



2021-2023 Expansion of Dual Credit Faculty for CCRSM LOI
Letter of Interest (LOI) Application Due 11:59 p.m. CT, April 12, 2021

NOGA ID

Authorizing legislation **General Appropriations Act, Article III, Rider 49, 86 TX Legislature; TEC §29.908(b) & 102.1091**

This LOI application must be submitted via email to loiapplications@tea.texas.gov.

The LOI application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

TEA must receive the application by **11:59 p.m. CT, April 12, 2021**.

Application stamp-in date and time

Grant period from

Pre-award costs are not permitted for this LOI.

Required Attachments

1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)
2. Attachment 1: CCRSM Crosswalk
3. Attachment 2: Letter of Instructional Assurances
4. Attachment 3: Letter of Hiring Assurances from Higher Education Partner(s)
5. Attachment 4: Participant Roster
6. Attachment 5: Letter of Educators' Commitment

Amendment Number

Amendment number (For amendments only; enter N/A when completing this form to apply for grant funds):

Applicant Information

Organization CDN Campus ESC DUNS

Address City ZIP Vendor ID

Primary Contact Email Phone

Secondary Contact Email Phone

Certification and Incorporation

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the LOI application, as applicable, and that these documents are incorporated by reference as part of the LOI application and Notice of Grant Award (NOGA):

- LOI application, guidelines, and instructions
- Debarment and Suspension Certification
- General and application-specific Provisions and Assurances
- Lobbying Certification

Authorized Official Name Title

Email Phone

Signature Date

Shared Services Arrangements

Shared services arrangements (SSAs) are permitted for this grant. **Check the box below if applying as fiscal agent.**

The LEA or ESC submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter into a written SSA agreement describing the fiscal agent and SSA member responsibilities. All participants understand that the "Shared Services Arrangement Attachment" must be completed and signed by all SSA members and submitted to TEA before the NOGA is issued.

Statutory/Program Assurances

The following assurances apply to this program. In order to meet the requirements of the program, the applicant must comply with these assurances.

Check each of the following boxes to indicate your compliance.

- 1. The applicant provides assurances that a maximum of \$25,000 will be requested for reimbursement per educator for expenses related to tuition, fees, and travel during the life of the grant. Additional costs will be the responsibility of the LEA or participant upon a local agreement.
- 2. The applicant provides assurances that all participants serve within the eligible CCRSM in the 2021-2022 school year. Participating educators must each sign a Letter of Educator's Commitment which will be collectively submitted as Attachment #5.
- 3. The applicant provides assurances that successful completion is defined as an average of 75% or higher in each course completed. All expenses related to participation in the accelerated credentialing program (e.g., tuition and fees, textbooks, travel expenses) are eligible for reimbursement by TEA upon successful completion of courses per term.
- 4. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this LOI will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
- 5. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
- 6. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2021-2023 CCRSM Expansion of Educators Eligible to Teach College Courses LOI Program Guidelines.
- 7. The CCRSM program leader(s) will submit a CCRSM designation (renewal) application for designation in 2022-2023 and for designation in 2023-2024.
- 8. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2021-2023 CCRSM Expansion of Educators Eligible to Teach College Courses Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- 9. The applicant provides assurances that an academic year signed and dated memorandum of understanding (MOU) with the dual credit provider will be publicly posted by August 15, 2021. The MOU must address the following elements: Eligible courses; Student eligibility; Location of the class; Composition of students in the class; Faculty selection, supervision, and evaluation; Course Curriculum, Instructional Materials and calendar; Academic policies and student support services; Data-sharing policies and procedures; Courses of study that lead to an associate degree or up to 60 hours of college credit toward a 4-year degree; Administration of statewide assessments; Transcription of credit and Funding.

TEA Program Requirements

1. **Identification of Needs:** Describe your plan for identifying dual credit faculty needs for this grant, as well as in the future. What systems will you put in place to ensure each CCRSM cohort is offered a sequence of coursework which will lead to a postsecondary credential?

Our first Early College High School, the Keller Collegiate Academy, is opening in Fall 2021. In our application, we provided four crosswalks that we are promoting while partnered with Tarrant County College as our dual credit provider. The Keller Collegiate Academy, at its inception, will have a health sciences focus where students can choose one of the four pathways: Associate of Arts, Surgical Technician, Licensed Vocational Nurse, and Registered Nurse. In order to best utilize our staff, these pathways do have some overlap as students begin the program in 9th and 10th grade. This also provides students with an easier transition to another pathway if they change their minds. At full capacity and with the expansion of programming, we anticipate an enrollment of approximately 1000 students on this campus by the fall of 2024. Our intent is to offer enough dual credit opportunities for students to obtain the required Texas Core Curriculum prior to graduation. As we expand into other programming, each pathway will be individualized with additional dual credit staff. With a beginning staff of fifteen and an anticipated staff of fifty, we are hoping that every staff member is dually credentialed.

Each pathway is designed to have benchmarks as students complete level 1 and level 2 certifications and eventually obtain an Associate of Arts degree. Some programs will extend into year five either with Tarrant County College or another university partner.

2. **Program Design:** Name the university partner(s) which will provide graduate level instruction to participating educators. Describe in detail how the LEA will coordinate with the university partner(s) to design an accelerated credentialing program. What are the university's roles and responsibilities in building a program to expand the number of educators credentialed to teacher college courses?

Keller ISD will be forming a triad with the University of North Texas and Tarrant County College. Through a partnership with the University of North Texas, Keller ISD will be providing eligible participating educators the opportunity to obtain a master's degree in Curriculum & Instruction with a concentration in the needed teaching discipline. Upon reviewing official transcripts of all candidates, an individualized plan will be developed to assist in the completion of requirements for teaching dual credit at the Keller Collegiate Academy. Professional development on the pedagogy of learning at the collegiate level will be incorporated into the master's level program. The University of North Texas will integrate opportunities for our educators to participate in summer research and collaborate with other professors to build the needed curriculum. This grant has been the impetus for collaborating on more opportunities with the University of North Texas to grow our teachers into successful college-level instructors.

