9. Students register for subsequent course(s) as part of dual credit offerings at the School District or in classes offered at Rock Valley College campuses.
10. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

**2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU)
Between Boylan Catholic High School and Rock Valley College**

Background:

The Dual and Articulated Credit initiative is designed to provide qualified high school students the opportunity to enroll in dual credit classes at their high school in designated transfer, career and technical education pathways that lead to advanced standing for certificate and degree opportunities at Rock Valley College. Furthermore, this initiative facilitates students' transition from secondary coursework to Rock Valley College.

Dual and articulated credit offerings have increased annually with the further development of the Dual Credit Quality Act. These initiatives and their continued development and implementation remain at the forefront of Rock Valley College's partnerships with regional school districts.

The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. The school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at Boylan Catholic High School as dual credit for the 2023-2024 academic year.

Recommendation:

It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Boylan Catholic High School, beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Dual and Articulated Credit Memorandum of Understanding - Boylan Catholic High School

Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Boylan Catholic High School

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this ____ day of June, 2023 between Boylan Catholic High School ("School District"), located at 4000 St. Francis Drive, Rockford, Illinois 61103 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

WHEREAS, School District and Rock Valley College have come together and would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the Dual and Articulated Credit program; and

WHEREAS, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that the School District will:
 - a. Designate a School District point-of-contact for all dual credit and articulated credit course offerings.
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach including:
 - i. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
 - d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached

hereto and incorporated herein;

- e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
- f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the School District's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, to include peer review visits to the School District on an annual basis. This evaluation shall be limited to the course and the ability of the Instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the Instructor's performance evaluation under Article 24A of the School Code;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part

of each student's official college record;

- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;
- o. Ensure that all students enrolled in courses for college credit meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention; and
- p. Provide necessary academic support and guidance to students enrolled in the program.

5. It is further agreed upon by the Parties that Rock Valley College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
- d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
- e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
- f. Provide guidance on appropriate placement of students using multiple measures;
- g. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
- i. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
- j. Review this MOU annually for accuracy and pricing; and
- k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate academic support to participating students to ensure delivery of quality instruction.
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
11. Recommended modifications to this Agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this Agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
13. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
 - a. The School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
 - b. Once dual credit course rosters are finalized, the School District will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established School District practices for record keeping of these services.
 - c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on the School District's campus, in accordance with established School District practices for providing these services.
 - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

Nothing contained herein shall be construed as to release the School District from its obligations as the "Resident District"

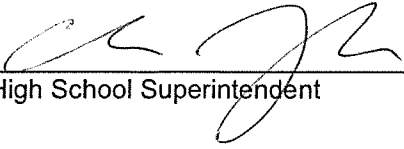
and/or "Local Education Agency," as those terms may be defined in State or federal laws, rules and/or regulations relating to students with disabilities. The School District represents and warrants that, at all times and during all situations governed by this Agreement, it shall remain the Resident District and Local Education Agency for any and all students with disabilities participating in Dual Credit at High School hereunder.

14. The School District will allow high school students who do not otherwise meet the College's academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.
 - a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
 - b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
 - c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College's standards.

15. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in dual and/or articulated credit courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit sections for dual credit and for high school credit only pursuant to Section 14 of this Agreement that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status. School District shall be responsible for providing dis-aggregated data concerning students enrolled in dual credit courses for high school credit only.

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.

 6/5/23

High School Superintendent Date

Rock Valley College President Date

CHRIS ROZANSKI

Board of Education Date

Rock Valley College Board of Trustees Date

Appendix A
Dual Credit Courses

The following Rock Valley College courses will be offered at Boylan Catholic High School as dual credit effective during this Agreement:

Dual Credit Courses
ART 131 – Introduction to Visual Arts

Appendix B Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 27/). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

Appendix C Dual Credit Roster & Grading Procedures for Dual Credit Instructors

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification ("EVR") process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. This includes an instructor duty to initiate the following:
 - a) Drop any student who has never attended the course.
 - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades by the assigned **midterm date**.
 - a) Mark "S" for each student who is currently passing the course with a 'C' or better.
 - b) Mark "D" for each student who is currently earning a 'D' in the course.
 - c) Mark "F" for each student who is currently earning a 'F' in the course.
4. Instructors send Early College notice of a student's intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a 'W' grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Online Services by the assigned **final grading deadline**, and the final grade is reported on students' Official RVC Transcripts.

Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course no later than 6 months before start of intended school year, and adds course information to the shared District and RVC Google Sheet.
2. High school instructor submits syllabus, textbook, and samples of assignments, tests and projects to Early College for review. Updated information must be submitted annually.
3. Rock Valley College will determine approval of the course and it will be added to Appendix A of the MOU.
4. District verifies high school rosters within 30 days from the start of the high school class via the shared Google Sheet between School District and College.
5. Students in articulated courses complete a Rock Valley College Online Enrollment Form within the first week of class.
6. High School provides official, verified high school final grading roster to Early College upon completion of the high school course.
7. Students who earn an 'A' or 'B' in the high school course will be eligible for articulated credit upon the successful completion ('C' or better) in the subsequent course(s), as indicated in Appendix A.
8. Subsequent course(s) must be enrolled in and successfully completed within two years of completing the articulated course, and by no later than one year after the student's high school graduation.
9. Students register for subsequent course(s) as part of dual credit offerings at the School District or in classes offered at Rock Valley College campuses.
10. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

**2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU)
Between Byron Community Unit School District #226 and Rock Valley College**

Background:

The Dual and Articulated Credit initiative is designed to provide qualified high school students the opportunity to enroll in dual credit classes at their high school in designated transfer, career, and technical education pathways that lead to advanced standing for certificate and degree opportunities at Rock Valley College. Furthermore, this initiative facilitates students' transition from secondary coursework to Rock Valley College.

Dual and articulated credit offerings have increased annually with the further development of the Dual Credit Quality Act. These initiatives and their continued development and implementation remain at the forefront of Rock Valley College's partnerships with regional school districts.

The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. At its cost, the school district will also provide appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at Byron Community Unit School District #226 as dual credit for the 2023-2024 academic year.

Recommendation:

It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Byron Community Unit School District #226 beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Dual and Articulated Credit Memorandum of Understanding - Byron Community Unit School District #226

Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Byron Community School District
226

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this ____ day of June, 2023 between Byron Community School District 226 ("School District"), located at 696 North Colfax Street, Byron, Illinois 61010 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

WHEREAS, School District and Rock Valley College have come together and would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the Dual and Articulated Credit program; and

WHEREAS, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that the School District will:
 - a. Designate a School District point-of-contact for all dual credit and articulated credit course offerings.
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach including:
 - i. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.

- d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached hereto and incorporated herein;
- e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
- f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the School District's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, to include peer review visits to the School District on an annual basis. This evaluation shall be limited to the course and the ability of the Instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the Instructor's performance evaluation under Article 24A of the School Code;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley

College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;

- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;
- o. Ensure that all students enrolled in courses for college credit meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention; and
- p. Provide necessary academic support and guidance to students enrolled in the program.

5. It is further agreed upon by the Parties that Rock Valley College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
- d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
- e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
- f. Provide guidance on appropriate placement of students using multiple measures;
- g. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
- i. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
- j. Review this MOU annually for accuracy and pricing; and
- k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate academic support to participating students to ensure delivery of quality instruction.
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
11. Recommended modifications to this Agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this Agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
13. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
 - a. The School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
 - b. Once dual credit course rosters are finalized, the School District will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established School District practices for record keeping of these services.
 - c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on the School District's campus, in accordance with established School District practices for providing these services.
 - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

Nothing contained herein shall be construed as to release the School District from its obligations as the "Resident District" and/or "Local Education Agency," as those terms may be defined in State or federal laws, rules and/or regulations relating to students with disabilities. The School District represents and warrants that, at all times and during all situations governed by this Agreement, it shall remain the Resident District and Local Education Agency for any and all students with disabilities participating in Dual Credit at High School hereunder.

14. The School District will allow high school students who do not otherwise meet the College's academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.
 - a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
 - b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
 - c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College's standards.

15. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in dual and/or articulated credit courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit sections for dual credit and for high school credit only pursuant to Section 14 of this Agreement that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status. School District shall be responsible for providing dis-aggregated data concerning students enrolled in dual credit courses for high school credit only.

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.

Burt Burt 6/28/23
High School Superintendent Date

Rock Valley College President Date

Christy M. Lynch 6/22/23
Board of Education Date

Rock Valley College Board of Trustees Date

Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Byron Community School District 226 as dual credit effective during this Agreement:

Dual Credit Courses
ATM 106 – Advanced Automotive Technology/Introduction to Electrical System/Power Train
BUS 130 - Entrepreneurship Principles
CIS 102 - Introduction to Computers and Information Systems
EDU 224 - Introduction to Education
ENG 101 – Composition I
HLT 110 – Medical Terminology
HST 141 – Western Civilization I
MTH 220 – Elements of Statistics
NAD 101 – Nursing Aide
SPN 203 – Intermediate Spanish
SPN 204 – Continuation of Intermediate Spanish

The following Byron Community School District 226 courses are eligible for Rock Valley College articulated credit:

High School Course Eligible for Articulated Credit	RVC Articulated Course Equivalent	Student Earns Articulated Credit by:
Auto 1, 2, 3, 4, 5, 6	ATM 105	Successful completion of ATM 106
Introduction to Business	BUS 101	

Appendix B

Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 27/). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

Appendix C Dual Credit Roster & Grading Procedures for Dual Credit Instructors

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification (“EVR”) process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. This includes an instructor duty to initiate the following:
 - a) Drop any student who has never attended the course.
 - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades by the assigned **midterm date**.
 - a) Mark “S” for each student who is currently passing the course with a ‘C’ or better.
 - b) Mark “D” for each student who is currently earning a ‘D’ in the course.
 - c) Mark “F” for each student who is currently earning a ‘F’ in the course.
4. Instructors send Early College notice of a student’s intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a ‘W’ grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Online Services by the assigned **final grading deadline**, and the final grade is reported on students’ Official RVC Transcripts.

Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course no later than 6 months before start of intended school year, and adds course information to the shared District and RVC Google Sheet.
2. High school instructor submits syllabus, textbook, and samples of assignments, tests and projects to Early College for review. Updated information must be submitted annually.
3. Rock Valley College will determine approval of the course and it will be added to Appendix A of the MOU.
4. District verifies high school rosters within 30 days from the start of the high school class via the shared Google Sheet between School District and College.
5. Students in articulated courses complete a Rock Valley College Online Enrollment Form within the first week of class.
6. High School provides official, verified high school final grading roster to Early College upon completion of the high school course.
7. Students who earn an 'A' or 'B' in the high school course will be eligible for articulated credit upon the successful completion ('C' or better) in the subsequent course(s), as indicated in Appendix A.
8. Subsequent course(s) must be enrolled in and successfully completed within two years of completing the articulated course, and by no later than one year after the student's high school graduation.
9. Students register for subsequent course(s) as part of dual credit offerings at the School District or in classes offered at Rock Valley College campuses.
10. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

**2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU)
Between Hononegah Community High School District #207 and Rock Valley College**

Background:

The Dual and Articulated Credit initiative is designed to provide qualified high school students the opportunity to enroll in dual credit classes at their high school in designated transfer, career and technical education pathways that lead to advanced standing for certificate and degree opportunities at Rock Valley College. Furthermore, this initiative facilitates students' transition from secondary coursework to Rock Valley College.

Dual and articulated credit offerings have increased annually with the further development of the Dual Credit Quality Act. These initiatives and their continued development and implementation remain at the forefront of Rock Valley College's partnerships with regional school districts.

The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. At its cost, the school district will also provide appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at Hononegah Community High School District #207 as dual credit for the 2023-2024 academic year.

Recommendation:

It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Hononegah Community High School District #207 beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Dual and Articulated Credit Memorandum of Understanding - Hononegah Community High School District #207

Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Hononegah Community High School
District 207

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 21st day of June, 2023 between Hononegah Community High School District 207 ("School District"), located at 307 Salem Street, Rockton, Illinois 61072 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

WHEREAS, School District and Rock Valley College have come together and would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the Dual and Articulated Credit program; and

WHEREAS, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that the School District will:
 - a. Designate a School District point-of-contact for all dual credit and articulated credit course offerings.
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach including:
 - i. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
 - d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached hereto

and incorporated herein;

- e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
- f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the School District's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, to include peer review visits to the School District on an annual basis. This evaluation shall be limited to the course and the ability of the Instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the Instructor's performance evaluation under Article 24A of the School Code;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;
- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual

Credit course section;

- o. Ensure that all students enrolled in courses for college credit meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention; and
- p. Provide necessary academic support and guidance to students enrolled in the program.

5. It is further agreed upon by the Parties that Rock Valley College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
- d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
- e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
- f. Provide guidance on appropriate placement of students using multiple measures;
- g. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
- i. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
- j. Review this MOU annually for accuracy and pricing; and
- k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education

("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate academic support to participating students to ensure delivery of quality instruction.

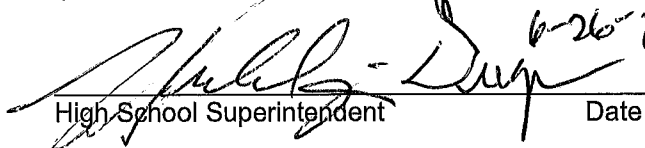
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
11. Recommended modifications to this Agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this Agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
13. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
 - a. The School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
 - b. Once dual credit course rosters are finalized, the School District will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established School District practices for record keeping of these services.
 - c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on the School District's campus, in accordance with established School District practices for providing these services.
 - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

Nothing contained herein shall be construed as to release the School District from its obligations as the "Resident District" and/or "Local Education Agency," as those terms may be defined in State or federal laws, rules and/or regulations relating to students with disabilities. The School District represents and warrants that, at all times and during all situations governed by this Agreement, it shall remain the Resident District and Local Education Agency for any and all students with disabilities participating in Dual Credit at High School hereunder.

14. The School District will allow high school students who do not otherwise meet the College's academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.
- a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
 - b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
 - c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College's standards.
15. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in dual and/or articulated credit courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit sections for dual credit and for high school credit only pursuant to Section 14 of this Agreement that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status. School District shall be responsible for providing dis-aggregated data concerning students enrolled in dual credit courses for high school credit only.

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.

<p><u>Michael J. Dwyer</u>  High School Superintendent</p>	<p>Date</p>	<p>_____</p> <p>_____</p> <p>Rock Valley College President</p>	<p>Date</p>
--	-------------	--	-------------

Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Hononegah School District as dual credit effective during this Agreement:

Dual Credit Courses
ATM 106 – Introduction to Automotive Electrical Systems & Powertrains
EGR 101 – Introduction to Engineering
GAT 110 – Introduction to Photoshop
GAT 115- Digital Design & Illustration
GAT 178 – Introduction to Graphic Arts Technology
WEB 101 – Programming Related to the Internet

The following Hononegah School District courses are eligible for Rock Valley College articulated credit:

High School Course Eligible for Articulated Credit	RVC Articulated Course Equivalent	Student Earns Articulated Credit by:
Introduction to Brake & Chassis Systems	ATM 105	Successful completion of ATM 106
Introduction to Graphic Arts	GAT 101	Successful completion of GAT 178

Appendix B Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 277). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

Appendix C Dual Credit Roster & Grading Procedures for Dual Credit Instructors

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification ("EVR") process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. This includes an instructor duty to initiate the following:
 - a) Drop any student who has never attended the course.
 - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades by the assigned **midterm date**.
 - a) Mark "S" for each student who is currently passing the course with a 'C' or better.
 - b) Mark "D" for each student who is currently earning a 'D' in the course.
 - c) Mark "F" for each student who is currently earning a 'F' in the course.
4. Instructors send Early College notice of a student's intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a 'W' grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Online Services by the assigned **final grading deadline**, and the final grade is reported on students' Official RVC Transcripts.

Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course no later than 6 months before start of intended school year, and adds course information to the shared District and RVC Google Sheet.
2. High school instructor submits syllabus, textbook, and samples of assignments, tests and projects to Early College for review. Updated information must be submitted annually.
3. Rock Valley College will determine approval of the course and it will be added to Appendix A of the MOU.
4. District verifies high school rosters within 30 days from the start of the high school class via the shared Google Sheet between School District and College.
5. Students in articulated courses complete a Rock Valley College Online Enrollment Form within the first week of class.
6. High School provides official, verified high school final grading roster to Early College upon completion of the high school course.
7. Students who earn an 'A' or 'B' in the high school course will be eligible for articulated credit upon the successful completion ('C' or better) in the subsequent course(s), as indicated in Appendix A.
8. Subsequent course(s) must be enrolled in and successfully completed within two years of completing the articulated course, and by no later than one year after the student's high school graduation.
9. Students register for subsequent course(s) as part of dual credit offerings at the School District or in classes offered at Rock Valley College campuses.
10. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

**2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU)
Between Meridian Community Unit School District #223 and Rock Valley College**

Background:

The Dual and Articulated Credit initiative is designed to provide qualified high school students the opportunity to enroll in dual credit classes at their high school in designated transfer, career, and technical education pathways that lead to advanced standing for certificate and degree opportunities at Rock Valley College. Furthermore, this initiative facilitates students' transition from secondary coursework to Rock Valley College.

Dual and articulated credit offerings have increased annually with the further development of the Dual Credit Quality Act. These initiatives and their continued development and implementation remain at the forefront of Rock Valley College's partnerships with regional school districts.

The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. At its cost, the school district will also provide appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at Meridian Community Unit School District #223 as dual credit for the 2023-2024 academic year.

Recommendation:

It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Meridian Community Unit School District #223 beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Dual and Articulated Credit Memorandum of Understanding - Meridian Community Unit School District #223

Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Meridian School District 223

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this ____ day of June, 2023 between Meridian School District 223 ("School District"), located at 207 West Main Street, Stillman Valley, Illinois 61084 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

WHEREAS, School District and Rock Valley College have come together and would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the Dual and Articulated Credit program; and

WHEREAS, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that the School District will:
 - a. Designate a School District point-of-contact for all dual credit and articulated credit course offerings.
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach including:
 - i. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
 - d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached

hereto and incorporated herein;

- e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
- f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the School District's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, to include peer review visits to the School District on an annual basis. This evaluation shall be limited to the course and the ability of the Instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the Instructor's performance evaluation under Article 24A of the School Code;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part

of each student's official college record;

- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;
- o. Ensure that all students enrolled in courses for college credit meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention; and
- p. Provide necessary academic support and guidance to students enrolled in the program.

5. It is further agreed upon by the Parties that Rock Valley College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
- d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
- e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
- f. Provide guidance on appropriate placement of students using multiple measures;
- g. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
- i. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
- j. Review this MOU annually for accuracy and pricing; and
- k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate academic support to participating students to ensure delivery of quality instruction.
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
11. Recommended modifications to this Agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this Agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
13. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
 - a. The School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
 - b. Once dual credit course rosters are finalized, the School District will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established School District practices for record keeping of these services.
 - c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on the School District's campus, in accordance with established School District practices for providing these services.
 - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

Nothing contained herein shall be construed as to release the School District from its obligations as the "Resident District"

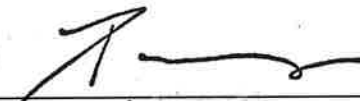
and/or "Local Education Agency," as those terms may be defined in State or federal laws, rules and/or regulations relating to students with disabilities. The School District represents and warrants that, at all times and during all situations governed by this Agreement, it shall remain the Resident District and Local Education Agency for any and all students with disabilities participating in Dual Credit at High School hereunder.

14. The School District will allow high school students who do not otherwise meet the College's academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.
 - a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
 - b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
 - c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College's standards.


15. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in dual and/or articulated credit courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit sections for dual credit and for high school credit only pursuant to Section 14 of this Agreement that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status. School District shall be responsible for providing dis-aggregated data concerning students enrolled in dual credit courses for high school credit only.

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.

 5-30-23
High School Superintendent Date

Rock Valley College President Date

 6/15/22

BOE President MCUSD#223 6-15-23
Board of Education Date

Rock Valley College Board of Trustees Date

Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Meridian School District as dual credit effective during this Agreement:

Dual Credit Courses
BIO 106 – Environmental Biology
BIO 107 – Environmental Biology Lab
ENG 101 – Composition I
ENG 103 – Composition II
GEL 101 – Introduction to Geology
HLT 110 – Medical Terminology
MTH 135 – Calculus
MTH 220 – Elements of Statistics

Appendix B Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 27/). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

Appendix C Dual Credit Roster & Grading Procedures for Dual Credit Instructors

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification ("EVR") process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. This includes an instructor duty to initiate the following:
 - a) Drop any student who has never attended the course.
 - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades by the assigned **midterm date**.
 - a) Mark "S" for each student who is currently passing the course with a 'C' or better.
 - b) Mark "D" for each student who is currently earning a 'D' in the course.
 - c) Mark "F" for each student who is currently earning a 'F' in the course.
4. Instructors send Early College notice of a student's intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a 'W' grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Online Services by the assigned **final grading deadline**, and the final grade is reported on students' Official RVC Transcripts.

Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course no later than 6 months before start of intended school year, and adds course information to the shared District and RVC Google Sheet.
2. High school instructor submits syllabus, textbook, and samples of assignments, tests and projects to Early College for review. Updated information must be submitted annually.
3. Rock Valley College will determine approval of the course and it will be added to Appendix A of the MOU.
4. District verifies high school rosters within 30 days from the start of the high school class via the shared Google Sheet between School District and College.
5. Students in articulated courses complete a Rock Valley College Online Enrollment Form within the first week of class.
6. High School provides official, verified high school final grading roster to Early College upon completion of the high school course.
7. Students who earn an 'A' or 'B' in the high school course will be eligible for articulated credit upon the successful completion ('C' or better) in the subsequent course(s), as indicated in Appendix A.
8. Subsequent course(s) must be enrolled in and successfully completed within two years of completing the articulated course, and by no later than one year after the student's high school graduation.
9. Students register for subsequent course(s) as part of dual credit offerings at the School District or in classes offered at Rock Valley College campuses.
10. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

**2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU)
Between Oregon Community Unit School District #220 and Rock Valley College**

Background:

The Dual and Articulated Credit initiative is designed to provide qualified high school students the opportunity to enroll in dual credit classes at their high school in designated transfer, career, and technical education pathways that lead to advanced standing for certificate and degree opportunities at Rock Valley College. Furthermore, this initiative facilitates students' transition from secondary coursework to Rock Valley College.

Dual and articulated credit offerings have increased annually with the further development of the Dual Credit Quality Act. These initiatives and their continued development and implementation remain at the forefront of Rock Valley College's partnerships with regional school districts.

The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. At its cost, the school district will also provide appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at Oregon Community Unit School District #220 as dual credit for the 2023-2024 academic year.

Recommendation:

It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Oregon Community Unit School District #220, beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Oregon Community Unit District 220

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 20th day of June, 2023 between Oregon Community Unit School District 220("School District"), located at 206 S. 10th Street, Oregon, IL 61061 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

WHEREAS, School District and Rock Valley College have come together and would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the Dual and Articulated Credit program; and

WHEREAS, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that the School District will:
 - a. Designate a School District point-of-contact for all dual credit and articulated credit course offerings.
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach including:
 - i. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
 - d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached hereto and incorporated herein;

- e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
- f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the School District's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, to include peer review visits to the School District on an annual basis. This evaluation shall be limited to the course and the ability of the Instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the Instructor's performance evaluation under Article 24A of the School Code;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;
- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;

- o. Ensure that all students enrolled in courses for college credit meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention; and
- p. Provide necessary academic support and guidance to students enrolled in the program.

5. It is further agreed upon by the Parties that Rock Valley College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
- d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
- e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
- f. Provide guidance on appropriate placement of students using multiple measures;
- g. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
- i. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
- j. Review this MOU annually for accuracy and pricing; and
- k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate

academic support to participating students to ensure delivery of quality instruction.

7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
11. Recommended modifications to this Agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this Agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
13. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
 - a. The School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
 - b. Once dual credit course rosters are finalized, the School District will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established School District practices for record keeping of these services.
 - c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on the School District's campus, in accordance with established School District practices for providing these services.
 - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

Nothing contained herein shall be construed as to release the School District from its obligations as the "Resident District" and/or "Local Education Agency," as those terms may be defined in State or federal laws, rules and/or regulations relating to students with disabilities. The School District represents and warrants that, at all times and during all situations governed by this Agreement, it shall remain the Resident District and Local Education Agency for any and all students with disabilities participating in Dual Credit at High School hereunder.

14. The School District will allow high school students who do not otherwise meet the College's academic eligibility

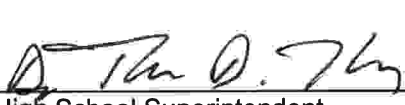
requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.

- a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
- b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
- c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College's standards.

15. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in dual and/or articulated credit courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit sections for dual credit and for high school credit only pursuant to Section 14 of this Agreement that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status. School District shall be responsible for providing dis-aggregated data concerning students enrolled in dual credit courses for high school credit only.

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.


High School Superintendent


Date

Rock Valley College President

Date



Board of Education

6/20/23

Date

Rock Valley College Board of Trustees

Date

Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Oregon School District as dual credit effective during this Agreement:

Dual Credit Courses
LIT 141 – Film and Literature
LIT 144 – Exploring Literature: Fiction

Appendix B Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 27/). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

Appendix C Dual Credit Roster & Grading Procedures for Dual Credit Instructors

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification (“EVR”) process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. This includes an instructor duty to initiate the following:
 - a) Drop any student who has never attended the course.
 - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades by the assigned **midterm date**.
 - a) Mark “S” for each student who is currently passing the course with a ‘C’ or better.
 - b) Mark “D” for each student who is currently earning a ‘D’ in the course.
 - c) Mark “F” for each student who is currently earning a ‘F’ in the course.
4. Instructors send Early College notice of a student’s intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a ‘W’ grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Online Services by the assigned **final grading deadline**, and the final grade is reported on students’ Official RVC Transcripts.

Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course no later than 6 months before start of intended school year, and adds course information to the shared District and RVC Google Sheet.
2. High school instructor submits syllabus, textbook, and samples of assignments, tests and projects to Early College for review. Updated information must be submitted annually.
3. Rock Valley College will determine approval of the course and it will be added to Appendix A of the MOU.
4. District verifies high school rosters within 30 days from the start of the high school class via the shared Google Sheet between School District and College.
5. Students in articulated courses complete a Rock Valley College Online Enrollment Form within the first week of class.
6. High School provides official, verified high school final grading roster to Early College upon completion of the high school course.
7. Students who earn an 'A' or 'B' in the high school course will be eligible for articulated credit upon the successful completion ('C' or better) in the subsequent course(s), as indicated in Appendix A.
8. Subsequent course(s) must be enrolled in and successfully completed within two years of completing the articulated course, and by no later than one year after the student's high school graduation.
9. Students register for subsequent course(s) as part of dual credit offerings at the School District or in classes offered at Rock Valley College campuses.
10. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

**2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU)
Between Rockford Christian Schools and Rock Valley College**

Background:

The Dual and Articulated Credit initiative is designed to provide qualified high school students the opportunity to enroll in dual credit classes at their high school in designated transfer, career, and technical education pathways that lead to advanced standing for certificate and degree opportunities at Rock Valley College. Furthermore, this initiative facilitates students' transition from secondary coursework to Rock Valley College.

Dual and articulated credit offerings have increased annually with the further development of the Dual Credit Quality Act. These initiatives and their continued development and implementation remain at the forefront of Rock Valley College's partnerships with regional school districts.

The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. At its cost, the school district will also provide appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at Rockford Christian Schools as dual credit for the 2023-2024 academic year.

Recommendation:

It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Rockford Christian Schools beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Dual and Articulated Credit Memorandum of Understanding - Rockford Christian Schools

Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Rockford Christian High School

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 23rd day of June, 2023 between Rockford Christian Schools ("School District"), located at 1401 N. Bell School Rd, Rockford, Illinois 61107 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

WHEREAS, School District and Rock Valley College have come together and would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the Dual and Articulated Credit program; and

WHEREAS, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that the School District will:
 - a. Designate a School District point-of-contact for all dual credit and articulated credit course offerings.
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach including:
 - i. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
 - d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached

hereto and incorporated herein;

- e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
- f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the School District's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, to include peer review visits to the School District on an annual basis. This evaluation shall be limited to the course and the ability of the Instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the Instructor's performance evaluation under Article 24A of the School Code;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part

of each student's official college record;

- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;
- o. Ensure that all students enrolled in courses for college credit meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention; and
- p. Provide necessary academic support and guidance to students enrolled in the program.

5. It is further agreed upon by the Parties that Rock Valley College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
- d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
- e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
- f. Provide guidance on appropriate placement of students using multiple measures;
- g. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
- i. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
- j. Review this MOU annually for accuracy and pricing; and
- k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate academic support to participating students to ensure delivery of quality instruction.
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
11. Recommended modifications to this Agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this Agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
13. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
 - a. The School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
 - b. Once dual credit course rosters are finalized, the School District will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established School District practices for record keeping of these services.
 - c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on the School District's campus, in accordance with established School District practices for providing these services.
 - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

Nothing contained herein shall be construed as to release the School District from its obligations as the "Resident District"

and/or “Local Education Agency,” as those terms may be defined in State or federal laws, rules and/or regulations relating to students with disabilities. The School District represents and warrants that, at all times and during all situations governed by this Agreement, it shall remain the Resident District and Local Education Agency for any and all students with disabilities participating in Dual Credit at High School hereunder.

14. The School District will allow high school students who do not otherwise meet the College’s academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.
 - a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
 - b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
 - c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College’s standards.

15. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in dual and/or articulated credit courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. §1232g, and Illinois School Student Records Act (“ISSRA”), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed “school officials” with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party’s obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit sections for dual credit and for high school credit only pursuant to Section 14 of this Agreement that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status. School District shall be responsible for providing dis-aggregated data concerning students enrolled in dual credit courses for high school credit only.

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.

Dr. Jahna Duda



High School Superintendent 6.23.23 Date

Rock Valley College President Date

Board of Education Date

Rock Valley College Board of Trustees Date

Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Rockford Christian High School as dual credit effective during this Agreement:

Dual Credit Courses
CIS 102 – Intro to Computers & Info Systems
COM 130 – Intro to Mass Communication
COM 140 – Writing for Multimedia
GAT 110 – Introduction to Photoshop
GAT 115 – Introduction to Illustrator
LIT 140 – The Bible as Literature
PHL 260 - Philosophy of Religion

Appendix B

Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 27/). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

Appendix C Dual Credit Roster & Grading Procedures for Dual Credit Instructors

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification (“EVR”) process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. This includes an instructor duty to initiate the following:
 - a) Drop any student who has never attended the course.
 - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades by the assigned **midterm date**.
 - a) Mark “S” for each student who is currently passing the course with a ‘C’ or better.
 - b) Mark “D” for each student who is currently earning a ‘D’ in the course.
 - c) Mark “F” for each student who is currently earning a ‘F’ in the course.
4. Instructors send Early College notice of a student’s intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a ‘W’ grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Online Services by the assigned **final grading deadline**, and the final grade is reported on students’ Official RVC Transcripts.

Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course no later than 6 months before start of intended school year, and adds course information to the shared District and RVC Google Sheet.
2. High school instructor submits syllabus, textbook, and samples of assignments, tests and projects to Early College for review. Updated information must be submitted annually.
3. Rock Valley College will determine approval of the course and it will be added to Appendix A of the MOU.
4. District verifies high school rosters within 30 days from the start of the high school class via the shared Google Sheet between School District and College.
5. Students in articulated courses complete a Rock Valley College Online Enrollment Form within the first week of class.
6. High School provides official, verified high school final grading roster to Early College upon completion of the high school course.
7. Students who earn an 'A' or 'B' in the high school course will be eligible for articulated credit upon the successful completion ('C' or better) in the subsequent course(s), as indicated in Appendix A.
8. Subsequent course(s) must be enrolled in and successfully completed within two years of completing the articulated course, and by no later than one year after the student's high school graduation.
9. Students register for subsequent course(s) as part of dual credit offerings at the School District or in classes offered at Rock Valley College campuses.
10. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

**2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU)
Between South Beloit Community Unit School District #320 and Rock Valley College**

Background:

The Dual and Articulated Credit initiative is designed to provide qualified high school students the opportunity to enroll in dual credit classes at their high school in designated transfer, career, and technical education pathways that lead to advanced standing for certificate and degree opportunities at Rock Valley College. Furthermore, this initiative facilitates students' transition from secondary coursework to Rock Valley College.

Dual and articulated credit offerings have increased annually with the further development of the Dual Credit Quality Act. These initiatives and their continued development and implementation remain at the forefront of Rock Valley College's partnerships with regional school districts.

The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. At its cost, the school district will also provide appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at South Beloit Community Unit School District #320 as dual credit for the 2023-2024 academic year.

Recommendation:

It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and South Beloit Community Unit School District #320 beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Dual and Articulated Credit Memorandum of Understanding - South Beloit Community Unit School District #320

**Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and South Beloit Community Unit School
District 320**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 13th day of June, 2023 between South Beloit Community Unit School District 320 ("School District"), located at 850 Hayes Avenue, South Beloit, Illinois 61080 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

WHEREAS, School District and Rock Valley College have come together and would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the Dual and Articulated Credit program; and

WHEREAS, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that the School District will:
 - a. Designate a School District point-of-contact for all dual credit and articulated credit course offerings.
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach including:
 - i. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.

- d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached hereto and incorporated herein;
- e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
- f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the School District's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, to include peer review visits to the School District on an annual basis. This evaluation shall be limited to the course and the ability of the Instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the Instructor's performance evaluation under Article 24A of the School Code;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley

College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;

- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;
- o. Ensure that all students enrolled in courses for college credit meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention; and
- p. Provide necessary academic support and guidance to students enrolled in the program.

5. It is further agreed upon by the Parties that Rock Valley College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
- d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
- e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
- f. Provide guidance on appropriate placement of students using multiple measures;
- g. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
- i. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
- j. Review this MOU annually for accuracy and pricing; and
- k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate academic support to participating students to ensure delivery of quality instruction.
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
11. Recommended modifications to this Agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this Agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
13. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
 - a. The School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
 - b. Once dual credit course rosters are finalized, the School District will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established School District practices for record keeping of these services.
 - c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on the School District's campus, in accordance with established School District practices for providing these services.
 - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

Nothing contained herein shall be construed as to release the School District from its obligations as the "Resident District" and/or "Local Education Agency," as those terms may be defined in State or federal laws, rules and/or regulations relating to students with disabilities. The School District represents and warrants that, at all times and during all situations governed by this Agreement, it shall remain the Resident District and Local Education Agency for any and all students with disabilities participating in Dual Credit at High School hereunder.

14. The School District will allow high school students who do not otherwise meet the College's academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.
 - a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
 - b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
 - c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College's standards.

15. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in dual and/or articulated credit courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit sections for dual credit and for high school credit only pursuant to Section 14 of this Agreement that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status. School District shall be responsible for providing dis-aggregated data concerning students enrolled in dual credit courses for high school credit only.

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.

Scott Fisher
High School Superintendent

6-13-23
Date

Rock Valley College President Date

Susan Bennett
Board of Education

6/27/23
Date

Rock Valley College Board of Trustees Date

Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at South Beloit Community Unit School District 320 as dual credit effective during this Agreement:

Dual Credit Courses
ENG 101 – Composition I
ENG 103 – Composition II

Appendix B

Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 27/). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

Appendix C Dual Credit Roster & Grading Procedures for Dual Credit Instructors

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification ("EVR") process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. This includes an instructor duty to initiate the following:
 - a) Drop any student who has never attended the course.
 - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades by the assigned **midterm date**.
 - a) Mark "S" for each student who is currently passing the course with a 'C' or better.
 - b) Mark "D" for each student who is currently earning a 'D' in the course.
 - c) Mark "F" for each student who is currently earning a 'F' in the course.
4. Instructors send Early College notice of a student's intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a 'W' grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Online Services by the assigned **final grading deadline**, and the final grade is reported on students' Official RVC Transcripts.

Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course no later than 6 months before start of intended school year, and adds course information to the shared District and RVC Google Sheet.
2. High school instructor submits syllabus, textbook, and samples of assignments, tests and projects to Early College for review. Updated information must be submitted annually.
3. Rock Valley College will determine approval of the course and it will be added to Appendix A of the MOU.
4. District verifies high school rosters within 30 days from the start of the high school class via the shared Google Sheet between School District and College.
5. Students in articulated courses complete a Rock Valley College Online Enrollment Form within the first week of class.
6. High School provides official, verified high school final grading roster to Early College upon completion of the high school course.
7. Students who earn an 'A' or 'B' in the high school course will be eligible for articulated credit upon the successful completion ('C' or better) in the subsequent course(s), as indicated in Appendix A.
8. Subsequent course(s) must be enrolled in and successfully completed within two years of completing the articulated course, and by no later than one year after the student's high school graduation.
9. Students register for subsequent course(s) as part of dual credit offerings at the School District or in classes offered at Rock Valley College campuses.
10. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

**2023-2024 Dual and Articulated Credit Memorandum of Understanding (MOU)
Between Winnebago Community Unit School District #323 and Rock Valley College**

Background:

The Dual and Articulated Credit initiative is designed to provide qualified high school students the opportunity to enroll in dual credit classes at their high school in designated transfer, career, and technical education pathways that lead to advanced standing for certificate and degree opportunities at Rock Valley College. Furthermore, this initiative facilitates students' transition from secondary coursework to Rock Valley College.

