

## Virtual College of Texas Memorandum of Understanding

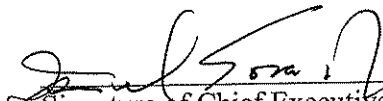
Member colleges of the Texas Association of Community Colleges participating in the Virtual College of Texas (VCT) agree to follow the terms of the VCT Host-Provider Model, which facilitates a process by which students at local (Host) colleges may take courses from remote (Provider) colleges. Host Colleges apply the same due diligence and standards to administer and support hosted courses that they apply to locally taught courses. VCT-enrolled students hold the same rights and obligations as students enrolled in local courses.

Host and Provider Colleges operate in accordance with provisions of *VCT Host and Provider Practices and Responsibilities* (summary attached) and the *Virtual College of Texas Operations Manual*. Colleges may modify provisions, provided each college involved agrees and provided all accreditation, state, and other requirements are met.

Host and Provider colleges comply with standards and requirements set by the Commission on Colleges, Southern Association of Colleges and Schools, the Texas Higher Education Coordinating Board, professional associations, and other accrediting bodies.

This MOU may be revised and amended by the Texas Association of Community Colleges.

Southwest Texas Junior College  
Institution

      1-25-06  
Signature of Chief Executive Officer      Date

## Summary of VCT Host and Provider Practices and Responsibilities

Host College	Provider College
<p><b>I. Instructional Issues</b></p> <ol style="list-style-type: none"> <li>a. Select courses for hosting based upon an approval process involving faculty and other instructional personnel, ensuring that courses meet all Host college requirements.</li> <li>b. Confirm that the qualifications of faculty teaching hosted courses meet SACS, Host college's and, when appropriate, standards by other agencies.</li> <li>c. Exercise control over the quality of courses. Administer the VCT-provided online evaluation, and at the college's discretion, the evaluation used for its locally offered courses. Use evaluation results to select courses to host, assess instructional effectiveness and improve the program.</li> <li>d. Provide onsite proctored testing and other testing services as appropriate.</li> <li>e. Accept Provider instructors' grading standards, with Host college policies applying, as appropriate, in award of W (withdrawn) and I (incomplete).</li> <li>f. Comply with applicable laws and college policies, e.g., FERPA and scholastic honesty.</li> </ol>	<p><b>I. Instructional Issues</b></p> <ol style="list-style-type: none"> <li>a. Provide distance learning courses (e.g., online, taped telecourses, and interactive video) to Host colleges.</li> <li>b. Ensure that courses are taught by qualified instructors.</li> <li>c. Provider college's instructors— <ul style="list-style-type: none"> <li>• define course content and instructional methodology;</li> <li>• direct class activities, including assignments and tests;</li> <li>• award grades (Host's policies apply, as appropriate, in award of W (withdrawn) and I (incomplete)).</li> </ul> </li> <li>d. Comply with applicable laws and college policies, e.g., FERPA and scholastic honesty.</li> </ol>
<p><b>II. Student Resources and Services Issues</b></p> <ol style="list-style-type: none"> <li>a. Provide student services, including counseling, advising, financial aid, technical support; information on how to access student handbook; other resources as necessary.</li> <li>b. Ensure access to current and accurate information related to student support services at the college's website and to VCT contacts designated at the VCT website.</li> <li>c. Ensure appropriate access to library resources and services.</li> <li>d. Ensure access to textbooks and other instructional materials.</li> </ol>	<p><b>II. Student Resources and Services Issues</b></p> <ol style="list-style-type: none"> <li>a. Instructors provide VCT-enrolled students support equivalent to the support available to the Provider college's own students in the same classes.</li> <li>b. Instructors and VCT coordinators provide Host college with appropriate information regarding instructional support e.g., textbooks and library resources.</li> </ol>
<p><b>III. Registration and Administrative Issues</b></p> <ol style="list-style-type: none"> <li>a. Enroll Students in VCT-facilitated courses according to the Host college admissions policy using VCT web-facilitated processes.</li> <li>b. Disseminate for signing by Provider instructors Date of Record Rosters and Grade Reports, using VCT web-facilitated processes.</li> <li>c. Enter courses and grades into Host college's records and student transcripts.</li> <li>d. Receive tuition, fees, and state contact-hour reimbursement.</li> <li>e. Pay Provider college an instructional fee set by the Provider for each student enrolled on the Host college's Day of Record.</li> </ol>	<p><b>III. Registration and Administrative Issues</b></p> <ol style="list-style-type: none"> <li>a. List courses to be made available through VCT in the online VCT course schedule.</li> <li>b. Set and receive per-student instructional fees to be paid by Host college for <i>each</i> student enrolled in a Provider's course on the Host's official Day of Record (DOR).</li> <li>c. Instructors use VCT web-facilitated processes to sign the Host college's DOR Rosters and complete the Host's Grade Reports, meeting deadlines set by the Host.</li> </ol>
<p><b>IV. Institutional Effectiveness</b></p> <p>The Host college collects data on VCT-enrolled students, assesses outcomes of VCT-hosted courses, and implements improvement plans as appropriate.</p>	<p><b>IV. Institutional Effectiveness</b></p> <p>The Provider college collects data on VCT-enrolled students and assesses outcomes related to them at its discretion. It implements improvement plans as appropriate.</p>