THE STATE OF TEXAS §

COUNTY OF LUBBOCK §

Memorandum of Understanding

Student Access and Success Partnership

Between

Texas Tech University and the Alamo Colleges

In order to increase the number of Texas residents completing a bachelor's degree and to help the State of Texas reach the goals set out in the Texas Higher Education Coordinating Board's report *Closing the Gaps,* **Texas Tech University (TTU)** and **Alamo Colleges (Alamo)** on behalf of Northeast Lakeview College (NLC), Northwest Vista College (NVC), Palo Alto College (PAC), St. Philip's College (SPC), and San Antonio College (SAC) have agreed to participate in the Student Access & Success Partnership (partnership or Agreement).

As a component of transfer initiatives at TTU, this partnership provides a wide range of services and activities for Alamo students designed to:

- Increase awareness about educational and student support opportunities available at TTU.
- Encourage currently enrolled transfer students at TTU to complete their associate's degree.
- Provide pre-TTU academic advising to help ensure increased degree applicability of transfer credits
- Provide a more seamless transfer experience to TTU.

The Alamo Colleges are located in San Antonio, Texas. SAC, SPC, PAC, and NVC are each accredited by the Southern Association of Colleges and Schools with NLC currently in candidacy status and Texas Tech University located in Lubbock, Texas is also accredited by the Southern Association of Colleges and Schools. Therefore, both institutions agree to ensure that all courses related to any articulation agreements and corresponding program maps/optimum transfer plans developed are taught by qualified faculty holding appropriate and acceptable degrees and/or credentials as outlined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Comprehensive Standards 3.4.11, 3.5.4 and 3.7.1.

I. TTU and Alamo agree the initiatives shall include the following:

A. Applicable Semester Credit Hours Limit. TTU will transfer all college level semester credit hours earned. Of the semester credit hours transferred, TTU will apply all semester credit hours, not to exceed a maximum of 72 semester credit hours, as appropriate to the baccalaureate degree being sought. Where program maps include greater than 60 credit hours, the student is encouraged to earn the maximum allowable hours before transfer.

B. To ensure maximum transferability of courses with the intent that courses taken at Alamo will count toward degree requirements, the academic advisors will utilize the program maps/optimum transfer plans outlined in articulation agreements

developed. Program maps/ optimal transfer plans will identify all freshman and sophomore level courses required for specific baccalaureate degrees and will be identified by Texas Common Course Numbers and Alamo course titles.

C. Bridge to Transfer. By the completion of 30 college-level hours, Alamo Colleges' students will declare the college/university to which they intend to transfer. Upon receiving notice of intent to transfer, TTU's and Alamo's recruiting, advising and mentoring teams will work together to actively engage the student to support successful completion of the Program Map/Optimum Transfer Plan courses and prepare for transfer.

D. Exchange of Data. The Alamo Colleges and TTU agree to exchange data and documents as agreed that will contribute to the maintenance and improvement of these transfer arrangements, and promote effective cooperation between the two institutions. TTU will provide an annual update at the beginning of each fall semester to the Alamo Colleges on the success of Alamo Colleges' students transferring to TTU.

E. Any exchange by the parties of student record information protected by the Family Education Rights and Privacy Act (20 USC § 1232g) and implementing regulations (34 CFR Part 99) shall commit the receiving party to limit the use of such information to the purposes for which the disclosure was made, and to impose such limits on any re- disclosure, and the parties agree to comply with all applicable statutory and regulatory provisions, including, without limitation 34 CFR 99.31, 99.32, 99.33, 99.34 and 99.35.

F. Limited Trademark License

1) Alamo Colleges and TTU agree to "Cross- License" (as further defined below) to each other, the use of its logos under the following terms and conditions, effective the 23rd day of May, 2016.
    a) Mark Ownership. Each Party represents and warrants to the other Party that it has ownership rights in the trade and service marks represented by its logos set forth on its website ("Marks").
    b) Consideration. This Cross-License is made in consideration of the mutual promises herein, the mutual benefit of the authorized use herein licensed, and for other good and valuable consideration, the receipt of which is hereby acknowledged.
    c) Grant of Cross-License. The undersigned Parties hereby grant to one another a non-exclusive, fully paid, revocable license to use its Marks for the limited purpose publicizing the existence of the Agreement for so long as the Agreement remains in effect.
    d) No Additional Rights. The Parties acknowledge that each Party shall have no further interest or rights in any intellectual property of the other Party other than the any limited, revocable rights herein granted.

