Memorandum of Understanding between Angelo State University and Howard College Ram Ready Engineering Partnership

This Memorandum of Understanding (MOU) is made and entered by and between Howard College hereinafter called "HC" and Angelo State University, an institution of higher education of the State of Texas and a member of the Texas Tech University system, hereinafter called "ASU".

Texas Higher Education Coordinating Board Strategic Plan Goals addressed in this MOU are:
Goal 1 – 60% of Texans ages 25-34 by 2030 will have a certificate or degree;
Goal 2 – At least 550,000 students in 2030 will complete a certificate, associates, bachelor's or master's from an institution of higher education in Texas;
Goal 3 – All graduates from Texas public institutions of higher education will have completed programs with identified marketable skills; and
Goal 4 – Undergraduate student loan debt will not exceed 60% of first-year wages for graduates of Texas public institutions.

Therefore and in consideration of the foregoing and in further consideration of the mutual benefits, the Parties hereto agree as follows:

ARTICLE I
ENGINEERING CO-ENROLLMENT PROGRAM

The Ram Ready Engineering program allows HC pre-engineering students to co-enroll at HC and ASU simultaneously leading to an associate's degree at HC and courses to be applied to the Bachelor of Science in Civil Engineering (BSCE) or Bachelor of Science in Mechanical Engineering (BSME) at ASU. The co-enrollment program allows HC pre-engineering students to take courses not offered at HC and to stay on-track to enter ASU's BSCE or BSME program.

Program Marketing
ASU will provide HC with program marketing materials to display and distribute to prospective students. HC will send communication to students about the program. HC will allow an ASU admissions counselor to visit classrooms and group meetings to discuss program opportunities. HC and ASU will maintain webpages with information about the Ram Ready Engineering program including steps to apply and enroll. HC and ASU will collaborate to develop the page and include links to the other institution's site.

Co-Enrollment Admission
Ram Ready Engineering students must apply to HC as a degree-seeking student. Students must submit to ASU a HC transcript showing that they are in good academic standing. Students will be required to pay the ASU transient application fee or submit documentation qualifying them for an application fee waiver. Students will be admitted to ASU as a transient student if the student is in good academic standing at HC.

Engineering Co-Enrollment Program Admission
The partners want to ensure success by requiring students to meet the following milestones prior to admission in the co-enrollment program:

- Successfully completed at least 9 hours of core course work at the host Howard College
- Maintain a minimum overall GPA of 2.5
- Attain a minimum of C or better in the following engineering major support courses:
    - Math 1314 College Algebra
    - Math 1316 Trigonometry
    - Math 2312 Pre-Calculus (as required by the Howard College to enter Calculus I)

Course Enrollment
Following admission to the Ram Ready Engineering program, students must be advised by an academic advisor at HC and by an ASU academic advisor to ensure the student is on track to meeting the HC degree requirements and taking the necessary courses to transfer to ASU. HC and ASU will identify a process to share student enrollment information and develop a procedural document to update as process improvements are made.

ASU and HC advisors will work collaboratively to identify the sequencing of courses needed for students to remain on a track to graduate and transfer into an engineering program. These courses will be published in the HC-ASU transfer guide for engineering program (Appendix A). The transfer guides will be reviewed annually by both institutions and agreed upon by March 31 for the following academic year.

Program Orientation
Approximately one week prior to the first day of ASU semester courses, the ASU David L. Hirschfield Department of Engineering will host a mandatory online program orientation for all co-enrolled students. During the session, students will network with faculty and resident students as well as tour the online learning environment and review the program expectations and academic support resources.

ASU Degree-Seeking Admission
At the conclusion of the co-enrollment program and completion of an associate's degree, the student must apply to ASU as a transfer student using the Apply Texas application. Students will have their ASU application fee waived.

Reverse Transfer
At the conclusion of every semester where the student is co-enrolled in HC and ASU courses, ASU will send an official ASU transcript to HC. HC will transfer the ASU courses and apply them to the student's associate's degree. Students must be in good financial standing and have no other holds for the ASU transcript to be sent to HC.

Transferring Courses to ASU
At the conclusion of the co-enrollment program and completion of an associate's degree, HC will send the student's official transcript to the ASU admission's office to be processed with the student's transfer application. ASU will transfer the HC courses and apply them to the student's BSCE or BSME degree. Students must be in good financial standing and have no other holds for the HC to be sent to ASU.

Course Delivery
ASU will offer engineering and other major support courses identified in the transfer guide to Ram Ready Engineering students. These courses will be delivered online taught by ASU faculty or through Acadeum. Courses may be offered in a hybrid format with days/times identified for virtual, synchronous course participation. ASU and HC will work collaboratively to identify dates and times that will accommodate students' schedules and ability to participate synchronously.