Dual and articulated credit offerings have increased annually with the further development of the Dual Credit Quality Act. These initiatives and their continued development and implementation remain at the forefront of Rock Valley College's partnerships with regional school districts.

The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. At its cost, the school district will also provide appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at Winnebago Community Unit School District #323 as dual credit for the 2023-2024 academic year.

Recommendation:

It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Winnebago Community Unit School District #323 beginning August 1, 2023, and ending June 30, 2024. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Dual and Articulated Credit Memorandum of Understanding - Winnebago Community Unit School District #323

**Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Winnebago School District 323**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this ____ day of June, 2023 between Winnebago School District 323 ("School District"), located at 304 East McNair Road, Winnebago, Illinois 61088 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

WHEREAS, School District and Rock Valley College have come together and would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the Dual and Articulated Credit program; and

WHEREAS, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that the School District will:
 - a. Designate a School District point-of-contact for all dual credit and articulated credit course offerings.
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach including:
 - i. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
 - d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached

hereto and incorporated herein;

- e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
- f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the School District's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, to include peer review visits to the School District on an annual basis. This evaluation shall be limited to the course and the ability of the Instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the Instructor's performance evaluation under Article 24A of the School Code;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part

of each student's official college record;

- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;
 - o. Ensure that all students enrolled in courses for college credit meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention; and
 - p. Provide necessary academic support and guidance to students enrolled in the program.
5. It is further agreed upon by the Parties that Rock Valley College will:
- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
 - b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
 - c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
 - d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
 - e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
 - f. Provide guidance on appropriate placement of students using multiple measures;
 - g. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
 - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
 - i. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
 - j. Review this MOU annually for accuracy and pricing; and
 - k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate academic support to participating students to ensure delivery of quality instruction.
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
11. Recommended modifications to this Agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this Agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
13. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
 - a. The School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
 - b. Once dual credit course rosters are finalized, the School District will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established School District practices for record keeping of these services.
 - c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on the School District's campus, in accordance with established School District practices for providing these services.
 - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

Nothing contained herein shall be construed as to release the School District from its obligations as the "Resident District"

and/or "Local Education Agency," as those terms may be defined in State or federal laws, rules and/or regulations relating to students with disabilities. The School District represents and warrants that, at all times and during all situations governed by this Agreement, it shall remain the Resident District and Local Education Agency for any and all students with disabilities participating in Dual Credit at High School hereunder.

14. The School District will allow high school students who do not otherwise meet the College's academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.
 - a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
 - b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
 - c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College's standards.

15. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in dual and/or articulated credit courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit sections for dual credit and for high school credit only pursuant to Section 14 of this Agreement that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status. School District shall be responsible for providing dis-aggregated data concerning students enrolled in dual credit courses for high school credit only.

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.



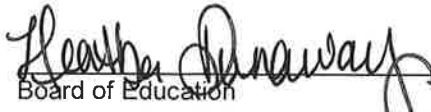
6/12/2023

High School Superintendent
JOHN SCHWUCHOW

Date

Rock Valley College President

Date



6/12/2023

Board of Education

Date

Rock Valley College Board of Trustees

Date

HEATHER DUNAWAY, PRESIDENT

Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Winnebago School District as dual credit effective during this Agreement:

Dual Credit Courses
BIO 103 – Introductory Life Science
BIO 104 – Introductory Life Science Lab
ENG 101 – Composition I
FWS 243 – First Aid, General Safety, CPR, & AED
HLT 110 – Medical Terminology
MTH 135 – Calculus with Analytic Geometry
MTH 220 – Elements of Statistics

Appendix B

Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 277). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

Appendix C
Dual Credit Roster & Grading Procedures for
Dual Credit Instructors

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification ("EVR") process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. This includes an instructor duty to initiate the following:
 - a) Drop any student who has never attended the course.
 - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades by the assigned **midterm date**.
 - a) Mark "S" for each student who is currently passing the course with a 'C' or better.
 - b) Mark "D" for each student who is currently earning a 'D' in the course.
 - c) Mark "F" for each student who is currently earning a 'F' in the course.
4. Instructors send Early College notice of a student's intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a 'W' grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Online Services by the assigned **final grading deadline**, and the final grade is reported on students' Official RVC Transcripts.

Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course no later than 6 months before start of intended school year, and adds course information to the shared District and RVC Google Sheet.
2. High school instructor submits syllabus, textbook, and samples of assignments, tests and projects to Early College for review. Updated information must be submitted annually.
3. Rock Valley College will determine approval of the course and it will be added to Appendix A of the MOU.
4. District verifies high school rosters within 30 days from the start of the high school class via the shared Google Sheet between School District and College.
5. Students in articulated courses complete a Rock Valley College Online Enrollment Form within the first week of class.
6. High School provides official, verified high school final grading roster to Early College upon completion of the high school course.
7. Students who earn an 'A' or 'B' in the high school course will be eligible for articulated credit upon the successful completion ('C' or better) in the subsequent course(s), as indicated in Appendix A.
8. Subsequent course(s) must be enrolled in and successfully completed within two years of completing the articulated course, and by no later than one year after the student's high school graduation.
9. Students register for subsequent course(s) as part of dual credit offerings at the School District or in classes offered at Rock Valley College campuses.
10. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

**2023-2024 Running Start Intergovernmental Agreement (IGA)
Belvidere Community Unit School District #100**

Background: Running Start is a formal program that allows qualified students from Belvidere Community Unit School District #100 to attend Rock Valley College (RVC) for their junior and senior years of high school. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a Rock Valley College Associate Degree simultaneously or a one-year program that meets the requirements for both a high school diploma and one year of Rock Valley College credit courses simultaneously. The Running Start program will be administered through the Early College office at Rock Valley College in conjunction with Belvidere Community Unit School District #100.

Students selected for Running Start need to be academically and socially ready for college. Running Start provides an opportunity for students to work toward a more challenging educational environment and excel both in high school and college; at the same time, they may continue to participate in sports and activities at their high schools as their schedule allows. The Running Start program provides students additional experiences to develop the independence, study skills, and confidence needed to succeed beyond high school and into college.

The financial arrangement between Rock Valley College and Belvidere Community Unit School District #100 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Running Start student and pay the College the cost associated with this tuition and fees calculation. Participating students will then be financially responsible for paying the remaining balance of tuition and fees and covering the costs for repeated courses, textbooks, and course supplies. The District's financial assistance helps reduce college costs for students and their families.

Recommendation: It is recommended that the Rock Valley College Board of Trustees approves the Running Start Intergovernmental Agreement with Belvidere Community Unit School District #100, effective July 25, 2023, for classes beginning August 21, 2023. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Intergovernmental Agreement: Running Start – Belvidere Community Unit School District #100

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD
OF EDUCATION OF
BELVIDERE COMMUNITY UNIT SCHOOL DISTRICT NO. 100,
BOONE COUNTY, ILLINOIS
AND
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,
WINNEBAGO COUNTY, ILLINOIS
FOR RUNNING START PROGRAM**

This Agreement is made and entered into by and between the Board of Education of Belvidere Community Unit School District No. 100, Boone County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

WHEREAS, the Parties are authorized to enter into intergovernmental agreements for cooperative projects and use agreements in any manner not prohibited by law or by ordinance, pursuant to Article VII, § 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), the School Code (105 ILCS 5/1-1 *et seq.*), and the Public Community COLLEGE Act (110 ILCS 805/1-1 *et seq.*); and

WHEREAS, Running Start is a program that allows select, qualified, academically motivated students enrolled in Illinois Community COLLEGE DISTRICT 511 public high schools an opportunity to earn both their high school diploma and associate degree concurrently by attending COLLEGE full-time during their junior and/or senior years of high school; and

WHEREAS, the Parties have determined that shared commitment to Running Start goals benefits their constituencies and enhances educational opportunities for the communities they serve; and

WHEREAS, the Parties have determined that it is in their respective best interests and that of their constituencies to enter into this Intergovernmental Agreement for Running Start Program (hereinafter "Agreement").

NOW, THEREFORE, IT IS AGREED between the Parties, in consideration of their mutual promises and undertakings set forth herein and for other good valuable consideration, as follows:

Section 1 Incorporation of Preamble Recitals

The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference.

Section 2 Implementation of Running Start

DISTRICT and COLLEGE agree to collaborate to implement Running Start as a joint program, administered jointly by Rock Valley COLLEGE and Belvidere School DISTRICT, subject to the following terms and conditions.

- A. The Parties intend to establish and offer Running Start to provide eligible DISTRICT students with full-time instruction at COLLEGE during their junior and senior years of high school in satisfaction of:
 - 1) DISTRICT's requirements for earning a high school diploma; and
 - 2) COLLEGE's requirements for earning an associate's degree.
- B. Any DISTRICT student interested in Running Start will meet with DISTRICT Early College Coordinator to discuss whether he/she meets the pre-selection criteria set forth in the Running Start Program Process Procedures (Appendix A). If an interested DISTRICT student meets said pre-selection criteria, he/she will follow the application process set forth in the Running Start Procedures to Fulfill Qualifications and Admissions (Appendix B).
- C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Running Start program.
- D. Instruction for DISTRICT students accepted into Running Start shall be provided by COLLEGE, which shall charge the DISTRICT the cost equivalent of in-district tuition and fees for courses taken per student per school year.
- E. The Running Start courses offered pursuant to this Agreement and the respective course locations are attached hereto and incorporated by reference as Appendix D. The courses listed in Appendix D will be mutually agreed upon by both parties no later than March of each year that this Agreement is in effect, and are subject to change based upon availability of eligible instructors, student interest and availability in specific courses, and/or local board policy.
- F. If a DISTRICT student is receiving a D, F or W, or is otherwise not meeting Running Start academic standards, at the midterm grading period, COLLEGE will notify the DISTRICT Early College Coordinator within one week after the midterm date. COLLEGE and DISTRICT agree to communicate within seven (7) days and develop a success plan with the student for the remainder of the semester. The success plan will be shared in writing with COLLEGE, DISTRICT and student.
- G. At semester end, COLLEGE will provide the DISTRICT Early College Coordinator with transcripts for all students enrolled in Running Start.

Section 3 DISTRICT Obligations

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Running Start.

- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Early College Coordinator will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Early College Coordinator to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 100 students and their parents or a guardian that they are responsible for covering textbooks and associated instructional material costs.
- M. DISTRICT will calculate the cost equivalent of in-district tuition and fees with the assistance of the COLLEGE for the courses taken per Running Start students and pay the COLLEGE the cost associated with this in-district tuition and fees calculation.
- N. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.
- O. DISTRICT agrees to work with their Running Start students who have an IEP or 504 plan

annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition planning.

Section 4 COLLEGE Obligations

COLLEGE will provide participating DISTRICT students with:

- A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.
- D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.
- E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- I. COLLEGE will provide work space and related services for a designated DISTRICT Early College Coordinator in the Early College office in order for DISTRICT and COLLEGE to provide ongoing support to DISTRICT students.
- J. COLLEGE will take appropriate steps to ensure that Running Start courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.

- K. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Early College Coordinator and commit to ensuring any schedule changes of DISTRICT 100 students are approved by DISTRICT Early College Coordinator or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the Early College Coordinator of such changes.
- L. COLLEGE will maintain appropriate academic control over the curriculum of all Running Start Program courses, consistent with State and/or Federal law and as required or negotiated by the Higher Learning Commission.

Section 5 Participating DISTRICT Students' Obligations

The DISTRICT will cause participating DISTRICT students to comply with the following requirements (pursuant to Appendix B):

- A. Student will complete information in the COLLEGE Welcome Packet.
- B. Student will attend mandatory COLLEGE Running Start Orientation.
- C. Student will respond to email communication via COLLEGE Mail on a daily basis.
- D. Student will schedule an advising appointment each semester with a COLLEGE advisor and DISTRICT Early College Coordinator in advance of assigned priority registration dates. If the DISTRICT has a full-time Early College Coordinator, students can meet with that individual and the Early College Coordinator can communicate student schedules to the COLLEGE advisor.
- E. Student will schedule an appointment each semester with a designated DISTRICT Early College Coordinator to ensure each DISTRICT student meets all requirements for Running Start and high school graduation.
- F. Student will keep all scheduled appointments.
- G. Student will adhere to COLLEGE and DISTRICT policies and procedures.
- H. Student will demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom as noted in the COLLEGE Student Handbook.
- I. Student will meet and maintain requirements as set forth in the Running Start Academic Conduct Policies (Appendix C).
- J. Students not meeting the Academic Conduct Policies will be placed on Academic Probation for one semester and be required to develop an Individual Academic

Recovery Plan or be dismissed. This plan will be shared with the DISTRICT Early College Coordinator and signed by the DISTRICT, COLLEGE, parent/guardian, and student. Students who do not meet the terms of the Academic Conduct Policy after the Academic Probation semester may be dismissed from Running Start.

- K. Student will meet with the DISTRICT and a parent or guardian to ensure the applicable high school graduation requirements are met.

Section 6 Shared Obligations and Understandings of the Parties

- A. The DISTRICT and COLLEGE acknowledge and agree that this Agreement solely memorializes implementation of Running Start, and that there are no other promises, representations, or agreements between the Parties except as provided in this Agreement.
- B. DISTRICT and COLLEGE agree to comply with all applicable federal and State nondiscrimination and equal opportunity laws, rules and regulations. DISTRICT and COLLEGE shall not engage in unlawful discrimination or harassment against any person based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection status, gender identity or expression, age, marital status, disability, genetic information, unfavorable military discharge, veteran status, or sex (including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and/or stalking), or any other legally protected category. The Parties will coordinate regarding an appropriate response to any report of alleged harassment, including sexual harassment, involving students or employees involved in the Running Start Program, taking into consideration the nature of the report, the parties involved and the location and context in which the alleged harassment occurred.
- C. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in Running Start courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party,

or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

- D. It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law and this Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one party against the other party or against third parties.
- E. The Parties agree that their respective representatives shall use their best efforts to timely communicate with one another as needed to pursue the objectives and implementation of Running Start, and to work cooperatively to resolve any issues which may from time to time arise in the course of their collaboration. The Parties shall, not less than annually, review the provisions of this Agreement and identify any updates, as may be needed. Any such updates are subject to the requirements of Section 8.E, below.

Section 7 Participation in Running Start Program by Students with Disabilities

The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Running Start Program courses, provided that they are able to meet the criteria for entry into such courses:

- A. The DISTRICT will identify all eligible students based upon the requirements as set forth in the Running Start Pre-Selection Criteria (Appendix A) and DISTRICT Procedures to Fulfill Qualifications and Admissions (Appendix B).
- B. The process is established as follows:
- The DISTRICT will identify students who have a current IEP or 504 Plan on the final and approved DISTRICT Running Start list, as referenced in Appendix B.
 - The DISTRICT will ensure that each student with an IEP or 504 Plan and their parent/guardian is informed of the differences in college ADA accommodations versus high school accommodations.
 - The DISTRICT Early College Coordinator and COLLEGE Early College department will assist with connecting students to Disability Support Services so that college accommodations can be developed prior to the start of Running Start coursework.
 - The DISTRICT will assist in providing students a copy of their current IEP or 504 Plan to provide to the COLLEGE Disability Support Services.
- C. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a Running Start Program course on DISTRICT's high school campus, in accordance with established DISTRICT practices for providing

these services.

- D. A student with a disability who accesses a Running Start Program course on COLLEGE's campus shall have access to appropriate supplementary aids and/or accommodations for which the student is eligible through COLLEGE's Disability Support Services office. The Parties agree that the COLLEGE'S Disability Support Services office will coordinate with and involve the District in identifying appropriate supplementary aids and/or accommodations for eligible students.
- E. DISTRICT and COLLEGE shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Running Start Program courses.

Nothing contained herein shall be construed as to release DISTRICT from its obligations as the "Resident District" and/or "Local Education Agency," as those terms may be defined in State or federal laws, rules and/or regulations relating to students with disabilities. DISTRICT represents and warrants that, at all times and during all situations governed by this Agreement, it shall remain the Resident District and Local Education Agency for any and all students with disabilities participating in the Running Start Program hereunder.

Section 8 Miscellaneous Provisions

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2024. This Agreement is not transferable or assignable by the Parties. There are no third-party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

Belvidere Community Unit DISTRICT No.
100
Att'n: Superintendent
1201 Fifth Avenue
Belvidere, IL 61008
Facsimile: (815) 544-4260

with a copy to counsel;

G. Robb Cooper
Ottosen Brtiz Kelly Cooper Gilbert &
DiNolfo
1804 N. Naper Blvd., Suite 305
Naperville, IL 60563
Facsimile: (630) 682-0788

If to COLLEGE:

Illinois Community COLLEGE
DISTRICT No. 511
Att'n: Chief Academic Officer
3301 North Mulford Rd.
Rockford, IL 61114
Facsimile: (815) 921-6974

with a copy to counsel:

Joseph J. Perkoski
Robbins-Schwartz
55 W. Monroe St. – Suite 800
Chicago, IL 60603-5144
Facsimile: (312) 332-7768
Email: jperkoski@robbins-schwartz.com

E. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless reduced to writing and approved by the Parties' respective governing boards.

F. **Good Faith and Dispute Resolution.** The Parties agree to use their best, good faith efforts to promote and operate the Running Start program. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Parties' designated representatives and the Parties' respective governing boards, the Parties agree to first engage in mediation to resolve the conflict. If mediation is unsuccessful, the Parties may, by subsequent written agreement, elect to engage in binding arbitration pursuant to the procedures of the American Arbitration Association, in lieu of litigation.

G. **Severability.** If for any reason any provision of this Agreement is determined by an arbitrator to be invalid or unenforceable, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.

The failure of a Party to this Agreement to insist upon strict and prompt performance of the terms and conditions shall not constitute or be construed as a waiver or relinquishment of that Party's right thereafter to enforce any such term or condition, but the same shall continue in full force and effect.

H. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.

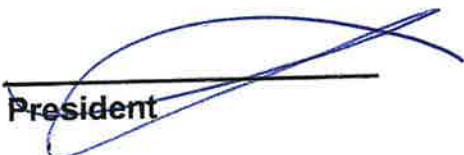
I. **Signature in Counterparts.** This Agreement may be executed in counterparts, each

of which shall be an original, but all of which shall constitute on and the same instrument. Counterparts may be exchanged in PDF format by email.

WHEREFORE, the Parties by their respective officers have executed this Agreement on the dates set forth below.

**Board of Education
Belvidere Community
Unit School District
No. 100
Boone County, Illinois**

**Board of Trustees
Illinois Community COLLEGE
District No. 511
Winnebago County, Illinois**



President

President



Secretary

Secretary

June 20, 2023

Date

Date

APPENDIX A
DISTRICT Running Start Program Process Procedures

Pre-Selection Criteria for DISTRICT High School Students

1. Meet with the DISTRICT high school counselor regarding the selection process.
2. Must be in their high school sophomore or junior year to apply for Running Start.
3. Have a minimum 3.0 cumulative high school GPA.
4. Be on track for high school graduation by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
5. Completed one year of Algebra, one year of Geometry or Integrated Math 1 and Integrated Math 2 with a grade of "B" or higher in each semester by the end of the sophomore year.
6. Completed two years of English with a grade of "B" or higher in each semester by the end of the sophomore year.
7. Completed one year of Chemistry with a grade of "B" or higher in each semester by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
8. Have a positive recommendation from the DISTRICT high school Principal and/or Counselor.
9. Have the permission of a parent or legal guardian.
10. Work with the DISTRICT Early College Coordinator to complete steps outlined in Appendix B.
11. DISTRICT may implement additional pre-selection criteria above and beyond the minimum pre-selection criteria given above.

APPENDIX B

DISTRICT Procedures to Fulfill Qualifications and Admissions

Note: "DISTRICT" refers to Belvidere DISTRICT 100. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

1. DISTRICT determines list of students who are qualified.
2. DISTRICT determines who is interested in applying for the Running Start Program.
3. DISTRICT interested students complete an RVC Application for Credit Courses.
4. DISTRICT testing proctors will administer ACCUPLACER testing at DISTRICT campuses, or alternatively schedule a test date at the COLLEGE Testing Center. (Students must complete RVC Applications no less than 1 week prior to testing.)
5. DISTRICT students will take the RVC ACCUPLACER placement test in Reading, English, and Math, or submit ACT/SAT scores for possible wavier of the placement test.
6. DISTRICT students will be allowed one re-test in Reading, English, and Math during the Running Start application process for a cost of \$5 per subject re-test. If testing is proctored at the high school, RVC will waive re-test fees.
7. COLLEGE provides ACCUPLACER scores report to DISTRICT.
8. DISTRICT Counselors or Early College Coordinator review and determine if students are ready for COLLEGE coursework as part of the RVC Running Start Program based on ACCUPLACER scores.
9. DISTRICT staff will place student's data into a shared file that is compatible with MS Excel or Google Sheets format. The file will include the RVC Student ID for each student and specify all students who are qualified based on DISTRICT selection criteria.
10. DISTRICT submits file of fully qualified students to RVC.
11. COLLEGE will verify qualified students and send the confirmed report back to DISTRICT to complete the DISTRICT selection process.
12. After DISTRICT selection process is conducted, DISTRICT will send final and approved DISTRICT Running Start student list to RVC.
13. DISTRICT Counselors or DISTRICT Early College Coordinator notify ALL students of award of placement into DISTRICT Running Start Program OR placement on DISTRICT waiting list.
14. COLLEGE sends welcome packet to DISTRICT students to final and approved DISTRICT Running Start students.
15. DISTRICT students return completed welcome packet forms to COLLEGE.
16. DISTRICT manages DISTRICT Running Start waiting list, if such list exists.
17. DISTRICT sends transcripts to COLLEGE of accepted Running Start students after spring grades are posted to confirm eligibility requirements have successfully been met.
18. Based on transcripts, DISTRICT will determine if a student no longer meets Running Start eligibility requirements and DISTRICT will inform impacted student.
19. Students and DISTRICT Counselors are responsible for ensuring students will meet DISTRICT High School graduation requirements.
20. COLLEGE schedules students each semester and provides student schedules to DISTRICT Counselor or DISTRICT Early College Coordinator for students enrolled in the DISTRICT Running Start Program.
21. DISTRICT Counselors or DISTRICT Early College Coordinator work with students each semester to verify students are on track with their individual COLLEGE Student

Academic Master Plan (STAMP) and high school graduation requirements.

22. When a student scheduling change or STAMP change is requested by the DISTRICT or the DISTRICT student, the student submits the "RVC Schedule Change Form" to DISTRICT Counselor or DISTRICT Early College Coordinator for approval.
23. RVC provides students access to COLLEGE advisors to assist with changes to STAMP and scheduling, as needed.
24. If approved, DISTRICT Counselor or Early College Coordinator submit the signed "RVC Schedule Change Form" to RVC for processing.
25. RVC provides student transcripts to DISTRICT Counselor or Early College Coordinator for each semester completed by participating students within two weeks of final grades posting.

APPENDIX C

Running Start Student Academic Conduct Policies

All *Running Start* students at Rock Valley College (RVC) are expected to demonstrate qualities of integrity, honesty, civility, and respect in their conduct, both in and out of the classroom. All RVC policies can be viewed in the Student Handbook found on our website: www.rockvalleycollege.edu/studenthandbook. Adherence to all policies is essential and required to remain in the *Running Start Program*.

ADVISING & COMMUNICATION

Running Start students are expected to:

- Meet with your high school Counselor or Early College Coordinator for high school graduation and semester schedules.
- Only add or drop classes with your high school Counselor or Early College Coordinator.
- Meet with an RVC Advisor for RVC graduation requirements.
- Respond to communication via RVC Mail and EAGLE accounts on a daily basis.
- Keep all scheduled appointments.

ATTENDANCE POLICY

Students are expected to attend every class meeting and arrive on time. There is no college policy permitting absences. Each faculty member will decide when and how absences affect grades. It is the responsibility of the student to adhere to the course syllabus. If a student needs to miss class, they must contact their instructor and their home high school office.

MAINTAINING ACADEMIC INTEGRITY

Please refer to page 47 of the Student Handbook: <http://www.rockvalleycollege.edu/studenthandbook>

ACADEMIC EARLY WARNING

Transitioning from high school to college can be a challenge and students may find it difficult to adjust. "Academic Alert" is designed to assist students by alerting the Dean of Students office of any student who misses class or struggles academically within the first few weeks of school. This early intervention is intended to make a difference in the student's academic performance before midterm and set a pattern of success for the rest of the semester. Notification to the Dean of Students is dependent upon faculty report.

ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)

Students must earn a cumulative grade point average (GPA) of 2.5 or higher and not receive a "D", "W" or "F" for a course, or they will be placed on Academic Probation for one semester and be required to develop an IARP. If during the probation semester students fail to raise their GPA to 2.5 or higher or they earn an additional "D", "W" or "F", then they **will** be dismissed from the program and be returned to high school. Assistance to improve academic performance is available by taking advantage of the following:

- Meet with instructors to review course expectations and create a plan of action. Instructor office hours can be found on the course syllabus.
- Visit the Tutoring Center, Writing Center, and/or Math Lab for instruction, tutoring, and study skills enhancement. These services are free to RVC students.
- Students will be **required** to meet regularly with their high school program counselor or Early College Coordinator to ensure academic recovery.

DISMISSAL FROM PROGRAM

All *Running Start* students may be dismissed from the program as a result of *any* of the following:

- Failure to attend and complete STU 100: Planning for Success in their first summer semester with a grade of "B" or higher. No repeat allowed.

- Failure to raise cumulative GPA to 2.5 or earn "D", "F" or "W" during the Academic Probation semester.
- Failure to participate in the IARP meetings during the probation semester.
- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by RVC and/or the participating School District.
- Violation of any of the Code of Conduct policies and/or Academic Misconduct policies.
- Receiving a failing grade in a required academic core and/or prerequisite course.

In addition, students in their first year of *Running Start* may also be dismissed from the program as a result of *any* of the following:

- Earning a combination of three "D", "F" or "W" grades in a single semester.
- Earning two "F" grades in a single semester.
- Earning a semester or cumulative GPA less than 2.0.
- Needing to recover more than 7 credits by the end of the first year in the program.

Appendix D
Running Start Program Course Offerings 2023-2024
Running Start Courses Approved to be taken at an RVC Campus

Allied Health					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Requirement
FWS-110	Fitness Walking	1	RVCRS Fitness Walking 110	0.5	Students exempt from PE in RS
FWS-116	Step Aerobics	1	RVCRS Step Aerobics 116	0.5	Students exempt from PE in RS
FWS-119	Cardio Kickboxing	1	RVCRS Cardio Kickboxing 119	0.5	Students exempt from PE in RS
FWS-121	Cardio Fitness & Conditioning	1	RVCRS Cardio Fitness & Conditioning 121	0.5	Students exempt from PE in RS
FWS-126	Beginning Weight Lifting	1	RVCRS Beginning Weight Lifting 126	0.5	Students exempt from PE in RS
FWS-127	Advanced Weight Lifting	2	RVCRS Advanced Weight Lifting 127	0.5	Students exempt from PE in RS
FWS-128	Sports Performance Fitness	1	RVCRS Sports Performance Fitness 128	0.5	Students exempt from PE in RS
FWS-131	Basketball & Touch Football	1	RVCRS Basketball & Touch Football 131	0.5	Students exempt from PE in RS
FWS-133	Power Volleyball	1	RVCRS Power Volleyball 133	0.5	Students exempt from PE in RS
FWS-151	Tae Kwon Do	1	RVCRS Tae Kwon Do 151	0.5	Students exempt from PE in RS
FWS-220	Intro Career Opportunity in PE	3	RVCRS Intro Career Opportunity in PE 220	0.5	
FWS-231	Contemporary Health Issues	3	RVCRS Contemporary Health Issues 231	0.5	
FWS-233	Community Health	3	RVCRS Community Health 233	0.5	
FWS-235	Alcohol and Drug Education	3	RVCRS Alcohol and Drug Education 235	0.5	
FWS-236	Human Sexuality	3	RVCRS Human Sexuality 236	0.5	
FWS-237	Nutrition for Optimum Living	3	RVCRS Nutrition for Optimum Living 237	0.5	
FWS-243	First Aid/Gen Safety/CPR/AED	3	RVCRS First Aid/Gen Safety/CPR/AED 243	0.5	
FWS-250	Introduction Sport Management	3	RVCRS Introduction Sport Management 250	0.5	
FWS-253	Introduction to Coaching	3	RVCRS Introduction to Coaching 253	0.5	
FWS-254	ASEP Sport First Aid and CPR	3	RVCRS ASEP Sport First Aid and CPR 254	0.5	
FWS-255	Sociology of Sport	3	RVCRS Sociology of Sport 255	0.5	
FWS-256	History of Phy Ed & Sport	3	RVCRS History of Phy Ed & Sport 256	0.5	
FWS-258	Sport & Exercise Psychology	3	RVCRS Sport & Exercise Psychology 258	0.5	
FWS-260	Intro to Exercise Science	3	RVCRS Intro to Exercise Science 260	0.5	
FWS-261	Nutrition for Fitness&Sport	3	RVCRS Nutrition for Fitness&Sport 261	0.5	
FWS-263	Nutrit, Exercise & Weight Cntr	3	RVCRS Nutrit, Exercise & Weight Cntr 263	0.5	
FWS-265	Personal Fitness and Wellness	3	RVCRS Personal Fitness and Wellness 265	0.5	
FWS-266	Personal Trng I-Concepts&Appl	3	RVCRS Personal Trng I-Concepts&Appl 266	0.5	
FWS-267	Personal Trng II-Concepts&Appl	3	RVCRS Personal Trng II-Concepts&Appl 267	0.5	
HLT-110	Medical Terminology	2	RVCRS Medical Terminology 110	0.5	
Business					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	
ATG-110	Financial Accounting	4	RVCRS Financial Accounting 110	1	
ATG-111	Managerial Accounting	4	RVCRS Managerial Accounting 111	1	
BUS-101	Introduction to Business	3	RVCRS Introduction to Business 101	0.5	
BUS-103	Business Mathematics	3	RVCRS Business Mathematics 103	0.5	
BUS-105	Consumer Econ and Prsnl Fin	3	RVCRS Consumer Econ and Prsnl Fin 105	0.5	
BUS-130	Entrepreneurship Principles	3	RVCRS Entrepreneurship Principles 130	0.5	
BUS-131	Entrepreneurship Planning	3	RVCRS Entrepreneurship Planning 131	0.5	
BUS-170	Intro Organizational Behavior	3	RVCRS Intro Organizational Behavior 170	0.5	
BUS-200	Legal Environment in Bus	3	RVCRS Legal Environment in Bus 200	0.5	
BUS-223	Business Statistics	3	RVCRS Business Statistics 223	0.5	
BUS-230	Entrepreneurship Capstone	3	RVCRS Entrepreneurship Capstone 230	0.5	
BUS-279	Principles of Finance	3	RVCRS Principles of Finance 279	0.5	
BUS-282	International Business	3	RVCRS International Business 282	0.5	
MGT-170	Business Communications	3	RVCRS Business Communications 170	0.5	
MGT-270	Principles of Management	3	RVCRS Principles of Management 270	0.5	
MGT-271	Human Resource Manage	3	RVCRS Human Resource Manage 271	0.5	
MGT-274	Leadership	3	RVCRS Leadership 274	0.5	
MKT-260	Principles of Marketing	3	RVCRS Principles of Marketing 260	0.5	
MKT-265	Salesmanship	3	RVCRS Salesmanship 265	0.5	
MKT-266	Principles of Advertising	3	RVCRS Principles of Advertising 266	0.5	
MKT-288	Customer Relations	3	RVCRS Customer Relations 288	0.5	
OFF-118	Computer Keyboarding	1	RVCRS Computer Keyboarding 118	0.5	
Communications					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	
COM-113	Intro to Public Relations	3	RVCRS Intro to Public Relations 113	0.5	
COM-119	News Writing	3	RVCRS News Writing 119	0.5	
COM-120	News Editing	3	RVCRS News Editing 120	0.5	
COM-130	Intro to Mass Communication	3	RVCRS Intro to Mass Communication 130	0.5	
COM-140	Writing for Multimedia	3	RVCRS Writing for Multimedia 140	0.5	
COM-156	Audio Production I	3	RVCRS Audio Production I 156	0.5	

COM-157	Video Production I	3	RVCRS Video Production I 157	0.5
COM-208	Screenwriting	3	RVCRS Screenwriting 208	0.5
COM-216	Broadcast Performance	3	RVCRS Broadcast Performance 218	0.5
COM-221	Photojournalism	3	RVCRS Photojournalism 221	0.5
COM-251	Film History and Appreciation	3	RVCRS Film History and Appreciation 251	0.5
COM-252	International History of Film	3	RVCRS International History of Film 252	0.5
COM-256	Advanced Audio Production	3	RVCRS Advanced Audio Production	0.5
COM-257	Advanced Video Production	3	RVCRS Advanced Video Production 257	0.5

COM-260	Advanced Post-Production	3	RVCRS Advanced Post-Production 260	0.5
COM-296	Documentary Production	3	RVCRS Documentary Production 296	0.5
COM-297	Motion Picture Production	3	RVCRS Motion Picture Production 297	0.5
ENG-101	Composition I	3	RVCRS Composition I 101	0.5
ENG-103	Composition II	3	RVCRS Composition II 103	0.5
ENG-108	Intro Creative Writing	3	RVCRS Intro Creative Writing 108	0.5
ENG-109	Creative Writing II	3	RVCRS Creative Writing II 109	0.5
ENG-110	Intro to Technical Writing	3	RVCRS Intro to Technical Writing 110	0.5
ENG-200	Language, Power & Public Life	3	RVCRS Language, Power & Public Life 200	0.5
LIT-101	Introduction to Literature	3	RVCRS Introduction to Literature 101	0.5
LIT-139	Mythology	3	RVCRS Mythology 139	0.5
LIT-140	The Bible As Literature	3	RVCRS The Bible As Literature 140	0.5
LIT-141	Film and Literature	3	RVCRS Film and Literature 141	0.5
LIT-142	Exploring Literature: Poetry	3	RVCRS Exploring Literature: Poetry 142	0.5
LIT-144	Exploring Literature: Fiction	3	RVCRS Exploring Literature: Fiction 144	0.5
LIT-152	Multicultural American Lit	3	RVCRS Multicultural American Lit 152	0.5
LIT-154	Intro Non-Western Literature	3	RVCRS Intro Non-Western Literature 154	0.5
LIT-201	American Lit Before 1865	3	RVCRS American Lit Before 1865 201	0.5
LIT-202	American Literature Since 1865	3	RVCRS American Literature Since 1865 202	0.5
SPH-131	Fundamentals of Communication	3	RVCRS Fundamentals of Communication 131	0.5
SPH-201	Interpersonal Communication	3	RVCRS Interpersonal Communication 201	0.5
SPH-202	Intercultural Communication	3	RVCRS Intercultural Communication 202	0.5
SPH-211	Group Leadership	3	RVCRS Group Leadership	0.5

Computers and Information Systems

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
CIS-102	Intro Computer & Info Systems	3	RVCRS Intro Computer & Info Systems 102	0.5
CIS-120	Intro to Microsoft Word	1	RVCRS Intro to Microsoft Word 120	0.5
CIS-121	Introduction to Excel	1	RVCRS Introduction to Excel 121	0.5
CIS-124	Introduction to Powerpoint	1	RVCRS Introduction to Powerpoint 124	0.5
CIS-130	Introduction to Access	2	RVCRS Introduction to Access 130	0.5
CIS-170	Programming Logic & Design	3	RVCRS Programming Logic & Design 170	0.5
CIS-180	Intro to Visual Basic Prgrmg.	4	RVCRS Intro to Visual Basic Prgrmg. 180	1
CIS-240	Intro to Java Programming	4	RVCRS Intro to Java Programming 240	1
CIS-245	Program Android-Mobile Devices	4	RVCRS Program Android-Mobile Devices 245	1
CIS-254	Database Programming	4	RVCRS Database Programming 254	1
CIS-276	Intro to C/C++ Programming	4	RVCRS Intro to C/C++ Programming 276	1
CIS-277	Advanced C/C++ Programming	4	RVCRS Advanced C/C++ Programming 277	1
CIS-279	Visual C# Programming	4	RVCRS Visual C# Programming 279	1
CIS-280	Program iOS Apple's Mobile Dev	4	RVCRS Program iOS Apple's Mobile Dev 280	1
CIS-290	Special Topics in CIS	1	RVCRS Special Topics in CIS 290	0.5
CIS-291	Internship Field Project	1	RVCRS Internship Field Project 291	0.5
GAT-101	Intro to Graphic Arts Tech	4	RVCRS Intro to Graphic Arts Tech 101	1
GAT-110	Introduction to Photoshop	2	RVCRS Introduction to Photoshop 110	0.5
GAT-115	Introduction to Illustrator	2	RVCRS Introduction to Illustrator 115	0.5
GAT-150	Typography	2	RVCRS Typography 150	0.5
GAT-178	Fundamentals of Desktop Publis	3	RVCRS Fundamentals of Desktop Publis 178	0.5
GAT-190	Image Generation and Output	2	RVCRS Image Generation and Output 190	0.5
GAT-215	Advanced Illustrator	2	RVCRS Advanced Illustrator 215	0.5
GAT-220	Adv Photoshop Grap Arts Indus.	3	RVCRS Adv Photoshop Grap Arts Indus. 220	0.5
PCT-110	Networking Essentials	3	RVCRS Networking Essentials 110	0.5
PCT-111	Windows Active Directory	3	RVCRS Windows Active Directory 111	0.5
PCT-112	Windows Server Fundamentals	3	RVCRS Windows Server Fundamentals 112	0.5
PCT-113	Microsoft Win Infrastructure	3	RVCRS Microsoft Win Infrastructure 113	0.5
PCT-120	Cisco Networking I	4	RVCRS Cisco Networking I 120	1
PCT-122	Cisco Networking II	4	RVCRS Cisco Networking II 122	1
PCT-124	Cisco Networking III	4	RVCRS Cisco Networking III 124	1
PCT-126	Cisco Networking IV	4	RVCRS Cisco Networking IV 126	1
PCT-130	Intro Network Security Fndmntl	3	RVCRS Intro Network Security Fndmntl 130	0.5
PCT-132	Advanced Network Security	3	RVCRS Advanced Network Security 132	0.5
PCT-140	IP Telephony I	4	RVCRS IP Telephony I 140	1
PCT-142	IP Telephony II	4	RVCRS IP Telephony II 142	1
PCT-211	VMWare vSphere:Install/Config	3	RVCRS VMWare vSphere:Install/Config 211	0.5
PCT-262	A+ Essentials	3	RVCRS A+ Essentials 262	0.5
PCT-270	Introduction to Unix/Linux	3	RVCRS Introduction to Unix/Linux 270	0.5

