



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?

La Joya ISD is one of the largest districts in Hidalgo County serving 27,685 students during the 2019-2020 school year. With a demographic population of 91.39% Economically Disadvantaged, a poverty rate of 49.1%, one of the highest in the US (14.8%). 77.6% at Risk, 56.64% LEP, and 99% Hispanic. Only 41.3% of La Joya ISD High School students graduates are College Ready Vs the State's 50% and the Region's 52.9%(2018/2019 TAPR) with only 45.9% graduates being TSI ready in ELA & 34.6% in Math vs the state's 58.2% and 46%.

La Joya ISD currently has six (5) CCRSM Academies/Campuses that will participate in this project: 1) La Joya ECHS Academy, 2) Jimmy Carter ECHS, 3)Thelma Salinas ECHS, 4) Juarez-Lincoln HS T-STEM Academy, and 5) La Joya HS T-STEM Academy.

In order to identify the dual credit faculty needs for this grant, as well as the future needs of La Joya ISD, the La Joya ISD Leadership Team conducted a comprehensive needs assessment of the six CCRSM targeted campuses. District Academies Director, Campus Academies Directors, and Grant Development Director met, discussed, and analyzed campus needs, course offerings, campus and faculty rosters with teacher certifications for potential candidates for the program as well as the crosswalks/degree plans offered at each of the CCRSM / ECHS campuses. Master course schedules of the previous two years were reviewed to establish a pattern of needs and create predictions of the number of course sections that would be needed in each dual credit area of study. Based on the course section needs and the faculty at each CCRSM/ECHS campus, each Academy Director/Principal will provide a list of potential faculty to participate in this project cohort. Ensuring that appropriate coursework is offered to participating teachers to attain their master's degree and/or 18 hours in the content area, was a critical component of the planning process. La Joya ISD Academies Director and Grant Development Director met with IHE's dual credit granting institution (South Texas College) to discuss the 2021-2023 Expansion of Dual Credit Faculty for CCRSM program goals, individual campuses student's dual credit needs, and most importantly, the IHE's accreditation and hiring process for the Dual credit courses as well as the sequence of coursework offerings from the 4 years IHE's (UTRGV and UT Kingsville). Based on the list of potential participating candidates, the 4-year IHE's currently have offerings that provide master's degrees in the areas of need and/or the 18 hours needed. La Joya ISD will implement a system of collaboration where a 4 year IHE(UTRGV) in this project provides assurance that participating candidates will complete the sequence of coursework that leads to the postsecondary credential needed at their CCRSM campus to impart dual credit courses.

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?

Partners to provide graduate level instruction to participating educators in the 2021-2023 Expansion of Dual Credit Faculty for CCRSM program will include: UTRGV (University of Texas Rio Grande Valley) and Texas A&M University-Kingsville. Masters Degrees to be pursued by the participants listed in the participant's rosters are from UTRV are in compliance with programmatic needs of the IHE dual credit provider. Direct input was obtained from dual credit provider when considering the IHE partners for this program to ensure full compliance with program design. This input was obtained during collaboration meetings held with IHE's to discuss the 2021-2023 Expansion of Dual Credit Faculty for CCRSM program & a letter of commitment was provided by the IHE dual credit provider(attached). LUISD administration will coordinate with university partners and hold collaboration meetings during which program needs are addressed. Initial collaboration meeting took place to analyze campuses faculty needs based on course offerings(past master schedules, current offerings and projected enrollment). UTRGV was ranked third among the UT System schools listed in the Forbes magazine 2016 list of America's Top Colleges. The University of Texas Rio Grande Valley is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters', and doctorate degrees. Additionally, UTRGV's Robert C. Vackar College of Business & Entrepreneurship has the distinction of AACSB International accreditation. The School of Nursing offers four programs: a Bachelor of Science in Nursing and three Master of Science in Nursing. The Bachelor of Science in Nursing is fully accredited by the Texas Board of Nursing. Texas A&M University-Kingsville is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelors, masters, and doctorate degrees. Graduate Degrees and Majors offered by Texas A&M ensure the cohort of participating teachers have access to the coursework needed to complete the accelerated credential program needed to teach the dual credit courses. Texas A&M offers fast track masters in Computer Science & Engineering, Engineering Technology, Business Admin. Industrial Engineering as well as other master's programs that address the needs of the participating CCRSM/ECHS campuses. The role and responsibilities of the IHE's are to ensure participating educators are provided opportunity to enroll in courses needed to complete the outlined master's program & ensure curriculum is aligned to IHE DC providers requirements. All participants selected masters from UTRGV but can take approved courses at TX A&M if needed to complete program by May of 2023.

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?

