



## MEMORANDUM OF UNDERSTANDING

BETWEEN

CAÑADA COLLEGE

AND

SAN FRANCISCO STATE UNIVERSITY

AND

SEQUOIA UNION HIGH SCHOOL DISTRICT

Cañada College, an accredited college located in Redwood City, CA, USA, San Francisco State University, hereinafter referred to as SFSU, an accredited university located in San Francisco, CA, USA, and Sequoia Union High School District, hereinafter referred to as SUHSD, a public school district organized and existing under and pursuant to the constitution and laws of the State of California and with a primary business address at 480 James Avenue, Redwood City, CA 94062 USA hereby enter into a Memorandum of Understanding (MOU) to cooperate in establishing joint educational programs, efforts, and collaboration to increase college preparation, access, and success for SUHSD students and graduates.

I.

The purposes of the cooperation between Cañada College, SFSU and SUHSD are to establish the following:

- ❖ Increase the number of SUHSD graduates matriculating into postsecondary higher education, and specifically to Cañada College and SFSU.
- ❖ Develop aspirational leaders with perspectives and practices rooted in equity, advocacy, social justice, and anti-racism.
- ❖ Increase the number of SUHSD students participating in early college access, with intentional focus on increasing participation of students from minoritized communities.
- ❖ Establish clear and ongoing personalized communication with SUHSD students and families about progress towards and resources to support high school graduation, college, and career readiness and transition to college.
- ❖ Establish early college access for partner district 8th graders.
- ❖ Establish clear and personalized communication with partner district 8th graders and their families about high school preparedness and resources to support high school graduation, college and career readiness and transition to college.

- ❖ Establish pathways for employees wishing to complete their Associate in Arts and Bachelor of Arts/Science degrees.
- ❖ Leverage the talents and resources of all three institutions in transforming the economic, cultural, and social environment of our districts, the State of California, and the nation.

## II.

To achieve these goals, Cañada College, SFSU and SUHSD will, insofar as the means of each, allow:

- Establish targeted outreach for the Cañada College Promise Scholars Program with the goal of establishing priority admission to Cañada College for all admitted qualified graduates of SUHSD schools including:
  - Carlmont High School
  - East Palo Alto Academy
  - Menlo-Atherton High School
  - Redwood High School
  - Sequoia High School
  - TIDE Academy
  - Woodside High School
  - Sequoia Adult School
- Establish targeted outreach for the Cañada College Promise Scholars Program with the goal of establishing priority admission to Cañada College for any additional newly established secondary schools within SUHSD.
- Establish a joint Equity Leadership Academy for K-14 leaders and business partners.
- Build out high school pathways that result in a certificate and/or meet Intersegmental General Education Transfer Curriculum (IGETC) requirements.
- Grow the number of students taking dual enrollment courses by increasing the number of sections offered to SUHSD high schools annually.
- Expand the number of high school students participating in the Middle College Program.
- Create individualized college and career readiness guides to be sent out twice annually to all SUHSD students and their families.
- Create individualized high school, college and career readiness guides to be sent to all SUHSD incoming eighth grade students and families.
- Develop certificate/Associate Degree pathways with the Sequoia District Adult School.
- Establish a Developing Our Own program for employees wishing to complete their Associate in Arts and Bachelor of Arts/Science degrees.
- Establish regular procedures to maximize the number of high school seniors who annually complete the CCCApply application.
- Establish regular procedures to facilitate the annual completion of the FAFSA or DREAM Act Application for every high school senior.
- Establish or modify data sharing agreements to allow for active outreach and recruitment of students.
- Develop a bridge pathway program between Sequoia Adult School's English as a Second Language, Adult Basic Education, and Adult Secondary Education programs and Cañada College's Workforce Development Short Certificate Programs.
- Establish articulation and/or dual-enrollment options for Sequoia Adult School students to earn college credit and promote career pathways at Cañada College.
- Share data to identify progress and success of students transitioning to degree and certificate programs at Cañada College and any additional supports that may be necessary at Sequoia Adult School

- Develop and establish clear and efficient transfer pathways from Cañada College to SFSU to increase the transfer rates of students from minoritized and underrepresented communities.
- Establish data sharing agreements that will enhance the transfer program efforts and activities from Cañada College to SFSU.

### III.

The Presidents of Cañada College and SFSU and the SUHSD Superintendent shall designate officials with the primary role of leading this initiative at their respective institutions. These officials, working with other appropriate administrators at the respective institutions, shall have the following responsibilities:

- initiate and promote activities to support the achievement of the goals and objectives of the Cañada College-SFSU-SUHSD partnership;
- act as the principal contacts for individual and group activities and plan and coordinate all activities within their institutions as well as with the partner institution;
- distribute to each institution information pertinent to the goals and objectives of the Cañada College-SFSU-SUHSD collaboration;
- periodically review and evaluate past activities and work out new ideas for future cooperative agreements as approved by the institution designees; and
- develop and present an annual joint report on the Cañada College-SFSU-SUHSD partnership.

### IV.

This MOU shall be identified as the parent document of any future program agreement executed between the parties. Admission to academic programs is subject to college and district determined program capacities and professional accreditation specific requirements.

### V.

This MOU anticipates that any exchange of monies based on activities performed for or on behalf of the participating institutions shall be expressed and approved by written instrument signed by appropriate officials before these activities are performed.

Furthermore, neither party shall oblige the other to financial responsibility unless, as otherwise mutually agreed upon by supplementary agreement, duly signed by each party's authorized signatory.

### VI.

Unless otherwise stated in signed supplementary agreements, all expenses (including local travel, hotel, food expenses) incurred by individuals (faculty, students, staff) in accordance with this MOU will be the sole responsibility of each institution.

Upon approval by each institution, this MOU shall remain in effect for an initial period of five (5) years unless terminated earlier by either institution.

Such termination by one institution shall be effected by giving the other institution at least ninety (90) days' advance written notice of its intention to terminate. Termination shall be without penalty.

### VII.

If this MOU is terminated, neither Cañada College, SFSU nor SUHSD would be liable to the other for any monetary or other losses that may result.

In case of termination, each institution agrees to honor the academic plans for students and faculty/teachers accepted and approved under this MOU.

The implementation of this MOU is contingent upon the approval of the Cañada College President and the SUHSD Superintendent of both partners within the guidelines of respective accrediting bodies and in accordance with the laws of the State of California.

EXECUTED by Cañada College and Sequoia Union High School District this 27th day of April, 2022 in duplicate copies, each of which shall be deemed an original.

**Cañada College**

**Kim Lopez,**  
Interim President

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**Michael Claire,**  
Chancellor, SMCCCD

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**Richard Holober,**  
President, SMCCCD Board of Trustees

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**San Francisco State University**

**Dr. Lynn Mahoney,**  
President, San Francisco State University

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**Sequoia Union High School District**

**Dr. Darnise R. Williams,**  
Superintendent

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**Carrie Du Bois,**  
SUHSD Board President

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**Richard Ginn,**  
SUHSD Board Vice President

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