



**MEMORANDUM OF UNDERSTANDING
BETWEEN THE AMERICAN SAMOA COMMUNITY COLLEGE (ASCC)
AND THE AMERICAN SAMOA GOVERNMENT DEPARTMENT OF EDUCATION
(ASDOE) DUAL ENROLLMENT PROGRAM**

1. PURPOSE:

The purpose of this Memorandum of Understanding (MOU) is to establish a mutual framework governing the respective organizational relationships, responsibilities, and activities between the Parties (hereinafter the Parties shall be identified as the American Samoa Department of Education (ASDOE) and the American Samoa Community College (ASCC). This agreement articulates the Dual Enrollment (DE) program between the said parties. The areas of responsibility and relationships presented herein provide the concept under which the Dual Enrollment (DE) program shall execute towards providing additional rigorous and challenging learning opportunities that will allow public high school students to enroll at the ASCC under the early admissions policy beginning in the Fall of 2020. The implementation of the DE program will assist high school students in getting a head start in the process of earning college-level credits. The program is a collaborative effort between the ASDOE and the ASCC to enhance and promote higher learning opportunities for public high school students of American Samoa.

2. DUAL ENROLLMENT (DE) PROGRAM:

The DE program will offer College Accelerated Preparatory (CAPP) and/or college-level courses to high school seniors based on their SAT, ACT, and/or ASCC placement scores. Participating students will have to meet the requirements set for by the ASCC early admissions policy.

3. DURATION and TIME:

The MOU between the ASDOE and ASCC is for three years, beginning Fall term of 2020 and ending in Fall semester 2023 and shall be renewed at the end of the contract period. Renewal and/or extension of contract, program shall depend on grant approval.

- 2020 Fall (15 week session)
 - Registration: August 12-14, 2020
 - 1st Day of Instructions: August 17, 2020
 - Instructions Ends: November 27, 2020
- 2021 Spring & Summer and Years 2 & 3 (2021-2023) of the program will be determined once ASCC approved calendar is available.

Course costs includes the following for Fall, Spring, and Summer terms during SY 2020-21, 2021-22, and 2022-23. With the alignment to the COVID-19 declaration, a technology fees will be in effect to support ASCC's implementation of blended/hybrid instructions through G-Suite and Moodle. The following are agreed upon tuition and fees for the purposes of this agreement:

- Registration fee: \$35.00
- Tuition fee (residents and non-residents): \$110 per credit
- Student activity fee: waived
- Technology Fee: \$5.00 per credit
- Required course textbook(s) costs

All public high school participants who are enrolled in the DE program will be entitled to take one CAPP or college-level course during Fall and Spring terms depending on placement test scores and two CAPP and/or college-level courses during the summer term. ASCC courses will be aligned to the schedule presented by the ASCC Dean of Instructions. If a student successfully passes all required ASCC CAPP courses within the timeframe of the contract, he/she will be entitled to proceed to register and enroll in college-level courses.

All courses for DE program will be held on the ASCC campus.

The ASDOE high school student participants will consist of up to 120 high school students from our six public high schools (Faga'itua, Leone, Manu'a, Nuuuli Vocational Technical, Samoana, and Tafuna high schools). The ASDOE Secondary Office will be the primary contact (699-1245/1246) and authority on behalf of the ASDOE. The Secondary Office staff included in this MOU consists of the following:

- Dr.Dottie Aga-Tuisamatatele Program Director
- Gingerlei Maga-Uili, Program Director
- Batta Faaumatia Siatuu, Program Director

5. ROLES and RESPONSIBILITIES:

ASDOE will:

- Recruit and select high school students who meet the requirements of the ASCC's Early Admissions Policy:
- 1. Recommendation letter initiated and signed by high school principal based on student's academic performance and behavior.
 2. A letter of consent from parent or legal guardian.
- ASDOE will be financially responsible for the following:
 1. ASCC registration and tuition fees of selected residential and non-residential students.
 2. Required course textbook(s).

3. Submission of student's official transcript to include CGPA of at least a 3.00 or better.
 4. High School counselors will obtain available SAT and/or ACT scores for course placement. If not, student will be required to arrange and provide payment of ASCC placement testing.
- ASDOE will be financially responsible for the following:
 1. ASCC registration and tuition fees of selected residential and non-residential students.
 2. Required course textbook(s).
 - ASDOE will communicate to students' parents or legal guardians their responsibility in providing transportation from their school destination and required to provide \$5 fee for ASCC student ID for every term registered and enrolled.
 - ASDOE Secondary Office will collect records and data pertaining to ASCC placement scores, English and math course placements, and "Student Copy" transcripts as well as textbooks purchase with ASDOE CAP funding.
 - Maintain open communication with ASCC throughout the duration of the ASDOE DE program with ASCC.
 - Provide necessary equipment and wi-fi access to ensure effective distance learning to occur for all DE participants.
 - All steps listed above will continue at the end of every term (Fall, Spring, and Summer) from Fall 2020 until Fall 2023.