PCT-275	Cisco Firewall Design	4	RVCRS Cisco Firewall Design 275	1
PCT-290	Special Topic in PC Tech	1	RVCRS Special Topic In PC Tech 290	0.5
WEB-101	Programming Related-Internet	4	RVCRS Programming Related-Internet 101	1
WEB-102	Adv Program Related - Internet	4	RVCRS Adv Program Related - Internet 102	1
WEB-111	Introduction to Multimedia	3	RVCRS Introduction to Multimedia 111	0.5
WEB-225	Digital Photography	3	RVCRS Digital Photography 225	0.5
WEB-233	Introduction to Javascript	4	RVCRS Introduction to Javascript 233	1
WEB-234	PHP Programming	4	RVCRS PHP Programming 234	1

Engineering and Technology

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
EGR-101	Introduction to Engineering	2	RVCRS Introduction to Engineering 101	0.5
EGR-135	Engineering Graphics/CAD	4	RVCRS Engineering Graphics/CAD 135	1
EGR-206	Statics	3	RVCRS Statics 206	0.5
EGR-207	Dynamics	3	RVCRS Dynamics 207	0.5
EGR-221	Elem Mech of Defmabl Bodies	3	RVCRS Elem Mech of Defmabl Bodies 221	0.5
EGR-231	Engineering Circuit Analysis	4	RVCRS Engineering Circuit Analysis 231	1
EGR-250	Digital Electronics	4	RVCRS Digital Electronics 250	1

Humanities / Fine Arts

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
ART-101	Drawing and Composition I	3	RVCRS Drawing and Composition I 101	0.5
ART-102	Drawing and Composition II	3	RVCRS Drawing and Composition II 102	0.5
ART-103	Design I	3	RVCRS Design I 103	0.5
ART-111	Painting I	3	RVCRS Painting I 111	0.5
ART-121	Ceramics I	3	RVCRS Ceramics I 121	0.5
ART-122	Ceramics II	3	RVCRS Ceramics II 122	0.5
ART-131	Introduction to Visual Art	3	RVCRS Introduction to Visual Art 131	0.5
ART-141	Intro Non-Western Visual Art	3	RVCRS Intro Non-Western Visual Art 141	0.5
ART-201	Life Drawing	3	RVCRS Life Drawing 201	0.5
ART-203	Design II	3	RVCRS Design II 203	0.5
ART-212	Painting II	3	RVCRS Painting II 212	0.5
ART-216	Relief Printmaking	3	RVCRS Relief Printmaking 216	0.5
ART-251	History of Art I	3	RVCRS History of Art I 251	0.5
ART-252	History of Art II	3	RVCRS History of Art II 252	0.5
CRM-101	Intro to Criminal Justice	3	RVCRS Intro to Criminal Justice 101	0.5
CRM-102	Intro to Probation & Parole	3	RVCRS Intro to Probation & Parole 102	0.5
CRM-103	Intro to Corrections	3	RVCRS Intro to Corrections 103	0.5
CRM-104	Intro to Private Security	3	RVCRS Intro to Private Security 104	0.5
CRM-105	Police Report Writing	3	RVCRS Police Report Writing 105	0.5
CRM-120	Criminal Investigation	3	RVCRS Criminal Investigation 120	0.5
CRM-125	Criminal Proced & Civil Rights	3	RVCRS Criminal Proced & Civil Rights 125	0.5
CRM-127	Ethics in Law Enforcement	3	RVCRS Ethics in Law Enforcement 127	0.5
CRM-210	Criminal Law	3	RVCRS Criminal Law 210	0.5
CRM-225	Juvenile Procedures	3	RVCRS Juvenile Procedures 225	0.5
CRM-260	Police Organization & Admin	3	RVCRS Police Organization & Admin 260	0.5
CRM-271	Patrol Procedures	3	RVCRS Patrol Procedures 271	0.5
CRM-281	Rules of Evidence	3	RVCRS Rules of Evidence 281	0.5
CRM-282	Interviews & Interrogations	3	RVCRS Interviews & Interrogations 282	0.5
ECE-100	Intro to Early Childhood Ed.	3	RVCRS Intro to Early Childhood Ed. 100	0.5
ECE-101	The Developing Child	3	RVCRS The Developing Child 101	0.5
ECE-103	Health, Safety & Nutrition of Young Child	3	RVCRS Health, Safety & Nutrition of Young Child 103	0.5
ECE-105	Observation and Assessment of Young Children	3	RVCRS Observation and Assessment of Young Children 105	0.5
ECE-113	Infant and Toddler Curriculum	3	RVCRS Infant and Toddler Curriculum 113	0.5
ECE-201	Language Development	3	RVCRS Language Development 201	0.5
ECE-202	Child, Family & Community	3	RVCRS Child, Family & Community 202	0.5
ECE-203	Curriculum Plan-Young Child	3	RVCRS Curriculum Plan-Young Child 203	0.5
ECE-205	Org & Superv-Early Child Facil	3	RVCRS Org & Superv-Early Child Facil 205	0.5
EDU-202	Children's Literature	3	RVCRS Children's Literature 202	0.5
EDU-224	Introduction to Education	3	RVCRS Introduction to Education 224	0.5
EDU-234	Intro Technology for Teachers	3	RVCRS Intro Technology for Teachers 234	0.5
EDU-244	Students With Disabilities	3	RVCRS Students With Disabilities 244	0.5
FRN-101	Beginning French	4	RVCRS Beginning French 101	1
FRN-102	Continuatin of Begng French	4	RVCRS Continuatin of Begng French 102	1
GRM-101	Beginning German	4	RVCRS Beginning German 101	1
GRM-102	Continuatin of Begng German	4	RVCRS Continuatin of Begng German 102	1
HUM-111	Intro to Humanities I	3	RVCRS Intro to Humanities I 111	0.5
HUM-112	Intro to Humanities II	3	RVCRS Intro to Humanities II 112	0.5
HUM-114	Intro Hum III:Contem West Wrl	3	RVCRS Intro Hum III:Contem West Wrl 114	0.5
HUM-125	Intro Non-Western Humanities	3	RVCRS Intro Non-Western Humanities 125	0.5
HUM-211	War & West Hum Thru Mid Ages	3	RVCRS War & West Hum Thru Mid Ages 211	0.5
HUM-212	War & W.Hum-Renaiss to Present	3	RVCRS War & W.Hum-Renaiss to Present 212	0.5
HUM-250	Leadership Development Stud	3	RVCRS Leadership Development Stud 250	0.5

MUS-101	Fundamentals of Music	3	RVCRS Fundamentals of Music 101	0.5
MUS-102	Intro to Music Literature	3	RVCRS Intro to Music Literature 102	0.5
MUS-104	Intro to American Music	3	RVCRS Intro to American Music 104	0.5
MUS-106	Intro to Non-Western Music	3	RVCRS Intro to Non-Western Music 106	0.5
MUS-131	Class Piano I	2	RVCRS Class Piano I 131	0.5
MUS-132	Class Piano II	2	RVCRS Class Piano II 132	0.5
MUS-191	Chorus I	1	RVCRS Chorus I 191	0.5
MUS-194	Instrumental Ensemble I	1	RVCRS Instrumental Ensemble I 194	0.5
MUS-195	Band I	1	RVCRS Band I 195	0.5
MUS-198	Orchestra I	1	RVCRS Orchestra I 198	0.5
MUS-294	Instrumental Ensemble II	1	RVCRS Instrumental Ensemble II 294	0.5
MUS-295	Band II	1	RVCRS Band II 295	0.5
MUS-298	Orchestra II	1	RVCRS Orchestra II 298	0.5
PHL-150	Intro to Philosophy	3	RVCRS Intro to Philosophy 150	0.5
PHL-151	Intro Non-Western Philosophy	3	RVCRS Intro Non-Western Philosophy 151	0.5
PHL-152	Environmental Ethics	3	RVCRS Environmental Ethics 152	0.5
PHL-153	Medical Ethics	3	RVCRS Medical Ethics 153	0.5
PHL-154	Introduction to Religion	3	RVCRS Introduction to Religion 154	0.5
PHL-155	World Religions	3	RVCRS World Religions 155	0.5
PHL-156	Religion in American Society	3	RVCRS Religion in American Society 156	0.5
PHL-157	Foundational Religious Texts	3	RVCRS Foundational Religious Texts 157	0.5
PHL-255	Logic	3	RVCRS Logic 255	0.5
PHL-256	Contemporary Moral Issues	3	RVCRS Contemporary Moral Issues 256	0.5
PHL-260	Philosophy of Religion	3	RVCRS Philosophy of Religion 260	0.5
SPN-101	Beginning Spanish	4	RVCRS Beginning Spanish 101	1
SPN-102	Continuation Beginning Spanish	4	RVCRS Continuation Beginning Spanish 102	1
SPN-203	Intermediate Spanish	3	RVCRS Intermediate Spanish 203	0.5
SPN-204	Continue Intermediate Spanish	3	RVCRS Continue Intermediate Spanish 204	0.5
THE-133	Introduction to the Theater	3	RVCRS Introduction to the Theater 133	0.5
THE-134	Stagecraft & Theater Lighting	3	RVCRS Stagecraft & Theater Lighting 134	0.5
THE-135	Acting I	3	RVCRS Acting I 135	0.5
THE-235	Acting II	3	RVCRS Acting II 235	0.5

Life Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
BIO-100	Introductory Human Biology	3	RVCRS Introductory Human Biology 100	0.5
BIO-103	Introductory Life Science	3	RVCRS Introductory Life Science 103	0.5
BIO-104	Intro Life Science Lab	1	RVCRS Intro Life Science Lab 104	0.5
BIO-106	Environmental Science	3	RVCRS Environmental Science 106	0.5
BIO-107	Environmental Biology Lab	1	RVCRS Environmental Biology Lab 107	0.5
BIO-113	Plants and Society	4	RVCRS Plants and Society 113	1
BIO-140	Introduction to Evolution	3	RVCRS Introduction to Evolution 140	0.5
BIO-150	Microbes and Society	3	RVCRS Microbes and Society 150	0.5
BIO-152	Microbes & Society Laboratory	1	RVCRS Microbes & Society Laboratory 152	0.5
BIO-162	Human Heredity	3	RVCRS Human Heredity 162	0.5
BIO-171	Biology of Human Disease	3	RVCRS Biology of Human Disease 171	0.5
BIO-185	Foundations Anat & Physiol	5	RVCRS Foundations Anat & Physiol 185	1
BIO-201	Fundamentals of Biology I	4	RVCRS Fundamentals of Biology I 201	1
BIO-202	Fundamentals of Biology II	4	RVCRS Fundamentals of Biology II 202	1
BIO-274	Microbiology	4	RVCRS Microbiology 274	1
BIO-281	Anatomy and Physiology I	4	RVCRS Anatomy and Physiology I 281	1
BIO-282	Anatomy and Physiology II	4	RVCRS Anatomy and Physiology II 282	1

Mathematics

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
MTH-115	General Education Math	3	RVCRS General Education Math 115	0.5
MTH-120	College Algebra	3	RVCRS College Algebra 120	0.5
MTH-125	Plane Trigonometry	3	RVCRS Plane Trigonometry 125	0.5
MTH-132	College Algebra & Trigonometry	5	RVCRS College Algebra & Trigonometry 132	1
MTH-135	Calculus W/Analytic Geom I	5	RVCRS Calculus W/Analytic Geom I 135	1
MTH-164	Computer in Mathematics C/C++	4	RVCRS Computer in Mathematics C/C++ 164	1
MTH-211	Calc for Business & Soc Scienc	4	RVCRS Calc for Business & Soc Scienc 211	1
MTH-216	Math for Elem Teachers I	3	RVCRS Math for Elem Teachers I 216	0.5
MTH-217	Math for Elem Teachers II	3	RVCRS Math for Elem Teachers II 217	0.5
MTH-220	Elements of Statistics	3	RVCRS Elements of Statistics 220	0.5
MTH-235	Calculus W/Analytic Geom II	4	RVCRS Calculus W/Analytic Geom II 235	1
MTH-236	Calculus W/Analyt Geom III	4	RVCRS Calculus W/Analyt Geom III 236	1
MTH-240	Differential Equations	3	RVCRS Differential Equations 240	0.5
MTH-250	Modern Linear Algebra	4	RVCRS Modern Linear Algebra 250	1

Physical Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
ATS-105	Intro to Atmospheric Science	4	RVCRS Intro to Atmospheric Science 105	1

CHM-110	General Organic & BioChem I	4	RVCRS General Organic & BioChem I 110	1
CHM-120	General Chemistry I	4	RVCRS General Chemistry I 120	1
CHM-130	General Chemistry II	4	RVCRS General Chemistry II 130	1
CHM-210	General, Organic & BioChem II	4	RVCRS General, Organic & BioChem II 210	1
CHM-220	Organic Chemistry I	5	RVCRS Organic Chemistry I 220	1
CHM-230	Organic Chemistry II	5	RVCRS Organic Chemistry II 230	0.5
CHM-240	General Biological Chemistry	3	RVCRS General Biological Chemistry 240	1
GEL-101	Introduction to Geology	4	RVCRS Introduction to Geology 101	0.5
GEL-107	Geology of the Solar System	3	RVCRS Geology of the Solar System 107	0.5
GEL-206	Environmental Geology	3	RVCRS Environmental Geology 206	0.5
PGE-100	Physical Geography	3	RVCRS Physical Geography 100	1
PGE-102	Physical Geography With Lab	4	RVCRS Physical Geography With Lab 102	0.5
PGE-240	Global Climate Change	3	RVCRS Global Climate Change 240	1
PHY-201	Mechanics and Heat	5	RVCRS Mechanics and Heat 201	1
PHY-202	Waves/ElectLight & Modm Phys	5	RVCRS Waves/ElectLight & Modm Phys 202	1
PHY-215	Mechanics, Wave Motion, Thermo	5	RVCRS Mechanics, Wave Motion, Thermo 215	1
PHY-225	Electr, Magnetism, Light, Phys	5	RVCRS Electr, Magnetism, Light, Phys 225	1
Social Sciences				
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
ANP-102	Intro Biolo Anthro & Archaeol	3	RVCRS Intro Biolo Anthro & Archaeol 102	0.5
ANP-103	Intro to Cultural Anthro	3	RVCRS Intro to Cultural Anthro 103	0.5
GEO-130	World Geography	3	RVCRS World Geography 130	0.5
HST-140	History of Western Civ I	3	RVCRS History of Western Civ I 140	0.5
HST-141	History of Western Civ II	3	RVCRS History of Western Civ II 141	0.5
HST-142	History of U S to 1865	3	RVCRS History of U S to 1865 142	0.5
HST-143	History of U S Since 1865	3	RVCRS History of U S Since 1865 143	0.5
HST-144	Current Hist 1945 to Present	3	RVCRS Current Hist 1945 to Present 144	0.5
HST-151	African History Survey to 1600	3	RVCRS African History Survey to 1600 151	0.5
HST-152	African Hist Survey Since 1600	3	RVCRS African Hist Survey Since 1600 152	0.5
HST-162	History of Latin America I	3	RVCRS History of Latin America I 162	0.5
HST-163	History of Latin America II	3	RVCRS History of Latin America II 163	0.5
HST-172	History of Middle East to 1453	3	RVCRS History of Middle East to 1453 172	0.5
HST-173	History Middle East Since 1453	3	RVCRS History Middle East Since 1453 173	0.5
HST-182	Hist of Eastern Civ to 1500	3	RVCRS Hist of Eastern Civ to 1500 182	0.5
HST-183	Hist of East Civ Since 1500	3	RVCRS Hist of East Civ Since 1500 183	0.5
HST-192	History of World Until 1750	3	RVCRS History of World Until 1750 192	0.5
HST-193	Hist of the World Since 1750	3	RVCRS Hist of the World Since 1750 193	0.5
HST-210	History of Women of the U.S.	3	RVCRS History of Women of the U.S. 210	0.5
PSC-150	Intro to Political Science	3	RVCRS Intro to Political Science 150	0.5
PSC-160	American National Government	3	RVCRS American National Government 160	0.5
PSC-161	State and Local Government	3	RVCRS State and Local Government 161	0.5
PSC-210	Intro to Legal System	3	RVCRS Intro to Legal System 210	0.5
PSC-211	The American Presidency	3	RVCRS The American Presidency 211	0.5
PSC-269	International Relations	3	RVCRS International Relations 269	0.5
SOC-190	Introduction to Sociology	3	RVCRS Introduction to Sociology 190	0.5
SOC-290	Social Problems	3	RVCRS Social Problems 290	0.5
SOC-291	Criminology	3	RVCRS Criminology 291	0.5
SOC-292	Sociology of Deviance	3	RVCRS Sociology of Deviance 292	0.5
SOC-294	Urban Sociology	3	RVCRS Urban Sociology 294	0.5
SOC-295	Racial and Ethnic Relations	3	RVCRS Racial and Ethnic Relations 295	0.5
SOC-298	Sociology of Sex and Gender	3	RVCRS Sociology of Sex and Gender 298	0.5
SOC-299	Sociology of the Family	3	RVCRS Sociology of the Family 299	0.5
STU-Student Development				
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
STU-100	Planning for Success	1	RVCRS Planning for Success 100	0.5
STU-101	Career Planning	2	RVCRS Career Planning 101	0.5
STU-103	Workplace Ethics	1	RVCRS Workplace Ethics 103	0.5

**2023-2024 Running Start Intergovernmental Agreement (IGA)
Byron Community Unit School District #226**

Background: Running Start is a formal program that allows qualified students from Byron Community Unit School District #226 to attend Rock Valley College (RVC) for their junior and senior years of high school. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a Rock Valley College Associate Degree simultaneously or a one-year program that meets the requirements for both a high school diploma and one year of Rock Valley College credit courses simultaneously. The Running Start program will be administered through the Early College office at Rock Valley College in conjunction with Byron Community Unit School District #226.

Students selected for Running Start need to be academically and socially ready for college. Running Start provides an opportunity for students to work toward a more challenging educational environment and excel both in high school and college; at the same time, they may continue to participate in sports and activities at their high schools as their schedule allows. The Running Start program provides students additional experiences to develop the independence, study skills, and confidence needed to succeed beyond high school and into college.

The school district has elected not to provide financial assistance to its students. Program participants will be charged by Rock Valley College the cost equivalent of tuition and fees for courses taken per Running Start. Students will also be financially responsible for all associated program costs, including textbooks, supplies, and repeated courses.

Recommendation: It is recommended that the Rock Valley College Board of Trustees approves the Running Start Intergovernmental Agreement with Byron Community Unit School District #226, effective July 25, 2023 for classes beginning August 21, 2023. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Intergovernmental Agreement: Running Start - Byron Community Unit School District #226

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD
OF EDUCATION OF
BYRON COMMUNITY SCHOOL DISTRICT NO. 226,
OGLE COUNTY, ILLINOIS
AND
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,
WINNEBAGO COUNTY, ILLINOIS
FOR RUNNING START PROGRAM**

This Agreement is made and entered into by and between the Board of Education of Byron Community School District No. 226, Ogle County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

WHEREAS, the Parties are authorized to enter into intergovernmental agreements for cooperative projects and use agreements in any manner not prohibited by law or by ordinance, pursuant to Article VII, § 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), the School Code (105 ILCS 5/1-1 *et seq.*), and the Public Community COLLEGE Act (110 ILCS 805/1-1 *et seq.*); and

WHEREAS, Running Start is a program that allows select, qualified, academically motivated students enrolled in Illinois Community COLLEGE DISTRICT 511 public high schools an opportunity to earn both their high school diploma and associate degree concurrently by attending COLLEGE full-time during their junior and/or senior years of high school; and

WHEREAS, the Parties have determined that shared commitment to Running Start goals benefits their constituencies and enhances educational opportunities for the communities they serve; and

WHEREAS, the Parties have determined that it is in their respective best interests and that of their constituencies to enter into this Intergovernmental Agreement for Running Start Program (hereinafter "Agreement").

NOW, THEREFORE, IT IS AGREED between the Parties, in consideration of their mutual promises and undertakings set forth herein and for other good valuable consideration, as follows:

Section 1 Incorporation of Preamble Recitals

The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference.

Section 2 Implementation of Running Start

DISTRICT and COLLEGE agree to collaborate to implement Running Start as a joint program, administered jointly by Rock Valley COLLEGE and Byron School DISTRICT, subject to the

following terms and conditions.

- A. The Parties intend to establish and offer Running Start to provide eligible DISTRICT students with full-time instruction at COLLEGE during their junior and senior years of high school in satisfaction of:
 - 1) DISTRICT's requirements for earning a high school diploma; and
 - 2) COLLEGE's requirements for earning an associate's degree.
- B. Any DISTRICT student interested in Running Start will meet with DISTRICT Counselor to discuss whether he/she meets the pre-selection criteria set forth in the Running Start Program Process Procedures (Appendix A). If an interested DISTRICT student meets said pre-selection criteria, he/she will follow the application process set forth in the Running Start Procedures to Fulfill Qualifications and Admissions (Appendix B).
- C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Running Start program.
- D. Instruction for DISTRICT students accepted into Running Start shall be provided by COLLEGE, which shall then charge the cost of in-district tuition and fees directly to each individual participating student.
- E. The Running Start courses offered pursuant to this Agreement and the respective course locations are attached hereto and incorporated by reference as Appendix D. The courses listed in Appendix D will be mutually agreed upon by both parties no later than March of each year that this Agreement is in effect, and are subject to change based upon availability of eligible instructors, student interest and availability in specific courses, and/or local board policy.
- F. If a DISTRICT student is receiving a D, F or W, or is otherwise not meeting Running Start academic standards, at the midterm grading period, COLLEGE will notify the DISTRICT Counselor within one week after the midterm date. COLLEGE and DISTRICT agree to communicate within seven (7) days and develop a success plan with the student for the remainder of the semester. The success plan will be shared in writing with COLLEGE, DISTRICT and student.
- G. At semester end, COLLEGE will provide the DISTRICT Counselor with transcripts for all students enrolled in Running Start.

Section 3 DISTRICT Obligations

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Running Start.
- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines

pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.

- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 226 students and their parents or a guardian that they are responsible for covering textbooks, associated instructional material costs, and 100% of the in-district tuition and fees for the Running Start Program.
- M. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.
- N. DISTRICT agrees to work with their Running Start students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition planning.

Section 4 COLLEGE Obligations

COLLEGE will provide participating DISTRICT students with:

- A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.
- D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.
- E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- I. COLLEGE will take appropriate steps to ensure that Running Start courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.
- J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 226 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.
- K. COLLEGE will maintain appropriate academic control over the curriculum of all Running Start Program courses, consistent with State and/or Federal law and as required or negotiated by the Higher Learning Commission.

Section 5 Participating DISTRICT Students' Obligations

The DISTRICT will cause participating DISTRICT students to comply with the following requirements (pursuant to Appendix B):

- A. Student will complete information in the COLLEGE Welcome Packet.
- B. Student will attend mandatory COLLEGE Running Start Orientation.
- C. Student will respond to email communication via COLLEGE Mail on a daily basis.
- D. Student will schedule an advising appointment each semester with a COLLEGE advisor and DISTRICT Counselor in advance of assigned priority registration dates.
- E. Student will schedule an appointment each semester with a designated DISTRICT Counselor to ensure each DISTRICT student meets all requirements for Running Start and high school graduation.
- F. Student will keep all scheduled appointments.
- G. Student will adhere to COLLEGE and DISTRICT policies and procedures.
- H. Student will demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom as noted in the COLLEGE Student Handbook.
- I. Student will meet and maintain requirements as set forth in the Running Start Academic Conduct Policies (Appendix C).
- J. Students not meeting the Academic Conduct Policies will be placed on Academic Probation for one semester and be required to develop an Individual Academic Recovery Plan or be dismissed. This plan will be shared with the DISTRICT Counselor and signed by the DISTRICT, COLLEGE, parent/guardian, and student. Students who do not meet the terms of the Academic Conduct Policy after the Academic Probation semester may be dismissed from Running Start.
- K. Student will meet with the DISTRICT and a parent or guardian to ensure the applicable high school graduation requirements are met.

Section 6 Shared Obligations and Understandings of the Parties

- A. The DISTRICT and COLLEGE acknowledge and agree that this Agreement solely memorializes implementation of Running Start, and that there are no other promises, representations, or agreements between the Parties except as provided in this Agreement.

- B. DISTRICT and COLLEGE agree to comply with all applicable federal and State nondiscrimination and equal opportunity laws, rules and regulations. DISTRICT and COLLEGE shall not engage in unlawful discrimination or harassment against any person based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection status, gender identity or expression, age, marital status, disability, genetic information, unfavorable military discharge, veteran status, or sex (including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and/or stalking), or any other legally protected category. The Parties will coordinate regarding an appropriate response to any report of alleged harassment, including sexual harassment, involving students or employees involved in the Running Start Program, taking into consideration the nature of the report, the parties involved and the location and context in which the alleged harassment occurred.
- C. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in Running Start courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.
- D. It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law and this Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one party against the other party or against third parties.
- E. The Parties agree that their respective representatives shall use their best efforts to timely communicate with one another as needed to pursue the objectives and implementation of Running Start, and to work cooperatively to resolve any issues which may from time to time arise in the course of their collaboration. The Parties

shall, not less than annually, review the provisions of this Agreement and identify any updates, as may be needed. Any such updates are subject to the requirements of Section 8.E, below.

Section 7 Participation in Running Start Program by Students with Disabilities

The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Running Start Program courses, provided that they are able to meet the criteria for entry into such courses:

- A. The DISTRICT will identify all eligible students based upon the requirements as set forth in the Running Start Pre-Selection Criteria (Appendix A) and DISTRICT Procedures to Fulfill Qualifications and Admissions (Appendix B).
- B. The process is established as follows:
 - The DISTRICT will identify students who have a current IEP or 504 Plan on the final and approved DISTRICT Running Start list, as referenced in Appendix B.
 - The DISTRICT will ensure that each student with an IEP or 504 Plan and their parent/guardian is informed of the differences in college ADA accommodations versus high school accommodations.
 - The DISTRICT Counselor and COLLEGE Early College department will assist with connecting students to Disability Support Services so that college accommodations can be developed prior to the start of Running Start coursework.
 - The DISTRICT will assist in providing students a copy of their current IEP or 504 Plan to provide to the COLLEGE Disability Support Services.
- C. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a Running Start Program course on DISTRICT's high school campus, in accordance with established DISTRICT practices for providing these services.
- D. A student with a disability who accesses a Running Start Program course on COLLEGE's campus shall have access to appropriate supplementary aids and/or accommodations for which the student is eligible through COLLEGE's Disability Support Services office. The Parties agree that the COLLEGE'S Disability Support Services office will coordinate with and involve the District in identifying appropriate supplementary aids and/or accommodations for eligible students.
- E. DISTRICT and COLLEGE shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Running Start Program courses.

Nothing contained herein shall be construed as to release DISTRICT from its obligations as the "Resident District" and/or "Local Education Agency," as those terms may be defined in State or federal laws, rules and/or regulations relating to students with disabilities. DISTRICT represents and warrants that, at all times and during all situations governed by this Agreement, it shall remain the Resident District and Local Education Agency for any and all students with disabilities participating in the Running Start Program hereunder.

Section 8 Miscellaneous Provisions

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2024. This Agreement is not transferable or assignable by the Parties. There are no third-party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

Byron Community School District No. 226
Att'n: Superintendent
696 N. Colfax St.
Byron, IL 61010
Facsimile: (815) 335-7574

with a copy to counsel;

Caroline A. Roselli
Robbins-Schwartz
55 W. Monroe St. – Suite 800
Chicago, IL 60603-5144
Facsimile: (312) 332-7768
Email: crocelli@robbins-schwartz.com

If to COLLEGE:

Illinois Community COLLEGE
DISTRICT No. 511
Att'n: Chief Academic Officer
3301 North Mulford Rd.
Rockford, IL 61114
Facsimile: (815) 921-6974

with a copy to counsel:

Joseph J. Perkoski
Robbins-Schwartz
55 W. Monroe St. – Suite 800
Chicago, IL 60603-5144
Facsimile: (312) 332-7768
Email: jperkoski@robbins-schwartz.com

- E. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless reduced to writing and approved by the Parties' respective governing boards.
- F. **Good Faith and Dispute Resolution.** The Parties agree to use their best, good faith efforts to promote and operate the Running Start program. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Parties' designated representatives and the Parties' respective governing boards, the Parties agree to first engage in mediation to resolve the conflict. If mediation is unsuccessful, the Parties may, by subsequent written agreement, elect to engage in binding arbitration pursuant to the procedures of the American Arbitration Association, in lieu of litigation.
- G. **Severability.** If for any reason any provision of this Agreement is determined by an arbitrator to be invalid or unenforceable, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.

The failure of a Party to this Agreement to insist upon strict and prompt performance of the terms and conditions shall not constitute or be construed as a waiver or relinquishment of that Party's right thereafter to enforce any such term or condition, but the same shall continue in full force and effect.


- H. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.

I. **Signature in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute on and the same instrument. Counterparts may be exchanged in PDF format by email.

WHEREFORE, the Parties by their respective officers have executed this Agreement on the dates set forth below.

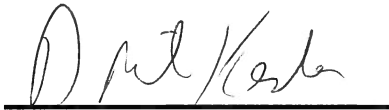
**Board of Education
Byron School District No.
226
Ogle County, Illinois**

**Board of Trustees
Illinois Community COLLEGE
District No. 511
Winnebago County, Illinois**



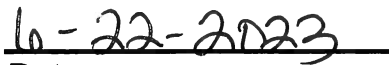
President

President



Secretary

Secretary



Date

Date

APPENDIX A
DISTRICT Running Start Program Process Procedures

Pre-Selection Criteria for DISTRICT High School Students

1. Meet with the DISTRICT Counselor regarding the selection process.
2. Must be in their high school sophomore or junior year to apply for Running Start.
3. Have a minimum 3.0 cumulative high school GPA.
4. Be on track for high school graduation by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
5. Completed one year of Algebra, one year of Geometry or Integrated Math 1 and Integrated Math 2 with a grade of "B" or higher in each semester by the end of the sophomore year.
6. Completed two years of English with a grade of "B" or higher in each semester by the end of the sophomore year.
7. Completed one year of Chemistry with a grade of "B" or higher in each semester by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
8. Have a positive recommendation from the DISTRICT high school Principal and/or Counselor.
9. Have the permission of a parent or legal guardian.
10. Work with the DISTRICT Counselor to complete steps outlined in Appendix B.
11. DISTRICT may implement additional pre-selection criteria above and beyond the minimum pre-selection criteria given above.

APPENDIX B
DISTRICT Procedures to Fulfill Qualifications and Admissions

Note: "DISTRICT" refers to Byron DISTRICT 226. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

1. DISTRICT determines list of students who are qualified.
2. DISTRICT determines who is interested in applying for the Running Start Program.
3. DISTRICT interested students complete an RVC Application for Credit Courses.
4. DISTRICT testing proctors will administer ACCUPLACER testing at DISTRICT campuses, or alternatively schedule a test date at the COLLEGE Testing Center. (Students must complete RVC Applications no less than 1 week prior to testing.)
5. DISTRICT students will take the RVC ACCUPLACER placement test in Reading, English, and Math, or submit ACT/SAT scores for possible wavier of the placement test.
6. DISTRICT students will be allowed one re-test in Reading, English, and Math during the Running Start application process for a cost of \$5 per subject re-test. If testing is proctored at the high school, RVC will waive re-test fees.
7. COLLEGE provides ACCUPLACER scores report to DISTRICT.
8. DISTRICT Counselors review and determine if students are ready for COLLEGE coursework as part of the RVC Running Start Program based on ACCUPLACER scores.
9. DISTRICT staff will place student's data into a shared file that is compatible with MS Excel or Google Sheets format. The file will include the RVC Student ID for each student and specify all students who are qualified based on DISTRICT selection criteria.
10. DISTRICT submits file of fully qualified students to RVC.
11. COLLEGE will verify qualified students and send the confirmed report back to DISTRICT to complete the DISTRICT selection process.
12. After DISTRICT selection process is conducted, DISTRICT will send final and approved DISTRICT Running Start student list to RVC.
13. DISTRICT Counselors notify ALL students of award of placement into DISTRICT Running Start Program OR placement on DISTRICT waiting list.
14. COLLEGE sends welcome packet to DISTRICT students to final and approved DISTRICT Running Start students.
15. DISTRICT students return completed welcome packet forms to COLLEGE.
16. DISTRICT manages DISTRICT Running Start waiting list, if such list exists.
17. DISTRICT sends transcripts to COLLEGE of accepted Running Start students after spring grades are posted to confirm eligibility requirements have successfully been met.
18. Based on transcripts, DISTRICT will determine if a student no longer meets Running Start eligibility requirements and DISTRICT will inform impacted student.
19. Students and DISTRICT Counselors are responsible for ensuring students will meet DISTRICT High School graduation requirements.
20. COLLEGE schedules students each semester and provides student schedules to DISTRICT Counselor for students enrolled in the DISTRICT Running Start Program.
21. DISTRICT Counselors work with students each semester to verify students are on track with their individual COLLEGE Student Academic Master Plan (STAMP) and high school graduation requirements.

22. When a student scheduling change or STAMP change is requested by the DISTRICT or the DISTRICT student, the student submits the "RVC Schedule Change Form" to DISTRICT Counselor for approval.
23. RVC provides students access to COLLEGE advisors to assist with changes to STAMP and scheduling, as needed.
24. If approved, DISTRICT Counselor submits the signed "RVC Schedule Change Form" to RVC for processing.
25. RVC provides student transcripts to DISTRICT Counselor for each semester completed by participating students within two weeks of final grades posting.

APPENDIX C

Running Start Student Academic Conduct Policies

All *Running Start* students at Rock Valley College (RVC) are expected to demonstrate qualities of integrity, honesty, civility, and respect in their conduct, both in and out of the classroom. All RVC policies can be viewed in the Student Handbook found on our website: www.rockvalleycollege.edu/studenthandbook. Adherence to all policies is essential and required to remain in the *Running Start Program*.

ADVISING & COMMUNICATION

Running Start students are expected to:

- Meet with your high school Program Counselor for high school graduation and semester schedules.
- Only add or drop classes with your high school Counselor.
- Meet with an RVC Advisor for RVC graduation requirements.
- Respond to communication via RVC Mail and EAGLE accounts on a daily basis.
- Keep all scheduled appointments.

ATTENDANCE POLICY

Students are expected to attend every class meeting and arrive on time. There is no college policy permitting absences. Each faculty member will decide when and how absences affect grades. It is the responsibility of the student to adhere to the course syllabus. If a student needs to miss class, they must contact their instructor and their home high school office.

MAINTAINING ACADEMIC INTEGRITY

Please refer to page 47 of the Student Handbook: <http://www.rockvalleycollege.edu/studenthandbook>

ACADEMIC EARLY WARNING

Transitioning from high school to college can be a challenge and students may find it difficult to adjust. "Academic Alert" is designed to assist students by alerting the Dean of Students office of any student who misses class or struggles academically within the first few weeks of school. This early intervention is intended to make a difference in the student's academic performance before midterm and set a pattern of success for the rest of the semester. Notification to the Dean of Students is dependent upon faculty report.

ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)

Students must earn a cumulative grade point average (GPA) of 2.5 or higher and not receive a "D", "W" or "F" for a course, or they will be placed on Academic Probation for one semester and be required to develop an IARP. If during the probation semester students fail to raise their GPA to 2.5 or higher or they earn an additional "D", "W" or "F", then they **will** be dismissed from the program and be returned to high school.

Assistance to improve academic performance is available by taking advantage of the following:

- Meet with instructors to review course expectations and create a plan of action. Instructor office hours can be found on the course syllabus.
- Visit the Tutoring Center, Writing Center, and/or Math Lab for instruction, tutoring, and study skills enhancement. These services are free to RVC students.
- Students will be **required** to meet regularly with their high school program counselor to ensure academic recovery.

