

HOME/HOST AND WECM PROCEDURES

**GUIDELINES FOR HOME/HOST AND WECM PROCEDURES
APPROVED BY THE COLLEGES OF THE
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT**

A. HOME/HOST GENERAL GUIDELINES

This plan provides a system whereby occupational programs approved for a college(s) can be offered in other colleges of DCCCD service areas by way of introductory and support course offerings. Advanced courses of a program are typically not offered in this mode.

This system better serves citizens in all areas of Dallas County and provides reimbursement incentives to the colleges involved. It expands and strengthens our occupational offerings and lessens competitiveness between colleges within the District.

For purposes of this plan, the Home College is the college approved by Texas Higher Education Coordinating Board (THECB) to offer a particular occupational program. The Host College is the college located in the service area where the course is to be taught. The course could be housed on the Host Campus.

When special arrangements exist where all courses of a degree are offered home/host at one site for a particular community organization, then no Host services are required and, therefore, no revenue sharing is required.

When courses are offered at a high school or other off-campus locations in another college's service area, the Home College will pay all room rental fees incurred. Arrangements for room assignments are made through the Host College.

Communication Guidelines

1. An initial exploration of the need to expand specific occupational offerings occurs between the appropriate Presidents, Chief College Instructional Administrator, and Technical/Division Deans.
2. Verbal agreement between Chief College Instructional Administrators regarding course offerings will be followed by written confirmation with copies to the respective Divisions Deans and Presidents. If agreement cannot be reached between the Chief College Instructional Administrators, the Presidents will become involved.
3. The Division Deans will follow appropriate procedures for the scheduling and implementation of courses at Host Colleges or in the Host College service area.
4. The Home College's Division Dean will submit a copy of the home/host schedule for each semester to the District Office of Workforce and Economic Development.
5. The Home College Division Dean will notify the campus VPBS about the home/host arrangement for the purpose of transmitting the agreed upon Revenue Sharing to the District Director, Office of Business Services.

Class Schedules

Home/Host courses are listed in the Host Colleges' class schedules with annotation as to location and course status. Host Colleges indicate that the total program is not offered at that location; therefore, students must complete the program at the Home College location.

Chief College Instructional Administrator (CCIA) will propose Home/Host College course offerings for development of class schedules for a subsequent semester by the following dates:

- For Spring*** - September 1st
- For Summer*** - December 1st
- For Fall*** - February 1st

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GUIDELINES FOR HOME/HOST AND WECM PROCEDURES - PAGE 2

Registration

1. Students should register for their Home/Host course using one of the registration options (in person at their preferred site, through eConnect, or Telephone Registration) as appropriate.
2. Student applications may be submitted at any campus site or through the DCCCD online application for admission. Files are maintained in accordance with current DCCCD policies for the Admission/Registrar's Office.
3. Decisions about whether to carry or cancel a class will be made by the Home College upon consultation with the Host College; communication regarding when to cancel will be handled by the respective CCIA's. The Host College must enter cancellation on a course schedule file.
4. All class rolls, attendance verification and certified rolls will be sent to Host College and will have the Host College name on heading. The Home campus may view and/or print a copy of the course enrollment from the RSTR screen.
5. All student drops will be processed using one of the registration options (in person at their preferred site, through eConnect, or Telephone Registration) as appropriate.
6. Transcripts, State Reports, Anticipated Reimbursement and Grade Distribution Computer Programs will use Home College as the college offering these sections.
7. Locators, Name and Address Lists, Final grade distribution, and Student Statistics will track students enrolled in these courses as located at the Host College and will be sent to that college.
8. Refunds are to be handled by the Host College.
9. Within 30 days after the end of the semester, the following items will be sent to the Home College Registrar by the Host College Registrar:
 - a. grade books and class action notices
 - b. permanent class rolls (including instructor drops, as appropriate)
 - c. final grade rolls (including instructor drops, as appropriate)

To be retained by the Host College and subject to transmittal for audit purposes are:

- a. instructor drops (if received after documentation is sent to Home campus)
- b. grade changes

Home College Guidelines

The Home College provides:

1. necessary instructors; (may include a Host College instructor)
2. in-service training;
3. instructor supervision;
4. evaluation of instructors;
5. travel-mileage required for an instructor between colleges in accordance with normal District procedures.

