

Memorandum of Understanding
between
Howard Community College
and
Howard County Public School System

For Culinary Academy and Hotel and Restaurant Management Dually
Enrolled Students:

This Memorandum of Understanding is made between Howard Community College, 10910 Little Patuxent Parkway, Columbia, MD 21044 (hereinafter the College) and Howard County Public School System, 10910 Clarksville Pike, Ellicott City, MD 21042 (hereinafter HCPSS).

HCC and HCPSS have a history of tight curricular collaboration particularly involving the HCPSS Culinary and Hotel and Restaurant Management (HRM) Academies and HCC's Center for Hospitality and Culinary Studies. This MOU establishes respective responsibilities in order to dually enroll HCPSS students in the HCPSS courses: Advanced Culinary Science and Restaurant Operations – 657M **or** Management and Leadership in Hotels and Restaurants – 880M and the HCC course: Food Prep I – HMG120.

1. HCPSS will make Culinary/HRM Academy students who are eligible aware of the opportunity to dually enroll under this agreement, and
2. HCPSS will identify Culinary/HRM Academy students who wish to dually enroll in HCC for the course, HMG120 (HCPSS courses: Advanced Culinary Science and Restaurant Operations – 657M **or** Management and Leadership in Hotels and Restaurants – 880M).
3. HCPSS will provide such students with the opportunity to request an application and permit their enrollment in HMG120 for the Winter/Spring semester.
4. Upon successful completion and approval of such application, HCPSS will provide the student with verification to present to HCC that the student is approved to be dually enrolled.
5. This verification by the HCPSS will indicate whether a student is eligible for free and reduced price meals.
6. Except for students eligible for free and reduced price meals, HCC will bill students at a reduced rate of 40 percent of the cost of tuition.
 - a. HCC will charge students all other applicable college fees.

- b. All tuition and fees must be paid before HCC's census date or students will be deregistered from HMGT 120 and no payment will be due.
 - c. If the dually enrolled student withdraws from the course, a refund will be given in accordance with HCC's refund schedule. The refund will be paid to the party who made the original payment. If the refund period has ended, no refund will be given. The student will be subject to all rules relating to refunds as published in HCC's schedule of classes.
- 7. For students eligible for free and reduced price meals, HCPSS will pay the discounted cost of tuition for HMGT 120. HCC will only charge these dually enrolled students all other applicable college fees.
- 8. The consent required to share student information including student eligibility for free and reduced price meals between institutions will be on the application that students are required to complete to enroll in courses at HCC.
- 9. Oversight for this MOU and its implementation will be the joint responsibility of the College's Chief Program Administrator/Designee for the Center for Hospitality and Culinary Studies and the Instructional Facilitator for Family and Consumer Sciences. Oversight will include:
 - a. A minimum of two meetings each academic year to review the agreement, course alignment, and any changes to participating schools and teachers for the Culinary and HRM Academies. There will be ongoing communication on an as-needed basis.
 - b. Co-planning professional development workshops for teachers from the Culinary and HRM Academies.
 - c. Identification of instructional resources to support content alignment
- 10. To provide content support and program review for this agreement, HCC will assign a Center for Hospitality and Culinary Studies faculty member as a liaison to work with the HCPSS Instructional Facilitator for Family and Consumer Sciences and the HCPSS teachers for the Culinary and HRM Academies. The work of the liaison will be supervised by HCC's Chief Program Administrator/Designee for the Center for Hospitality and Culinary Studies. Support and program review will include:
 - a. Participation in professional development for teachers for the Culinary and HRM Academies.
 - b. A minimum of two visits per academic year to each Culinary/HRM teacher responsible for teaching HMGT 120 (HCPSS course: Advanced Culinary Science and Restaurant Operations – 657M **or** Management and Leadership in Hotels and Restaurants – 880M). During these visits, the HCC liaison will:
 - i. Meet with the Culinary/HRM Academy teacher to review lessons, assignments, and assessments
 - ii. Review samples of student work and completed projects
- 11. HCPSS Culinary teachers who will teach HMGT 120 (HCPSS course: Advanced Culinary Science and Restaurant Operations – 657M **or** Management and Leadership in Hotels and Restaurants – 880M) at the dually enrolled high

school will meet additional requirements in terms of preparation.