DISMISSAL FROM PROGRAM

All *Running Start* students may be dismissed from the program as a result of *any* of the following:

- Failure to attend and complete STU 100: Planning for Success in their first summer semester with a grade of "B" or higher. No repeat allowed.
- Failure to raise cumulative GPA to 2.5 or earn "D", "F" or "W" during the Academic Probation semester.

- Failure to participate in the IARP meetings during the probation semester.
- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by RVC and/or the participating School District.
- Violation of any of the Code of Conduct policies and/or Academic Misconduct policies.
- Receiving a failing grade in a required academic core and/or prerequisite course.

In addition, students in their **first year** of *Running Start* may also be dismissed from the program as a result of *any* of the following:

- Earning a combination of three “D”, “F” or “W” grades in a single semester.
- Earning two “F” grades in a single semester.
- Earning a semester or cumulative GPA less than 2.0.
- Needing to recover more than 7 credits by the end of the first year in the program.

Appendix D
Running Start Program Course Offerings 2023-2024
Running Start Courses Approved to be taken at an RVC Campus

Allied Health					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Grad Requirement
FWS-110	Fitness Walking	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-116	Step Aerobics	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-119	Cardio Kickboxing	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-121	Cardio Fitness & Conditioning	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-126	Beginning Weight Lifting	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-127	Advanced Weight Lifting	2	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-128	Sports Performance Fitness	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-131	Basketball & Touch Football	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-133	Power Volleyball	1	RVC-RS plus RVC Course Name	0.5	
FWS-151	Tae Kwon Do	1	RVC-RS plus RVC Course Name	0.5	
FWS-220	Intro Career Opportunity in PE	3	RVC-RS plus RVC Course Name	0.5	
FWS-231	Contemporary Health Issues	3	RVC-RS plus RVC Course Name	0.5	
FWS-233	Community Health	3	RVC-RS plus RVC Course Name	0.5	
FWS-235	Alcohol and Drug Education	3	RVC-RS plus RVC Course Name	0.5	
FWS-236	Human Sexuality	3	RVC-RS plus RVC Course Name	0.5	
FWS-237	Nutrition for Optimum Living	3	RVC-RS plus RVC Course Name	0.5	
FWS-243	First Aid/Gen Safety/CPR/AED	3	RVC-RS plus RVC Course Name	0.5	
FWS-250	Introduction Sport Management	3	RVC-RS plus RVC Course Name	0.5	
FWS-253	Introduction to Coaching	3	RVC-RS plus RVC Course Name	0.5	
FWS-254	ASEP Sport First Aid and CPR	3	RVC-RS plus RVC Course Name	0.5	

FWS-255	Sociology of Sport	3	RVC-RS plus RVC Course Name	0.5	
FWS-256	History of Phy Ed & Sport	3	RVC-RS plus RVC Course Name	0.5	
FWS-258	Sport & Exercise Psychology	3	RVC-RS plus RVC Course Name	0.5	
FWS-260	Intro to Exercise Science	3	RVC-RS plus RVC Course Name	0.5	
FWS-261	Nutrition for Fitness&Sport	3	RVC-RS plus RVC Course Name	0.5	
FWS-263	Nutrit, Exercise & Weight Cntr	3	RVC-RS plus RVC Course Name	0.5	
FWS-265	Personal Fitness and Wellness	3	RVC-RS plus RVC Course Name	0.5	
FWS-266	Personal Trng I-Concepts&Appl	3	RVC-RS plus RVC Course Name	0.5	
FWS-267	Persnl Trng II-Concepts&Appl.	3	RVC-RS plus RVC Course Name	0.5	
HLT-110	Medical Terminology	2	RVC-RS plus RVC Course Name	0.5	
Business					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS GRAD REQUIREMENT
ATG-110	Financial Accounting	4	RVC-RS plus RVC Course Name	0.5	
ATG-111	Managerial Accounting	4	RVC-RS plus RVC Course Name	0.5	
BUS-101	Introduction to Business	3	RVC-RS plus RVC Course Name	0.5	
BUS-103	Business Mathematics	3	RVC-RS plus RVC Course Name	0.5	
BUS-105	Consumer Econ and Prsnl Fin	3	RVC-RS plus RVC Course Name	0.5	
BUS-130	Entrepreneurship Principles	3	RVC-RS plus RVC Course Name	0.5	
BUS-131	Entrepreneurship Planning	3	RVC-RS plus RVC Course Name	0.5	
BUS-170	Intro Organizational Behavior	3	RVC-RS plus RVC Course Name	0.5	
BUS-200	Legal Environment in Bus	3	RVC-RS plus RVC Course Name	0.5	
BUS-223	Business Statistics	3	RVC-RS plus RVC Course Name	0.5	
BUS-230	Entrepreneurship Capstone	3	RVC-RS plus RVC Course Name	0.5	
BUS-279	Principles of Finance	3	RVC-RS plus RVC Course Name	0.5	

BUS-282	International Business	3	RVC-RS plus RVC Course Name	0.5	
MGT-170	Business Communications	3	RVC-RS plus RVC Course Name	0.5	
MGT-270	Principles of Management	3	RVC-RS plus RVC Course Name	0.5	
MGT-271	Human Resource Manage	3	RVC-RS plus RVC Course Name	0.5	
MGT-274	Leadership	3	RVC-RS plus RVC Course Name	0.5	
MKT-260	Principles of Marketing	3	RVC-RS plus RVC Course Name	0.5	
MKT-265	Salesmanship	3	RVC-RS plus RVC Course Name	0.5	
MKT-266	Principles of Advertising	3	RVC-RS plus RVC Course Name	0.5	
MKT-288	Customer Relations	3	RVC-RS plus RVC Course Name	0.5	
OFF-118	Computer Keyboarding	1	RVC-RS plus RVC Course Name	0.5	

Communications

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requiremen
COM-113	Intro to Public Relations	3	RVC-RS plus RVC Course Name	0.5	
COM-119	News Writing	3	RVC-RS plus RVC Course Name	0.5	
COM-120	News Editing	3	RVC-RS plus RVC Course Name	0.5	
COM-130	Intro to Mass Communication	3	RVC-RS plus RVC Course Name	0.5	
COM-140	Writing for Multimedia	3	RVC-RS plus RVC Course Name	0.5	
COM-156	Audio Production I	3	RVC-RS plus RVC Course Name	0.5	
COM-157	Video Production I	3	RVC-RS plus RVC Course Name	0.5	
COM-208	Screenwriting	3	RVC-RS plus RVC Course Name	0.5	
COM-218	Broadcast Performance	3	RVC-RS plus RVC Course Name	0.5	
COM-221	Photojournalism	3	RVC-RS plus RVC Course Name	0.5	
COM-251	Film History and Appreciation	3	RVC-RS plus RVC Course Name	0.5	
COM-252	International History of Film	3	RVC-RS plus RVC Course Name	0.5	

COM-256	Advanced Audio Production	3	RVC-RS plus RVC Course Name	0.5	
COM-257	Advanced Video Production	3	RVC-RS plus RVC Course Name	0.5	
COM-260	Advanced Post-Production	3	RVC-RS plus RVC Course Name	0.5	
COM-296	Documentary Production	3	RVC-RS plus RVC Course Name	0.5	
COM-297	Motion Picture Production	3	RVC-RS plus RVC Course Name	0.5	
ENG-101	Composition I	3	RVC-RS Composition I	0.5	Required: English 3
ENG-103	Composition II	3	RVC-RS Composition II	0.5	Required: English 3
ENG-108	Intro Creative Writing	3	RVC-RS plus RVC Course Name	0.5	
ENG-109	Creative Writing II	3	RVC-RS plus RVC Course Name	0.5	
ENG-110	Intro to Technical Writing	3	RVC-RS plus RVC Course Name	0.5	
ENG-200	Language, Power & Public Life	3	RVC-RS plus RVC Course Name	0.5	
LIT-101	Introduction to Literature	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-139	Mythology	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-140	The Bible As Literature	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-141	Film and Literature	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-142	Exploring Literature: Poetry	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-144	Exploring Literature: Fiction	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-152	Multicultural American Lit	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-154	Intro Non-Western Literature	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-201	American Lit Before 1865	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-202	American Literature Since 1865	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
SPH-131	Fundamentals of Communication	3	RVC-RS plus RVC Course Name	0.5	Required: English 4
SPH-201	Interpersonal Communication	3	RVC-RS plus RVC Course Name	0.5	
SPH-202	Intercultural Communication	3	RVC-RS plus RVC Course Name	0.5	
SPH-211	Group Leadership	3	RVC-RS plus RVC Course Name	0.5	

Computers and Information Systems

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requiremen
CIS-102	Intro Computer & Info Systems	3	RVC-RS plus RVC Course Name	0.5	
CIS-120	Intro to Microsoft Word	1	RVC-RS plus RVC Course Name	0.5	
CIS-121	Introduction to Excel	1	RVC-RS plus RVC Course Name	0.5	
CIS-124	Introduction to Powerpoint	1	RVC-RS plus RVC Course Name	0.5	
CIS-130	Introduction to Access	2	RVC-RS plus RVC Course Name	0.5	
CIS-170	Programming Logic & Design	3	RVC-RS plus RVC Course Name	0.5	
CIS-180	Intro to Visual Basic Prgrmg.	4	RVC-RS plus RVC Course Name	0.5	
CIS-240	Intro to Java Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-245	Program Android-Mobile Devices	4	RVC-RS plus RVC Course Name	0.5	
CIS-254	Database Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-276	Intro to C/C++ Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-277	Advanced C/C++ Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-279	Visual C# Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-280	Program iOS Apple Mobile Dev	4	RVC-RS plus RVC Course Name	0.5	
CIS-290	Special Topics in CIS	1	RVC-RS plus RVC Course Name	0.5	
CIS-291	Internship Field Project	1	RVC-RS plus RVC Course Name	0.5	
GAT-101	Intro to Graphic Arts Tech	4	RVC-RS plus RVC Course Name	0.5	
GAT-110	Introduction to Photoshop	2	RVC-RS plus RVC Course Name	0.5	
GAT-115	Introduction to Illustrator	2	RVC-RS plus RVC Course Name	0.5	
GAT-150	Typography	2	RVC-RS plus RVC Course Name	0.5	
GAT-178	Fundamentals of Desktop Publis	3	RVC-RS plus RVC Course Name	0.5	
GAT-190	Image Generation and Output	2	RVC-RS plus RVC Course Name	0.5	

GAT-215	Advanced Illustrator	2	RVC-RS plus RVC Course Name	0.5	
GAT-220	Adv Photoshop Grap Arts Indus.	3	RVC-RS plus RVC Course Name	0.5	
PCT-110	Networking Essentials	3	RVC-RS plus RVC Course Name	0.5	
PCT-111	Windows Active Directory	3	RVC-RS plus RVC Course Name	0.5	
PCT-112	Windows Server Fundamentals	3	RVC-RS plus RVC Course Name	0.5	
PCT-113	Microsoft Win Infrastructure	3	RVC-RS plus RVC Course Name	0.5	
PCT-120	Cisco Networking I	4	RVC-RS plus RVC Course Name	0.5	
PCT-122	Cisco Networking II	4	RVC-RS plus RVC Course Name	0.5	
PCT-124	Cisco Networking III	4	RVC-RS plus RVC Course Name	0.5	
PCT-126	Cisco Networking IV	4	RVC-RS plus RVC Course Name	0.5	
PCT-130	Intro Network Security Fndmntl	3	RVC-RS plus RVC Course Name	0.5	
PCT-132	Advanced Network Security	3	RVC-RS plus RVC Course Name	0.5	
PCT-140	IP Telephony I	4	RVC-RS plus RVC Course Name	0.5	
PCT-142	IP Telephony II	4	RVC-RS plus RVC Course Name	0.5	
PCT-211	VMWare vSphere:Install/Config	3	RVC-RS plus RVC Course Name	0.5	
PCT-262	A+ Essentials	3	RVC-RS plus RVC Course Name	0.5	
PCT-270	Introduction to Unix/Linux	3	RVC-RS plus RVC Course Name	0.5	
PCT-275	Cisco Firewall Design	4	RVC-RS plus RVC Course Name	0.5	
PCT-290	Special Topic in PC Tech	1	RVC-RS plus RVC Course Name	0.5	
WEB-101	Programming Related-Internet	4	RVC-RS plus RVC Course Name	0.5	
WEB-102	Adv Program Related - Internet	4	RVC-RS plus RVC Course Name	0.5	
WEB-111	Introduction to Multimedia	3	RVC-RS plus RVC Course Name	0.5	
WEB-225	Digital Photography	3	RVC-RS plus RVC Course Name	0.5	
WEB-233	Introduction to Javascript	4	RVC-RS plus RVC Course Name	0.5	
WEB-234	PHP Programming	4	RVC-RS plus RVC Course Name	0.5	

Engineering and Technology					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requiremen
EGR-101	Introduction to Engineering	2	RVC-RS plus RVC Course Name	0.5	
EGR-135	Engineering Graphics/CAD	4	RVC-RS plus RVC Course Name	0.5	
EGR-206	Statics	3	RVC-RS plus RVC Course Name	0.5	
EGR-207	Dynamics	3	RVC-RS plus RVC Course Name	0.5	
EGR-221	Elem Mech of Defmabl Bodies	3	RVC-RS plus RVC Course Name	0.5	
EGR-231	Engineering Circuit Analysis	4	RVC-RS plus RVC Course Name	0.5	
EGR-250	Digital Electronics	4	RVC-RS plus RVC Course Name	0.5	
Humanities / Fine Arts					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requiremen
ART-101	Drawing and Composition I	3	RVC-RS plus RVC Course Name	0.5	
ART-102	Drawing and Composition II	3	RVC-RS plus RVC Course Name	0.5	
ART-103	Design I	3	RVC-RS plus RVC Course Name	0.5	
ART-111	Painting I	3	RVC-RS plus RVC Course Name	0.5	
ART-121	Ceramics I	3	RVC-RS plus RVC Course Name	0.5	
ART-122	Ceramics II	3	RVC-RS plus RVC Course Name	0.5	
ART-131	Introduction to Visual Art	3	RVC-RS plus RVC Course Name	0.5	
ART-141	Intro Non-Western Visual Art	3	RVC-RS plus RVC Course Name	0.5	
ART-201	Life Drawing	3	RVC-RS plus RVC Course Name	0.5	
ART-203	Design II	3	RVC-RS plus RVC Course Name	0.5	
ART-212	Painting II	3	RVC-RS plus RVC Course Name	0.5	
ART-216	Relief Printmaking	3	RVC-RS plus RVC Course Name	0.5	

ART-251	History of Art I	3	RVC-RS plus RVC Course Name	0.5	
ART-252	History of Art II	3	RVC-RS plus RVC Course Name	0.5	
CRM-101	Intro to Criminal Justice	3	RVC-RS plus RVC Course Name	0.5	
CRM-102	Intro to Probation & Parole	3	RVC-RS plus RVC Course Name	0.5	
CRM-103	Intro to Corrections	3	RVC-RS plus RVC Course Name	0.5	
CRM-104	Intro to Private Security	3	RVC-RS plus RVC Course Name	0.5	
CRM-105	Police Report Writing	3	RVC-RS plus RVC Course Name	0.5	
CRM-120	Criminal Investigation	3	RVC-RS plus RVC Course Name	0.5	
CRM-125	Criminal Proced & Civil Rights	3	RVC-RS plus RVC Course Name	0.5	
CRM-127	Ethics in Law Enforcement	3	RVC-RS plus RVC Course Name	0.5	
CRM-210	Criminal Law	3	RVC-RS plus RVC Course Name	0.5	
CRM-225	Juvenile Procedures	3	RVC-RS plus RVC Course Name	0.5	
CRM-260	Police Organization & Admin	3	RVC-RS plus RVC Course Name	0.5	
CRM-271	Patrol Procedures	3	RVC-RS plus RVC Course Name	0.5	
CRM-281	Rules of Evidence	3	RVC-RS plus RVC Course Name	0.5	
CRM-282	Interviews & Interrogations	3	RVC-RS plus RVC Course Name	0.5	
ECE-100	Intro to Early Childhood Ed.	3	RVC-RS plus RVC Course Name	0.5	
ECE-101	The Developing Child	3	RVC-RS plus RVC Course Name	0.5	
ECE-103	Health, Safety & Nutrition of Young Child	3	RVC-RS plus RVC Course Name	0.5	
ECE-105	Observation and Assessment of Young Children	3	RVC-RS plus RVC Course Name	0.5	
ECE-113	Infant and Toddler Curriculum	3	RVC-RS plus RVC Course Name	0.5	
ECE-201	Language Development	3	RVC-RS plus RVC Course Name	0.5	
ECE-202	Child, Family & Community	3	RVC-RS plus RVC Course Name	0.5	
ECE-203	Curriculum Plan-Young Child	3	RVC-RS plus RVC Course Name	0.5	
ECE-205	Org & Superv-Early Child Facil	3	RVC-RS plus RVC Course Name	0.5	

EDU-202	Children's Literature	3	RVC-RS plus RVC Course Name	0.5	
EDU-224	Introduction to Education	3	RVC-RS plus RVC Course Name	0.5	
EDU-234	Intro Technology for Teachers	3	RVC-RS plus RVC Course Name	0.5	
EDU-244	Students With Disabilities	3	RVC-RS plus RVC Course Name	0.5	
FRN-101	Beginning French	4	RVC-RS plus RVC Course Name	0.5	
FRN-102	Continuatn of Begng French	4	RVC-RS plus RVC Course Name	0.5	
GRM-101	Beginning German	4	RVC-RS plus RVC Course Name	0.5	
GRM-102	Continuatn of Begng German	4	RVC-RS plus RVC Course Name	0.5	
HUM-111	Intro to Humanities I	3	RVC-RS plus RVC Course Name	0.5	
HUM-112	Intro to Humanities II	3	RVC-RS plus RVC Course Name	0.5	
HUM-114	Intro Hum III:Contem West Wrl	3	RVC-RS plus RVC Course Name	0.5	
HUM-125	Intro Non-Western Humanities	3	RVC-RS plus RVC Course Name	0.5	
HUM-211	War & West Hum Thru Mid Ages	3	RVC-RS plus RVC Course Name	0.5	
HUM-212	War & W.Hum-Renaiss to Present	3	RVC-RS plus RVC Course Name	0.5	
HUM-250	Leadership Development Stud	3	RVC-RS plus RVC Course Name	0.5	
MUS-101	Fundamentals of Music	3	RVC-RS plus RVC Course Name	0.5	
MUS-102	Intro to Music Literature	3	RVC-RS plus RVC Course Name	0.5	
MUS-104	Intro to American Music	3	RVC-RS plus RVC Course Name	0.5	
MUS-106	Intro to Non-Western Music	3	RVC-RS plus RVC Course Name	0.5	
MUS-131	Class Piano I	2	RVC-RS plus RVC Course Name	0.5	
MUS-132	Class Piano II	2	RVC-RS plus RVC Course Name	0.5	
MUS-191	Chorus I	1	RVC-RS plus RVC Course Name	0.5	
MUS-194	Instrumental Ensemble I	1	RVC-RS plus RVC Course Name	0.5	
MUS-195	Band I	1	RVC-RS plus RVC Course Name	0.5	
MUS-198	Orchestra I	1	RVC-RS plus RVC Course Name	0.5	

MUS-294	Instrumental Ensemble II	1	RVC-RS plus RVC Course Name	0.5	
MUS-295	Band II	1	RVC-RS plus RVC Course Name	0.5	
MUS-298	Orchestra II	1	RVC-RS plus RVC Course Name	0.5	
PHL-150	Intro to Philosophy	3	RVC-RS plus RVC Course Name	0.5	
PHL-151	Intro Non-Western Philosophy	3	RVC-RS plus RVC Course Name	0.5	
PHL-152	Environmental Ethics	3	RVC-RS plus RVC Course Name	0.5	
PHL-153	Medical Ethics	3	RVC-RS plus RVC Course Name	0.5	
PHL-154	Introduction to Religion	3	RVC-RS plus RVC Course Name	0.5	
PHL-155	World Religions	3	RVC-RS plus RVC Course Name	0.5	
PHL-156	Religion in American Society	3	RVC-RS plus RVC Course Name	0.5	
PHL-157	Foundational Religious Texts	3	RVC-RS plus RVC Course Name	0.5	
PHL-255	Logic	3	RVC-RS plus RVC Course Name	0.5	
PHL-256	Contemporary Moral Issues	3	RVC-RS plus RVC Course Name	0.5	
PHL-260	Philosophy of Religion	3	RVC-RS plus RVC Course Name	0.5	
SPN-101	Beginning Spanish	4	RVC-RS plus RVC Course Name	0.5	
SPN-102	Continuation Beginning Spanish	4	RVC-RS plus RVC Course Name	0.5	
SPN-203	Intermediate Spanish	3	RVC-RS plus RVC Course Name	0.5	
SPN-204	Continue Intermediate Spanish	3	RVC-RS plus RVC Course Name	0.5	
THE-133	Introduction to the Theater	3	RVC-RS plus RVC Course Name	0.5	
THE-134	Stagecraft & Theater Lighting	3	RVC-RS plus RVC Course Name	0.5	
THE-135	Acting I	3	RVC-RS plus RVC Course Name	0.5	
THE-235	Acting II	3	RVC-RS plus RVC Course Name	0.5	

Life Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requiremen
------------------------	------------------------	--------------------	-----------------------	-------------------	---------------------------------

BIO-100	Introductory Human Biology	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-103	Introductory Life Science	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-104	Intro Life Science Lab	1	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-106	Environmental Science	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-107	Environmental Biology Lab	1	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-113	Plants and Society	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-140	Introduction to Evolution	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-150	Microbes and Society	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-152	Microbes & Society Laboratory	1	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-162	Human Heredity	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-171	Biology of Human Disease	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-185	Foundations Anat & Physiol	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-201	Fundamentals of Biology I	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-202	Fundamentals of Biology II	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-274	Microbiology	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-281	Anatomy and Physiology I	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-282	Anatomy and Physiology II	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)

Mathematics

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requirement
MTH-115	General Education Math	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-120	College Algebra	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-125	Plane Trigonometry	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-132	College Algebra & Trigonometry	5	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-135	Calculus W/Analytic Geom I	5	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation

MTH-164	Computer in Mathematics C/C++	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-211	Calc for Business & Soc Scienc	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-216	Math for Elem Teachers I	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-217	Math for Elem Teachers II	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-220	Elements of Statistics	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-235	Calculus W/Analytic Geom II	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-236	Calculus W/Analyt Geom III	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-240	Differential Equations	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-250	Modern Linear Algebra	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation

Physical Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requirement
ATS-105	Intro to Atmospheric Science	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-110	General Organic & BioChem I	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-120	General Chemistry I	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-130	General Chemistry II	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-210	General, Organic & BioChem II	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-220	Organic Chemistry I	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-230	Organic Chemistry II	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-240	General Biological Chemistry	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
GEL-101	Introduction to Geology	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
GEL-107	Geology of the Solar System	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
GEL-206	Environmental Geology	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
PGE-100	Physical Geography	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
PGE-102	Physical Geography With Lab	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)

PGE-240	Global Climate Change	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
PHY-201	Mechanics and Heat	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
PHY-202	Waves/Elec/Light & Modern Phys	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
PHY-215	Mechanics, Wave Motion, Thermo	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
PHY-225	Electr, Magnetism, Light, Phys	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)

Social Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Course Code
ANP-102	Intro Biolo Anthro & Archaeol	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
ANP-103	Intro to Cultural Anthro	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
ECO-101	Introduction to Economics	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
ECO-110	Principles of Economics: Macro	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
ECO-111	Principles of Economics: Micro	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
GEO-130	World Geography	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-140	History of Western Civ I	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-141	History of Western Civ II	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-142	History of U S to 1865	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-143	History of U S Since 1865	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-144	Current Hist 1945 to Present	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-151	African History Survey to 1600	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-152	African Hist Survey Since 1600	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-162	History of Latin America I	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-163	History of Latin America II	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-172	History of Middle East to 1453	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-173	History Middle East Since 1453	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required

HST-182	Hist of Eastern Civ to 1500	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-183	Hist of East Civ Since 1500	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-192	History of World Until 1750	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-193	Hist of the World Since 1750	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-210	History of Women of the U.S.	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-150	Intro to Political Science	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-160	American National Government	3	RVC-RS plus RVC Course Name	0.5	Required for graduation
PSC-161	State and Local Government	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-210	Intro to Legal System	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-211	The American Presidency	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-269	International Relations	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-190	Introduction to Sociology	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-290	Social Problems	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-291	Criminology	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-292	Sociology of Deviance	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-294	Urban Sociology	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-295	Racial and Ethnic Relations	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-298	Sociology of Sex and Gender	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-299	Sociology of the Family	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
				0.5	1 social science elective required
STU Student Development					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Course Code
STU-100	Planning for Success	1	RVC-RS plus RVC Course Name	0.5	
STU-101	Career Planning	2	RVC-RS plus RVC Course Name	0.5	

STU-103	Workplace Ethics	1	RVC-RS plus RVC Course Name	0.5	
---------	------------------	---	--------------------------------	-----	--

**2023-2024 Running Start Intergovernmental Agreement (IGA)
South Beloit Community Unit School District #320**

Background: Running Start is a formal program that allows qualified students from South Beloit Community Unit School District #320 to attend Rock Valley College (RVC) for their junior and senior years of high school. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a Rock Valley College Associate Degree simultaneously or a one-year program that meets the requirements for both a high school diploma and one year of Rock Valley College credit courses simultaneously. The Running Start program will be administered through the Early College office at Rock Valley College in conjunction with South Beloit Community Unit School District #320.

Students selected for Running Start need to be academically and socially ready for college. Running Start provides an opportunity for students to work toward a more challenging educational environment and excel both in high school and college; at the same time, they may continue to participate in sports and activities at their high schools as their schedule allows. The Running Start program provides students additional experiences to develop the independence, study skills, and confidence needed to succeed beyond high school and into college.

The financial arrangement between Rock Valley College and South Beloit Community Unit School District #320 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Running Start student and pay the College the cost associated with this tuition and fees calculation. Participating students will then be financially responsible for paying the remaining balance of tuition and fees and covering the costs for repeated courses, textbooks, and course supplies. The District's financial assistance helps reduce college costs for students and their families.

Recommendation: It is recommended that the Rock Valley College Board of Trustees approves the Running Start Intergovernmental Agreement with South Beloit Community Unit School District #320, effective July 25, 2023, for classes beginning August 21, 2023. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Intergovernmental Agreement: Running Start – South Beloit Community Unit School District #320

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD
OF EDUCATION OF
SOUTH BELOIT COMMUNITY UNIT SCHOOL DISTRICT NO.
320, WINNEBAGO COUNTY, ILLINOIS
AND
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,
WINNEBAGO COUNTY, ILLINOIS
FOR RUNNING START PROGRAM**

This Agreement is made and entered into by and between the Board of Education of South Beloit Community Unit School District No. 320, Winnebago County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

WHEREAS, the Parties are authorized to enter into intergovernmental agreements for cooperative projects and use agreements in any manner not prohibited by law or by ordinance, pursuant to Article VII, § 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), the School Code (105 ILCS 5/1-1 *et seq.*), and the Public Community COLLEGE Act (110 ILCS 805/1-1 *et seq.*); and

WHEREAS, Running Start is a program that allows select, qualified, academically motivated students enrolled in Illinois Community COLLEGE DISTRICT 511 public high schools an opportunity to earn both their high school diploma and associate degree concurrently by attending COLLEGE full-time during their junior and/or senior years of high school; and

WHEREAS, the Parties have determined that shared commitment to Running Start goals benefits their constituencies and enhances educational opportunities for the communities they serve; and

WHEREAS, the Parties have determined that it is in their respective best interests and that of their constituencies to enter into this Intergovernmental Agreement for Running Start Program (hereinafter "Agreement").

NOW, THEREFORE, IT IS AGREED between the Parties, in consideration of their mutual promises and undertakings set forth herein and for other good valuable consideration, as follows:

Section 1 Incorporation of Preamble Recitals

The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference.

Section 2 Implementation of Running Start

DISTRICT and COLLEGE agree to collaborate to implement Running Start as a joint program,

administered jointly by Rock Valley COLLEGE and South Beloit School DISTRICT, subject to the following terms and conditions.

- A. The Parties intend to establish and offer Running Start to provide eligible DISTRICT students with full-time instruction at COLLEGE during their junior and senior years of high school in satisfaction of:
 - 1) DISTRICT's requirements for earning a high school diploma; and
 - 2) COLLEGE's requirements for earning an associate's degree.
- B. Any DISTRICT student interested in Running Start will meet with DISTRICT Counselor to discuss whether he/she meets the pre-selection criteria set forth in the Running Start Program Process Procedures (Appendix A). If an interested DISTRICT student meets said pre-selection criteria, he/she will follow the application process set forth in the Running Start Procedures to Fulfill Qualifications and Admissions (Appendix B).
- C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Running Start program.
- D. Instruction for DISTRICT students accepted into Running Start shall be provided by COLLEGE, which shall charge the DISTRICT the cost equivalent of in-district tuition and fees for courses taken per student per school year.
- E. The Running Start courses offered pursuant to this Agreement and the respective course locations are attached hereto and incorporated by reference as Appendix D. The courses listed in Appendix D will be mutually agreed upon by both parties no later than March of each year that this Agreement is in effect, and are subject to change based upon availability of eligible instructors, student interest and availability in specific courses, and/or local board policy.
- F. If a DISTRICT student is receiving a D, F or W, or is otherwise not meeting Running Start academic standards, at the midterm grading period, COLLEGE will notify the DISTRICT Counselor within one week after the midterm date. COLLEGE and DISTRICT agree to communicate within seven (7) days and develop a success plan with the student for the remainder of the semester. The success plan will be shared in writing with COLLEGE, DISTRICT and student.
- G. At semester end, COLLEGE will provide the DISTRICT Counselor with transcripts for all students enrolled in Running Start.

Section 3 DISTRICT Obligations

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Running Start.

- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 320 students and their parents or a guardian that they are responsible for covering textbooks and associated instructional material costs.
- M. DISTRICT will calculate the cost equivalent of in-district tuition and fees with the assistance of the COLLEGE for the courses taken per Running Start students and pay the COLLEGE the cost associated with this in-district tuition and fees calculation.
- N. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.
- O. DISTRICT agrees to work with their Running Start students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition

planning.

Section 4 COLLEGE Obligations

COLLEGE will provide participating DISTRICT students with:

- A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.
- D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.
- E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- I. COLLEGE will take appropriate steps to ensure that Running Start courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.
- J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 320 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.

- K. COLLEGE will maintain appropriate academic control over the curriculum of all Running Start Program courses, consistent with State and/or Federal law and as required or negotiated by the Higher Learning Commission.

Section 5 Participating DISTRICT Students' Obligations

The DISTRICT will cause participating DISTRICT students to comply with the following requirements (pursuant to Appendix B):

- A. Student will complete information in the COLLEGE Welcome Packet.
- B. Student will attend mandatory COLLEGE Running Start Orientation.
- C. Student will respond to email communication via COLLEGE Mail on a daily basis.
- D. Student will schedule an advising appointment each semester with a COLLEGE advisor and DISTRICT Counselor in advance of assigned priority registration dates.
- E. Student will schedule an appointment each semester with a designated DISTRICT Counselor to ensure each DISTRICT student meets all requirements for Running Start and high school graduation.
- F. Student will keep all scheduled appointments.
- G. Student will adhere to COLLEGE and DISTRICT policies and procedures.
- H. Student will demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom as noted in the COLLEGE Student Handbook.
- I. Student will meet and maintain requirements as set forth in the Running Start Academic Conduct Policies (Appendix C).
- J. Students not meeting the Academic Conduct Policies will be placed on Academic Probation for one semester and be required to develop an Individual Academic Recovery Plan or be dismissed. This plan will be shared with the DISTRICT Counselor and signed by the DISTRICT, COLLEGE, parent/guardian, and student. Students who do not meet the terms of the Academic Conduct Policy after the Academic Probation semester may be dismissed from Running Start.
- K. Student will meet with the DISTRICT and a parent or guardian to ensure the applicable high school graduation requirements are met.

Section 6 Shared Obligations and Understandings of the Parties

- A. The DISTRICT and COLLEGE acknowledge and agree that this Agreement solely

memorializes implementation of Running Start, and that there are no other promises, representations, or agreements between the Parties except as provided in this Agreement.

- B. DISTRICT and COLLEGE agree to comply with all applicable federal and State nondiscrimination and equal opportunity laws, rules and regulations. DISTRICT and COLLEGE shall not engage in unlawful discrimination or harassment against any person based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection status, gender identity or expression, age, marital status, disability, genetic information, unfavorable military discharge, veteran status, or sex (including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and/or stalking), or any other legally protected category. The Parties will coordinate regarding an appropriate response to any report of alleged harassment, including sexual harassment, involving students or employees involved in the Running Start Program, taking into consideration the nature of the report, the parties involved and the location and context in which the alleged harassment occurred.
- C. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in Running Start courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.
- D. It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law and this Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one party against the other party or against third parties.
- E. The Parties agree that their respective representatives shall use their best efforts to

timely communicate with one another as needed to pursue the objectives and implementation of Running Start, and to work cooperatively to resolve any issues which may from time to time arise in the course of their collaboration. The Parties shall, not less than annually, review the provisions of this Agreement and identify any updates, as may be needed. Any such updates are subject to the requirements of Section 8.E, below.

Section 7 Participation in Running Start Program by Students with Disabilities

The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Running Start Program courses, provided that they are able to meet the criteria for entry into such courses:

A. The DISTRICT will identify all eligible students based upon the requirements as set forth in the Running Start Pre-Selection Criteria (Appendix A) and DISTRICT Procedures to Fulfill Qualifications and Admissions (Appendix B).

B. The process is established as follows:

- The DISTRICT will identify students who have a current IEP or 504 Plan on the final and approved DISTRICT Running Start list, as referenced in Appendix B.
- The DISTRICT will ensure that each student with an IEP or 504 Plan and their parent/guardian is informed of the differences in college ADA accommodations versus high school accommodations.
- The DISTRICT Counselor and COLLEGE Early College department will assist with connecting students to Disability Support Services so that college accommodations can be developed prior to the start of Running Start coursework.
- The DISTRICT will assist in providing students a copy of their current IEP or 504 Plan to provide to the COLLEGE Disability Support Services.

C. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a Running Start Program course on DISTRICT's high school campus, in accordance with established DISTRICT practices for providing these services.

D. A student with a disability who accesses a Running Start Program course on COLLEGE's campus shall have access to appropriate supplementary aids and/or accommodations for which the student is eligible through COLLEGE's Disability Support Services office. The Parties agree that the COLLEGE'S Disability Support Services office will coordinate with and involve the District in identifying appropriate supplementary aids and/or accommodations for eligible students.

E. DISTRICT and COLLEGE shall regularly communicate regarding the progress,

performance and individual needs of students with disabilities who are enrolled in Running Start Program courses.

Nothing contained herein shall be construed as to release DISTRICT from its obligations as the "Resident District" and/or "Local Education Agency," as those terms may be defined in State or federal laws, rules and/or regulations relating to students with disabilities. DISTRICT represents and warrants that, at all times and during all situations governed by this Agreement, it shall remain the Resident District and Local Education Agency for any and all students with disabilities participating in the Running Start Program hereunder.

Section 8 Miscellaneous Provisions

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2024. This Agreement is not transferable or assignable by the Parties. There are no third-party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

South Beloit Community
Unit School District No. 320
Att'n: Superintendent 840
Blackhawk Blvd. South
Beloit, IL 61080 Facsimile:
(815) 389-3477

with a copy to counsel;

Lisa Callaway Engler
Law Group
2215 York Road #515 Oak
Brook, IL 60523 Facsimile:
(630) 756-5340
Email: lcallaway@englerlawgroup.com

If to COLLEGE:

Illinois Community COLLEGE DISTRICT
No. 511
Att'n: Chief Academic Officer 3301
North Mulford Rd.
Rockford, IL 61114
Facsimile: (815) 921-6974

with a copy to counsel:

Joseph J. Perkoski
Robbins-Schwartz
55 W. Monroe St. – Suite 800
Chicago, IL 60603-5144
Facsimile: (312) 332-7768
Email: jperkoski@robbsinschwartz.com

- E. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless reduced to writing and approved by the Parties' respective governing boards.
- F. **Good Faith and Dispute Resolution.** The Parties agree to use their best, good faith efforts to promote and operate the Running Start program. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Parties' designated representatives and the Parties' respective governing boards, the Parties agree to first engage in mediation to resolve the conflict. If mediation is unsuccessful, the Parties may, by subsequent written agreement, elect to engage in binding arbitration pursuant to the procedures of the American Arbitration Association, in lieu of litigation.
- G. **Severability.** If for any reason any provision of this Agreement is determined by an arbitrator to be invalid or unenforceable, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.

The failure of a Party to this Agreement to insist upon strict and prompt performance of the terms and conditions shall not constitute or be construed as a waiver or relinquishment of that Party's right thereafter to enforce any such term or condition, but the same shall continue in full force and effect.

- H. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.

- I. **Signature in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute on and the same instrument. Counterparts may be exchanged in PDF format by email.

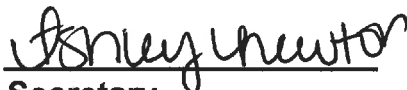
WHEREFORE, the Parties by their respective officers have executed this Agreement on the dates set forth below.