For budget purposes, the Home College receives credit for a percentage of the CB contact hours generated. In addition, the Home College receives 100% of the income from lab and fees through the district allocation formula. This factor should be given consideration when negotiating contact hour split.

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GUIDELINES FOR HOME/HOST AND WECM PROCEDURES - PAGE 3

Host College Guidelines

The Host College:

1. registers students for the Home College;
2. provides on-campus classroom space, when needed and available;
3. provides general administrative support;
4. incorporates Home College courses into Host College schedule; provides textbooks. (The appropriate Division Chair at the Home College orders books from Host College courses through the Home College Bookstore Manager. The Home College Bookstore Managers articulate with their counterparts at the Host Colleges to provide the texts. They also negotiate any buy-backs.)
5. instructional support for courses offered at a Host College (i.e., duplication, test preparation, supplies, and materials).

A percentage of the CB contact hour reimbursement for courses housed by the Host College or at an off-campus site are applied to the budget allocation formula of a Host College in accordance with the *Home/Host Table of Revenue Sharing* or as negotiated using revenue and cost projections as a basis.

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EXAMPLE

MEMORANDUM

TO: (VICE PRESIDENT)

FROM: Joyce Williams
Associate Vice Chancellor, Workforce and Community Initiatives

DATE: (DATE)

RE: HOME/HOST AGREEMENT

This is a notification that our office has received the Home/Host Agreement for the **(PROGRAM NAME)** between **(COLLEGE)** College and **(COLLEGE)** College. This agreement includes **(AWARD NAMES)** listed under the approved program offered by the “Home” location. Only the “Home” location is approved to award the degree and or certificates; therefore, students must earn at least 25% of the credit hours required for graduation through instruction (not credit-by-examination) by the college of the DCCCD granting the award. The “Agreement” states that **(COLLEGE)** college as the “Home” location and **(COLLEGE)** College as the “Host” location have agreed to a **(PERCENT %)** split of contact hours, cost sharing, and revenues.

Our office will process Home/Host Agreements by notifying DSC, Degree Audit, and Workforce Education Departments of the agreement to activate correct cost sharing, revenue sharing, reimbursement allocations and student degree plans.

COLLEAGUE PROCESS FOR SETTING-UP HOME/HOST COURSES

DCCCD uses colleague as a course management database for registration.

- The section screen (*SECT*) will be used to setup the course.
- The department code (*Depts/Pct*) will remain under the authority of the “Home” location. This is to ensure that program inventory adheres to THECB and SACSCOC Guidelines.
- The “Host” location will input specific location identifiers in the Section field (*see example 71130 on next page*) and the Location field (*see example 700 on next page*). This is to ensure the tuition and contact hour allocations will be directed correctly between the colleges by DSC and College Business Office locations.
- Please see the attached example.

Should you or your staff have any questions, please contact my office at 214-378-1746.

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COLLEAGUE SCREENSHOT OF THE SECT SCREEN

CRSE - Courses
SECT - Sections

Section : RNSG-1430-71130

Section **HOST COLLEGE**

Term/Session ▼

Start/End

Synonym **HOME COLLEGE**

Depts/Pct

Credit Type

Min/Max/Incr

CEUs Category

Course Lvl ▼

Acad Lvl

Grade Scheme Books

Short Title

National ID

Local IDs

Location

Course Types ▼

Topic Code

Status ▼

Date

Faculty Assignment

Offering Info

Requisites

Restrictions

Financial Info

Billing Info

Reg Dt Ranges

Cross-Listings

Additional Info