ASU Engineering courses may also require participation in weekend course activities on the ASU campus for up to two weekends per fall/spring course. When possible, ASU will provide free accommodations for students in on-campus ASU housing for the weekend. ASU engineering instructors will identify the weekend dates requiring on-campus participation on the course schedule visible for students when they register for the course and in the course syllabus.

Student Support Services
HC will provide support services to students enrolled in HC courses including tutoring, advising, and library services. ASU will also provide support services to students enrolled in ASU courses including engineering course tutoring, online library services, and academic advising. Tutoring for engineering courses and academic advising will be provided by the ASU David L. Hirschfield Engineering Department. Co-enrolled students will have physical access to the ASU library, HC library, and access to all virtual databases. HC will provide adequate physical library resources to co-enrolled students who are unable to physically access the ASU library.

Textbooks and Software
Students are responsible for purchasing any required textbooks and course materials for their ASU courses prior to the first day of classes. ASU will send a list of required textbooks to HC to allow the HC bookstore to order any required textbooks. Co-enrolled students will have access to the Virtual Desktop Infrastructure for specific software needed for engineering labs.

Tuition/Fees and Payment
Students will be charged the HC tuition and fees for the courses enrolled through HC. Students will be charged the ASU tuition and fees rate for the course(s) enrolled through ASU. Students are required to pay their account balances to each institution directly by the published deadlines and in accordance with the institution's payment policies. Students may receive a 1098-T Tuition Statement from both HC and ASU. The institutions will communicate to one another when a student has been dropped due to non-payment.

Financial Aid Consortium Agreement
Ram Ready Engineering co-enrolled students are eligible to participate in a financial aid consortium agreement between ASU and HC. Eligible students will receive financial aid from HC as their Home Institution. ASU and HC will develop and maintain a financial aid consortium agreements procedural document that will identify a mechanism for exchanging student enrollment and financial aid information, the steps needed to execute the award for students, and responsible parties for each step in the process. The institution financial aid representatives and advisors will meet periodically to discuss process improvement and update the procedural documents accordingly.

Scholarships
Once a HC student transfers and is degree-seeking at ASU, that student can qualify for ASU scholarships according to the university's transfer scholarship qualifications. Students can also apply for general scholarships according to the published priority deadlines. Scholarship criteria is subject to change on an annual basis.

Students are not eligible for ASU scholarships while classified as a transient non-degree seeking student during the period of their co-enrollment.

FERPA
Both HC and ASU agree to abide by the limitations on re-disclosure of personally identifiable information from student records as set forth in The Family Educational Rights and Privacy Act ("FERPA") 34 CFR, §99.3. HC represents, warrants, and agrees that they will: (1) hold the FERPA Records in strict confidence and will not use or disclose the FERPA Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by ASU in writing; (2) safeguard the FERPA Records according to commercially reasonable administrative, physical, and technical standards that are no less rigorous than the standards by which HC protects its own confidential information; and (3) continually monitor its operations and take any action necessary to assure that the FERPA Records are safeguarded in accordance with the terms of this Agreement.

ARTICLE II
RESPONSIBILITIES OF THE PARTIES

ASU agrees to:

1. Visit all HC campuses to advertise the Ram Ready Engineering program.
2. Coordinate meetings with appropriate staff periodically to review the Ram Ready Engineering agreement, transfer guides, student support services needs, and financial aid processes and review program procedures, identify areas of improvement, and update the shared procedural document.
3. Develop marketing materials about the Ram Ready Engineering program and provide these materials to HC.
4. Develop and maintain a Ram Ready Engineering program webpage on the ASU website.
5. Provide academic advising assistance by ASU professional academic advisors to program participants at least once every semester.
6. Provide annual training in order to educate appropriate faculty and staff regarding Ram Ready Engineering requirements.
7. Collaborate with the HC financial aid office to develop and maintain a financial aid consortium procedural document.
8. Meet with HC financial aid office representatives at least annually to discuss the financial aid procedures, identify areas of improvement, and update the shared procedural document.
9. Host informational sessions on the HC campus and/or virtually to answer prospective students' questions about the Ram Ready Engineering program.
10. Identify the weekend dates requiring on-campus participation on the course schedule and in the course syllabus.
11. Deliver an orientation to admitted program participants to prepare students for program success including networking with faculty and resident students, touring the online

learning environment, and reviewing the program expectations and academic support resources.

HC agrees to:

1. Provide a location for admissions counselors and ASU representatives to visit with prospective and current Ram Ready Engineering students, including classroom visits and student organization meetings.
2. Participate in meetings with appropriate faculty and staff on an annual basis to review the Ram Ready Engineering agreement, transfer guides, student support services needs, and financial aid processes.
3. Distribute ASU transfer guides, display the marketing materials provided by ASU, and advertise program informational sessions.
4. Develop and maintain a Ram Ready Engineering webpage on the HC website.
5. Promote the availability of academic advising assistance to prospective transfer students.
6. Meet with ASU financial aid office representatives at least annually to discuss the financial aid procedures, identify areas of improvement, and update the shared procedural document.