**Board of Education
South Beloit School
District No. 320
Winnebago County,
Illinois**

**Board of Trustees
Illinois Community COLLEGE District
No. 511
Winnebago County, Illinois**


President

President


Secretary

Secretary

Date 6/27/23

Date

APPENDIX A
DISTRICT Running Start Program Process Procedures

Pre-Selection Criteria for DISTRICT High School Students

1. Meet with the DISTRICT Counselor regarding the selection process.
2. Must be in their high school sophomore or junior year to apply for Running Start.
3. Have a minimum 3.0 cumulative high school GPA.
4. Be on track for high school graduation by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
5. Completed one year of Algebra, one year of Geometry or Integrated Math 1 and Integrated Math 2 with a grade of "B" or higher in each semester by the end of the sophomore year.
6. Completed two years of English with a grade of "B" or higher in each semester by the end of the sophomore year.
7. Completed one year of Chemistry with a grade of "B" or higher in each semester by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
8. Have a positive recommendation from the DISTRICT high school Principal and/or Counselor.
9. Have the permission of a parent or legal guardian.
10. Work with the DISTRICT Counselor to complete steps outlined in Appendix B.
11. DISTRICT may implement additional pre-selection criteria above and beyond the minimum pre-selection criteria given above.

APPENDIX B
DISTRICT Procedures to Fulfill Qualifications and Admissions

Note: "DISTRICT" refers to South Beloit DISTRICT 320. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

1. DISTRICT determines list of students who are qualified.
2. DISTRICT determines who is interested in applying for the Running Start Program.
3. DISTRICT interested students complete an RVC Application for Credit Courses.
4. DISTRICT testing proctors will administer ACCUPLACER testing at DISTRICT campuses, or alternatively schedule a test date at the COLLEGE Testing Center. (Students must complete RVC Applications no less than 1 week prior to testing.)
5. DISTRICT students will take the RVC ACCUPLACER placement test in Reading, English, and Math, or submit ACT/SAT scores for possible waiver of the placement test.
6. DISTRICT students will be allowed one re-test in Reading, English, and Math during the Running Start application process for a cost of \$5 per subject re-test. If testing is proctored at the high school, RVC will waive re-test fees.
7. COLLEGE provides ACCUPLACER scores report to DISTRICT.
8. DISTRICT Counselors review and determine if students are ready for COLLEGE coursework as part of the RVC Running Start Program based on ACCUPLACER scores.
9. DISTRICT staff will place student's data into a shared file that is compatible with MS Excel or Google Sheets format. The file will include the RVC Student ID for each student and specify all students who are qualified based on DISTRICT selection criteria.
10. DISTRICT submits file of fully qualified students to RVC.
11. COLLEGE will verify qualified students and send the confirmed report back to DISTRICT to complete the DISTRICT selection process.
12. After DISTRICT selection process is conducted, DISTRICT will send final and approved DISTRICT Running Start student list to RVC.
13. DISTRICT Counselors notify ALL students of award of placement into DISTRICT Running Start Program OR placement on DISTRICT waiting list.
14. COLLEGE sends welcome packet to DISTRICT students to final and approved DISTRICT Running Start students.
15. DISTRICT students return completed welcome packet forms to COLLEGE.
16. DISTRICT manages DISTRICT Running Start waiting list, if such list exists.
17. DISTRICT sends transcripts to COLLEGE of accepted Running Start students after spring grades are posted to confirm eligibility requirements have successfully been met.
18. Based on transcripts, DISTRICT will determine if a student no longer meets Running Start eligibility requirements and DISTRICT will inform impacted student.
19. Students and DISTRICT Counselors are responsible for ensuring students will meet DISTRICT High School graduation requirements.
20. COLLEGE schedules students each semester and provides student schedules to DISTRICT Counselor for students enrolled in the DISTRICT Running Start Program.
21. DISTRICT Counselors work with students each semester to verify students are on track with their individual COLLEGE Student Academic Master Plan (STAMP) and high school graduation requirements.

22. When a student scheduling change or STAMP change is requested by the DISTRICT or the DISTRICT student, the student submits the "RVC Schedule Change Form" to DISTRICT Counselor for approval.
23. RVC provides students access to COLLEGE advisors to assist with changes to STAMP and scheduling, as needed.
24. If approved, DISTRICT Counselor submits the signed "RVC Schedule Change Form" to RVC for processing.
25. RVC provides student transcripts to DISTRICT Counselor for each semester completed by participating students within two weeks of final grades posting.

APPENDIX C

Running Start Student Academic Conduct Policies

All *Running Start* students at Rock Valley College (RVC) are expected to demonstrate qualities of integrity, honesty, civility, and respect in their conduct, both in and out of the classroom. All RVC policies can be viewed in the Student Handbook found on our website: www.rockvalleycollege.edu/studenthandbook. Adherence to all policies is essential and required to remain in the *Running Start Program*.

ADVISING & COMMUNICATION

Running Start students are expected to:

- Meet with your high school Program Counselor for high school graduation and semester schedules.
- Only add or drop classes with your high school Counselor.
- Meet with an RVC Advisor for RVC graduation requirements.
- Respond to communication via RVC Mail and EAGLE accounts on a daily basis.
- Keep all scheduled appointments.

ATTENDANCE POLICY

Students are expected to attend every class meeting and arrive on time. There is no college policy permitting absences. Each faculty member will decide when and how absences affect grades. It is the responsibility of the student to adhere to the course syllabus. If a student needs to miss class, they must contact their instructor and their home high school office.

MAINTAINING ACADEMIC INTEGRITY

Please refer to page 47 of the Student Handbook: <http://www.rockvalleycollege.edu/studenthandbook>

ACADEMIC EARLY WARNING

Transitioning from high school to college can be a challenge and students may find it difficult to adjust. "Academic Alert" is designed to assist students by alerting the Dean of Students office of any student who misses class or struggles academically within the first few weeks of school. This early intervention is intended to make a difference in the student's academic performance before midterm and set a pattern of success for the rest of the semester. Notification to the Dean of Students is dependent upon faculty report.

ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)

Students must earn a cumulative grade point average (GPA) of 2.5 or higher and not receive a "D", "W" or "F" for a course, or they will be placed on Academic Probation for one semester and be required to develop an IARP. If during the probation semester students fail to raise their GPA to 2.5 or higher or they earn an additional "D", "W" or "F", then they **will** be dismissed from the program and be returned to high school.

Assistance to improve academic performance is available by taking advantage of the following:

- Meet with instructors to review course expectations and create a plan of action. Instructor office hours can be found on the course syllabus.
- Visit the Tutoring Center, Writing Center, and/or Math Lab for instruction, tutoring, and study skills enhancement. These services are free to RVC students.
- Students will be **required** to meet regularly with their high school program counselor to ensure academic recovery.

DISMISSAL FROM PROGRAM

All *Running Start* students may be dismissed from the program as a result of *any* of the following:

- Failure to attend and complete STU 100: Planning for Success in their first summer semester with a grade of "B" or higher. No repeat allowed.
- Failure to raise cumulative GPA to 2.5 or earn "D", "F" or "W" during the Academic Probation semester.

- Failure to participate in the IARP meetings during the probation semester.
- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by RVC and/or the participating School District.
- Violation of any of the Code of Conduct policies and/or Academic Misconduct policies.
- Receiving a failing grade in a required academic core and/or prerequisite course.

In addition, students in their **first year** of *Running Start* may also be dismissed from the program as a result of *any* of the following:

- Earning a combination of three “D”, “F” or “W” grades in a single semester.
- Earning two “F” grades in a single semester.
- Earning a semester or cumulative GPA less than 2.0.
- Needing to recover more than 7 credits by the end of the first year in the program.

Appendix D
Running Start Program Course Offerings 2023-2024 Running
Start Courses Approved to be taken at an RVC Campus

**2023-2024 Running Start Intergovernmental Agreement (IGA)
Winnebago Community Unit School District #323**

Background: Running Start is a formal program that allows qualified students from Winnebago Community Unit School District #323 to attend Rock Valley College (RVC) for their junior and senior years of high school. Students may enroll in a two-year degree completion program in which students take dual credit courses that meet requirements for both a high school diploma and a Rock Valley College Associate Degree simultaneously or a one-year program that meets the requirements for both a high school diploma and one year of Rock Valley College credit courses simultaneously. The Running Start program will be administered through the Early College office at Rock Valley College in conjunction with Winnebago Community Unit School District #323.

Students selected for Running Start need to be academically and socially ready for college. Running Start provides an opportunity for students to work toward a more challenging educational environment and excel both in high school and college; at the same time, they may continue to participate in sports and activities at their high schools as their schedule allows. The Running Start program provides students additional experiences to develop the independence, study skills, and confidence needed to succeed beyond high school and into college.

The financial arrangement between Rock Valley College and Winnebago Community Unit School District #323 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Running Start student and pay the College the cost associated with this tuition and fees calculation. Participating students will then be financially responsible for paying the remaining balance of tuition and fees and covering the costs for any repeated courses, textbooks, and course supplies. The District's financial assistance helps reduce the overall college cost for students and their families.

Recommendation: It is recommended that the Rock Valley College Board of Trustees approves the Running Start Intergovernmental Agreement with Winnebago Community Unit School District #323, effective July 25, 2023, for classes beginning August 21, 2023. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD
OF EDUCATION OF
WINNEBAGO COMMUNITY UNIT SCHOOL DISTRICT NO.
323, WINNEBAGO COUNTY, ILLINOIS
AND
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,
WINNEBAGO COUNTY, ILLINOIS
FOR RUNNING START PROGRAM**

This Agreement is made and entered into by and between the Board of Education of Winnebago Community Unit School District No. 323, Winnebago County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

WHEREAS, the Parties are authorized to enter into intergovernmental agreements for cooperative projects and use agreements in any manner not prohibited by law or by ordinance, pursuant to Article VII, § 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), the School Code (105 ILCS 5/1-1 *et seq.*), and the Public Community COLLEGE Act (110 ILCS 805/1-1 *et seq.*); and

WHEREAS, Running Start is a program that allows select, qualified, academically motivated students enrolled in Illinois Community COLLEGE DISTRICT 511 public high schools an opportunity to earn both their high school diploma and associate degree concurrently by attending COLLEGE full-time during their junior and/or senior years of high school; and

WHEREAS, the Parties have determined that shared commitment to Running Start goals benefits their constituencies and enhances educational opportunities for the communities they serve; and

WHEREAS, the Parties have determined that it is in their respective best interests and that of their constituencies to enter into this Intergovernmental Agreement for Running Start Program (hereinafter "Agreement").

NOW, THEREFORE, IT IS AGREED between the Parties, in consideration of their mutual promises and undertakings set forth herein and for other good valuable consideration, as follows:

Section 1 Incorporation of Preamble Recitals

The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference.

Section 2 Implementation of Running Start

DISTRICT and COLLEGE agree to collaborate to implement Running Start as a joint program,

administered jointly by Rock Valley COLLEGE and Winnebago School DISTRICT, subject to the following terms and conditions.

- A. The Parties intend to establish and offer Running Start to provide eligible DISTRICT students with full-time instruction at COLLEGE during their junior and senior years of high school in satisfaction of:
 - 1) DISTRICT's requirements for earning a high school diploma; and
 - 2) COLLEGE's requirements for earning an associate's degree.
- B. Any DISTRICT student interested in Running Start will meet with DISTRICT Counselor to discuss whether he/she meets the pre-selection criteria set forth in the Running Start Program Process Procedures (Appendix A). If an interested DISTRICT student meets said pre-selection criteria, he/she will follow the application process set forth in the Running Start Procedures to Fulfill Qualifications and Admissions (Appendix B).
- C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Running Start program.
- D. Instruction for DISTRICT students accepted into Running Start shall be provided by COLLEGE, which shall charge the DISTRICT the cost equivalent of in-district tuition and fees for courses taken per student per school year.
- E. The Running Start courses offered pursuant to this Agreement and the respective course locations are attached hereto and incorporated by reference as Appendix D. The courses listed in Appendix D will be mutually agreed upon by both parties no later than March of each year that this Agreement is in effect, and are subject to change based upon availability of eligible instructors, student interest and availability in specific courses, and/or local board policy.
- F. If a DISTRICT student is receiving a D, F or W, or is otherwise not meeting Running Start academic standards, at the midterm grading period, COLLEGE will notify the DISTRICT Counselor within one week after the midterm date. COLLEGE and DISTRICT agree to communicate within seven (7) days and develop a success plan with the student for the remainder of the semester. The success plan will be shared in writing with COLLEGE, DISTRICT and student.
- G. At semester end, COLLEGE will provide the DISTRICT Counselor with transcripts for all students enrolled in Running Start.

Section 3 DISTRICT Obligations

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Running Start.

- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 323 students and their parents or a guardian that they are responsible for covering textbooks and associated instructional material costs.
- M. DISTRICT will calculate the cost equivalent of in-district tuition and fees with the assistance of the COLLEGE for the courses taken per Running Start students and pay the COLLEGE the cost associated with this in-district tuition and fees calculation.
- N. If DISTRICT identifies and recommends instructors for use in the Running Start Program which are then approved by COLLEGE, DISTRICT shall be responsible for hiring and compensating such instructors.
- O. DISTRICT agrees to work with their Running Start students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition

planning.

Section 4 COLLEGE Obligations

COLLEGE will provide participating DISTRICT students with:

- A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. DISTRICT is responsible for the tuition and fees for STU 100 Planning for Success.
- D. COLLEGE will provide instruction opportunities to achieve an Associate of Arts Degree or an Associate in Science degree.
- E. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- F. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- G. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- H. COLLEGE will ensure that instructors for Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- I. COLLEGE will take appropriate steps to ensure that Running Start courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE policy, in consultation with the DISTRICT'S superintendent.
- J. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 323 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.

- K. COLLEGE will maintain appropriate academic control over the curriculum of all Running Start Program courses, consistent with State and/or Federal law and as required or negotiated by the Higher Learning Commission.

Section 5 Participating DISTRICT Students' Obligations

The DISTRICT will cause participating DISTRICT students to comply with the following requirements (pursuant to Appendix B):

- A. Student will complete information in the COLLEGE Welcome Packet.
- B. Student will attend mandatory COLLEGE Running Start Orientation.
- C. Student will respond to email communication via COLLEGE Mail on a daily basis.
- D. Student will schedule an advising appointment each semester with a COLLEGE advisor and DISTRICT Counselor in advance of assigned priority registration dates.
- E. Student will schedule an appointment each semester with a designated DISTRICT Counselor to ensure each DISTRICT student meets all requirements for Running Start and high school graduation.
- F. Student will keep all scheduled appointments.
- G. Student will adhere to COLLEGE and DISTRICT policies and procedures.
- H. Student will demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom as noted in the COLLEGE Student Handbook.
- I. Student will meet and maintain requirements as set forth in the Running Start Academic Conduct Policies (Appendix C).
- J. Students not meeting the Academic Conduct Policies will be placed on Academic Probation for one semester and be required to develop an Individual Academic Recovery Plan or be dismissed. This plan will be shared with the DISTRICT Counselor and signed by the DISTRICT, COLLEGE, parent/guardian, and student. Students who do not meet the terms of the Academic Conduct Policy after the Academic Probation semester may be dismissed from Running Start.
- K. Student will meet with the DISTRICT and a parent or guardian to ensure the applicable high school graduation requirements are met.

Section 6 Shared Obligations and Understandings of the Parties

- A. The DISTRICT and COLLEGE acknowledge and agree that this Agreement solely

memorializes implementation of Running Start, and that there are no other promises, representations, or agreements between the Parties except as provided in this Agreement.

- B. DISTRICT and COLLEGE agree to comply with all applicable federal and State nondiscrimination and equal opportunity laws, rules and regulations. DISTRICT and COLLEGE shall not engage in unlawful discrimination or harassment against any person based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection status, gender identity or expression, age, marital status, disability, genetic information, unfavorable military discharge, veteran status, or sex (including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and/or stalking), or any other legally protected category. The Parties will coordinate regarding an appropriate response to any report of alleged harassment, including sexual harassment, involving students or employees involved in the Running Start Program, taking into consideration the nature of the report, the parties involved and the location and context in which the alleged harassment occurred.
- C. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in Running Start courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.
- D. It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law and this Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one party against the other party or against third parties.
- E. The Parties agree that their respective representatives shall use their best efforts to

timely communicate with one another as needed to pursue the objectives and implementation of Running Start, and to work cooperatively to resolve any issues which may from time to time arise in the course of their collaboration. The Parties shall, not less than annually, review the provisions of this Agreement and identify any updates, as may be needed. Any such updates are subject to the requirements of Section 8.E, below.

Section 7 Participation in Running Start Program by Students with Disabilities

The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Running Start Program courses, provided that they are able to meet the criteria for entry into such courses:

- A. The DISTRICT will identify all eligible students based upon the requirements as set forth in the Running Start Pre-Selection Criteria (Appendix A) and DISTRICT Procedures to Fulfill Qualifications and Admissions (Appendix B).
- B. The process is established as follows:
 - The DISTRICT will identify students who have a current IEP or 504 Plan on the final and approved DISTRICT Running Start list, as referenced in Appendix B.
 - The DISTRICT will ensure that each student with an IEP or 504 Plan and their parent/guardian is informed of the differences in college ADA accommodations versus high school accommodations.
 - The DISTRICT Counselor and COLLEGE Early College department will assist with connecting students to Disability Support Services so that college accommodations can be developed prior to the start of Running Start coursework.
 - The DISTRICT will assist in providing students a copy of their current IEP or 504 Plan to provide to the COLLEGE Disability Support Services.
- C. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a Running Start Program course on DISTRICT's high school campus, in accordance with established DISTRICT practices for providing these services.
- D. A student with a disability who accesses a Running Start Program course on COLLEGE's campus shall have access to appropriate supplementary aids and/or accommodations for which the student is eligible through COLLEGE's Disability Support Services office. The Parties agree that the COLLEGE'S Disability Support Services office will coordinate with and involve the District in identifying appropriate supplementary aids and/or accommodations for eligible students.
- E. DISTRICT and COLLEGE shall regularly communicate regarding the progress,

performance and individual needs of students with disabilities who are enrolled in Running Start Program courses.

Nothing contained herein shall be construed as to release DISTRICT from its obligations as the "Resident District" and/or "Local Education Agency," as those terms may be defined in State or federal laws, rules and/or regulations relating to students with disabilities. DISTRICT represents and warrants that, at all times and during all situations governed by this Agreement, it shall remain the Resident District and Local Education Agency for any and all students with disabilities participating in the Running Start Program hereunder.

Section 8 Miscellaneous Provisions

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2024. This Agreement is not transferable or assignable by the Parties. There are no third-party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, by in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

Winnebago Community Unit School
District No. 323
Att'n: Superintendent
303 East McNair Road
Winnebago, IL 61088
Facsimile: (815) 335-7574

with a copy to counsel;

Scott Nemanich
Hinshaw & Culbertson LLC
222 North LaSalle St. Suite 300
Orland Park, IL 60462
Facsimile: (815) 726-0353

If to COLLEGE:

Illinois Community COLLEGE
DISTRICT No. 511
Att'n: Chief Academic Officer
3301 North Mulford Rd.
Rockford, IL 61114
Facsimile: (815) 921-6974

with a copy to counsel:

Joseph J. Perkoski
Robbins-Schwartz
55 W. Monroe St. – Suite 800
Chicago, IL 60603-5144
Facsimile: (312) 332-7768
Email: jperkoski@robbins-schwartz.com

E. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless reduced to writing and approved by the Parties' respective governing boards.

F. **Good Faith and Dispute Resolution.** The Parties agree to use their best, good faith efforts to promote and operate the Running Start program. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Parties' designated representatives and the Parties' respective governing boards, the Parties agree to first engage in mediation to resolve the conflict. If mediation is unsuccessful, the Parties may, by subsequent written agreement, elect to engage in binding arbitration pursuant to the procedures of the American Arbitration Association, in lieu of litigation.

G. **Severability.** If for any reason any provision of this Agreement is determined by an arbitrator to be invalid or unenforceable, that provision shall be deemed severed and the balance of the Agreement shall otherwise remain in full force and effect.

The failure of a Party to this Agreement to insist upon strict and prompt performance of the terms and conditions shall not constitute or be construed as a waiver or relinquishment of that Party's right thereafter to enforce any such term or condition, but the same shall continue in full force and effect.

H. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.

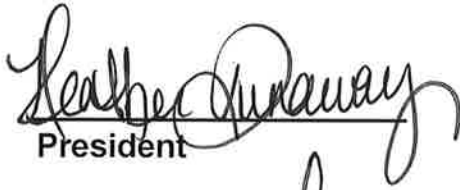
I. **Signature in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute on and the same

instrument. Counterparts may be exchanged in PDF format by email.

WHEREFORE, the Parties by their respective officers have executed this Agreement on the dates set forth below.

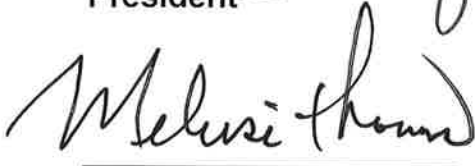
**Board of Education
Winnebago School
District No. 323
Winnebago County,
Illinois**

**Board of Trustees
Illinois Community COLLEGE
District No. 511
Winnebago County, Illinois**



President

President



Secretary

Secretary

6/12/2023

Date

Date

APPENDIX A
DISTRICT Running Start Program Process Procedures

Pre-Selection Criteria for DISTRICT High School Students

1. Meet with the DISTRICT Counselor regarding the selection process.
2. Must be in their high school sophomore or junior year to apply for Running Start.
3. Have a minimum 3.0 cumulative high school GPA.
4. Be on track for high school graduation by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
5. Completed one year of Algebra, one year of Geometry or Integrated Math 1 and Integrated Math 2 with a grade of "B" or higher in each semester by the end of the sophomore year.
6. Completed two years of English with a grade of "B" or higher in each semester by the end of the sophomore year.
7. Completed one year of Chemistry with a grade of "B" or higher in each semester by the end of the sophomore year for the 2-year program; junior year for the 1-year program.
8. Have a positive recommendation from the DISTRICT high school Principal and/or Counselor.
9. Have the permission of a parent or legal guardian.
10. Work with the DISTRICT Counselor to complete steps outlined in Appendix B.
11. DISTRICT may implement additional pre-selection criteria above and beyond the minimum pre-selection criteria given above.

APPENDIX B
DISTRICT Procedures to Fulfill Qualifications and Admissions

Note: "DISTRICT" refers to Winnebago DISTRICT 323. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

1. DISTRICT determines list of students who are qualified.
2. DISTRICT determines who is interested in applying for the Running Start Program.
3. DISTRICT interested students complete an RVC Application for Credit Courses.
4. DISTRICT testing proctors will administer ACCUPLACER testing at DISTRICT campuses, or alternatively schedule a test date at the COLLEGE Testing Center. (Students must complete RVC Applications no less than 1 week prior to testing.)
5. DISTRICT students will take the RVC ACCUPLACER placement test in Reading, English, and Math, or submit ACT/SAT scores for possible wavier of the placement test.
6. DISTRICT students will be allowed one re-test in Reading, English, and Math during the Running Start application process for a cost of \$5 per subject re-test. If testing is proctored at the high school, RVC will waive re-test fees.
7. COLLEGE provides ACCUPLACER scores report to DISTRICT.
8. DISTRICT Counselors review and determine if students are ready for COLLEGE coursework as part of the RVC Running Start Program based on ACCUPLACER scores.
9. DISTRICT staff will place student's data into a shared file that is compatible with MS Excel or Google Sheets format. The file will include the RVC Student ID for each student and specify all students who are qualified based on DISTRICT selection criteria.
10. DISTRICT submits file of fully qualified students to RVC.
11. COLLEGE will verify qualified students and send the confirmed report back to DISTRICT to complete the DISTRICT selection process.
12. After DISTRICT selection process is conducted, DISTRICT will send final and approved DISTRICT Running Start student list to RVC.
13. DISTRICT Counselors notify ALL students of award of placement into DISTRICT Running Start Program OR placement on DISTRICT waiting list.
14. COLLEGE sends welcome packet to DISTRICT students to final and approved DISTRICT Running Start students.
15. DISTRICT students return completed welcome packet forms to COLLEGE.
16. DISTRICT manages DISTRICT Running Start waiting list, if such list exists.
17. DISTRICT sends transcripts to COLLEGE of accepted Running Start students after spring grades are posted to confirm eligibility requirements have successfully been met.
18. Based on transcripts, DISTRICT will determine if a student no longer meets Running Start eligibility requirements and DISTRICT will inform impacted student.
19. Students and DISTRICT Counselors are responsible for ensuring students will meet DISTRICT High School graduation requirements.
20. COLLEGE schedules students each semester and provides student schedules to DISTRICT Counselor for students enrolled in the DISTRICT Running Start Program.
21. DISTRICT Counselors work with students each semester to verify students are on track with their individual COLLEGE Student Academic Master Plan (STAMP) and high school graduation requirements.

22. When a student scheduling change or STAMP change is requested by the DISTRICT or the DISTRICT student, the student submits the "RVC Schedule Change Form" to DISTRICT Counselor for approval.
23. RVC provides students access to COLLEGE advisors to assist with changes to STAMP and scheduling, as needed.
24. If approved, DISTRICT Counselor submits the signed "RVC Schedule Change Form" to RVC for processing.
25. RVC provides student transcripts to DISTRICT Counselor for each semester completed by participating students within two weeks of final grades posting.

APPENDIX C

Running Start Student Academic Conduct Policies

All *Running Start* students at Rock Valley College (RVC) are expected to demonstrate qualities of integrity, honesty, civility, and respect in their conduct, both in and out of the classroom. All RVC policies can be viewed in the Student Handbook found on our website: www.rockvalleycollege.edu/studenthandbook. Adherence to all policies is essential and required to remain in the *Running Start Program*.

ADVISING & COMMUNICATION

Running Start students are expected to:

- Meet with your high school Program Counselor for high school graduation and semester schedules.
- Only add or drop classes with your high school Counselor.
- Meet with an RVC Advisor for RVC graduation requirements.
- Respond to communication via RVC Mail and EAGLE accounts on a daily basis.
- Keep all scheduled appointments.

ATTENDANCE POLICY

Students are expected to attend every class meeting and arrive on time. There is no college policy permitting absences. Each faculty member will decide when and how absences affect grades. It is the responsibility of the student to adhere to the course syllabus. If a student needs to miss class, they must contact their instructor and their home high school office.

MAINTAINING ACADEMIC INTEGRITY

Please refer to page 47 of the Student Handbook: <http://www.rockvalleycollege.edu/studenthandbook>

ACADEMIC EARLY WARNING

Transitioning from high school to college can be a challenge and students may find it difficult to adjust. "Academic Alert" is designed to assist students by alerting the Dean of Students office of any student who misses class or struggles academically within the first few weeks of school. This early intervention is intended to make a difference in the student's academic performance before midterm and set a pattern of success for the rest of the semester. Notification to the Dean of Students is dependent upon faculty report.

ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)

Students must earn a cumulative grade point average (GPA) of 2.5 or higher and not receive a "D", "W" or "F" for a course, or they will be placed on Academic Probation for one semester and be required to develop an IARP. If during the probation semester students fail to raise their GPA to 2.5 or higher or they earn an additional "D", "W" or "F", then they **will** be dismissed from the program and be returned to high school. Assistance to improve academic performance is available by taking advantage of the following:

- Meet with instructors to review course expectations and create a plan of action. Instructor office hours can be found on the course syllabus.
- Visit the Tutoring Center, Writing Center, and/or Math Lab for instruction, tutoring, and study skills enhancement. These services are free to RVC students.
- Students will be **required** to meet regularly with their high school program counselor to ensure academic recovery.

DISMISSAL FROM PROGRAM

All *Running Start* students may be dismissed from the program as a result of *any* of the following:

- Failure to attend and complete STU 100: Planning for Success in their first summer semester with a grade of "B" or higher. No repeat allowed.
- Failure to raise cumulative GPA to 2.5 or earn "D", "F" or "W" during the Academic Probation semester.
- Failure to participate in the IARP meetings during the probation semester.

- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by RVC and/or the participating School District.
- Violation of any of the Code of Conduct policies and/or Academic Misconduct policies.
- Receiving a failing grade in a required academic core and/or prerequisite course.

In addition, students in their first year of *Running Start* may also be dismissed from the program as a result of *any* of the following:

- Earning a combination of three “D”, “F” or “W” grades in a single semester.
- Earning two “F” grades in a single semester.
- Earning a semester or cumulative GPA less than 2.0.
- Needing to recover more than 7 credits by the end of the first year in the program.

Appendix D
Running Start Program Course Offerings 2023-2024
Running Start Courses Approved to be taken at an RVC Campus

Allied Health					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
FWS-110	Fitness Walking	1	RSFWS-110	Fitness Walking	.5 Elective
FWS-116	Step Aerobics	1	RSFWS-116	Step Aerobics	.5 Elective
FWS-119	Cardio Kickboxing	1	RSFWS-119	Cardio Kickboxing	.5 Elective
FWS-121	Cardio Fitness & Conditioning	1	RSFWS-121	Cardio Fitness & Conditioning	.5 Elective
FWS-126	Beginning Weight Lifting	1	RSFWS-126	Beginning Weight Lifting	.5 Elective
FWS-127	Advanced Weight Lifting	2	RSFWS-127	Advanced Weight Lifting	.5 Elective
FWS-128	Sports Performance Fitness	1	RSFWS-128	Sports Performance Fitness	.5 Elective
FWS-131	Basketball & Touch Football	1	RSFWS-131	Basketball & Touch Football	.5 Elective
FWS-133	Power Volleyball	1	RSFWS-133	Power Volleyball	.5 Elective
FWS-151	Tae Kwon Do	1	RSFWS-151	Tae Kwon Do	.5 Elective
FWS-220	Intro Career Opportunity in PE	3	RSFWS-220	Intro Career Opportunity in PE	.5 Elective
FWS-231	Contemporary Health Issues	3	RSFWS-231	Contemporary Health Issues	.5 Elective
FWS-233	Community Health	3	RSFWS-233	Community Health	.5 Elective
FWS-235	Alcohol and Drug Education	3	RSFWS-235	Alcohol and Drug Education	.5 Elective
FWS-236	Human Sexuality	3	RSFWS-236	Human Sexuality	.5 Elective
FWS-237	Nutrition for Optimum Living	3	RSFWS-237	Nutrition for Optimum Living	.5 Elective
FWS-243	First Aid/Gen Safety/CPR/AED	3	RSFWS-243	First Aid/Gen Safety/CPR/AED	.5 Elective
FWS-250	Introduction Sport Management	3	RSFWS-250	Introduction Sport Management	.5 Elective
FWS-253	Introduction to Coaching	3	RSFWS-253	Introduction to Coaching	.5 Elective
FWS-254	ASEP Sport First Aid and CPR	3	RSFWS-254	ASEP Sport First Aid and CPR	.5 Elective
FWS-255	Sociology of Sport	3	RSFWS-255	Sociology of Sport	.5 Elective
FWS-256	History of Phy Ed & Sport	3	RSFWS-256	History of Phy Ed & Sport	.5 Elective
FWS-258	Sport & Exercise Psychology	3	RSFWS-258	Sport & Exercise Psychology	.5 Elective
FWS-260	Intro to Exercise Science	3	RSFWS-260	Intro to Exercise Science	.5 Elective
FWS-261	Nutrition for Fitness&Sport	3	RSFWS-261	Nutrition for Fitness&Sport	.5 Elective
FWS-263	Nutrit, Exercise & Weight Cntr	3	RSFWS-263	Nutrit, Exercise & Weight Cntr	.5 Elective
FWS-265	Personal Fitness and Wellness	3	RSFWS-265	Personal Fitness and Wellness	.5 Elective
FWS-266	Personal Trng I-Concepts&Appl	3	RSFWS-266	Personal Trng I-Concepts&Appl	.5 Elective
FWS-267	Persnl Trng II-Concepts&Appl.	3	RSFWS-267	Persnl Trng II-Concepts&Appl.	.5 Elective
HLT-110	Medical Terminology	2	RSHLT-110	Medical Terminology	.5 Elective
Business					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ATG-110	Financial Accounting	4	RSATG-110	Financial Accounting	.5 Elective
ATG-111	Managerial Accounting	4	RSATG-111	Managerial Accounting	.5 Elective
BUS-101	Introduction to Business	3	RSBUS-101	Introduction to Business	.5 Elective
BUS-103	Business Mathematics	3	RSBUS-103	Business Mathematics	.5 Elective
BUS-105	Consumer Econ and Prsnl Fin	3	RSBUS-105	Consumer Econ and Prsnl Fin	.5 Elective
BUS-130	Entrepreneurship Principles	3	RSBUS-130	Entrepreneurship Principles	.5 Elective
BUS-131	Entrepreneurship Planning	3	RSBUS-131	Entrepreneurship Planning	.5 Elective
BUS-170	Intro Organizational Behavior	3	RSBUS-170	Intro Organizational Behavior	.5 Elective
BUS-200	Legal Environment in Bus	3	RSBUS-200	Legal Environment in Bus	.5 Elective
BUS-223	Business Statistics	3	RSBUS-223	Business Statistics	.5 Elective
BUS-230	Entrepreneurship Capstone	3	RSBUS-230	Entrepreneurship Capstone	.5 Elective
BUS-279	Principles of Finance	3	RSBUS-279	Principles of Finance	.5 Elective
BUS-282	International Business	3	RSBUS-282	International Business	.5 Elective
MGT-170	Business Communications	3	RSMGT-170	Business Communications	.5 Elective
MGT-270	Principles of Management	3	RSMGT-270	Principles of Management	.5 Elective
MGT-271	Human Resource Manage	3	RSMGT-271	Human Resource Manage	.5 Elective

MGT-274	Leadership	3	RSMGT-274	Leadership	.5 Elective
MKT-260	Principles of Marketing	3	RSMKT-260	Principles of Marketing	.5 Elective
MKT-265	Salesmanship	3	RSMKT-265	Salesmanship	.5 Elective
MKT-266	Principles of Advertising	3	RSMKT-266	Principles of Advertising	.5 Elective
MKT-288	Customer Relations	3	RSMKT-288	Customer Relations	.5 Elective

OFF-118	Computer Keyboarding	1	RSOFF-118	Computer Keyboarding	.5 Elective
---------	----------------------	---	-----------	----------------------	-------------

Communications

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
COM-113	Intro to Public Relations	3	RSCOM-113	Intro to Public Relations	.5 Elective
COM-119	News Writing	3	RSCOM-119	News Writing	.5 Elective
COM-120	News Editing	3	RSCOM-120	News Editing	.5 Elective
COM-130	Intro to Mass Communication	3	RSCOM-130	Intro to Mass Communication	.5 Elective
COM-140	Writing for Multimedia	3	RSCOM-140	Writing for Multimedia	.5 Elective
COM-156	Audio Production I	3	RSCOM-156	Audio Production I	.5 Elective
COM-157	Video Production I	3	RSCOM-157	Video Production I	.5 Elective
COM-208	Screenwriting	3	RSCOM-208	Screenwriting	.5 Elective
COM-218	Broadcast Performance	3	RSCOM-218	Broadcast Performance	.5 Elective
COM-221	Photojournalism	3	RSCOM-221	Photojournalism	.5 Elective
COM-251	Film History and Appreciation	3	RSCOM-251	Film History and Appreciation	.5 Elective
COM-252	International History of Film	3	RSCOM-252	International History of Film	.5 Elective
COM-256	Advanced Audio Production	3	RSCOM-256	Advanced Audio Production	.5 Elective
COM-257	Advanced Video Production	3	RSCOM-257	Advanced Video Production	.5 Elective
COM-260	Advanced Post-Production	3	RSCOM-260	Advanced Post-Production	.5 Elective
COM-296	Documentary Production	3	RSCOM-296	Documentary Production	.5 Elective
COM-297	Motion Picture Production	3	RSCOM-297	Motion Picture Production	.5 Elective
ENG-101	Composition I	3	RSENG-101	Composition I	.5 Required
ENG-103	Composition II	3	RSENG-103	Composition II	.5 Required
ENG-108	Intro Creative Writing	3	RSENG-108	Intro Creative Writing	.5 Elective
ENG-109	Creative Writing II	3	RSENG-109	Creative Writing II	.5 Elective
ENG-110	Intro to Technical Writing	3	RSENG-110	Intro to Technical Writing	.5 Elective
ENG-200	Language, Power & Public Life	3	RSENG-200	Language, Power & Public Life	.5 Elective
LIT-101	Introduction to Literature	3	RSLIT-101	Introduction to Literature	.5 Elective
LIT-139	Mythology	3	RSLIT-139	Mythology	.5 Elective
LIT-140	The Bible As Literature	3	RSLIT-140	The Bible As Literature	.5 Elective
LIT-141	Film and Literature	3	RSLIT-141	Film and Literature	.5 Elective
LIT-142	Exploring Literature: Poetry	3	RSLIT-142	Exploring Literature: Poetry	.5 Elective
LIT-144	Exploring Literature: Fiction	3	RSLIT-144	Exploring Literature: Fiction	.5 Elective
LIT-152	Multicultural American Lit	3	RSLIT-152	Multicultural American Lit	.5 Elective
LIT-154	Intro Non-Western Literature	3	RSLIT-154	Intro Non-Western Literature	.5 Elective
LIT-201	American Lit Before 1865	3	RSLIT-201	American Lit Before 1865	.5 Elective
LIT-202	American Literature Since 1865	3	RSLIT-202	American Literature Since 1865	.5 Elective
SPH-131	Fundamentals of Communication	3	RSSPH-131	Fundamentals of Communication	.5 Elective
SPH-201	Interpersonal Communication	3	RSSPH-201	Interpersonal Communication	.5 Elective
SPH-202	Intercultural Communication	3	RSSPH-202	Intercultural Communication	.5 Elective
SPH-211	Group Leadership	3	RSSPH-211	Group Leadership	.5 Elective