Tarrant County College - Northwest is our current dual credit provider. An agreement with them has been developed to support the credentialing process for all of our participating educators. Tarrant County College will also review initial transcripts, educational experiences, and proposed courses from the University of North TX to accelerate the credentialing process as defined by the Southern Association of Colleges and Schools.

TEA Program Requirements (Cont'd)

3. Hiring: Name the dual credit provider(s) who will hire educators. How will the applicant collaborate with the dual credit provider? What steps will take place to ensure that the courses taken by the educator will meet the accrediting standards of the hiring dual credit provider? What are the roles and responsibilities of the hiring dual credit provider?

Tarrant County College, Northwest campus is the credentialing institution that we are partnering with for the dual credit teaching grant. Over the last few years, Keller ISD has partnered with them in credentialing our currently embedded instructors. This agreement will move us forward with TCC as our dual credit program continues to grow in the district. The participating educators will collaborate with Tarrant County College through an identified instructor to ensure that they are meeting the academic course requirements needed for credentialing. This identified instructor will work jointly with Keller ISD to assist in meeting the needs of the dual credit students at the Keller Collegiate Academy. Keller ISD will hire the certified staff and Tarrant County College, Northwest will assure that the participating educator will meet the accrediting standards.

4. Sustainability Plan: Describe the sustainability plan to be implemented which can support the ongoing efforts of the CCRSM campus(es) to address capacity challenges for offering college-level courses beyond the life of the grant. How will the applicant build upon the success of this program to expand college course offerings for high school students in the future.

Keller ISD has developed a plan to sustain the credentialing program at least two years beyond the life of the grant for participating educators who may not complete their degree or requirements. Keller ISD is responsible for planning future funds that will meet the needs of our participating educators through reimbursement if they do not complete the program by June of 2023. As our academic pathways are expanding, Keller ISD is wanting to partner with community businesses to assist in funding more existing teachers to become dual credit instructors in our traditional high schools beyond our College and Career Readiness School Model, the Keller Collegiate Academy. Our dual credit provider currently pays our traditional high schools a stipend for any dual credit courses taught by our embedded professors. A percentage of this income will be set aside for financially supporting more teachers as our dual program expands districtwide.

TEA Program Requirements (Cont'd)

5. Recruitment and Retention: How were teachers identified and recruited? What new practices will be put into place to support their completion of the accelerated credentialing program? What commitment has the applicant made to educators to ensure that they will be able to teach college courses upon satisfaction of meeting credentialing requirements? What commitment has the applicant asked of educators to ensure that they will continue to serve the CCRSM beyond the grant period to teach college-level courses?

Keller ISD certified teachers were sent grant communication through various means advertising the opportunity. They were invited to a virtual presentation that explained the details of the grant and commitment expectations. A rubric was created to meet the needs of the Keller Collegiate Academy as it opens in the fall of 2021 to students. Some components of the rubric included current teaching certifications and assignments, postsecondary degrees, AVID involvement, and the master scheduling needs of the campus. The rubric allowed Keller ISD to find the best candidates for the grant opportunity that would support growth at the Keller Collegiate Academy. District administration, human resources, postsecondary readiness, federal programs, and finance in Keller ISD have been called upon to ensure the success of our candidates. Preferential scheduling, cohort meetings, individualized advising, and more will be implemented to support the participating educators. Planning for future years is ongoing with the Keller Collegiate Academy. The candidates' dual credit teaching status has been considered and will be implemented at the appropriate time of development. A long-term commitment by the participating educator has been communicated as they are currently being hired for the campus.

Budget Narrative

Include a narrative describing how the proposed budget will support the needs and goals of the program, including for staffing, instructional expenses, supplies, materials, contracts, travel, etc. Describe any matches that are anticipated to support this program, either by the LEA, college partner, or educator. Describe the disbursement plan for the expenses incurred by educators participating in the program. Describe anticipated risks for this project and the adjustments which may be made over the course of the grant period.

Through collaborative conversations with the University of North Texas, tuition and fee amounts were identified by the number of hours each committed teacher needs to be credentialed. UNT offers a textbook bundle which should address all required reading. Additionally, interviews with each committed teacher provided information regarding who would need to sit for the GRE and any other possible associated costs for graduate admissions. Those discussions led to funding amounts of \$25,000 for three teachers and up to \$14,000 for our two remaining teachers for a total budget of \$103,000 after consideration of other costs like admission fees, books, and travel costs. Teachers will pay all initial costs and then will request reimbursement for expenses through original receipts and documents. Funding currently exists to begin paying the standard local stipend as soon as the teacher has obtained the credentials as determined by TCC and is providing instruction in a dual credit course.

We anticipate addressing any possible annual increases in tuition and fees through continued discussions with UNT as we design our MOU in August of 2021.

Appendix I: Amendment Description and Purpose (leave this section blank when completing the initial application for funding)

An amendment must be submitted when the program plan or budget is altered for the reasons described in the "When to Amend the Application" document posted on the [Administering a Grant](#) page. The following are required to be submitted for an amendment: (1) Page 1 of the application with updated contact information and current authorized official's signature and date, (2) Appendix I with changes identified and described, (3) all updated sections of the application or budget affected by the changes identified below, and, if applicable, (4) Amended Budget Request. Amendment Instructions with more details can be found on the last tab of the budget template.

You may duplicate this page

Amended Section

Reason for Amendment