II. ***TTU agrees to:***

A. Identify the primary office and/or designee(s) responsible for oversight of this Agreement as The Office of Community College & Transfer Relations (CCTR) www.cctr.ttu.edu.

B. Encourage the development of discipline specific articulation agreements. Articulation agreements will include a course articulation chart/Optimum Transfer Plan/Program Map for the associate to baccalaureate degree articulated in each agreement developed. TTU will endeavor to retain all agreements on file in the TTU Office of the Provost via CCTR.

C. Provide academic advising (semester-by-semester), admissions counseling and enrollment information to Alamo students interested in transferring to TTU.

D. Encourage students to complete an Associate degree at Alamo before transfer. If the program map/optimum transfer plan does not meet Associate Degree requirements, both partners agree to encourage the student to achieve the Associate degree through reverse transfer.

E. Promote the seamless transfer of Alamo students to TTU by ensuring that information on Optimal Transfer Plans/Program Maps for TTU degree programs is current and readily available to both students and academic advisors at Alamo via the CCTR website.

F. Provide communication regarding TTU admissions policy and procedure updates, campus recruitment events, and scholarship opportunities to the person(s) Alamo designates as the partnership representative(s).

G. Schedule various TTU representatives to be on the Alamo Colleges campuses, to provide various transfer related information, in a manner agreed upon between the TTU CCTR office and the designated Alamo partnership representative(s).

H. Facilitate a visitation program for Alamo students interested in transferring to TTU.

I. Contact Alamo with information needed to advertise and inform potential transfer students of each event.

J. Facilitate Alamo's ability to offer retroactive or reverse transfer associate's degrees. The procedure whereby transcript information for participating students, who transferred to TTU prior to earning an associate's degree, may be reported back to Alamo is detailed in the addendum to this Agreement.

K. The understanding that all rules and regulations regarding the administration of Federal Title IV Student Financial Aid apply to students who may wish to attend both institutions simultaneously. A consortium agreement must be obtained by the student from the Financial Aid Office of the primary "home" institution and submitted to the Financial Aid Office of the "host" institution for completion.

III. Alamo Colleges agree to:

A. Identify a primary office and/or designee(s) responsible for oversight of this partnership Agreement.

B. Provide a mutually agreed upon list of prospective transfer students to TTU as determined by designees of TTU and Alamo. The list will be comprised of students who meet the following criteria:

1) Enrollment status as "currently enrolled"
2) List of student majors
3) Do not currently have a 4-year degree by providing a list of degrees received;

C. Provide transfer counselor contact information to TTU and update this information as changes occur.

D. The Alamo Colleges College Transfer Articulation member will coordinate transfer events with TTU personnel. TTU will be offered various options to recruit students. Opportunities include but are not limited to: transfer fairs, campus visits, event postings, university-specific fairs and information sessions. TTU Advisors will be available on campus by appointment or on a walk-in basis for transfer planning. The Alamo Colleges' campuses will inform TTU of individual campus contacts and procedures.

E. Assist in coordinating visitation trips to TTU campus, advertise, and promote such events.

F. Promote communication about partnership initiatives with faculty, staff and students.

G. Initiate program specific articulation agreement discussions when deemed necessary.

H. Promote the seamless transfer of Alamo students to TTU by:

1) Ensuring that Optimal Transfer Plans for TTU degree programs are readily available to all students and academic advisors at Alamo;
2) Encourage students to contact CCTR academic advisors each semester for supplemental advising.

I. Notify TTU of retroactive associate's degrees awarded to participating students who transferred to TTU prior to earning an associate's degree. Alamo agrees to cooperate fully with TTU to ensure appropriate sharing of information as outlined in the addendum to this Agreement.

J. The understanding that all rules and regulations regarding the administration of Federal Title IV Student Financial Aid apply to students who may wish to attend both institutions simultaneously. A consortium agreement must be obtained by the student from the Financial Aid Office of the primary "home" institution and submitted to the Financial Aid Office of the "host" institution for completion.

IV. The Student Access and Success Partnership Agreement shall:

A. Begin upon last execution date on this Agreement;

B. Be reviewed as needed by representatives of both parties and, where appropriate, modified;

C. Expire unless renewed on or before December 31, 2021. Either party may terminate the Agreement at any time by sending written notification to the other party at least 120 days prior to the desired termination date. Should this Agreement be terminated, both parties agree to make provisions for degree completion for students participating under the terms of this Agreement at the time of termination.