ARTICLE III
SEVERABILITY

If any term or provision of this Agreement is held to be invalid for any reason, the invalidity of that section shall not affect the validity of any other section of this agreement provided that any invalid provision is not material to the overall purpose and operations of this Agreement. The remaining provisions of this Agreement shall continue in full force and effect and shall in no way be affected, impaired, or invalidated.

ARTICLE IV
AMENDMENT

This Agreement may be amended in writing to include any provisions that are agreed to by the contracting parties.

Notice to ASU shall be mailed to:

Kerri Mikulik
Executive Director
Admissions, Dual Credit, & Strategic Partnerships
Angelo State University
ASU Station #11014
San Angelo, Texas 76909-1014

Notice shall be mailed to:

Lanna Hubbard
Dean of Instruction, San Angelo Campus
Howard College
3501 US HWY 67
San Angelo, Texas 76905

Jenee Higgins
Dean of Instruction, Big Spring Campus
Howard College
1001 Birdwell Ln
Big Spring, Texas

ARTICLE V
VENUE

This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Texas. Venue will be in accordance with the Texas Civil Practice & Remedies Code and any amendments thereto.

ARTICLE VI
ASSIGNMENT

Neither party shall have the right to assign or transfer its rights to any third parties under this agreement without the prior written consent of the other party.

ARTICLE VII
INDEPENDENT CONTRACTOR STATUS

Nothing in this Agreement is intended nor shall be construed to create an employer/employee relationship between contracting parties. The sole interest and responsibility of the parties is to ensure that the services covered by this Agreement shall be performed and rendered in a competent, efficient, and satisfactory manner.

ARTICLE VIII
ORIGINAL TERM, RENEWAL, AND TERMINATION

The Agreement will take effect with the signatures affixed below and will automatically renew in one-year increments for a maximum term of four (4) years. Thereafter, a new agreement must take effect by signature of both parties. Either party may terminate this Agreement at any time, with or without cause, by giving the other party ninety (90) days written notice of its intent to terminate the Agreement.

Angelo State University

Ronnie D. Hawkins, Jr., Lt Gen (ret), USAF
President
Angelo State University

3/11/22
Date

Howard College

Dr. Cheryl Sparks
President
Howard College

3/1/20
Date

Appendix A

ASU Bachelor of Science in Mechanical Engineering
Howard College Co-Enrollment Degree Plan

Howard College & Angelo State Co-Enrollment Degree Plan: Pre-Calculus Howard College Courses						
Howard College Fall Semester Year 1		**sch**		**Howard College Spring Semester Year 1**		**sch**
MATH 2412	Pre-Calculus	4		MATH 2413	Calculus I	4
ENGL 1301	Composition I	3		ENGL 1302	Composition II	3
HIST 1301	United States History I	3		HIST 1302	United States History II	3
BIOL 1308/1108	Biology for Non-Science Majors I	4		CS 1336	Computer Science	3
EDUC 1100	Learning Frameworks	1		Core Course	*Creative Arts	3
	TOTAL	**15**			TOTAL	**16**
Howard College Fall Semester Year 2		**sch**		**Howard College Spring Semester Year 2**		**sch**
ENGR 1201	*Intro to Engineering @ ASU* Howard Elective	*2*		*ENGR 1304*	*Engineering Graphics @ ASU* Howard Elective	*3*
MATH 2414	Calculus II (online-Acadeum?)	4		MATH 2415	Calculus III (online- Acadeum?)	4
CHEM 1311/1111	General Chemistry I *Discuss ASU ITV/distance options	4		PHYS 2325/2125	University Physics I *Discuss ASU ITV/distance options	4
GOVT 2305	Federal Government	3		GOVT 2306	Texas Government	3
Core Course	*Language, Philosophy & Culture	3				
	TOTAL	**16**			TOTAL	**14**
Howard College Fall Semester Year 3		**sch**	**TRANSFER**	**ASU Spring Semester Year 3**		**sch**
ENGR 2301	*Engineering Statics @ ASU* Howard Elective	*3*		ENGR 2302	Engineering Dynamics	3
PHYS 2326/2126	University Physics II *Discuss ASU ITV/distance options	4		ENGR 2318	Economics & Sust. of Infra.	3
SPCH 1315	Public Speaking	3		ENGR 2332	Mechanics of Materials	3
Core Course	*Social & Behavioral Sciences	3		ENGR 2305	Circuits	3
	TOTAL	**13**		MATH 3324	Applied Math for Engineering	3
					TOTAL	**15**
					TOTAL DEGREE HOURS	