Specifically, Culinary/HRM Academy teachers will:

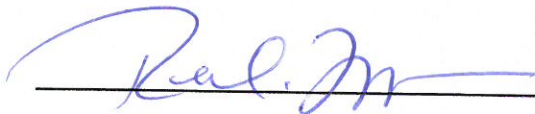
- a. Have taught one or both pre-requisite courses, Culinary Sciences 6525 or Introduction to the Hotel and Restaurant Management Industry – 877M, for a minimum of one year prior to teaching the dually – enrolled course. If the Culinary teacher at a high school or Homewood Center or a HRM instructor at the ARL, offering the dually-enrolled course has not taught at least one of the pre-requisite courses for a minimum of one year, HCC will train the replacement teacher before the start of the class and will regularly monitor the progress throughout the semester.
 - b. Be a Certified Instructor for the ServSafe Food Safety Manager training and a Registered Proctor for the certification exam
 - c. Be recommended by their principal.
 - d. During the academic year, be **required** to attend a minimum of four full-day Culinary/HRM Academy professional development workshops conducted jointly by HCC's Center for Hospitality and Culinary Studies and the HCPSS Family and Consumer Sciences Program.
12. To ensure that all course outcomes for HMGT 120 (HCPSS course: Advanced Culinary Science and Restaurant Operations - 657M **or** Management and Leadership in Hotels and Restaurants – 880M) are being met:
- a. HCC will approve the course curriculum and syllabus for the dual-enrollment HMGT 120 (HCPSS course: Advanced Culinary Science and Restaurant Operations - 657M **or** Management and Leadership in Hotels and Restaurants – 880M).
 - b. HCPSS will use the college-level textbook required by the National Restaurant Association for the ProStart program. Through the textbook replacement cycle, HCPSS will ensure that students are using the current edition or the immediate predecessor to the current edition of the approved text. Each high school offering dual enrollment for HMGT 120 (HCPSS course: Advanced Culinary Science and Restaurant Operations - 657M **or** Management and Leadership in Hotels and Restaurants – 880M) will provide a textbook for student classroom use.
 - c. HCC will collaborate with HCPSS Culinary/HRM Academy teachers to create multiple assessment tasks, food labs, and rubrics.
 - d. HCC will conduct a yearly review of the curriculum including assessment tasks, food labs, rubrics, and assessment data
13. To ensure that all dually enrolled students are subject to course requirements and are meeting all outcomes for HMGT 120 (HCPSS course: Advanced Culinary Science and Restaurant Operations - 657M **or** Management and Leadership in Hotels and Restaurants – 880M):
- a. The Instructional Facilitator for the Family and Consumer Sciences will collaborate with the HCC liaison and the Culinary/HRM Academy teachers to review a random sampling of work from dually enrolled

students. The random sampling will be representative of every high school offering the dual-enrollment course.

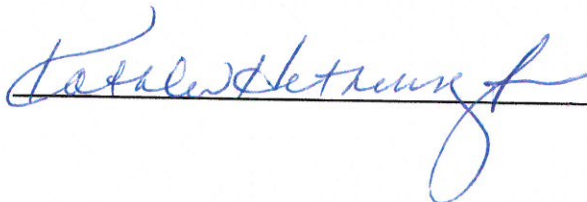
- b. Every dually enrolled student must have taken and passed the ProStart Year One certification examination prior to enrollment in HMGT 120.

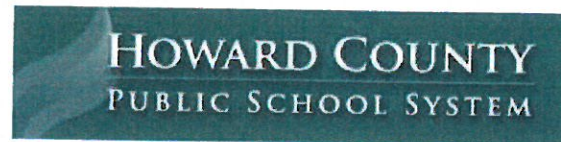
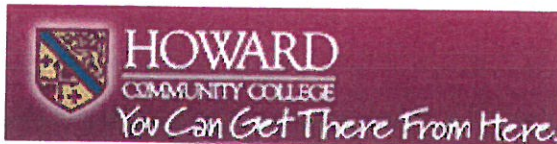
This MOU becomes effective upon the signature of all parties and shall continue in effect unless voided by either party upon sixty (60) days prior written notice.

Renee A. Foose, Ed.D.
Superintendent
Howard County Public School System

 10/5/15

Kathleen Hetherington, Ed.D.
President
Howard Community College

 9/24/15



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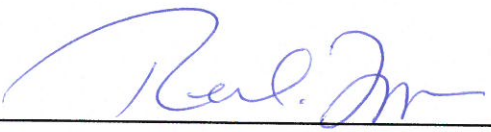
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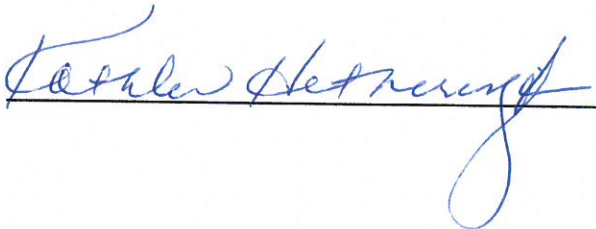
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