American Samoa Community College (ASCC) will:

- Vice President Letupu Moananu will be the assigned ASCC staff/personnel as point of contact during the implementation and duration of the ASDOE and ASCC DE program.
- Review and screen applicants' documentation based on the ASCC requirements for Early Admissions. ASCC will also consider any additional updates on SAT/ACT results for placement adjustment during student's initial enrollment.
- Assist in the process of registration and enrollment of high school students into ASCC courses based on student's SAT, ACT, or ASCC placement test scores.
- Standardize registration and tuition fees for resident and non-resident public high school students and student activity fees.

- Will provide a schedule that will accommodate high school students' release time from high school.
- Course costs includes the following for Fall, Spring, and Summer terms. The following are agreed upon tuition and fees for the purposes for this Agreement:
 - Registration fee: \$35.00
 - Tuition fee (residents and non-residents): \$110 per credit
 - Technology fee: \$5.00 per credit
 - Student activity fee: waived
 - Required course textbook(s) costs
- Course Schedule: Students will have the option to take ONE of the following:
 - **Fall and Spring terms (exception to Manu'a High):**
 - Monday and Fridays from 3:00-4:20 pm
 - CAPP or College-level Reading courses
 - CAPP or College-level Writing courses
 - If necessary, College-level Reading or Writing courses during after-school TED sessions (MWF or TR).
 - Monday and Fridays from 3:00-4:50 pm
 - CAPP or College-level Math courses
 - If necessary, College-level Math courses during after-school TED sessions (MWF or TR).
 - **Summer terms**
 - Students' courses will be scheduled according to the approved summer term schedule.
- Provide and communicate student records and data pertaining to placement scores (SAT, ACT, and ASCC placement test scores) and ASCC official transcripts of all CAPP and/or College-level courses for every term to monitor progress of DE students and program.
- Maintain open communication with ASDOE Secondary Office throughout duration of the ASDOE DE program with ASCC.
- Provide necessary orientation and Moodle training to ensure effective distance learning to occur for all DE participants.
- Ensure the safety and health of DE participants aligned with the American Samoa Government COVID-19 regulations.
- All steps listed above will continue to the end of every term from Fall 2020 until Fall 2023.

6. REPORTING REQUIREMENTS:

The ASDOE Secondary Office will request and collect the following data from ASCC at the beginning and end of each term.

- Student ASCC placement scores
- Number of DE student participants
- Students' course schedules
- Official transcripts of Pass/Fail or letter grades received at the end of each term with student consent.
- ASDCC and DOE student/program recommendation and/or referrals based on DOE and ASCC Student Code of Conduct policies throughout each term.

7. TIME FRAME:

This MOU shall be in effect for three years, Fall 2020 until Fall 2023. If during the three years of this contract and either party (ASDOE & ASCC) wishes to cancel the program, ASDOE will withdraw all program grant funding provided ample time is allowed for cancellation preparation.

8. APPLICABLE LAWS:

The applicable statuses, regulations, directives, and procedures of the United States of America and American Samoa shall govern the MOU and all documents and actions pursuant to it.

9. CONTRACT CLAIMS and DISPUTES:

All claims and disputes by the Parties involved or relating to this MOU shall be resolved in accordance with Federal laws and the law of American Samoa and the terms of the MOU.

10. DISPUTE RESOLUTIONS:

In the event of a dispute between the Parties each will agree to use their best efforts to resolve all disputes formally and professionally. If necessary consultation and communication using non-binding alternatives will be utilized to mutually resolve disputes that may occur during the time frame of the ASDOE DE and ASCC Early Admissions policy.

DISPOSABLE AGREEMENT: *All collected data pertaining to this MOU must be disposed of after the program.*

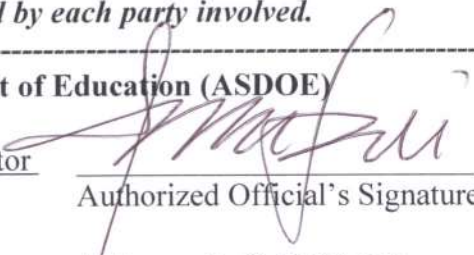
The Memorandum of Understanding is the complete agreement between the American Samoa Department of Education and the American Samoa Community College and may be amended only by written agreement signed by each party involved.

AGENCY A: American Samoa Department of Education (ASDOE)

Talauega Dr. Samasoni Asaeli, ASDOE Director
Authority's Printed Name & Title

Date

March 17, 2021


Authorized Official's Signature

Address: P. O. BOX 568

Telephone #: 633-5237/4238

AGENCY B: American Samoa Community College (ASCC)

Dr. Rosevonne Pato, ASCC President
Authority's Printed Name & Title

Date

March 17, 2021


Authorized Official's Signature

Address: P. O. BOX 2609

Telephone #: 699-1866