Computers and Information Systems

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
CIS-102	Intro Computer & Info Systems	3	RSCIS-102	Intro Computer & Info Systems	.5 Elective
CIS-120	Intro to Microsoft Word	1	RSCIS-120	Intro to Microsoft Word	.5 Elective
CIS-121	Introduction to Excel	1	RSCIS-121	Introduction to Excel	.5 Elective
CIS-124	Introduction to Powerpoint	1	RSCIS-124	Introduction to Powerpoint	.5 Elective
CIS-130	Introduction to Access	2	RSCIS-130	Introduction to Access	.5 Elective
CIS-170	Programming Logic & Design	3	RSCIS-170	Programming Logic & Design	.5 Elective
CIS-180	Intro to Visual Basic Prgmng.	4	RSCIS-180	Intro to Visual Basic Prgmng.	.5 Elective
CIS-240	Intro to Java Programming	4	RSCIS-240	Intro to Java Programming	.5 Elective

CIS-245	Program Android-Mobile Devices	4	RSCIS-245	Program Android-Mobile Devices	.5 Elective
CIS-254	Database Programming	4	RSCIS-254	Database Programming	.5 Elective
CIS-276	Intro to C/C++ Programming	4	RSCIS-276	Intro to C/C++ Programming	.5 Elective
CIS-277	Advanced C/C++ Programming	4	RSCIS-277	Advanced C/C++ Programming	.5 Elective

CIS-279	Visual C# Programming	4	RSCIS-279	Visual C# Programming	.5 Elective
CIS-280	Program iOS Apple Mobile Dev	4	RSCIS-280	Program iOS Apple Mobile Dev	.5 Elective
CIS-290	Special Topics in CIS	1	RSCIS-290	Special Topics in CIS	.5 Elective
CIS-291	Internship Field Project	1	RSCIS-291	Internship Field Project	.5 Elective
GAT-101	Intro to Graphic Arts Tech	4	RSGAT-101	Intro to Graphic Arts Tech	.5 Elective
GAT-110	Introduction to Photoshop	2	RSGAT-110	Introduction to Photoshop	.5 Elective
GAT-115	Introduction to Illustrator	2	RSGAT-115	Introduction to Illustrator	.5 Elective
GAT-150	Typography	2	RSGAT-150	Typography	.5 Elective
GAT-178	Fundamentals of Desktop Publis	3	RSGAT-178	Fundamentals of Desktop Publis	.5 Elective
GAT-190	Image Generation and Output	2	RSGAT-190	Image Generation and Output	.5 Elective
GAT-215	Advanced Illustrator	2	RSGAT-215	Advanced Illustrator	.5 Elective
GAT-220	Adv Photoshop Grap Arts Indus.	3	RSGAT-220	Adv Photoshop Grap Arts Indus.	.5 Elective
PCT-110	Networking Essentials	3	RSPCT-110	Networking Essentials	.5 Elective
PCT-111	Windows Active Directory	3	RSPCT-111	Windows Active Directory	.5 Elective
PCT-112	Windows Server Fundamentals	3	RSPCT-112	Windows Server Fundamentals	.5 Elective
PCT-113	Microsoft Win Infrastructure	3	RSPCT-113	Microsoft Win Infrastructure	.5 Elective
PCT-120	Cisco Networking I	4	RSPCT-120	Cisco Networking I	.5 Elective
PCT-122	Cisco Networking II	4	RSPCT-122	Cisco Networking II	.5 Elective
PCT-124	Cisco Networking III	4	RSPCT-124	Cisco Networking III	.5 Elective
PCT-126	Cisco Networking IV	4	RSPCT-126	Cisco Networking IV	.5 Elective
PCT-130	Intro Network Security Fndmntl	3	RSPCT-130	Intro Network Security Fndmntl	.5 Elective
PCT-132	Advanced Network Security	3	RSPCT-132	Advanced Network Security	.5 Elective
PCT-140	IP Telephony I	4	RSPCT-140	IP Telephony I	.5 Elective
PCT-142	IP Telephony II	4	RSPCT-142	IP Telephony II	.5 Elective
PCT-211	VMWare vSphere:Install/Config	3	RSPCT-211	VMWare vSphere:Install/Config	.5 Elective
PCT-262	A+ Essentials	3	RSPCT-262	A+ Essentials	.5 Elective
PCT-270	Introduction to Unix/Linux	3	RSPCT-270	Introduction to Unix/Linux	.5 Elective
PCT-275	Cisco Firewall Design	4	RSPCT-275	Cisco Firewall Design	.5 Elective
PCT-290	Special Topic in PC Tech	1	RSPCT-290	Special Topic in PC Tech	.5 Elective
WEB-101	Programming Related-Internet	4	RSWEB-101	Programming Related-Internet	.5 Elective
WEB-102	Adv Program Related - Internet	4	RSWEB-102	Adv Program Related - Internet	.5 Elective
WEB-111	Introduction to Multimedia	3	RSWEB-111	Introduction to Multimedia	.5 Elective
WEB-225	Digital Photography	3	RSWEB-225	Digital Photography	.5 Elective
WEB-233	Introduction to Javascript	4	RSWEB-233	Introduction to Javascript	.5 Elective
WEB-234	PHP Programming	4	RSWEB-234	PHP Programming	.5 Elective

Engineering and Technology

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
EGR-101	Introduction to Engineering	2	RSEGR-101	Introduction to Engineering	.5 Elective
EGR-135	Engineering Graphics/CAD	4	RSEGR-135	Engineering Graphics/CAD	.5 Elective
EGR-206	Statics	3	RSEGR-206	Statics	.5 Elective
EGR-207	Dynamics	3	RSEGR-207	Dynamics	.5 Elective
EGR-221	Elem Mech of Defmabl Bodies	3	RSEGR-221	Elem Mech of Defmabl Bodies	.5 Elective
EGR-231	Engineering Circuit Analysis	4	RSEGR-231	Engineering Circuit Analysis	.5 Elective
EGR-250	Digital Electronics	4	RSEGR-250	Digital Electronics	.5 Elective

Humanities / Fine Arts

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ART-101	Drawing and Composition I	3	RSART-101	Drawing and Composition I	.5 Elective
ART-102	Drawing and Composition II	3	RSART-102	Drawing and Composition II	.5 Elective
ART-103	Design I	3	RSART-103	Design I	.5 Elective
ART-111	Painting I	3	RSART-111	Painting I	.5 Elective
ART-121	Ceramics I	3	RSART-121	Ceramics I	.5 Elective

ART-122	Ceramics II	3	RSART-122	Ceramics II	.5 Elective
ART-131	Introduction to Visual Art	3	RSART-131	Introduction to Visual Art	.5 Elective
ART-141	Intro Non-Western Visual Art	3	RSART-141	Intro Non-Western Visual Art	.5 Elective
ART-201	Life Drawing	3	RSART-201	Life Drawing	.5 Elective
ART-203	Design II	3	RSART-203	Design II	.5 Elective
ART-212	Painting II	3	RSART-212	Painting II	.5 Elective
ART-216	Relief Printmaking	3	RSART-216	Relief Printmaking	.5 Elective
ART-251	History of Art I	3	RSART-251	History of Art I	.5 Elective
ART-252	History of Art II	3	RSART-252	History of Art II	.5 Elective
CRM-101	Intro to Criminal Justice	3	RSCRM-101	Intro to Criminal Justice	.5 Elective
CRM-102	Intro to Probation & Parole	3	RSCRM-102	Intro to Probation & Parole	.5 Elective
CRM-103	Intro to Corrections	3	RSCRM-103	Intro to Corrections	.5 Elective
CRM-104	Intro to Private Security	3	RSCRM-104	Intro to Private Security	.5 Elective
CRM-105	Police Report Writing	3	RSCRM-105	Police Report Writing	.5 Elective
CRM-120	Criminal Investigation	3	RSCRM-120	Criminal Investigation	.5 Elective
CRM-125	Criminal Proced & Civil Rights	3	RSCRM-125	Criminal Proced & Civil Rights	.5 Elective
CRM-127	Ethics in Law Enforcement	3	RSCRM-127	Ethics in Law Enforcement	.5 Elective
CRM-210	Criminal Law	3	RSCRM-210	Criminal Law	.5 Elective
CRM-225	Juvenile Procedures	3	RSCRM-225	Juvenile Procedures	.5 Elective
CRM-260	Police Organization & Admin	3	RSCRM-260	Police Organization & Admin	.5 Elective
CRM-271	Patrol Procedures	3	RSCRM-271	Patrol Procedures	.5 Elective
CRM-281	Rules of Evidence	3	RSCRM-281	Rules of Evidence	.5 Elective
CRM-282	Interviews & Interrogations	3	RSCRM-282	Interviews & Interrogations	.5 Elective
ECE-100	Intro to Early Childhood Ed.	3	RSECE-100	Intro to Early Childhood Ed.	.5 Elective
ECE-101	The Developing Child	3	RSECE-101	The Developing Child	.5 Elective
ECE-103	Health, Safety & Nutrition of Young Child	3	RSECE-103	Health, Safety & Nutrition of Young C	.5 Elective
ECE-105	Observation and Assessment of Young Children	3	RSECE-105	Observation and Assessment of You	.5 Elective
ECE-113	Infant and Toddler Curriculum	3	RSECE-113	Infant and Toddler Curriculum	.5 Elective
ECE-201	Language Development	3	RSECE-201	Language Development	.5 Elective
ECE-202	Child, Family & Community	3	RSECE-202	Child, Family & Community	.5 Elective
ECE-203	Curriculum Plan-Young Child	3	RSECE-203	Curriculum Plan-Young Child	.5 Elective
ECE-205	Org & Superv-Early Child Facil	3	RSECE-205	Org & Superv-Early Child Facil	.5 Elective
EDU-202	Children's Literature	3	RSEDU-202	Children's Literature	.5 Elective
EDU-224	Introduction to Education	3	RSEDU-224	Introduction to Education	.5 Elective
EDU-234	Intro Technology for Teachers	3	RSEDU-234	Intro Technology for Teachers	.5 Elective
EDU-244	Students With Disabilities	3	RSEDU-244	Students With Disabilities	.5 Elective
FRN-101	Beginning French	4	RSFRN-101	Beginning French	.5 Elective
FRN-102	Continuatn of Begng French	4	RSFRN-102	Continuatn of Begng French	.5 Elective
GRM-101	Beginning German	4	RSGRM-101	Beginning German	.5 Elective
GRM-102	Continuatn of Begng German	4	RSGRM-102	Continuatn of Begng German	.5 Elective
HUM-111	Intro to Humanities I	3	RSHUM-111	Intro to Humanities I	.5 Elective
HUM-112	Intro to Humanities II	3	RSHUM-112	Intro to Humanities II	.5 Elective
HUM-114	Intro Hum III:Contem West Wrl	3	RSHUM-114	Intro Hum III:Contem West Wrl	.5 Elective
HUM-125	Intro Non-Western Humanities	3	RSHUM-125	Intro Non-Western Humanities	.5 Elective
HUM-211	War & West Hum Thru Mid Ages	3	RSHUM-211	War & West Hum Thru Mid Ages	.5 Elective
HUM-212	War & W.Hum-Renaiss to Present	3	RSHUM-212	War & W.Hum-Renaiss to Present	.5 Elective
HUM-250	Leadership Development Stud	3	RSHUM-250	Leadership Development Stud	.5 Elective
MUS-101	Fundamentals of Music	3	RSMUS-101	Fundamentals of Music	.5 Elective
MUS-102	Intro to Music Literature	3	RSMUS-102	Intro to Music Literature	.5 Elective
MUS-104	Intro to American Music	3	RSMUS-104	Intro to American Music	.5 Elective
MUS-106	Intro to Non-Western Music	3	RSMUS-106	Intro to Non-Western Music	.5 Elective
MUS-131	Class Piano I	2	RSMUS-131	Class Piano I	.5 Elective
MUS-132	Class Piano II	2	RSMUS-132	Class Piano II	.5 Elective
MUS-191	Chorus I	1	RSMUS-191	Chorus I	.5 Elective
MUS-194	Instrumental Ensemble I	1	RSMUS-194	Instrumental Ensemble I	.5 Elective
MUS-195	Band I	1	RSMUS-195	Band I	.5 Elective
MUS-198	Orchestra I	1	RSMUS-198	Orchestra I	.5 Elective

MUS-294	Instrumental Ensemble II	1	RSMUS-294	Instrumental Ensemble II	.5 Elective
MUS-295	Band II	1	RSMUS-295	Band II	.5 Elective
MUS-298	Orchestra II	1	RSMUS-298	Orchestra II	.5 Elective
PHL-150	Intro to Philosophy	3	RSPHL-150	Intro to Philosophy	.5 Elective
PHL-151	Intro Non-Western Philosophy	3	RSPHL-151	Intro Non-Western Philosophy	.5 Elective
PHL-152	Environmental Ethics	3	RSPHL-152	Environmental Ethics	.5 Elective
PHL-153	Medical Ethics	3	RSPHL-153	Medical Ethics	.5 Elective
PHL-154	Introduction to Religion	3	RSPHL-154	Introduction to Religion	.5 Elective
PHL-155	World Religions	3	RSPHL-155	World Religions	.5 Elective
PHL-156	Religion in American Society	3	RSPHL-156	Religion in American Society	.5 Elective
PHL-157	Foundational Religious Texts	3	RSPHL-157	Foundational Religious Texts	.5 Elective
PHL-255	Logic	3	RSPHL-255	Logic	.5 Elective
PHL-256	Contemporary Moral Issues	3	RSPHL-256	Contemporary Moral Issues	.5 Elective
PHL-260	Philosophy of Religion	3	RSPHL-260	Philosophy of Religion	.5 Elective
SPN-101	Beginning Spanish	4	RSSPN-101	Beginning Spanish	.5 Elective
SPN-102	Continuation Beginning Spanish	4	RSSPN-102	Continuation Beginning Spanish	.5 Elective
SPN-203	Intermediate Spanish	3	RSSPN-203	Intermediate Spanish	.5 Elective
SPN-204	Continue Intermediate Spanish	3	RSSPN-204	Continue Intermediate Spanish	.5 Elective
THE-133	Introduction to the Theater	3	RSTHE-133	Introduction to the Theater	.5 Elective
THE-134	Stagecraft & Theater Lighting	3	RSTHE-134	Stagecraft & Theater Lighting	.5 Elective
THE-135	Acting I	3	RSTHE-135	Acting I	.5 Elective
THE-235	Acting II	3	RSTHE-235	Acting II	.5 Elective

Life Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
BIO-100	Introductory Human Biology	3	RSBIO-100	Introductory Human Biology	0.5
BIO-103	Introductory Life Science	3	RSBIO-103	Introductory Life Science	0.5
BIO-104	Intro Life Science Lab	1	RSBIO-104	Intro Life Science Lab	0.5
BIO-106	Environmental Science	3	RSBIO-106	Environmental Science	0.5
BIO-107	Environmental Biology Lab	1	RSBIO-107	Environmental Biology Lab	0.5
BIO-113	Plants and Society	4	RSBIO-113	Plants and Society	0.5
BIO-140	Introduction to Evolution	3	RSBIO-140	Introduction to Evolution	0.5
BIO-150	Microbes and Society	3	RSBIO-150	Microbes and Society	0.5
BIO-152	Microbes & Society Laboratory	1	RSBIO-152	Microbes & Society Laboratory	0.5
BIO-162	Human Heredity	3	RSBIO-162	Human Heredity	0.5
BIO-171	Biology of Human Disease	3	RSBIO-171	Biology of Human Disease	0.5
BIO-185	Foundations Anat & Physiol	5	RSBIO-185	Foundations Anat & Physiol	0.5
BIO-201	Fundamentals of Biology I	4	RSBIO-201	Fundamentals of Biology I	0.5
BIO-202	Fundamentals of Biology II	4	RSBIO-202	Fundamentals of Biology II	0.5
BIO-274	Microbiology	4	RSBIO-274	Microbiology	0.5
BIO-281	Anatomy and Physiology I	4	RSBIO-281	Anatomy and Physiology I	0.5
BIO-282	Anatomy and Physiology II	4	RSBIO-282	Anatomy and Physiology II	0.5

Mathematics

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
MTH-115	General Education Math	3	RSMTH-115	General Education Math	0.5
MTH-120	College Algebra	3	RSMTH-120	College Algebra	0.5
MTH-125	Plane Trigonometry	3	RSMTH-125	Plane Trigonometry	0.5
MTH-132	College Algebra & Trigonometry	5	RSMTH-132	College Algebra & Trigonometry	0.5
MTH-135	Calculus W/Analytic Geom I	5	RSMTH-135	Calculus W/Analytic Geom I	0.5
MTH-164	Computer in Mathematics C/C++	4	RSMTH-164	Computer in Mathematics C/C++	0.5
MTH-211	Calc for Business & Soc Scienc	4	RSMTH-211	Calc for Business & Soc Scienc	0.5
MTH-216	Math for Elem Teachers I	3	RSMTH-216	Math for Elem Teachers I	0.5
MTH-217	Math for Elem Teachers II	3	RSMTH-217	Math for Elem Teachers II	0.5
MTH-220	Elements of Statistics	3	RSMTH-220	Elements of Statistics	0.5
MTH-235	Calculus W/Analytic Geom II	4	RSMTH-235	Calculus W/Analytic Geom II	0.5
MTH-236	Calculus W/Analyt Geom III	4	RSMTH-236	Calculus W/Analyt Geom III	0.5

MTH-240	Differential Equations	3	RSMTH-240	Differential Equations	0.5
MTH-250	Modern Linear Algebra	4	RSMTH-250	Modern Linear Algebra	0.5
Physical Sciences					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ATS-105	Intro to Atmospheric Science	4	RSATS-105	Intro to Atmospheric Science	0.5
CHM-110	General Organic & BioChem I	4	RSCHM-110	General Organic & BioChem I	0.5
CHM-120	General Chemistry I	4	RSCHM-120	General Chemistry I	0.5
CHM-130	General Chemistry II	4	RSCHM-130	General Chemistry II	0.5
CHM-210	General, Organic & BioChem II	4	RSCHM-210	General, Organic & BioChem II	0.5
CHM-220	Organic Chemistry I	5	RSCHM-220	Organic Chemistry I	0.5
CHM-230	Organic Chemistry II	5	RSCHM-230	Organic Chemistry II	0.5
CHM-240	General Biological Chemistry	3	RSCHM-240	General Biological Chemistry	0.5
GEL-101	Introduction to Geology	4	RSGEL-101	Introduction to Geology	0.5
GEL-107	Geology of the Solar System	3	RSGEL-107	Geology of the Solar System	0.5
GEL-206	Environmental Geology	3	RSGEL-206	Environmental Geology	0.5
PGE-100	Physical Geography	3	RSPGE-100	Physical Geography	0.5
PGE-102	Physical Geography With Lab	4	RSPGE-102	Physical Geography With Lab	0.5
PGE-240	Global Climate Change	3	RSPGE-240	Global Climate Change	0.5
PHY-201	Mechanics and Heat	5	RSPHY-201	Mechanics and Heat	0.5
PHY-202	Waves/Elec/Light & Modrn Phys	5	RSPHY-202	Waves/Elec/Light & Modrn Phys	0.5
PHY-215	Mechanics, Wave Motion, Thermo	5	RSPHY-215	Mechanics, Wave Motion, Thermo	0.5
PHY-225	Electr, Magnetism, Light, Phys	5	RSPHY-225	Electr, Magnetism, Light, Phys	0.5
Social Sciences					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ANP-102	Intro Biolo Anthro & Archaeol	3	RSANP-102	Intro Biolo Anthro & Archaeol	.5 Elective
ANP-103	Intro to Cultural Anthro	3	RSANP-103	Intro to Cultural Anthro	.5 Elective
GEO-130	World Geography	3	RSGEO-130	World Geography	.5 Elective
HST-140	History of Western Civ I	3	RSHST-140	History of Western Civ I	.5 Elective
HST-141	History of Western Civ II	3	RSHST-141	History of Western Civ II	.5 Elective
HST-142	History of U S to 1865	3	RSHST-142	History of U S to 1865	.5 Required
HST-143	History of U S Since 1865	3	RSHST-143	History of U S Since 1865	.5 Required
HST-144	Current Hist 1945 to Present	3	RSHST-144	Current Hist 1945 to Present	.5 Elective
HST-151	African History Survey to 1600	3	RSHST-151	African History Survey to 1600	.5 Elective
HST-152	African Hist Survey Since 1600	3	RSHST-152	African Hist Survey Since 1600	.5 Elective
HST-162	History of Latin America I	3	RSHST-162	History of Latin America I	.5 Elective
HST-163	History of Latin America II	3	RSHST-163	History of Latin America II	.5 Elective
HST-172	History of Middle East to 1453	3	RSHST-172	History of Middle East to 1453	.5 Elective
HST-173	History Middle East Since 1453	3	RSHST-173	History Middle East Since 1453	.5 Elective
HST-182	Hist of Eastern Civ to 1500	3	RSHST-182	Hist of Eastern Civ to 1500	.5 Elective
HST-183	Hist of East Civ Since 1500	3	RSHST-183	Hist of East Civ Since 1500	.5 Elective
HST-192	History of World Until 1750	3	RSHST-192	History of World Until 1750	.5 Elective
HST-193	Hist of the World Since 1750	3	RSHST-193	Hist of the World Since 1750	.5 Elective
HST-210	History of Women of the U.S.	3	RSHST-210	History of Women of the U.S.	.5 Elective
PSC-150	Intro to Political Science	3	RSPSC-150	Intro to Political Science	.5 Elective
PSC-160	American National Government	3	RSPSC-160	American National Government	.5 Required
PSC-161	State and Local Government	3	RSPSC-161	State and Local Government	.5 Elective
PSC-210	Intro to Legal System	3	RSPSC-210	Intro to Legal System	.5 Elective
PSC-211	The American Presidency	3	RSPSC-211	The American Presidency	.5 Elective
PSC-269	International Relations	3	RSPSC-269	International Relations	.5 Elective
SOC-190	Introduction to Sociology	3	RSSOC-190	Introduction to Sociology	.5 Elective
SOC-290	Social Problems	3	RSSOC-290	Social Problems	.5 Elective
SOC-291	Criminology	3	RSSOC-291	Criminology	.5 Elective
SOC-292	Sociology of Deviance	3	RSSOC-292	Sociology of Deviance	.5 Elective
SOC-294	Urban Sociology	3	RSSOC-294	Urban Sociology	.5 Elective
SOC-295	Racial and Ethnic Relations	3	RSSOC-295	Racial and Ethnic Relations	.5 Elective

SOC-298	Sociology of Sex and Gender	3	RSSOC-298	Sociology of Sex and Gender	.5 Elective
SOC-299	Sociology of the Family	3	RSSOC-299	Sociology of the Family	.5 Elective
STU Student Development					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
STU-100	Planning for Success	1	RSSTU-100	Planning for Success	.5 Elective
STU-101	Career Planning	2	RSSTU-101	Career Planning	.5 Elective
STU-103	Workplace Ethics	1	RSSTU-103	Workplace Ethics	.5 Elective
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ECO-101	Introduction to Economics	3	RSECO-101	Introduction to Economics	.5 Required
ECO-110	Principles of Economics: Macro	3	RSECO-110	Principles of Economics: Macro	
ECO-111	Principles of Economics: Micro	3	RSECO-111	Principles of Economics: Micro	
Associate Degree Required in order to earn Winnebago High School Diploma					

**Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Winnebago School District 323**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this ____ day of June, 2023 between Winnebago School District 323 ("School District"), located at 304 East McNair Road, Winnebago, Illinois 61088 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

WHEREAS, School District and Rock Valley College have come together and would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the Dual and Articulated Credit program; and

WHEREAS, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that the School District will:
 - a. Designate a School District point-of-contact for all dual credit and articulated credit course offerings.
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach including:
 - i. Each School District Dual Credit Instructor must submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. The School District must complete an *Instructor Verification* form for each School District Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
 - d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached

hereto and incorporated herein;

- e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
- f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in June for fall semester and year-long courses, and November for the spring semester courses, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Dual and Articulated Credit Instructors submit high school course syllabi that are in alignment with the Rock Valley College Master Course Syllabus, and include all information specific to course curriculum (learning outcomes, course objectives, methods of assessment, course outline), and samples of class assignments, projects, and exams to Early College Department for review on an annual basis, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus for each course section to the Rock Valley College Early College Department by the end of the first week of high school classes each semester;
- k. Require all School District Dual Credit Instructors to attend Dual Credit Instructor workshops and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures *at least* once each academic year, for purposes of ensuring that student learning outcomes are met and that the Instructor is able to deliver quality, rigorous college credit coursework;
- l. Allow Rock Valley College's chief academic officer or his or her designee, in consultation with the School District's superintendent or his or her designee, the opportunity to conduct course evaluations in a manner consistent with RVC's review and evaluation policies and procedures for on-campus adjunct faculty, to include peer review visits to the School District on an annual basis. This evaluation shall be limited to the course and the ability of the Instructor to deliver quality, rigorous college credit coursework. This evaluation shall not impact the Instructor's performance evaluation under Article 24A of the School Code;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Self Service, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part

of each student's official college record;

- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;
- o. Ensure that all students enrolled in courses for college credit meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention; and
- p. Provide necessary academic support and guidance to students enrolled in the program.

5. It is further agreed upon by the Parties that Rock Valley College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
- d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
- e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
- f. Provide guidance on appropriate placement of students using multiple measures;
- g. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
- i. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
- j. Review this MOU annually for accuracy and pricing; and
- k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate academic support to participating students to ensure delivery of quality instruction.
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
11. Recommended modifications to this Agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this Agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
13. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
 - a. The School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
 - b. Once dual credit course rosters are finalized, the School District will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established School District practices for record keeping of these services.
 - c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on the School District's campus, in accordance with established School District practices for providing these services.
 - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

Nothing contained herein shall be construed as to release the School District from its obligations as the "Resident District"

and/or "Local Education Agency," as those terms may be defined in State or federal laws, rules and/or regulations relating to students with disabilities. The School District represents and warrants that, at all times and during all situations governed by this Agreement, it shall remain the Resident District and Local Education Agency for any and all students with disabilities participating in Dual Credit at High School hereunder.

14. The School District will allow high school students who do not otherwise meet the College's academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school, for high school credit only.
 - a. To the extent practicable, students enrolled in a dual credit course for high school credit only will be placed in a separate section than those students who are enrolled in the course for both high school and college credit.
 - b. The School District will establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit or the course.
 - c. The School District shall ensure that its instructors maintain the rigor of dual credit courses taught at the high school and including students not deemed ready for college-level coursework according to the College's standards.

15. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in dual and/or articulated credit courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/1 et seq. With regard to the education records/school student records and information to which a Party and/or its employees shall be granted access under this Agreement, that Party and its employees shall be deemed "school officials" with legitimate educational interests in such records and information. The Party and its employees shall have the right to access and use such records and information solely for the purpose of performing the Party's obligations under this Agreement. The Party and its employees shall not re-disclose personally identifiable student information that is received under this Agreement to any third party, except as directed or permitted by the other Party, or as required by law. Each Party shall have in place reasonable policies and procedures, which the other Party may monitor or audit upon request and with reasonable notice, to prevent such re-disclosure.

To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit sections for dual credit and for high school credit only pursuant to Section 14 of this Agreement that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status. School District shall be responsible for providing dis-aggregated data concerning students enrolled in dual credit courses for high school credit only.

16. This Agreement will be in effect August 1, 2023 and end on June 30, 2024.

[Handwritten signature]

6/12/2023

High School Superintendent
JOHN SCHWUCHOW

Date

Rock Valley College President

Date

[Handwritten signature: Heather Dunaway]
Board of Education
HEATHER DUNAWAY, PRESIDENT

6/12/2023

Date

Rock Valley College Board of Trustees

Date

Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Winnebago School District as dual credit effective during this Agreement:

Dual Credit Courses
BIO 103 – Introductory Life Science
BIO 104 – Introductory Life Science Lab
ENG 101 – Composition I
FWS 243 – First Aid, General Safety, CPR, & AED
HLT 110 – Medical Terminology
MTH 135 – Calculus with Analytic Geometry
MTH 220 – Elements of Statistics

Appendix B Curriculum Development, Feedback, and Approval

Dual credit courses taught at the high school are sanctioned by the Dual Credit Quality Act (110 ILCS 27/). In order for a dual credit course to run at a high school, the following must occur:

1. Dual Credit Instructor Application Process
2. Dual Credit Course Application Process
3. Annual Dual Credit Course Peer Review
4. Dual Credit Student Survey Collection

Appendix C Dual Credit Roster & Grading Procedures for Dual Credit Instructors

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification ("EVR") process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. This includes an instructor duty to initiate the following:
 - a) Drop any student who has never attended the course.
 - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades by the assigned **midterm date**.
 - a) Mark "S" for each student who is currently passing the course with a 'C' or better.
 - b) Mark "D" for each student who is currently earning a 'D' in the course.
 - c) Mark "F" for each student who is currently earning a 'F' in the course.
4. Instructors send Early College notice of a student's intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a 'W' grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Online Services by the assigned **final grading deadline**, and the final grade is reported on students' Official RVC Transcripts.

Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course no later than 6 months before start of intended school year, and adds course information to the shared District and RVC Google Sheet.
2. High school instructor submits syllabus, textbook, and samples of assignments, tests and projects to Early College for review. Updated information must be submitted annually.
3. Rock Valley College will determine approval of the course and it will be added to Appendix A of the MOU.
4. District verifies high school rosters within 30 days from the start of the high school class via the shared Google Sheet between School District and College.
5. Students in articulated courses complete a Rock Valley College Online Enrollment Form within the first week of class.
6. High School provides official, verified high school final grading roster to Early College upon completion of the high school course.
7. Students who earn an 'A' or 'B' in the high school course will be eligible for articulated credit upon the successful completion ('C' or better) in the subsequent course(s), as indicated in Appendix A.
8. Subsequent course(s) must be enrolled in and successfully completed within two years of completing the articulated course, and by no later than one year after the student's high school graduation.
9. Students register for subsequent course(s) as part of dual credit offerings at the School District or in classes offered at Rock Valley College campuses.
10. The student will receive articulated credit from RVC upon successful completion of subsequent course(s) within timeframe given above.

Purchase Report-A - FY2023 Amendments

Recommendation: Board approval for items marked with an asterisk

A. Food - (Food: Upward Bound Summer Program)

Mary’s Market Café & Bakery Rockford, IL \$ 867.00*(1)

1. This expense covers meals for the Upward Bound Summer Program participants and covers July through September 2022 and June 2023. The increase is needed to cover additional breakfasts and lunches at the end of June 2023.

Original approved amount \$ 9,600.50
 Increase requested \$ 867.00
 New total expenditure \$10,467.50

FY2023 Grant Expense

B. Maintenance Supplies – (Plant Operations and Maintenance)

Airgas USA, LLC Rockford, IL \$3,000.00*(2)

2. This expense is due to carryover of FY2022 expenses into FY2023. We need to increase the FY2023 amount to close out all existing FY2023 expenses. This will ensure that FY2023 expenses are paid within the current fiscal year.

Original approved amount \$ 8,500.00
 Increase requested \$ 3,000.00
 New total expenditure \$11,500.00

FY2023 Budgeted Expense

C. Books & Binding Costs- (Materials: Library)

Midwest Library Service Bridgeton, MO \$1,200.00*(3)

3. This expense is for books for the library collection and covers July 1, 2022, through June 30, 2023. The increase is needed to cover the remaining Midwest Library invoices at the end of June 2023.

Original approved amount \$45,000.00
 Increase requested \$ 1,200.00
 New total expenditure \$46,200.00

FY2023 Budgeted Expense

Original Board Report BR #7938-F

Purchase Report-A - FY2023 Amendments

D. Service - (Telephone Service Charges: IT Telecommunications)

Stratus Networks **Peoria Heights, IL** **\$5,400.00*(4)**

4. This increase is for the College’s Long Distance and T-1 analog lines for the emergency communication system. The vendor refused all requests not to increase costs. This resulted in higher-than-expected expenses.

Original approved amount	\$26,300.00
Increase requested	\$ 5,400.00
New total expenditure	\$31,700.00

FY2023 Budgeted Expense
Original Board Report BR #8027-A

E. Service - (Telephone Service Charges: IT Telecommunications)

Central Management Systems **Peoria Heights, IL** **\$2,800.00*(5)**

5. This expense is for the college internet service fees. This expense is due to carryover of FY2022 expenses into FY2023. We need to increase the FY2023 amount to close out all existing FY2023 expenses. This will ensure that FY2023 expenses are paid within the current fiscal year.

Original approved amount	\$15,000.00
Increase requested	\$ 2,800.00
New total expenditure	\$17,800.00

FY2023 Budgeted Expense
Original Board Report BR #7938-F

Purchase Report-A - FY2023 Amendments

F. Service - (College / Program Advertising: Marketing)

Townsquare Media **Rockford, IL** **\$6,000.00*(6)**

6. This expense is for the college advertising and marketing on local media. This expense is due to carryover of FY2022 expenses into FY2023. We need to increase the FY2023 amount to close out all existing FY2023 expenses. This will ensure that FY2023 expenses are paid within the current fiscal year.

Original approved amount	\$135,000.00
Increase requested	\$ 6,000.00
New total expenditure	\$141,000.00

FY2023 Budgeted Expense
Original Board Report BR #7938-F

E. Food - (Purchase for resale: Theater)

Pepsi Cola Company **Loves Park, IL** **\$2,396.86*(7)**

7. This expense is for the concessions at Starlight Theatre during FY2023. This expense is a pass-through expense for the sale of Pepsi products during performances.

Original approved amount	\$ 8,500.00
Increase requested	\$ 2,396.86
New total expenditure	\$10,896.86

FY2023 Budgeted Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-B - FY2024 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Charter Bus Service – (Auxiliary Enterprise Funds)

Windstar Lines Bus Company	Carroll, IA	\$50,000.00*(1)
		Not to Exceed

1. This expense is for bus transportation for the Rock Valley College (RVC) Athletic Teams that Van Galder cannot accommodate. Van Galder was awarded the contract resulting from Bid #23-08. Due to scheduling, they cannot always accommodate the teams' needs. Windstar was the second lowest submittal received.

FY2024 Budgeted Expense

B. Fire Pump Controllers – (Capital Site Improvement – Plant Operations & Maintenance)

Automatic Fire Systems, Inc	Machesney Park, IL	\$141,600.00*(2)
Nelson Fire Protection	Machesney Park, IL	\$ 227,175.00

2. This expense replaces five (5) existing fire pump controllers and the associated sensing lines across the main campus. These pumps have reached their end of life, and replacement parts are unavailable. Bid #23-15 for the fire pump panel replacement was opened on June 22, 2023, and received two (2) responses. The contract also includes three alternates that will enable the replacement of fire pump controllers at three (3) additional campus locations. The design team reviewed responses, and Automatic Fire Systems, Inc. was deemed the lowest responsible bidder.

FY2024 Budgeted Expense

C. TDT Lease – (Rental Equipment – Non-Credit Programs)

Central Truck Leasing (CTI)	Loves Park, IL	\$90,000.00*(3)
------------------------------------	-----------------------	------------------------

3. This expense is for the lease of two (2) new Kenwood semi-tractor trucks for the Truck Driver Training (TDT) Program. Rock Valley College originally went out for bid to lease trucks with Bid #23-12 and has yet to receive a response. In speaking with our current truck provider, it was determined that they could no longer insure the trucks due to inexperienced drivers operating the vehicles. An extensive search was conducted to determine the most economical solution. RVC's current vendor is continuing the existing lease but has limited our extension to only a few months. This new lease meets all the requirements for the TDT Program in the time frame necessary.

FY2024 Budgeted Expense

Purchase Report-B - FY2024 Purchases

D. ATC Signage – (Maintenance Services & Equipment – Plant Operations & Maintenance)

Image Signs	Rockford, IL	\$16,734.00*(4)
Corpro	Loves Park, IL	\$ 17,760.00
Smart Signs	Rockford, IL	\$ 34,404.00

4. This expense is for upgrading the Advanced Technology Center (ATC) monument sign on the corner of US Business Route 20 and Big Thunder Boulevard. The current sign does not illuminate and has no Rock Valley College branding. This project will convert all four existing panels into LED lighting and install backlit flex faces and a new stretch wrap with Rock Valley College branding.

FY2024 Budgeted Expense

E. ATC Furniture (Capital Expense – Plant Operations & Maintenance)

Krueger International (KI)	Green Bay, WI	\$25,846.48*(5)
-----------------------------------	----------------------	------------------------

5. This expense is for classroom furniture for the Advanced Technology Center (ATC) simulation lab and for the existing metrology classroom, which did not receive furniture during the initial construction project. This is our standard classroom furniture for ATC. Krueger International is the vendor that provided all the existing furniture for the ATC. To have uniform classroom furniture, these items must be ordered from the same vendor.