South Texas College is the dual credit provider who will hire the educators participating in the program for La Joya ISD's six CCRSM/ECHS campuses. A total of 20 educators will be participating in total for all six campuses. Master's Degrees and/or 18 graduate concentration hours to be obtained in the following areas will be sought by participating educators:

1)English 2)Arts - Choir 3)Science - Chemistry/Biology 4) Computer Science 5) Science - Anatomy/Physiology 6) Spanish 7)Economics 8)Sociology 9) Criminal Justice and 10) Arts - Music Education

In order to ensure the courses taken by the educator meet the accrediting standards of the hiring dual credit provider, each participant will complete a Letter of Educators Commitment and have a one-on-one meeting with the CCRSM Campus Director/Principal. Together they will discuss the Master's degree program to be pursued by the educators and/or the 18 hours of graduate coursework needed to teach dual credit courses and review it against the South Texas College Handbook of Credential Requirements (<https://academicaffairs.southtexascollege.edu/pdf/handbook-of-credential-requirements.pdf>)

The Handbook of Faculty Credentials Requirements for Courses by Discipline/Program is designed to provide information about the minimum required credentials to teach a course at South Texas College. The Handbook of Faculty Credentials Requirements for Courses by Discipline/Program lists the disciplines and courses offered at the College and the minimum credential and qualification requirements for each course. The Handbook provides individual credential tables by Academic Division, discipline, program, and course. Roles and Responsibilities of the hiring dual credit provider: STC is fully committed to the success of the 2021-2023 Expansion of Dual Credit Faculty for CCRSM program. STC will collaborate with La Joya ISD administration and hold review meetings during which the course enrollments of the participants will be reviewed to ensure they are in compliance with the high standards of STC Faculty Credentials Requirements. These meetings will take place before the beginning of each academic semester to ensure fidelity of implementation. A Meeting Times calendar will be created once Notice of Grant Award is received. Meetings Calendar will provide meeting times information to the participating educator, school district grant manager, dual credit provider and instructional universities.

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.

LJISD is fully committed to the 2021-2023 Expansion of Dual Credit Faculty project. In an effort to ensure sustainability of the project beyond the grant period, and provide its full support to the CCRSM campuses in addressing the capacity challenges faced for offering college-level courses, LJISD, in collaboration with LJISD Human Resources, has in place a compensation program for dual enrollment educators. This compensation packet offers stipends to educators teaching dual enrollment courses based on the number of courses being taught. Additionally STC, the hiring dual credit provider, offers stipends to LJISD teachers that impart dual enrollment courses. LJISD will continue to look for opportunities to supplement the 2021-2023 Expansion of Dual Credit Faculty project and provide additional opportunities to participating educators to conduct virtual instruction as well as to attend professional development offered by the hiring dual credit provider during the summer to ensure educators are up to par with the rigor and high expectations of the dual credit provider - South Texas College. LJISD School Board fully supports the 2021-2023 Expansion of Dual Credit Faculty project and approved the submitting of this application during the board meeting held on March 24, 2021. The School Board fully understand the great benefit this project will have on students' educational achievement as well as the long-term benefits it will bring to parents and the community of students served by the teachers participating in this project. School Board members are committed to ensuring that district leaders continuously explore and identify additional methods of funding sources that can be utilized to sustain the program once the grant period has ended. LJISD School Board is comprised of elected officials that have ample experience as elected board members, administrators as well as forming part of the community of the district they serve. All throughout the Spring of 2020 and Fall of 2020-2021 school year, LJISD School Board members have worked tirelessly to ensure LJISD students and staff receive the educational services, resources and instruction needed to ensure the educational gap does not increase due to COVID-19. LJISD School Board exemplify their belief in the LJISD's Mission: "providing Educational Excellence through rigor, relevance, relationships and personal responsibility" through their support of the 2021-2023 Expansion of Dual Credit Faculty project.

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?

Teacher Identification and Recruitment is a critical to ensure successful program implementation. La Joya ISD Academy Director met with campus Academy Directors/Principals at the early stage of program development to discuss the needs of their campuses. The program was carefully explained, including the need to recruit educators that were highly committed to completion of a master's program (or 18 hours in content area) and implementation of the program requirements by teaching dual credit courses. Academy Directors in turn, met with their CCRSM campus teachers and explained the program, answered questions and reviewed with them the TEA program guidelines power-point issued by TEA and after discussing their individual campuses needs, selected participants for the program from those teachers that were eager to participate. Teachers selected to participate completed and signed the required Letter of Commitment.

La Joya ISD Academies Director discussed additional ways to retain participants to stay within La Joya ISD beyond the grant period. This discussion was held with dual credit granting institution during initial program application development. La Joya ISD, in collaboration with and credit granting institution discussed specific needs of the campuses/students as well as the high rigor standards of teaching expected of credit granting institution instructors. Through this discussions, applicant and IHE designed a plan to recruit high quality applicants into the various masters programs that will prepare the teachers to teach at the high standards expected and upon completion of courses and credentials be able to teach the dual credit courses at their CCRSM campus. The dual credit granting institution provided the credential requirements utilized by the institution to ensure fidelity of program implementation (South Texas College Handbook of Credential Requirements (<https://academicaffairs.southtexascollege.edu/pdf/handbook-of-credential-requirements.pdf>))

The applicant is providing with this application the required participant educators commitment contracts through which they commit to completion of the masters program with a 75% or better.