*See core curriculum course options

Howard College & Angelo State Co-Enrollment Degree Plan: College Algebra **Angelo State Courses**						
ASU Fall Semester Year 4		**sch**		**ASU Spring Semester Year 4**		**sch**
MENG 2311	Thermodynamics	3		MENG 3411	Heat Transfer	4
ENGR 3404	Fluid Mechanics	4		MENG 3351	Measurement & Instrumentation	3
ENGR 3331	Engineering Materials	3		MENG 4xxx	Advanced Design Elective	3
MENG 3xxx	MENG Elective	3		ENGR 4201	Professional Engineering Practice	2
				MENG 4279	ME Senior Design I	2
	TOTAL	**13**			TOTAL	**14**
Senior Year						
ASU Fall Semester Year 5		**sch**				
MENG 4380	ME Senior Design II	3				
MENG 3441	Mechanisms & Dyn. of Mach.	4				
MENG 4xxx	Advanced Design Elective	3				
MENG 4xxx	Advanced Technical Elective	3				
	TOTAL	**13**				
				BSME Complete Total		**132**

Summers		
ASU		**sch**
ENGR 3305	Probability & Risk	3
	TOTAL	**3**

ASU Bachelor of Science in Civil Engineering
Howard College Co-Enrollment Degree Plan

Howard College & Angelo State Co-Enrollment Degree Plan: Pre-Calculus **Howard College Courses**						
Howard College Fall Semester Year 1		**sch**		**Howard College Spring Semester Year 1**		**sch**
MATH 2412	Pre-Calculus	4		MATH 2413	Calculus I	4
ENGL 1301	Composition I	3		ENGL 1302	Composition II	3
HIST 1301	United States History I	3		HIST 1302	United States History II	3
BIOL 1308/1108	Biology for Non-Science Majors I	4		CS 1336	Computer Science	3
EDUC 1100	Learning Frameworks	1		Core Course	*Creative Arts	3
	TOTAL	**15**			TOTAL	**16**
Howard College Fall Semester Year 2		**sch**		**Howard College Spring Semester Year 2**		**sch**
ENGR 1201	*Intro to Engineering @ ASU* Howard Elective	*2*		*ENGR 1304*	*Engineering Graphics @ ASU* Howard Elective	*3*
MATH 2414	Calculus II (online- Acadeum?)	4		MATH 2415	Calculus III (online- Acadeum?)	4
CHEM 1311/1111	General Chemistry I *Discuss ASU ITV/distance options	4		PHYS 2325/2125	University Physics I *Discuss ASU ITV/distance options	4
GOVT 2305	Federal Government	3		GOVT 2306	Texas Government	3
Core Course	*Language, Philosophy & Culture	3				
	TOTAL	**16**			TOTAL	**14**
Summer						
ASU Link		**sch**				
ENGR 1308	Introduction to Geomatics	**3**				
	TOTAL	**3**				
Howard College Fall Semester Year 3		**sch**	**TRANSF**	**ASU Spring Semester Year 3**		**sch**
ENGR 2301	*Engineering Statics @ ASU* Howard Elective	*3*		ENGR 2302	Engineering Dynamics	3
PHYS 2326/2126	University Physics II *Discuss ASU ITV/distance options	4		ENGR 2318	Economics & Sust. of Infra.	3
SPCH 1315	Public Speaking	3		ENGR 2332	Mechanics of Materials	3

Core Course	*Social & Behavioral Sciences	3	E R	MATH 3324	Applied Math for Engineering	3
	TOTAL	**13**		ENGR 3305	Probability & Risk	3
					TOTAL	**15**

*See core curriculum course options

Howard College & Angelo State Co-Enrollment Degree Plan: Pre-Calculus
Angelo State Courses

ASU Fall Semester Year 4		**sch**		**ASU Spring Semester Year 4**		**sch**
CENG 3311	Transportation Intro	3		CENG 3341	Geotech Intro	3
ENGR 3404	Fluid Mechanics	4		CENG 3352	Hydrology & Hydraulics	3
ENGR 3331	Engineering Materials	3		CENG 4xxx	Advanced Design Elective	3
CENG 3361	Structural Analysis	3		ENGR 4201	Professional Engineering Practice	2
				CENG 3xxx	Engr/Math/Science Elective	3
	TOTAL	**13**			TOTAL	**14**
Senior Year						
ASU Fall Semester Year 5		**sch**				
CENG 4380	CE Senior Design	3				
CENG 3351	Environmental Intro	3				
CENG 4xxx	Advanced Design Elective	3				
CENG 4xxx	Advanced Technical Elective	3				
	TOTAL	**12**				
				BSCE Complete Total		**131**