FY2024 Budgeted Expense

Purchase Report-B - FY2024 Purchases

F. Elevator Repair (Maintenance Services Buildings – Plant Operations & Maintenance)

Schumacher Elevator Company Denver, IA \$12,238.00*(6)

6. This expense is for the labor and materials to replace the packing around the cylinder of the hydraulic jack on the Educational Resource Center (ERC) creek-side elevator. The packing is failing and not holding the correct pressure. This project is beyond the scope of the existing preventative maintenance contract. Schumacher is our current unit bidder for elevator maintenance.

FY2024 Budgeted Expense

G. Software – (Education Fund – Canvas)

Blackboard Inc Reston, VA \$11,000*(7)

7. Annual agreement for ALLY software program that functions as the Americans with Disability Act (ADA) digital accessibility platform for Canvas, the RVC Learning Management System (LMS).

FY 2024 Budgeted Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

ROCK VALLEY COLLEGE
Cash and Investment Report
June 30, 2023

Month End Balance

Operating Cash Accounts

Illinois Bank & Trust	6,206,100
PMA Operating Cash	10,398,417
Petty Cash	3,274
ISDLAF*	22,063,798

Total Operating Cash: 38,671,589

Operating Investments Accounts

PMA Operating	360,658
ISDLAF*	780,190
CD's and CDARS	30,365,089
Treasuries	13,709,509
ISDLAF Term Series	-
FHLB Discount Notes	-

Total Operating Investments: 45,215,446

Total Operating Cash & Investments: 83,887,036

Total Operating Cash and Investments on May 31, 2023	<u>76,503,790</u>
Total Operating Cash and Investments on June 30, 2023	<u>83,887,036</u>
Total Operating Cash and Investments on June 30, 2022	<u>67,022,029</u>
% of Operating Budget	79.38%
Change in Operating Cash and Investments since May 31, 2023	<u>7,383,246</u>

**Illinois School District Liquid Asset Fund*

Month End Balance

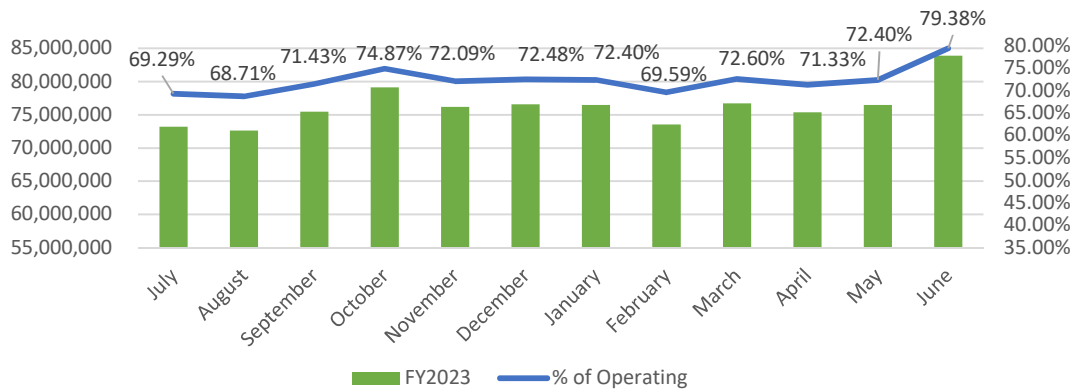
Capital Funds

Debt Service	5,926,838
Life Safety	1,885,505
CDB Escrow	4,245,362
Building Funds	4,119,624
ATC Capital	765,161

Total Capital Funds: 16,942,490

Total Capital Funds on May 31, 2023	<u>13,085,170</u>
Total Capital Funds on June 30, 2023	<u>16,942,490</u>
Change in Capital Funds since May 31, 2023	<u>3,857,320</u>

Operating Cash Balance and % Coverage of FY'23 Operating Budget



Month / Year	Cash & Investments	Capital	Total
June 2023	83,887,036	16,942,490	100,829,526
June 2022	72,894,073	20,046,781	92,940,854
May 2023	76,503,790	13,085,170	89,588,960
May 2022	67,022,029	14,717,680	81,739,710
April 2023	75,375,546	11,330,563	86,706,108
April 2022	64,250,129	13,129,795	77,379,925
March 2023	76,720,650	11,325,913	88,046,563
March 2022	63,583,011	13,360,996	76,944,007
February 2023	73,535,274	11,506,241	85,041,515
February 2022	67,637,051	13,516,541	81,153,592
January 2023	76,505,959	11,467,053	87,973,012
January 2022	68,827,552	13,507,358	82,334,910
December 2022	76,593,409	17,140,956	93,734,364
December 2021	69,848,911	13,496,844	83,345,754
November 2022	76,181,482	18,315,921	94,497,403
November 2021	71,696,104	23,491,608	95,187,713
October 2022	79,115,154	18,105,076	97,220,230
October 2021	70,928,131	23,288,062	94,216,193
September 2022	75,483,681	19,659,183	95,142,864
September 2021	66,373,319	26,989,336	93,362,655
August 2022	72,609,823	20,355,497	92,965,321
August 2021	67,229,922	24,163,878	91,393,799
July 2022	73,227,608	19,835,297	93,062,906
July 2021	64,988,026	22,955,921	87,943,946
June 2022	72,894,073	20,046,781	92,940,853
June 2021	65,999,909	22,845,925	88,845,834

Personnel Report

Recommendation: The Board of Trustees approves the following personnel actions:

A. Appointments

Kenosha R. Holland, Dental Hygiene Clinical Instructor, Full-time Faculty (FT), Lane I, Step 6, \$65,344 effective July 1, 2023.

_____, Sociology Instructor, Full-time Faculty (FT), Lane __, Step __, \$ _____ effective August 19, 2023.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

2023 Facilities Master Plan (FMP) Update

Background: In 2021, Rock Valley College completed a two-year review of the Facilities Master Plan (FMP), and this plan was submitted to the Illinois Community College Board (ICCB) to meet the College’s legal requirements. After completion of the 2021 Facilities Master Plan, it was determined by the Board of Trustees that due to the COVID-19 pandemic and changes in the College Leadership, the plan needed to be updated. In 2022, the Board authorized Rock Valley College (RVC) leadership to revisit the plan and make any necessary changes.

Working through an FMP committee and utilizing the College’s architect of record, RVC has updated the 2021 plan to reflect changes in the overall vision of the College. This plan has been shared with both the College Community and the Board of Trustees and is now complete.

Recommendation: It is recommended that the Rock Valley College Board of Trustees approves the changes to the Facilities Master Plan as updated in the 2023 District Wide Facilities Master Plan, allowing for submission of those updates to the ICCB.

Howard J. Spearman, Ph.D.
President

Board Approval:

Secretary, Board of Trustees

Facilities Master Plan Information

Rock Valley College Board of Trustees Committee of the Whole Meeting

July 11, 2023

The draft of the Updated 2023 Facilities Master Plan will be available for review on Tuesday, July 11, 2023, at the following link:

<https://rockvalleycollege.edu/about/leadership/strategic-plan>

2023 Sale of the Stenstrom Center for Career Education (SCCE)

Background: In 2022, the Rock Valley College (RVC) administration began discussing the sale of the Stenstrom Center for Career Education (SCCE) to Rockford Public School District 205 (RPS 205). Currently, the SCCE building is only housing Truck Driver Training (TDT) and Automotive Technology Programs. The building needs many improvements in order to continue operations in the building, and the current RVC programs in the building are scheduled to be housed in the new RVC Downtown site.

Under the sale agreement, the College would sell the SCCE building to RPS 205 for \$1.00. RVC would move TDT to the Advanced Technology Center (ATC), and RPS 205 would allow the College to continue occupying the building for the Automotive program until August of 2025 with a one-year extension option. RPS 205 would not charge any rent to RVC, and RVC would be responsible for only its share of utilities.

Additionally, the current lease for the existing RVC Downtown site expires in August 2025. Programs currently housed in the current site will eventually move to the new Downtown site. Should the construction of the new Downtown site not be complete by August of 2025, RPS 205 is holding a space for RVC should there be a need to temporarily move the existing RVC Downtown campus.

Recommendation: It is recommended that the Rock Valley College Board of Trustees approves the sale of the SCCE building to RPS 205 and the lease agreements. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Real Estate Contract
Lease Agreement

REAL ESTATE SALE CONTRACT

THIS REAL ESTATE SALE CONTRACT (the "Contract") is made as of the date last executed below on the signature page of this Contract, between COMMUNITY COLLEGE DISTRICT 511, an Illinois public community college district d/b/a ROCK VALLEY COLLEGE (the "College" and "Transferring Party") and BOARD OF EDUCATION OF THE ROCKFORD PUBLIC SCHOOLS, DISTRICT #205, WINNEBAGO-BOONE COUNTIES, ILLINOIS, an Illinois public school district (the "District" and "Purchaser"). The College and District are sometimes referred to individually as a "Party", and collectively as the "Parties."

Recitals

WHEREAS, the College is the owner in fee simple of a certain parcel of land and building on the real property comprising approximately 14.81 acres, commonly known as The Stenstrom Center for Career Education, located at 4151 Samuelson Road, Rockford, Illinois 61109, with PIN # 16-17-101-009, legally described in Exhibit A to this contract (the "College Property").

WHEREAS, the Parties wish to transfer ownership of the College Property to the District in accordance with the terms contained herein.

WHEREAS, this Agreement is being entered pursuant to Article VII, Section 10 of the Illinois Constitution, the Intergovernmental Cooperation Act 5 ILCS 220/2 and pursuant to the Local Government Property Transfer Act, 50 ILCS 605/1, *et seq.*

NOW, THEREFORE, in consideration of the above Recitals, which are incorporated herein, and the terms and conditions of the Contract, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Transfer of College Property. For the purchase price of One and No/100 Dollars (\$1.00), and subject to the terms and conditions of this Contract, College agrees to transfer, and District agrees to accept from College, College's interest in the College Property together with all privileges, rights and appurtenances thereto. The purchase price shall be paid, plus or minus proration as set forth in this Contract, in cash at the time of Closing, as hereinafter defined. When used in this Agreement, College Property includes all improvements and fixtures, if any, located on the College Property. College further warrants that College owns and agrees to transfer to the District the following: all heating, plumbing, electrical systems and fixtures; water heater; attached carpet; all planted vegetation; furnaces; air-conditioners; security system; and all other furniture, furnishings, fixtures, equipment and other tangible personal property installed, located or situated on and used in connection with the management, operation, or repair of the College Property, including without limitation the those items listed on Exhibit C. The

Parties agree that certain trade equipment including lifts, alignment racks, automotive equipment, and welding equipment machines as further specified in Exhibit D shall remain the property of the College.

2. Inspection Period. This Contract is contingent on each Purchaser's determination that the College Property is suitable for the District's intended use. Notwithstanding any provision of the Contract to the contrary, Purchaser, its agents, contractors, and consultants, shall have sixty (60) days after the Date of this Contract ("Inspection Period") in which to undertake, at Purchaser's expense, any and all inspection, studies, investigations, and other evaluations of and concerning the College Property, its physical and environmental conditions, and its intended use as Purchaser, in Purchaser's sole and absolute discretion, deems appropriate. Transferring Party agrees to cooperate with Purchaser in connection with Purchaser's efforts, and for those purposes. If, during the Inspection Period, Purchaser, in its sole discretion, determines that the College Property is not suitable for its needs, Purchaser shall have the right to terminate the Contract by providing Notice in writing to the Transferring Party.

3. Costs; Prorations; Credits.

3.1 The District shall pay all costs, including the cost of the title examination for the College Property, and the issuance of the Title Commitment (as defined in Paragraph 4.1) for the College Property, the title insurance premium for the title insurance policy for the College Property issued to District pursuant to the Title Commitment in the amount of \$700,000.00, and any state and county transfer, grantor, documentary stamp or similar taxes applicable to this transaction, if any, for the College Property. The District further agrees to pay for recording the deeds for the College Property if not exempt by local or state law and the cost for any special endorsements it chooses to purchase other than the Extended Coverage Endorsement as defined in Paragraph 4.1, which endorsement is to be paid by the District. The District shall pay any escrow and closing charges. Each party will bear its own attorney's fees that it has heretofore incurred in connection with or arising out of the matters set forth herein except as otherwise set forth above.

3.2 The College shall confirm that the College Property is exempt from any general real estate taxes. If the College Property is subject to general real estate taxes, the Transferring Party shall pay the general real estate taxes of the College Property through the day preceding the Closing in full prior to Closing to the extent that such taxes are ascertainable.

3.3 The Transferring Party shall take, or cause to be taken, final readings as of Closing for all utilities at the College Property and shall pay all such charges through the Closing Date.

4. Title.

4.1 The Transferring Party shall convey marketable and insurable title for the College Property to the District. The College Property shall not be subject to any (i) mortgage, deed to secure debt, deed of trust, security agreement, judgment, lien or claim of lien, or any other title exception or defect that is monetary in nature. The Transferring Party hereby agrees to pay and satisfy of record any such title defects or exceptions prior to or at Closing at the Transferring Party's expense, or (ii) any leases, except those specifically provided herein, rental agreements or other rights of occupancy of any kind, whether written or oral (the items described in (i) and (ii) are hereinafter referred collectively as the "Seller Defects"). The Transferring Party shall, at the District's expense, and within thirty (30) days after the Date of this Contract, deliver to Purchaser an Owner's title insurance commitment ("Title Commitment"), issued by Title Underwriters Agency ("Title Company") covering the College Property and naming Purchaser as the proposed insured together with legible copies of all documents shown as exceptions in the Title Commitment, showing merchantable title subject only to the following permitted exceptions: all accrued taxes, fees and special assessments not yet due and payable and credited to Purchaser at Closing; building setbacks, use and occupancy restrictions, conditions and covenants of record; zoning laws and ordinances; easements for the use of public utilities; and roads and highways ("Permitted Title Exceptions"). In addition, the Title Commitment must include Extended Coverage Endorsement (unless such coverage cannot be provided by a Title Company). As to any title exceptions or defects other than Permitted Title Exceptions affecting the relevant Property, Purchaser shall have fourteen (14) Business Days after receipt of the Title Commitment to give Notice to the Transferring Party of any objections of Purchaser. If Purchaser fails to give any Notice to the Transferring Party by such date, Purchaser shall be deemed to have waived this right to object to any exceptions or defects. If Purchaser does give the other Notice of objection to any title exceptions or defects, the Transferring Party shall have the right for a period of thirty (30) Business Days after such Notice to cure or satisfy all Seller Defects. If the Transferring Party fails or elects not to cure any unpermitted title exceptions or defects, then Purchaser may elect to close the transaction and take title, subject to such exception, or to terminate this Contract. Purchaser shall have the right at any time to waive any objections that it may have made and thereby to preserve this Contract in effect. So long as this Contract remains in effect, the Parties agrees not to alter or encumber in any way the title to the relevant Properties. Purchaser shall pay its own costs of the extended coverage endorsement.

4.2 As used in Subparagraph 4.1, "insurable title" shall mean title insurable at standard rates by the Title Company with a standard ALTA (Form 1992, without a creditor's rights exclusion) extended coverage Contract Purchaser's title insurance policy.

4.3 The Closing shall be a "New York style" closing, and the title insurance

policy to be issued to Purchaser for the College Property shall be effective and in force at the time of delivery. Any costs associated with said closing shall be equally shared by the Parties.

5. Closing. The closing or settlement ("Closing") of the transaction contemplated by this Contract shall be within thirty (30) days of the end of the Inspection Period pursuant to Paragraph 2 of this Contract, or as mutually agreed to by the Parties. Closing shall be at the Title Company's offices located at 1235 North Mulford Road Suite 105, Rockford IL 61107 at a time mutually convenient to the parties.

6. Right of Entry. From and after the date of this Contract, the Transferring Party hereby grants the Purchaser, its representatives and agents, the right to enter upon the College Property to: (1) examine, inspect and test the feasibility and adaptability of the College Property for the Purchaser's intended use, and (2) collect all information that is necessary or appropriate in connection with this Contract, or for the intended use of the College Property, upon Notice and approval of the Transferring Party, not to be unreasonably withheld. (All of the foregoing examinations, inspections, studies and tests being hereinafter referred to as the "Studies", and the Party undertaking the studies hereinafter referred to as "Initiating Party".) All such Studies are to be made at Initiating Party's expense. Initiating Party agrees to repair any damage caused to the College Property as a result of the Studies, and to indemnify, defend and hold harmless the other from and against any claims, demands, losses, liabilities, settlements, damages, costs or expenses resulting from Initiating Party's carrying out the Studies. Initiating Party shall not cause or allow any lien claim to be filed against the College Property as a result of said Studies, and shall remove any such claims so filed within ten (10) days following its filing of record.

7. Notice. Each Notice ("Notice") provided for under this Contract must comply with the requirements of this Paragraph. Each Notice shall be in writing and sent by (i) depositing it with the United States Postal Service or any official successor thereto, certified or registered mail, return receipt requested, with adequate postage prepaid, or (ii) special courier service (e.g., Federal Express), addressed to the appropriate Party (and marked to a particular individual's attention if so indicated) as hereinafter provided. Each Notice shall be effective upon the date of delivery. Each Notice shall also be accompanied by email delivery at the addresses identified below. Rejection or other refusal by the address to accept, or the inability of the United States Postal Service to deliver because of a changed address of which no Notice was given, shall be deemed to be the receipt of the Notice sent. The Notices shall be addressed to:

IF TO COLLEGE: Rock Valley College
Attention: Rick Jenks
3301 N. Mulford Road
Rockford, Illinois 61114

E-Mail: r.jenks@rockvalleycollege.edu

with a copy to: Robbins Schwartz
Attention: Matthew J. Gardner
55 W. Monroe Street Suite 800
Chicago, Illinois 60603
E-Mail: mgardner@robbins-schwartz.com

IF TO
DISTRICT: Rockford Public School #205
Attn: Gregory Brown
501 7th St.
Rockford, Illinois 61104
E-Mail: Gregory.Brown@rps205.com

with a copy to: District No. 205
Attn: General Counsel
501 7th Street
Rockford, IL 61104

and

Thomas J. Lester
Allen Galluzzo Hevrin Leake, LLC
839 North Perryville Road, Suite 200
Rockford, IL 61107
E-Mail: tlester@aghllaw.com

8. Closing Documents. At Closing, Transferring Party shall deliver or cause to be delivered to the Purchaser the following:

- (i) A recordable Special Warranty Deed fully executed by the Transferring Party conveying the College Property to the Purchaser, subject only to Permitted Title Exceptions;
- (ii) Owner's policy of title insurance in the amount of \$700,000.00 (the "Title Policy"), issued by the Title Company pursuant to the Title Commitment at the District's expense in accordance with this Agreement, subject only to Permitted Title Exceptions, with extended coverage;
- (iii) Evidence satisfactory to Purchaser and the Title Company that the person or persons executing the Closing documents on behalf of the

Transferring Party have full right, power and authority to do so;

- (iv) Certificate of Non-Foreign Status executed by Transferring Party;
- (v) An executed Gap Undertaking (as required by the Title Company);
- (vi) An executed ALTA Statement (as required by the Title Company);
- (vii) A Closing Statement;
- (viii) All required Transfer Tax Declarations (though the Parties agree that this transaction is not subject to the Real Estate Transfer Tax pursuant to 35 ILCS 200/31-45);
- (ix) All closing costs as required herein;
- (x) A Bill of Sale for any personal property being transferred; and
- (xi) Such other instruments as may be reasonably necessary to affect the conveyance of the relevant Properties in accordance with this Contract.

9. Default and Remedies. If the Transferring Party fails or refuses to convey the College Property in accordance with the terms of this Contract or otherwise perform its obligations hereunder, and such failure or refusal is not cured within fifteen (15) days after Notice from Purchaser, then Purchaser shall have the right to specific performance, or any and all other rights and remedies available at law or in equity for Transferring Party's breach.

10. Entire Agreement. This Contract is contingent upon each Parties' approval of a lease agreement substantially conforming to the terms of the form attached hereto and incorporated herein Exhibit B ("Lease Agreement"). In the event that either Party fails to execute the Lease Agreement, this Contract shall be null and void. Other than the Lease Agreement, this Contract constitutes the entire agreement of the Parties and may not be amended except by written instrument executed by both Parties.

11. Interpretation. The paragraph headings are inserted for convenience only and are in no way intended to interpret, define, or limit the scope of content of this Contract or any provision thereof. If any Party is made up of more than one person or entity, then all such persons and entities shall be included jointly and severally, even though the defined terms of such Party is used in the singular in this Contract. If any right of approval or consent by a Party is provided for in this Contract, the Party shall exercise the right promptly, in good faith and reasonably, unless this Contract expressly gives such Party

the right to use its sole discretion. The term "Business Day" shall mean Monday through Friday, excluding holidays recognized by the state government of the State of Illinois. If any time period under this Contract ends on a day other than a Business Day, then the time period shall be extended until the next Business Day. If a time period under this Contract is five (5) days or less, it shall mean five (5) Business Days.

12. Possession; Risk of Loss. Transferring Party shall deliver actual possession of the College Property at Closing. The College Property shall, on the date of Closing, be in the same condition as of the Date of this Contract. The Parties hereto agree that Transferring Party, with respect to the College Property, is transferring the College Property in "AS IS-WHERE IS" condition and that the Transferring Party, except as otherwise provided herein, is providing no warranties with regards to the College Property.

13. Applicable Law. This Contract shall be construed and interpreted in accordance with the laws of the State of Illinois.

14. Additional Agreements. The Transferring Party warrants, represents and agrees with respect to the College Property that:

14.1 The Transferring Party is the respective owner of the College Property as of the Date of this Contract, as set forth in Exhibit A.

14.2 The Transferring Party is not a "foreign person" as defined in Paragraph 1445 of the Internal Revenue Code and is therefore exempt from the withholding requirements of said Paragraph.

14.3 The Transferring Party represents and warrants that it has no actual knowledge, nor has it received any written notice, of any actual or pending litigation or proceeding by any organization, person, individual or governmental agency against it with respect to the College Property or any portion thereof or with respect thereto; and the Transferring Party has no actual knowledge, nor has it received any written notice, of any violations of law, municipal or county ordinances, or other legal requirements with respect to the College Property (or any part thereof) or with respect to the use or occupancy of the College Property.

14.4 College hereby represents and warrants, that, to the best of its knowledge, (i) no activity was conducted on the College Property that produced any Hazardous Substance in violation of any Environmental Laws (defined below) and other laws, ordinances, orders, rules and regulations having jurisdiction over College ("Legal Requirements"); (ii) no Hazardous Substances were stored at the College Property in a manner or location in violation of any Environmental Laws and other Legal Requirements. For purposes of this Contract, the term "Hazardous Substances," as used in this Contract means pollutants, contaminants, toxic or hazardous wastes, or any other substances, the

presence or use of which is regulated, restricted or prohibited by any federal, state or local law, ordinance or other statute of a governmental or quasi-governmental authority relating to pollution or protection of the environment ("Environmental Law").

14.5. The Transferring Party represents and warrants that it is not party to, and the College Property is not subject to, any contract, lease, license or other contract, written or oral, that cannot be terminated at Closing. Purchaser shall not become subject to or bound by any contract, lease or license which it shall not have specifically agreed in writing to accept.

14.6 Between the date hereof and the Closing, no part of the College Property will be alienated, encumbered or transferred in favor of or to any party whatsoever.

14.7 The Transferring Party is the owner of the College Property and has the authority to enter into this Contract and is transferring good and marketable title to Purchaser.

14.8 The Transferring Party further covenants and agrees that it will refrain from any and all action from now until Closing which might or could cloud title to the College Property.

14.9 The obligations of each Party under this Contract are subject to the condition that the warranties and representations of Transferring Party in this Paragraph 14 and all subparagraphs are true and correct as of the Date of Closing. If, due to a change in facts or circumstances, either Party is not able to affirm its warranties and representations, the Purchaser shall have the option either to terminate or accept the College Property subject to the change in facts or circumstances. Subject to the preceding sentence, the Transferring Party shall affirm its warranties and representations in this Paragraph 14 and all subparagraphs at (and as of the Date of) Closing, and they shall survive Closing and expire two (2) years after the Purchaser has taken possession of the College Property.

15. Condemnation. In the event, prior to Closing, a condemnation or eminent domain suit is filed against the College Property, or any substantial portion thereof, the Purchaser hereto shall have the option, within thirty (30) days after receipt of Notice of same to: (i) rescind this Contract, in which case all sums paid by Purchaser and any interest earned thereon shall be paid to Purchaser, and this Contract shall be null and void and all obligations hereunder shall terminate; or (ii) elect to close this transaction and, in such event, all proceeds from the eminent domain suit shall belong to Purchaser.

16. Casualty Loss. If prior to Closing, the College Property, or any portion thereof, are damaged by fire or other casualty, the Purchaser shall have the right, upon Notice to Transferring Party, delivered within ten (10) Business Days after Purchaser

receives Notice of such loss or damage, to terminate this Contract, in which case neither Party hereto shall have any further rights, obligations or liability hereto. The Transferring Party shall forthwith deliver Notice to the Purchaser of the occurrence of any fire or other casualty with respect to the College Property.

17. Date of Contract. As used herein, the phrase "Date of this Contract" shall mean the date on which the Contract is signed by the last of the Parties.

18. Counterpart Execution. This Contract may be executed in separate counterparts. It shall be fully executed when each Party whose signature is required has signed at least on (1) counterpart, even though no one (1) counterpart contains the signature of all the Parties.

19. Authority. The parties executing this document on behalf of College and District do so only in their official capacity and shall incur no personal obligation or liability.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties hereto have hereunto set their hands and seals the date first written above.

COLLEGE:

**Board of Trustees of
Rock Valley College**

By: _____

Dated: _____

DISTRICT:

**ROCKFORD PUBLIC SCHOOLS,
DISTRICT 205**

By: *Denise Pearson*
President, Board of Education

Dated: 6.27.2023

ATTEST:

Jane Stanford
Secretary, Board of Education

Dated: 6.27.2023

BOARD APPROVED
JUN 27 2023
Rockford Public Schools

EXHIBIT A

[Legal Description – College Property]

Abbreviated Legal Description: BEG PT 325.47 FT E OF NW COR NW1/4 E 460.89 FT S 50 FT W 34.89 FT S 159.37 E 102.79 FT S 60.23 FT W 6.11 FT S 1022.04 FT TO N LN VAC BONANZA WAY W 278.31 FT SW 243.21 FT N 513.09 FT E 66.45 FT N 112.71 FT W 65.55 FT N 267.2 FT W 18.1 FT TH N 464.45 FT TO POB PT NW1/4 SEC 17-43-1 SEC: 17 TWP: 43 RANGE: 2 ACRES: 14.81A

(not to be used as a recordable legal description)

EXHIBIT B

[Lease Agreement]

LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made as of the date last executed below on the signature page of this Lease, concurrently with the REAL ESTATE SALE CONTRACT of even date herewith (the "College-District Contract") by and between COMMUNITY COLLEGE DISTRICT 511, an Illinois public community college district d/b/a ROCK VALLEY COLLEGE (the "College") and BOARD OF EDUCATION OF THE ROCKFORD PUBLIC SCHOOLS, DISTRICT #205, WINNEBAGO-BOONE COUNTIES, ILLINOIS, an Illinois public school district (the "District" and collectively with the College, the "Parties").

Recitals

WHEREAS, the College is transferring certain property described in the College-District Contract to the District;

WHEREAS, the College requires use of additional space to carry out its educational programs;

WHEREAS, both Parties recognize the leasing of space set forth herein to the College as being necessary consideration to effectuate the College-District Contract; and

WHEREAS, the Parties expect the rights and obligations set forth in this Lease to be temporary and should the need for long-term leasing arrangements be necessary, the Parties will negotiate the contractual requirements for such lease in good faith.

NOW, THEREFORE, in consideration of the above Recitals, which are incorporated herein, and the terms and conditions of the Contract, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Lease of Transferred Property and Other Property to College.

1.1 Truck Driver Training Program. Following the Closing of the transactions referenced in the College-District Contract, with the District taking title of the College's Property at 4151 Samuelson Road, Rockford, Illinois, also known as the Stenstrom Center for Career Education ("SCCE"), the District agrees that it shall rent to the College, at no cost other than as otherwise set forth herein and for College's exclusive use and enjoyment, certain space in the SCCE, as set forth more fully in Exhibit 1 by reference to this Section 1.1. The College shall use such space to facilitate its Truck Driver Training Program and shall be required to vacate this space on or before August 19, 2023.

1.2 Automotive/E Vehicle Program.

(a) Following the Closing of the transactions referenced in the College-District Contract, the District agrees that it shall rent to College, at no cost other than as otherwise

set forth herein and for College's exclusive use and enjoyment, certain space in the SCCE, as set forth more fully in Exhibit 1 by reference to this Section 1.2, which further includes the two outside fenced, secure vehicle storage areas located on the south side of SCCE. The College shall use rooms 429, 431, and 435 (the "Welding Lab") as reflected on Exhibit 1 to facilitate its Welding Program, while the College shall use the remainder of the rooms set forth in Exhibit 1 by reference to this Section 1.2 (not including the Welding Lab) (the "Automotive Space") to facilitate its Automotive/E Vehicle Program.

(b) The College shall be required to vacate the Welding Lab on or before September 30, 2023. The College shall be required to vacate Automotive Space on or before August 31, 2025 ("Automotive Expiration Date") unless the College duly executes the Automotive Option set for in Section 1.2(c), below.

(c) Provided the College is not in default of any term, covenant or condition of this Lease as determined pursuant to the Default Process in Section 7.2, College shall have the option to extend the Automotive Expiration Date for a period of one (1) additional year (the "Automotive Option"), to commence on the date immediately succeeding the Automotive Expiration Date. The College must exercise this Automotive Option, if at all, by giving District written notice of College's intention to do so at least six (6) months prior to the Automotive Expiration Date, time being of the essence herein.

1.3 Relay Site. District agrees that it shall allow the College, at no cost other than as otherwise set forth herein, to have non-exclusive use of certain space in the SCCE tower to facilitate the College's relay of fiberoptic internet cables and related services to the College's airport facility. The College shall also have non-exclusive use of the cage area located in the SCCE and rack space in room 163, as set forth more fully in Exhibit 1 by reference to this Section 1.3, to store equipment. The Chief Information Officers of each party shall work together in good faith to establish and designate a methodology for sharing the space referred to in this Section 1.3 to ensure that any shared use by the District or any third-party shall not negatively impact the College's use of the space. The College shall have non-exclusive use of the space identified on Exhibit 1 and shall be required to vacate this space on or before May 1, 2025.

1.4 Wilson Aspire.

(a) District agrees that it shall rent to College, at no cost other than as otherwise set forth herein, certain space in the Wilson Aspire Building located at 520 N. Pierpont Ave. Rockford Illinois 61101 ("Wilson Aspire"), as more fully set forth in Exhibit 2 by reference to this Section 1.4. College agrees that it shall, at its sole cost and expense, be responsible for acquiring and making all necessary arrangements for telephone, internet, cable, and data network utilities, which shall be separately metered and paid directly by College. The College shall use such space for classroom instruction and other College purposes that were previously located in the College's downtown Rockford campus and shall be required to vacate this space on or before August 31, 2025 ("Wilson Expiration Date") unless College duly executes the Wilson Option set for in Section 1.4(b), below.

(b) Provided College is not in default of any term, covenant or condition of this Lease as determined pursuant to the Default Process in Section 7.2, College shall have the option to extend the Wilson Expiration Date for a period of one (1) additional year (the "Wilson Option") to commence on the date immediately succeeding the Wilson Expiration Date. College must exercise this Wilson Option, if at all, by giving District written notice of College's intention to do so at least six (6) months prior to the Wilson Expiration Date, time being of the essence herein.

(c) In the event the College determines, in its sole and absolute discretion, that it no longer requires the Premises at Wilson Aspire, it shall in good faith provide notice of such fact to the District and the Parties agree to enter into any amendment or other agreement relating to the termination of this Section 1.4.

1.5 Certain Terms. The spaces identified in Section 1.1 – 1.4 and Exhibits 1 and 2 that are being rented to College under the terms of this Lease shall be referred to herein, collectively and individually, depending on context, as the "Premises". College's use of each Premises as further specified in Section 1.1 – 1.4 shall be referred to as the "Permitted Use". The SCCE building and Wilson Aspire building shall be referred to herein as the "Buildings" or each individually as "Building".

1.6 As-Is. College agrees that College is familiar with the condition of both the Premises and the Buildings, and College hereby accepts the Premises on an "AS-IS," "WHERE-IS" basis. College acknowledges that neither District, nor any representative of District, has made any representation as to the condition of the Premises or its suitability for College's intended use other than as expressly set forth herein. College acknowledges and agrees that College has made its own inspection of the Premises and District has no obligation to make any repairs, replacements, or improvements (whether structural or otherwise) of any kind or nature in connection with preparing the Premises for College's occupancy, unless such repairs, replacements, or improvements are necessary due to District's negligence or misconduct.

1.7 Use. The Premises shall be used only for the applicable Permitted Use and for no other purpose. Use of the Premises is subject to all covenants, conditions, and restrictions of record. College shall not use or occupy the Premises: (a) for any unlawful purpose; (b) in any way that will violate the certificate of occupancy for the Premises or the Buildings; (c) in a way that will constitute waste, nuisance, or unreasonable annoyance to District or any other user of the Buildings; or (d) in a way that may increase the cost of, or invalidate, any policy of insurance carried on the Buildings. The District acknowledges that the Permitted Uses include career programming and training of heavy equipment and machinery such as tractor trailers and other commercial vehicles, welding equipment, engines and other tools, machines, and equipment all of which the College will be permitted to use.

1.8 Compliance with Law.

1.8.1 College and the District, at their own cost and expense, shall comply with

all federal, state, county or municipal laws, ordinances, orders, codes, regulations or requirements applicable to the Premises or their specific use or occupancy of the Premises.

1.8.2 In the event that any improvements, repairs, or renovations are necessary to comply with any accessibility laws (including but not limited to the Americans with Disabilities Act of 1990, as amended by the Americans with Disabilities Act Amendments Act of 2008, and the regulations promulgated thereunder), ordinances (including zoning ordinances and land use requirements), building codes, school regulations (including any required by the Illinois State Board of Education or the Regional Office of Education), the District shall be required to perform and pay for such improvements, repairs, or renovations in a reasonable manner, *provided that* no violation of Section 1.8.3 is found to have occurred. The Parties agree that the District is solely responsible for these improvements, repairs, or renovations as the owner of the Premises, and shall not seek reimbursement from, or otherwise claim that the College is liable.

1.8.3 College represents and warrants that College has not received written notice from any governmental agency or otherwise of any existing violations of any federal, state, county or municipal laws, ordinances, orders, codes, regulations or requirements affecting the SCCE Building which have not been cured.

1.9 Rules and Regulations. College shall comply, and shall cause all College Parties to comply, with any reasonable District policies, rules and regulations pertaining to the use and occupancy of the Building or Premises that are specifically provided to the College (the "Rules and Regulations"). District may at any time adopt new Rules and Regulations or modify or eliminate existing Rules and Regulations as District shall deem necessary or appropriate so long as such new or modified Rules and Regulations do not unreasonably interfere with the College's Permitted Uses or rights under this Lease. In the event of any conflict or inconsistency between the provisions of this Lease and any of the Rules and Regulations, the provisions of this Lease shall control.

1.10 Hazardous Materials. College hereby represents and warrants that (i) no activity will be conducted on the Leased Premises that will produce any Hazardous Substance, except for such activities that are part of the ordinary course of College's Permitted Use, provided said Permitted Use is conducted in accordance with all Environmental Laws and other laws, ordinances, orders, rules and regulations now in effect or enacted subsequent to the date hereof by state, federal, municipal or other agencies or bodies having jurisdiction over College ("Legal Requirements"); (ii) the Premises will not be used in any manner for the storage of any Hazardous Substances except for the temporary storage of such materials that may be used in the ordinary course of Tenant's Permitted Use (the "Permitted Materials"), provided such Permitted Materials are properly stored in a manner and location that complies with all Environmental Laws and other Legal Requirements; (iii) Tenant will not permit any Hazardous Substances to be brought onto the Premises, except for the Permitted Materials, and if so brought or found located thereon, the same must be promptly removed with proper disposal, and all required cleanup procedures must be diligently undertaken in accordance with all Environmental Laws and other Legal

Requirements. The term "Hazardous Substances," as used in this Lease means pollutants, contaminants, toxic or hazardous wastes, or any other substances, the presence or use of which is regulated, restricted or prohibited by any federal, state or local law, ordinance or other statute of a governmental or quasi-governmental authority relating to pollution or protection of the environment ("Environmental Law").

2. Common Areas.

During the term of this Lease, the College has a non-exclusive right to access the vestibules, elevators, hallways, stairways, restrooms, parking lots, driveways, and sidewalks at SCCE and Wilson Aspire identified in Section 1 (the "Common Areas") for their intended uses. Except as may be otherwise provided expressly in this Lease, College shall not have the right to use the roof, electrical closets, janitorial closets, mechanical rooms, or any other non-common or non-public area at SCCE and Wilson Aspire. College and its personnel and student population shall not be permitted to access or use any Common Area or other portion of SCCE or Wilson Aspire that is or might be occupied by the District's student population. In accordance therewith, College personnel shall enter the Premises only using entry and exit points as directed and approved by District. The District agrees to construct or install means that would separate the District's student population from the College's personnel and student population in a manner and as further determined by District in its sole discretion. These measures should restrict the ability of the College's personnel and students from entering the District space that is occupied by the District's student population. The District agrees to also construct bathroom facilities that are ADA compliant to be used by College personnel and students and will not be accessible by District personnel and students. All construction required by this Section shall be substantially complete prior to August 31, 2024.