Official Institution Signatures

Texas Tech University

Lawrence Schovanec, *Provost* — Date: 5/26/16

John Opperman, *Interim President* — Date: 5-23-16

Alamo Colleges Signatures

APPROVED AS TO FORM ONLY

Bruce Leslie, Ph.D.
Chancellor, Alamo Colleges
201 W. Sheridan, SA, TX 78204 — Date: 5/23/16

Robert Vela, Ed.D.
President, San Antonio College
1819 N. Main Ave. SA, TX 78212 — Date: 5/23/16

Adena Loston, Ph.D.
President, St. Philip's College
1801 Martin Luther King Dr. SA, TX 78203 — Date: 5/23/16

Mike Flores, Ph.D.
President, Palo Alto College
1400 W. Villaret Blvd. SA, TX 78224 — Date: 5-23-16

Ric Baser, Ed.D.
President, Northwest Vista College
3535 N. Ellison Dr. SA, TX 78251 — Date: 5/23/16

Thomas Cleary, Ed.D.
Interim President, Northeast Lakeview College
1201 Kitty Hawk Rd. Universal City, TX 78148 — Date: 5-23-16

Addendum

Retroactive/Reverse Transfer Associate Degree

"Retroactive Associate Degree" (Reverse Transfer) allows for the transfer of coursework from a four-year institution to a previously attended 2-year institution for the purpose of associate degree completion. This program is specifically designed to allow students to receive the advantages pursuant to completion of the associate degree when they leave the 2-year institution prior to degree completion.

Effective with House Bill 3025, Texas Tech University will request student authorization to return transcript information to the Alamo Colleges (Alamo) including Northeast Lakeview College, Northwest Vista College, Palo Alto College, St. Philip's College, and San Antonio College, from every student who transfers with 30 or more semester credit hours earned at (Alamo) and will then provide the authorized reverse transfer information, including, without limitation, transcripts to Alamo at the end of each term.

To facilitate the Alamo Colleges ability to offer retroactive associate degrees in accordance with the State of Texas Closing the Gaps Initiative and as pursuit to *House Bill 3025*, the Office of the Registrar at Texas Tech University (TTU) and the Center for Student Information at Alamo agree to the following procedure:

The Office of the Registrar at Texas Tech University agrees to the following:

1. Identify students meeting HB 3026 criteria:
    a. Student has earned 30 or more college-level transfer credit hours.
    b. Student does not have an Associate's Degree.
    c. Student has 60 total earned hours (transfer and TTU hours combined).
2. Eligible students will approve or deny permission via Apply Texas Common Application authorization for reverse transfer communication to Alamo Colleges and MyTech for TTU to send transcripts and student contact information to Alamo.
3. At the end of each semester, send:
    a. to the Alamo point of contact (as listed in subsection "g" below) a spreadsheet listing the following information for each student giving permission to participate:
        i. Student's name
        ii. Student's current address
        iii. Student's current email
        iv. Student's date of birth (DOB)
    b. via mail a packet of corresponding transcripts to the Alamo point of contact and will identify the packet as (ATTN: Reverse Transcript Office).
    c. Each semester, once the list of degree earners is received from Alamo, notify the Office of Student Financial Aid at TTU, via e-mail, when students complete associate degree.
4. TTU Point of Contact
    a. Yogi Castaneda, Unit Manager-Office of the Registrar
    b. Mailing Address
        i. Texas Tech University, Registrar's Office; ATTN: Reverse Transfer
        ii. Box 45015, West Hall 103

iii. Lubbock, TX 79409-5015
c. Phone 806-742-3661
d. Email: yogi.castaneda@ttu.edu

The Center for Student Information at the Alamo Colleges agrees to the following:

1. Evaluate TTU transcripts.
2. Contact students regarding any other requirements for the awarding of the Associate's degree.
3. Award Associate degrees based on Alamo College requirements.
4. Each semester, email to the TTU Point of Contact the updated original TTU spreadsheet designating the month and year for each participant who has earned an associate degree and for whom FERPA does not prohibit this communication.
    a. Designating on the original list from *TTU* the month and year for each participant who has earned an Associate's degree.
    b. E-mail updated, original participant list back to TTU contact at *yogi.castaneda@ttu.edu*.
    c. Send an updated official transcript to TTU with the Associate's Degree.
5. Alamo Point of Contact for Reverse Transfer Degrees:
    a. Myrella Gonzales, Associate Director
    b. Center for Student Information – Alamo Colleges
    c. Mailing Address:
        i. Alamo Colleges
        ii. Attn: Reverse Transfer Degrees
        iii. CSI department, NEC 117
        iv. 7990 Pat Booker Rd, Live Oak, TX 78233
    d. Email: mgonzales1@alamo.edu
    e. Phone: (210) 486-5041