New Practices to support completion of the credentialing program: La Joya ISD is fully committed to the completion of the program and the professional development of the Dual Enrollment faculty, therefore a series of PD modules will be developed in order to provide all dual credit Faculty with Summer Staff Development to ensure dual credit Faculty is up to the educational standards required not only by the dual credit granting IHE's but to the high standards of the Higher Education Coordinating Board.

Commitments made by applicant to educators to ensure they will be able to teach college courses upon course satisfaction : All participants into the program were selected based on past and current course request needs at each of the CCRSM participating campuses. Currently teachers are brought into each of the La Joya ISD CCRSM campuses to teach these dual courses to the students. However, once in-house teachers have completed the appropriate master's program or 18 hours of graduate level courses needed to certify them to teach dual credit courses, it will no longer be necessary to outsource and these teachers will be able to teach the dual credit courses to the students. Teachers will have to successfully complete the program and fulfill the dual credit granting institution requirements for hiring.

Commitment requested from participating educators to ensure that they will continue to serve their CCRSM campus beyond the grant period and teach college-level courses: La Joya ISD will be collaborating with HR to present the possibility of offering multi-year contracts to participating educators that successfully complete the program. This will ensure they continue at the CCRSM campus beyond the grant period to teach the dual credit courses.

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.

In order to ensure appropriate implementation of the 2021-2023 Expansion of Dual Credit Faculty for CCRSM project, budget expenditures were carefully considered. All expenses listed in the budget are reasonable and necessary for project implementation.

Personnel (6100): \$27,000

Professional Staff Extra Duty Pay & Support Staff Extra Duty Pay line items. \$27,000 total was allocated for budget line item 6100. The funding allocated will be utilized to pay a stipend to a professional staff and a support staff/clerical to ensure all project documentation is adequately kept in accordance with project guidelines and federal requirements. These individuals will be assigned to produce data for necessary reports requested by Texas Education Agency and work on reimbursement paperwork for participating educators. They will report directly to the Grant Development Director and Academies Director once all documents for reimbursement are ready to be processed for payment.

These positions are instrumental to ensure project documentation is processed in a timely manner and reimbursement payment is issued to educator participants as they complete their semester courses for the selected master's program.

6400 Other Operating Costs: \$472,000

Funding in the amount of \$472,000 has been allocated to the 6400 Other Operating Costs section. This funding will be utilized to pay for the master's degree and 18 hour college courses of 20 participating educators. Masters degrees are calculated at \$25,000 and 18 hour graduate hours are calculated between \$14,000 to \$18,000. Actual reimbursement to participating educators will be based on proof of completion (demonstrating a 75% performance or better) and copies of actual costs incurred at the IHE's.

Disbursement Plan: Disbursement of funding will be conducted after the end of each academic semester. Each participant will be required to submit proof of performance (75% or better) as well as billing summary from the university where it shows they paid their classes in full. Once documentation has been verified, reimbursement paperwork will commence and issued by La Joya ISD. All reimbursement documentation must be reviewed and signed by Grant Development Director and/or Academies Director prior to sending for final payment to accounts payable.

Anticipated Risks: In order to avoid potential risk of participating educator not completing the program, monthly meetings will be held via zoom to evaluate the projects progress and ensure participants are in compliance with project guidelines as in compliance with meeting their academic deadlines at their IHE's for their selected program of study. If necessary, individual meetings will be held with participating educators to ensure program success.

Contingency Funds: In the event that there are unexpended funds due to university costs being lower than anticipated, funding will be utilized to recruit additional teachers into the project to earn 18 hours of graduate level courses that lead to teaching dual credit courses at the CCRSM campus or a master's degree (provided that the educator can comply with the requirements of the program guidelines and complete the master's by the deadline of May 2023).

All expenses are reasonable and necessary. Budget is frugal in nature and expenses were kept to the essential to ensure maximizing of services with the intent to recruit the maximum number of participating educators possible into the project. Funding provided by this project will serve 20 educators at 5 different CCRSM campuses obtain master's degrees in the following areas of study: 1)English 2)Arts - Choir 3)Science - Chemistry/Biology 4)Computer Science 5) Science - Anatomy/Physiology 6) Spanish 7) Economics 8) Sociology 9) Criminal Justice and 10) Arts - Music Education

Program will cover only a maximum of \$25,000 per participating educator. Any additional cost incurred to complete the master's program, will be the sole responsibility of the participating educator. All participating educators were informed of the program guidelines and requirements of the 2021-2023 Expansion of Dual Credit Faculty grant and agreed to these terms by signing the Educators Participation Form, including completion of the program by May 2023.

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