Unless caused by College's or College Parties' negligence or intentional misconduct, the District shall provide and pay for all repairs and maintenance of Common Areas and any work relating to the structure, systems, or functioning of the Premises and Buildings, including, but not limited to, roof, masonry, structural, parking lot, and sidewalk repairs or improvements, HVAC work, electrical work, fire protection work, plumbing work, mechanical work, and/or any other work relating to the structure, systems, or functioning of the Premises and Buildings ("Capital Improvements"). If the District requires any Capital Improvements, the District shall provide reasonable notice of such work to the College and coordinate with the College to minimize disruption to the College's operations.

3. Rent.

The College shall not be required to pay any rent for the lease of the Premises except as otherwise set forth herein.

4. Utilities.

4.1 The District shall be responsible for maintaining and paying utility providers for all utilities for the Premises that are not separately metered, including, but not limited to,

electricity, gas, water, sewer, and, to the extent applicable, telephone, internet, and cable services. The College shall reimburse the District on a monthly basis for the College's proportional share, based upon the SCCE Proportionate Occupancy and Wilson Aspire Proportionate Occupancy, of the District's monthly costs of utilities that are not separately metered and incurred by the District at each the SCCE Building and Wilson Aspire Building. For purposes of this Lease, the College's proportional share of each Building is as follows:

4.1.1 "SCCE Proportionate Occupancy" is 25%.

4.1.2 "Wilson Aspire Proportionate Occupancy" is 8%.

The College shall have no obligation to pay any utilities for either Building until the College occupies any portion of such Building and such obligation shall terminate when the College irrevocably vacates the particular Building. If the College vacates only a portion of the SCCE Building, the Parties shall meet in good faith to re-apportion the proportional share identified in Section 4.1.1.

4.2 The College agrees not to waste electricity or water. If the District believes there is waste and misuse of any utilities the District shall give written notice to the College of the alleged waste and misuse of utilities along with documentation to support the alleged waste and misuse including but not limited to historical utility costs for the Premises. If the College continues waste and misuse the utilities, the District may request the College reimburse the District for the excessive costs of providing the utility to the Premises. If the College disagrees with the District's assessment the Parties shall work in good faith to retain a mutually agreeable neutral third-party mediator to hold a mediation within thirty (30) days of the College receiving the official request for reimbursement. Both parties agree they will abide by the mediator's decision on the matter.

4.3 District shall have no liability to College for any damages or personal injuries to any person directly or indirectly resulting from any interruption or curtailment whatsoever in utilities and other services.

5. Insurance.

5.1 Each Party shall maintain the following insurance coverage throughout the term of this Lease. Each Party shall procure and maintain through an insurance company licensed to conduct business in Illinois insurance policies with the coverage and limits as specified below, and by endorsement shall cause the other party to be included as an additional insured on such policies, on a primary and noncontributory basis. This additional insured requirement does not apply to workers' compensation insurance. The commercial general liability policy shall, by endorsement, provide contractual liability coverage including the indemnity obligations provided in this Lease. Each such policy shall include, by endorsement, a requirement of at least 30 days' written notice to the other party prior to any termination, cancellation or material amendment to that policy. The type and minimum limits of insurance required are as follows:

<u>Type</u>	<u>Limits</u>
Commercial General Liability:	
Per Occurrence:	\$1,000,000
General Aggregate - Property:	\$5,000,000
Employers Liability	
Each Accident:	\$1,000,000
Each Employee – Disease:	\$1,000,000
Automobile Liability:	\$5,000,000 (combined single limit)
General Umbrella Excess Liability	\$5,000,000
Workers' Compensation:	Statutory Minimum

5.2 If any policy or coverage is written as "claims made" then coverage must be maintained for four (4) years after termination of this Lease. Notwithstanding the existence of required insurance, College agrees it is responsible for injury and damage to persons and property including such damages as may exceed the limits set forth above, resulting from its own negligence and the negligence of its owners, employees, agents and representatives and further for the negligence of others under College's direction and control when arising from or in any way related to the bid and resulting contract and College's performance of its contract obligations.

5.3 Each Party shall furnish the other Party with a certificate or certificates of insurance showing that the insurance required above is in effect.

6. Indemnity.

6.1 Indemnity of District. Except to the extent resulting from the gross negligence or willful misconduct of District, College shall indemnify, defend, and hold District, its Board of Education, in their official and individual capacities, administrators, officers, employees, agents, contractors, successors and assigns, harmless from and against any and all third-party claims, losses, costs, liabilities, damages, and expenses, including penalties, fines, and reasonable attorneys' fees, incurred in connection with or arising directly or indirectly from: (a) any breach or default by College in the performance of any of its obligations under this Lease; (b) any injury or death to persons or damage to property occurring within or about the Premises arising from the College's negligence or willful misconduct; or (c)

the use or occupancy of the Premises by College, any College Parties, or any person occupying the Premises through College.

6.2 Indemnity of College. Except to the extent resulting from the gross negligence or willful misconduct of College or any College Party, District shall indemnify, defend, and hold College, its Board of Directors, in their official and individual capacities, administrators, officers, employees, agents, contractors, successors and assigns harmless from and against any and all third-party claims, losses, costs, liabilities, damages, and expenses, including penalties, fines, and reasonable attorneys' fees, incurred in connection with or arising directly or indirectly from: (a) third party claims for injury to or death of any person or persons in any Common Area of the Building or the Premises (but with respect to the Premises only to the extent to which the same shall result from the negligence or willful misconduct of District); or (b) any breach by District of any covenant or condition of this Lease.

6.3 Survival. The terms of this Section shall survive the expiration or sooner termination of this Lease.

7. Termination.

7.1 No Cause Termination. The College may terminate this Lease for any reason by providing thirty (30) days written notice to the District.

7.2 Default Termination. In the event that either Party has materially breached this Lease, the non-breaching Party may terminate this Lease only by following the following process ("Default Process"): (a) the non-breaching party shall provide written notice to the other Party of the breach and allowing the Party in breach thirty (30) days to cure; (b) except for a Party's obligation to make any payment hereunder, if the Party in breach has not cured after thirty (30) days, the Parties shall work in good faith to retain a mutually agreeable neutral third-party mediator to hold a mediation within thirty (30) days of the end of the cure period to determine whether there was a material breach of the Lease that was not cured; and (c) if the third-party mediator determines that a material breach occurred that was not cured, the non-breaching Party may terminate this Lease immediately.

7.3 District Suspension and Termination. Without prejudice to any other rights or remedies it may have under the law or this Lease, in the event that District determines in its reasonable discretion that College or College Parties has jeopardized the safety or health of any District student or students, the District shall further be entitled to deliver written notice of its intent to suspend the College's right to occupy the Premises ("Suspension Notice"). The District's Suspension Notice shall provide College with information as to the facts and circumstances which prompted District's provision of Suspension Notice ("Cause of Suspension") and the District's requested remediation of the Cause of Suspension (ex. the removal of a certain individual from the Premises) ("Requested Remediation"), and the parties shall meet in good faith as soon as reasonably possible, and in no event later than 48 hours after the Suspension Notice, to

address the safety and health concerns, Cause of Suspension, and come to a mutual agreement regarding the Requested Remediation ("Agreed Remediation"). If the parties fail to reach an agreement within 48 hours following the Suspension Notice, the District may initiate the Default Process in Section 7.2, commencing immediately with sub-part (b). If the third-party mediator determines that the College has jeopardized the health or safety of the District's students, the District shall have the right to suspend the College's right to occupy the Premises until the College cures the conditions causing the safety and health concerns ("H/S Cure"). Notwithstanding the foregoing, during the period after the Suspension Notice, including throughout the Default Process, and until the third-party mediator's determination and completion of any H/S Cure, as applicable, the College will abide by the Requested Remediation or, if applicable, Agreed Remediation.

7.4 Condition upon Surrender. Upon expiration or earlier termination of the Lease, for whatever reason, College shall quit and surrender the Premises to District. The Premises shall be surrendered to District vacant, in the same condition as when the College took possession of the Premises normal wear and tear excepted. College shall remove all of College's equipment and personal property, and all telecommunications equipment installed by or on behalf of College after the commencement of the Lease. College shall repair any damage to the Premises caused by the College, including any damage caused by such removal. The College shall have no obligation to perform any action which constitutes an improvement, including but not limited to painting walls which have not been painted or changed since the commencement of the Lease. If College fails to repair any damage caused by the removal of its property, College shall reimburse District for all costs and expenses incurred by District in making any repairs and replacements to the Premises. Any property not removed by College shall be deemed abandoned and, if District so elects, deemed to be District's property, and may be retained or removed and disposed of by District in such manner as District shall determine. The College shall not be responsible for the cost of removing or disposing of any abandoned property. The provisions of this Section shall survive the expiration or earlier termination of this Lease.

8. Repairs and Maintenance.

8.1 The College, at College's expense, shall keep the interior portions of the Premises in good condition and repair during all times that it occupies such Premises, and shall provide and pay for any repair, replacement, or maintenance that becomes necessary due to the College's occupation and use of the Premises. Any repairs or maintenance shall be completed with materials of similar quality to the original materials.

8.2 The District shall provide and pay for all repairs and maintenance of Common Areas and any work relating to the structure, systems, or functioning of the Premises and Buildings, including but not limited to repairs and maintenance for the boilers and HVAC systems, air filtration systems, and water treatment. The District shall be responsible for any repairs such as broken tile, windows, lighting fixtures, or doors in the Premises that were not caused by the College or its invitees.

8.3 The District shall provide for janitorial and snow removal services for the Buildings ("Cleaning and Snow Services"). The District shall invoice the College for 1/3 of the District's cost of such Cleaning and Snow Services for the SCCE Building, and 1/4 of the District's cost of such Cleaning and Snow Services for the Wilson Aspire Building. The College shall have no obligation to pay for Cleaning and Snow Services for either Building until the College occupies any portion of such Building and such obligation shall terminate when the College irrevocably vacates the particular Building. College shall pay all District invoices net thirty (30) days.

9. Alterations and Improvements.

The College may make alterations to the interior portions of the areas that it will occupy pursuant to Section 1 of this Lease, including but not limited to signage, paint, wall hangings, and other alterations or building improvements (including any build-out necessary for the operation of its programs) ("Alterations"), subject to the approval of the District which shall not be unreasonably withheld. The College shall be responsible for the cost of any Alterations and shall ensure that no liens are encumbered on the District's property due such work. All Alterations shall be performed and completed in accordance with plans and specifications provided to District at least forty-five (45) days prior to the commencement of such work (and approved by District). The College shall be required to return the properties to the District in the same condition as existed upon the College taking possession of such properties, unless in approving any Alterations, the District specifically stipulates in writing that such Alterations may remain in the property upon termination of the Lease. The Parties agree that notwithstanding the forgoing, normal wear and tear of the rented properties is excepted, and the College shall not be responsible for such wear and tear related repairs.

Prior to District allowing its students to use the SCCE Building, the District shall complete the build-out of restrooms for use of the College's personnel, students, and invitees, and which comply with all applicable building and accessibility codes and laws.

10. Personal Property.

The College may provide and install, and shall maintain in good condition, all trade fixtures, personal property, equipment, furniture and moveable partitions ("College Owned Property") required in the conduct of its educational programs and administrative services in the Premises. Except as otherwise set forth herein, all of the College Owned Property and any alterations not affixed to the District's property shall, during and after the term of this Lease, remain the College's property unless otherwise agreed to between the Parties. The College is solely responsible for procuring and maintaining insurance covering the College Owned Property, and the District has no obligation to provide such insurance. It is the sole responsibility of College to safeguard all College Owned Property.

11. Quiet Enjoyment.

So long as the College performs all of its obligations in this Lease, except for the Premises identified in Section 1.3, the College shall peaceably have, hold and enjoy the exclusive

use of the Premises without hindrance, ejection or disturbance by the District or any other person lawfully claiming through or under the District. The Parties agree that the College shall have the right to use the Premises for certain career programming and training as set forth in the Permitted Uses and in Section 1.7 of this Lease.

12. Background Investigation.

If any of the College's employees has direct, daily contact with any of District' students, the College shall perform a criminal background check in accordance with Section 10-21.9 of the School Code before said employee shall be allowed at the Premises or Buildings.

13. District Access.

District shall have the right to enter the Premises, upon not less than forty-eight hours' notice (which may be telephonic), to: (a) inspect the Premises; (b) supply any service to the Premises; (c) determine whether College is complying with its obligations under this Lease; and (g) alter, improve, or repair the Premises, any building systems, or any other portion of the Building if such alteration, improvement, or repair is necessary and the District takes such action to minimize any interference with the College's use of the Premises. District shall not be required to provide prior notice of entry in the event of an emergency.

14. Notice.

Each Notice ("Notice") provided for under this Lease must comply with the requirements of this Paragraph. Each Notice shall be in writing and sent by (i) depositing it with the United States Postal Service or any official successor thereto, certified or registered mail, return receipt requested, with adequate postage prepaid, or (ii) special courier service (e.g., Federal Express), addressed to the appropriate Party (and marked to a particular individual's attention if so indicated) as hereinafter provided. Each Notice shall be effective upon the date of delivery. Each Notice shall also be accompanied by email delivery at the addresses identified below. Rejection or other refusal by the address to accept, or the inability of the United States Postal Service to deliver because of a changed address of which no Notice was given, shall be deemed to be the receipt of the Notice sent. The Notices shall be addressed to:

IF TO COLLEGE: Rock Valley College
Attention: Rick Jenks
3301 N. Mulford Road
Rockford, Illinois 61114
E-Mail: r.jenks@rockvalleycollege.edu

with a copy to: Robbins Schwartz
Attention: Matthew J. Gardner
55 W. Monroe Street Suite 800
Chicago, Illinois 60603

E-Mail: mgardner@robbins-schwartz.com

IF TO
DISTRICT: Rockford Public School #205
Attn: Gregory Brown
501 7th St.
Rockford, Illinois 61104
E-Mail: Gregory.Brown@rps205.com

with a copy to: District No. 205
Attn: General Counsel
501 7th Street
Rockford, IL 61104

and

Thomas J. Lester
Allen Galluzzo Hevrin Leake, LLC
839 North Perryville Road, Suite 200
Rockford, IL 61107
E-Mail: tlester@aghllaw.com

15. Damage, Destruction, Condemnation.

In the event the Premises or the Building is damaged or destroyed by fire or any other casualty regardless of the cause or is condemned or taken by any governmental authority, to the extent that more than fifty percent (50%) is damaged, destroyed, or lost, the District shall have the right to terminate this Lease without any consideration or damages payable to College. Any consideration, awards, insurance proceeds, etc. paid related to such event shall belong solely to District and College waives any rights thereto. If District elects to repair such damage and restore the Premises or the Building, this Lease shall remain in full force and effect. If the damage, destruction, or loss is less than fifty percent (50%), the District and College shall discuss in good faith whether to terminate this Lease.

16. Assignment and Subletting.

Neither College nor any sublessee or assignee of College, directly or indirectly, voluntarily or by operation of law, shall enter into an Assignment of this Lease or a Sublease of the Premises without District's prior written consent in each instance, which consent may be withheld or granted in District's sole discretion. An "Assignment" means any sale, assignment, encumbrance, mortgage, pledge, or other transfer or hypothecation of all or any part of the Premises or College's leasehold estate hereunder. A "Sublease" means any subletting of the Premises, or any portion thereof, or permitting the Premises to be occupied by any Person other than College. Any Assignment or Sublease that is not in compliance with this Section shall be void.

17. Severability, Waiver.

If any provision of this Lease is determined by a court of competent jurisdiction to be invalid or unenforceable then the remainder of this Lease shall not be affected by such determination, and each and every other provision of this Lease shall remain valid and enforceable to the fullest extent permitted by law. The failure of either Party to enforce at any time any of the provisions of this Lease, or the failure to require at any time performance by the other Party of any of the provisions of this Lease, shall in no way be construed to be a present or future waiver of such provisions, nor in any way affect the ability of either party to enforce each and every such provision thereafter.

18. Entire Agreement.

The Parties intend this Lease, and the College-District Contract referenced herein, be the entire and complete expression of their understandings, and College-District Contract and this Lease supersedes any and all prior and contemporaneous agreements or understandings relating to its subject matter. **TO THE EXTENT ANY TERM OR CONDITION, OTHER THAN THOSE OF SECTION 1 OF THIS LEASE, CONFLICT WITH THE COLLEGE-DISTRICT CONTRACT, THE TERMS OF THE COLLEGE-DISTRICT CONTRACT SHALL CONTROL.**

19. Amendments.

This Lease may only be amended, modified, or supplemented by an agreement in writing duly executed by both District and College.

20. Force Majeure.

Each Party shall be excused from liability for the failure or delay in performance of any obligation under this Lease by reason of any event beyond such Party's reasonable control including but not limited to Acts of God, fire, flood, explosion, earthquake, or other natural forces, civil or military authority, terrorists, war, civil unrest, accident, any strike or labor disturbance, shortage or inability to obtain critical material or supplies, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions, or any other event similar to those enumerated above and beyond the Parties' control.

Such excuse from liability shall be effective only to the extent and duration of the event(s) causing the failure or delay in performance and provided that the Party has not caused such event(s) to occur and continues to use diligent, good faith efforts to avoid the effects of such event and to perform the obligation.

21. Governing Law.

This Lease shall be subject to and interpreted under the laws of the State of Illinois. The Parties agree that jurisdiction and venue in any action brought by any party pursuant to

this Lease shall lie in any Federal or State court located Winnebago County, Illinois. By execution and delivery of this Lease, each Party irrevocably submits to the jurisdiction of such courts for itself and in respect of its property with respect to such action. The Parties irrevocably agree that venue would be proper in such court, and hereby waive any objection that such court is an improper or inconvenient forum for the resolution of such action.

22. Mediator Selection and Cost.

In the event a mediator is required pursuant to the terms of this Agreement, the Parties will have five (5) days from the date they are to cease direct negotiations to submit to each other a written list of three (3) acceptable qualified attorneys not affiliated with either Party to serve as the mediator. Within five (5) days from the date the list is received, the Parties will rank the mediators in numerical order of preference and exchange the rankings. If one or more names are on both lists, the person sharing the highest ranking between the Parties will be designated as the mediator. If no mediator has been selected under this procedure, the Parties agree jointly to request the Trial Court Administrator of the 17th Judicial Circuit Court, Winnebago County (the "Administrator") to supply within five (5) days a list of three (3) potential qualified attorneys to serve as the mediator. Within five (5) days from the date the list is delivered by the Administrator, the Parties will again rank the proposed mediators in numerical order of preference and will simultaneously exchange the list and will select as the mediator the individual receiving the highest combined ranking. If the mediator is not available to serve, they will proceed to contact the mediator who was next highest in ranking until they are able to select a mediator. The Parties will bear their respective costs incurred in connection with any mediation except that the Parties will share equally the fees and expense of the mediator and the costs of obtaining the facility for the mediation.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties hereto by their duly authorized representatives have executed this Lease effective as of the date first above written.

COLLEGE:

**Board of Trustees of
Rock Valley College**

By: _____

DISTRICT:

**ROCKFORD PUBLIC SCHOOLS,
DISTRICT 205**

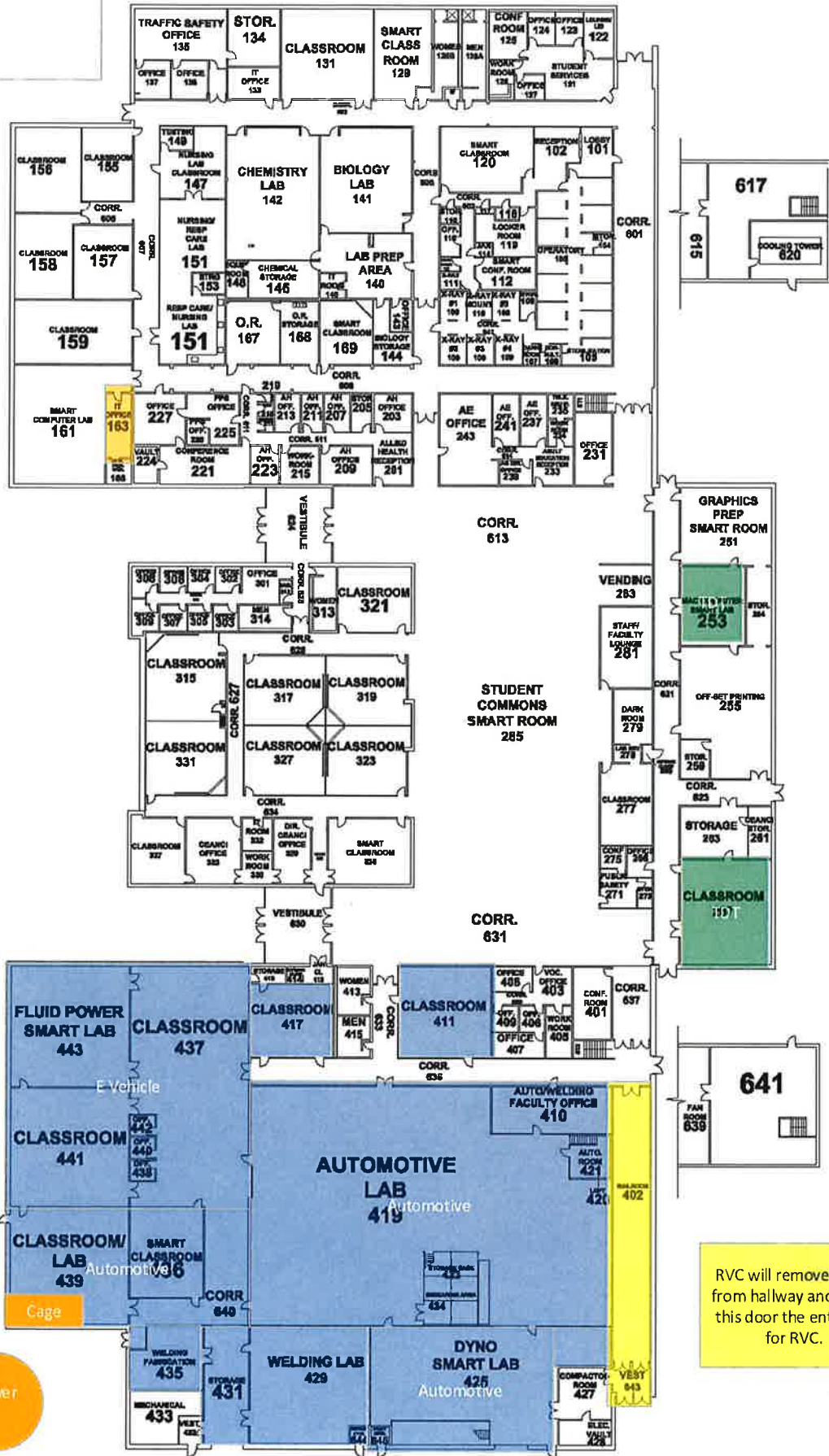
By: 
President, Board of Education

ATTEST:


Secretary, Board of Education

BOARD APPROVED
JUN 27 2023
Rockford Public Schools

RPS 205 and RVC Lease Agreement Exhibit One



Truck Driver Training Section 1.1

Automotive/E Vehicle Section 1.2

Tower, Cage, and IT Rack Space Section 1.3

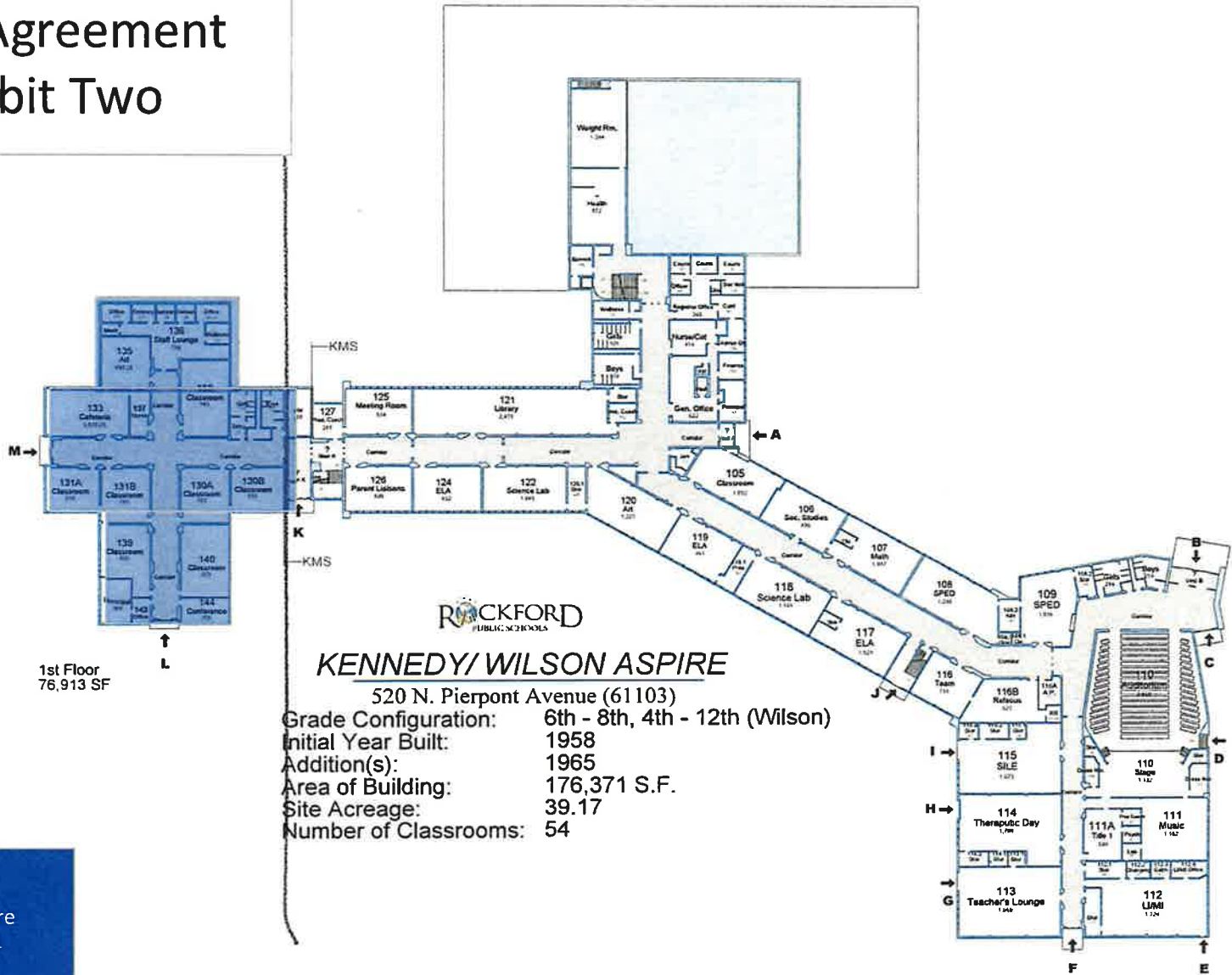
Tower

Automotive will also need both caged in areas located in the south parking for vehicle storage.

RVC will remove items from hallway and make this door the entrance for RVC.

SAMUELSON ROAD CENTER (SCCE)

RPS 205 and RVC Lease Agreement Exhibit Two



Wilson Aspire
Section 1.4

EXHIBIT C

College Tangible Personal Property Transferred to District

- All classroom furniture

EXHIBIT D

College Trade Equipment Retained by College

- All vehicle lifts utilized in the automotive program.
- All tools and tool boxes utilized in the automotive program or contained in the space that is being leased by RVC from RPS 205
- All welders, chop saws, equipment, and tools utilized by the welding program.
- All vehicle balancers and alignment lifts utilized in automotive program.
- All IT equipment including projectors, computers, conference or remote learning equipment in the space that is being leased by RVC from RPS 205.
- All spare motors or other educational materials in the space that is being leased by RVC from RPS 205.
- All RVC network switches.
- All flat screen television sets.
- All projectors.
- All network phones.
- All filing cabinets located in the space that is being leased by RVC from RPS 205.
- All other existing small equipment, parts, furniture, or tools located in the space that is being leased by RVC from RPS 205.



Downtown Architect Selection Process Update

Presented to: Rock Valley College Board of Trustees Committee of the Whole
July 11, 2023

Rick Jenks, Vice President of Operations / Chief Operations Officer

Executive Summary of Process

Committee Member	Title
Lisa Mehlig	Executive Director of Outcomes Assessment
Peter Held	Dean of Non-Credit Programs
Christine Lott	Director of Human Resources
Deborah Gilster	Americans with Disabilities Act (ADA) Compliance Coordinator
Joseph Agbeko	Dean of Adult and Developmental Education
Terrica Huntley	Dean of Students
Michael Worden	Accounting Manager
Janet Taylor	Executive Director of Facilities and Operations
Karen Kerr	Director of Business Services
Richard Kennedy	Board Trustee
Richard Jenks	Vice President of Operations

1. The Request for Qualifications (RFQ) was released to the public on June 21, 2023, and we are now awaiting responses. Notices were sent to any architect firm the College has utilized in the past advising of the RFQ.
2. Once we receive the responses, the committee members will receive the information for review. We will schedule a meeting to discuss the responses. This time is highlighted below in the timeline.
3. Committee will select up to 5 firms to interview based on a review of the submitted documents from each architect firm.
4. The committee will conduct interviews via a remote platform (Zoom or Teams) and, using a supplied matrix, discuss narrowing the candidates to two or three finalists.
5. The finalists will give a presentation to the Board of Trustees during the August Committee of the Whole meeting.
6. Trustee Kennedy, our board liaison, will solicit feedback from the Board, and the committee will reconvene to select the top firm.
7. Matt Gardner, the college attorney, and Richard Jenks will negotiate with the top firm on a price. Upon agreement, the contract will be sent to the Board for final approval.
8. Receive final approval from the Board at the August 22, 2023, Board meeting.

Timeline

Date	Item
June 21, 2023	RVC to release the RFQ and begin accepting submittals
July 12, 2023	RFQ Opening 10:00 A.M. CST.
July 13 - July 14, 2023	Committee to review the submittals and choose the top four or five firms for the shortlist.
July 17 - July 21, 2023	Committee to interview shortlisted firms via remote platform.
July 21, 2023	Committee to choose the top two or three firms (finalists).
August 8 - August 15, 2023	Finalists are to present to the RVC Board of Trustees (Board) and take questions.
August 16 - August 17, 2023	Committee to meet to rank finalists.
August 17 - 18, 2023	Contract negotiations to take place with the top firm
August 22, 2023	Final award recommendation presented for Board approval.

Summary of Scoring

- Firms will be evaluated on:
 - Quality of their overall presentation.
 - Design philosophy for the project.
 - Professional qualifications and how they will utilize services they do not currently have within their organization.
 - Knowledge or experience in designing programs that will be lodged in the building (automotive, collision, early childhood).
 - Design concepts relating to the Americans with Disabilities Act (ADA).
 - Management of long-term projects.

Matrix Scoring Sheet

Criteria		Firms		
1 Meets Some Criteria	5 Meets All Criteria	Firm One	Firm Two	Firm Three
1. Overall opinion of presentation				
2. Design Philosophy				
3. Professional qualifications of individuals assigned (Licensed in Illinois, LEED licensed, etc.)				
4. History of effective schedule & budget management*				
5. Prior experience with community colleges				
6. Knowledge of Automotive/Diesel/Collision/E Vehicle programs.				
7. Knowledge of Early Childhood / Restricted Access and playground. Police and Fire training.				
8. Project Documentation management				
9. Technology used by firm				
10. ADA compliance in design & management				
Total		0	0	0

Legend

ADA - Americans with Disabilities Act, prohibits discrimination based on disability.

LEED - Leadership in Energy and Environmental Design

* Effectivity in setting construction schedules & timelines while staying within project budget

QUESTIONS



ATC Phase Two Change Order Status Report

Committee of the Whole Meeting (CotW): July 11, 2023

*Denotes updated information from the last CotW meeting.

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
								\$ 200,000.00
1	Removal of fire extinguisher cabinet. RVC had an existing cabinet that could be used, thus creating a credit.	5/26/2023	\$ 285.00	\$ 285.00	Approved	6/1/2023	Larson and Larson	\$ 200,285.00
2	Testing contract for parking lot base and asphalt pouring.	6/1/2023	\$ (19,220.00)	\$(19,220.00)	Approved	6/2/2023	GEOCON	\$ 181,065.00
3*	Addition of 12-inch steel bollards in front of electrical equipment in the parking lot. Required by the fire department (\$4,450.00). Four additional electrical outlets are needed for TDT and moving one horn strobe for the fire alarm.	6/1/2023	\$ (8,742.00)	\$ (8,742.00)	Approved	6/14/2023	Larson and Larson	\$ 172,323.00
4*	Additional temporary climate and humidity control in the CNC lab space to reduce rust forming on equipment	6/1/2023	\$ (6,605.05)	\$ -	Pending		Larson and Larson	\$ 172,323.00
5*	Roof hose bib backflow preventers are required by the fire department. Hose bib backflow preventers were covered under the construction contract.	6/1/2023	\$ (3,124.00)	\$ -	Rejected	N/A	Larson and Larson	\$ 172,323.00
6*	Parking lot repair, raise islands	6/12/2023	\$ (19,370.00)	\$(19,370.00)	Approved	6/14/2023	Larson and Larson	\$ 152,953.00

ROCK VALLEY COLLEGE 2023 - AT A GLANCE CAMPUS FACILITY EVENTS

(These are in-person scheduled events)

Date	Event	Staff	Student	Athletic	Community
July					
7/1/2023	WEI Commencement Ceremony - SC Atrium, 10am	x	x		x
7/2/2023	Star Spangled Spectacular - BST, 8pm	x			x
7/8/2023	RPDRD Power Testing - PEC Gym, 10am	x			x
07/10 - 07/14	BST Supernova Camp - BST and ERC PAR, 12pm	x	x		x
7/11/2023	Wells Fargo Buy Out Event - BST, 7pm	x	x		x
07/12 - 07/16	Footloose Showing - BST Stage, 8pm	x	x		x
7/13/2023	WEI Career Fair - SC Atrium, 3pm	x	x		x
7/14/2023	Youth Volleyball Camp - PEC Gym, 10am	x	x		x
7/14/2023	Rockford Rescue Mission Presentation - ERC 2416, 11am	x	x		x
7/16/2023	Wesley Willows Buy Out Event - BST, 11am	x	x		x
07/17 - 07/21	BST Supernova Camp - BST and ERC PAR, 10am	x	x		x
7/19/2023	Registration & Financial Aid Assistance - WTC 1110, 5pm	x	x		x
07/19 - 07/23	In the Heights Showing - BST Stage, 8pm	x	x		x
7/20/2023	New Student Welcome Event - SC Atrium, 12pm	x	x		x
7/22/2023	R2OC Robotics Competition - PEC Gym, 7am	x	x		x
7/22/2023	Rockford Promise New Scholar Orientation - SC Atrium, 1pm	x	x		
07/26 - 07/30	Oliver Showing - BST Stage, 8pm	x	x		x
7/28/2023	Disability Pride Month Speaker Event - ERC Library, 12:15pm	x			
7/28/2023	High School Position Camp - PEC Gym, 10am	x	x	x	x
7/28/2023	High School All Skills Camp - PEC Gym, 1pm	x	x	x	x
August					
08/01 - 08/03	Coach Watkins Elite Camp - PEC Gym, 1pm	x	x	x	x
8/1/2023	Raymond James Buy Out Event - BST, 7pm	x	x		x
08/02 - 08/03	The Mobile Summer Institute - CLI 1244, 9am	x	x		x
8/2/2023	Registration & Financial Aid Assistance - WTC 1110, 5pm	x	x		x
08/02 - 08/06	Cinderella Showing - BST Stage, 8pm	x	x		x
8/7/2023	RVC Aspire Event - SC Atrium, 8am	x	x		x
8/8/2023	Early College Training - SC Atrium, 8:30am	x			
8/8/2023	Stars of Starlight - BST, 7pm	x	x		x
8/9/2023	Stinky Cheese Man Preview Showing - BST Stage, 8pm	x	x		x
08/10 - 08/12	Stinky Cheese Man Showing - BST Stage, 11am & 2pm	x	x		x
8/10/2023	MassComm Annual MoPic Screening - ERC PAR, 7pm	x	x		x
8/16/2023	New Student Welcome Event - SC Atrium, 10am	x	x		x
8/17/2023	International Student Orientation - SC 1222, 8am	x	x		
8/19/2023	Annual Rockford Police K9 Unit Fundraiser - PKLT 10, 1pm	x			x
8/25/2023	Mental Health First Aid Training - CLI 0222, 8am	x	x		x
8/25/2023	Welcome Week Drive In Movie Night - PKLT 2, 6pm	x	x		x
8/28/2023	Fall Welcome Week - SC Atrium, 11am	x	x		x
8/29/2023	Welcome Week Involvement Fair - SC Atrium, 11am	x	x		x
8/30/2023	RVC Majors Fair - SC Atrium, 2pm	x	x		x
8/31/2023	Welcome Week Open House - SC 1124, 11am	x	x		x