



June 15, 2020

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Madeline Pumariega, M.Ed.
Executive Vice President and Provost

SUBJECT: Tallahassee Community College and Lively Technical College Regional Career Pathways Agreement

Item Description

This item presents an agreement between Tallahassee Community College (TCC) and Lively Technical College (Lively) to enhance partnerships and career pathways.

Overview and Background

This agreement establishes an opportunity for Lively students to earn college credit towards an Associates of Science degree at TCC. Lively students who meet specified requirements in accordance with this agreement will earn college credit in the following A.S. degrees at TCC: Graphic and Web Design, Office Administration and Digital Media. Students can earn from 9 to 12 credit hours for each A.S. degree program. There is no cost for the college credit.

Funding/ Financial Implications

None

Past Actions by the Board

The Board has approved career pathway agreements with Lively Technical College in the past.

Recommended Action

That the Board approve the career pathway agreement with Lively Technical College.

Articulation Agreement Between
TALLAHASSEE COMMUNITY COLLEGE
And
LIVELY TECHNICAL COLLEGE

This Memorandum of Understanding (hereinafter referred to as the “MOU”) dated as signed between Tallahassee Community College (hereinafter referred to as “TCC”) and Lively Technical College (hereinafter referred to as “Lively”) establishes an articulated program (hereinafter referred to as the “Program”) that will extend college credit at no cost to eligible students who have completed an articulated technical program at Lively. Upon successful completion of all course work and certifications the college credit will be applied in order to satisfy requirements for graduation.

EDUCATIONAL PROGRAM

TCC and Lively faculty and staff with responsibility for the supervision and coordination the articulated programs have assessed the adequacy of the documentation and determined that the learning outcomes, performance standards, and assessment procedures for Lively’s articulated technical program meets the standards for college credit course work and that the learning outcomes are consistent with the course work in the AS degree being articulated. Furthermore, Lively’s program courses are taught by faculty who have a minimum of a BS/BA degree in the required discipline area.

TOTAL POSSIBLE CREDITS

Potential college credit hours to be awarded are as follows:

Lively Articulated Technical Program	TCC Articulated Program	Program Length	TCC Credit to Be Awarded	CIP Codes/ Certifications
Web Development	Graphic and Web Design Technology, A.S. Degree	Career Certificate: 1050 clock hours Associate Degree: 64 credit hours	<u>Up to 15 credit hours</u> <ul style="list-style-type: none"> • CGS1820 Web Page Authoring (3 credit hours) • GRA2140 Web Page Design (3 credit hours) • TBA (3 credit hours) • Up to 6 credit hours awarded depending on Adobe certification 	Y700100/0511080100 <ul style="list-style-type: none"> • Microsoft Office Specialist • Microsoft Technology Associate: <ul style="list-style-type: none"> ○ Introduction to Programming Using HTML and CSS ○ Introduction to Programming Using JavaScript • Adobe Certified Associate: <ul style="list-style-type: none"> ○ Dreamweaver ○ Photoshop ○ Premiere Pro (optional)

Lively Articulated Technical Program	TCC Articulated Program	Program Length	TCC Credit to Be Awarded	CIP Codes/ Certifications
Legal Administrative Specialist	Office Administration, A.S. Degree	Career Certificate: 1050 clock hours Associate Degree: 60 credit hours	<u>Up to 12 credit hours</u> <ul style="list-style-type: none"> • MNA2021 Human Relations (3 credit hours) • GEB1011 Introduction to Business (3 credit hours) • MNA2130 Business Writing (3 credit hours) • TBA (3 credit hours) 	B072000/0522030103 <ul style="list-style-type: none"> • Microsoft Office Specialist • Accredited Legal Professional (ALP)
Medical Administrative Specialist	Office Administration, A.S. Degree	Career Certificate: 1050 clock hours Associate Degree: 60 credit hours	<u>Up to 12 credit hours</u> <ul style="list-style-type: none"> • MNA2021 Human Relations (3 credit hours) • GEB1011 Introduction to Business (3 credit hours) • MNA2130 Business Writing (3 credit hours) • TBA (3 credit hours) 	B070300/0551071603 <ul style="list-style-type: none"> • Microsoft Office Specialist • Certified Medical Administrative Assistant (CMAA)
Digital Media/Multimedia Design	Digital Media, A.S. Degree	Career Certificate: 1050 clock hours Associate Degree: 60 credit hours	<u>Up to 9 credit hours</u> <ul style="list-style-type: none"> • PGY1800C Digital Photography (3 credit hours) • GRA2100 CG Character Production (3 credit hours) • DIG2000 Intro to Digital Media (3 credit hours) 	K100200/0609070208 <ul style="list-style-type: none"> • Adobe Certified Associate: <ul style="list-style-type: none"> ○ InDesign ○ Photoshop ○ Illustrator ○ Animate ○ Premiere Pro ○ After Effects ○ Dreamweaver (optional)

TRANSFER PROCESS

To be eligible for the articulated credit, students must:

- Successfully complete the articulated technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
- Successfully complete all applicable developmental classes. Students not requiring developmental classes will earn credit upon acceptance to TCC.
- At least a 2.00 overall GPA completed if college credit courses have been completed.
- Complete the Lively Technical College program no more than 18 months prior to enrollment at Tallahassee Community College.

- Enroll in TCC's articulated A.S. program.
- Complete the required 9 credit hours in the A.S. or certificate program in order for the career pathway credit to be applied to the college transcript.

ADDITIONAL REQUIREMENTS:

In addition to the above requirements, students must also do the following:

- Submit a completed Tallahassee Community College application for admission, satisfy the requirements for Degree-Seeking Status, including submission of all official transcripts, declare a major in the TCC Articulated A.S. Degree program, and be in Active Student Status.
- Complete the Tallahassee Community College Student Orientation.
- After verifying the required documentation, the Career Pathways Specialist will confirm eligibility, and notify the Registrar's Office of acceptable credit to be awarded.

TERMS OF AGREEMENT

This agreement shall be reviewed and evaluated biannually. It shall remain in effect from May 2020 until either party identifies a need for revision or terminates this agreement with thirty days written notice.

APPROVED:

Leon County School Board

Date

APPROVED:

Tallahassee Community College

Date