



October 20, 2008

M E M O R A N D U M

TO: District Board of Trustees

FROM: William D. Law, Jr., President

SUBJECT: Interinstitutional Articulation Agreements

In compliance with Florida statute, the members of the Articulation Councils of the three county public school districts, two private institutions and TCC each met for the annual review of the articulation agreements. Articulation acceleration mechanisms include dual enrollment, early admission, and credit by examination. The agreements also include strategies for improving teacher preparation, for reducing the need for remediation, and other articulation activities. Responsibility for Career Pathways (formerly Tech Prep), Adult and Vocational Programs, lifelong learning, and adult education are also identified in the agreements.

Our agreements have been revised to be in compliance with new state guidelines for dual enrollment articulation agreements. The councils have approved the revised agreements and agree to continue their support for and promotion of the Career Pathways option for high school students.

A copy of the agreement with Gadsden County Public Schools is attached as an example of the form of the agreements.

STAFF RESOURCE: SHARON JEFFERSON

RECOMMENDED ACTION:
Request approval to continue agreements with specified changes.

INTERINSTITUTIONAL ARTICULATION AGREEMENT

BETWEEN Tallahassee Community College

AND Gadsden County Public Schools

2008-2009

I. PREFACE

WHEREAS, The District Board of Trustees, Tallahassee Community College, Florida and the **Gadsden County School Board** subscribe to the educational philosophy and policy that each individual student should have the maximum opportunity to enhance their learning opportunities in courses suited to their educational, career, and personal needs, and

WHEREAS, Section 1007.235, F.S., specifies that articulation agreements shall be executed between community college boards of trustees and district school boards within each community college district, and

WHEREAS, The District Board of Trustees, Tallahassee Community College, Florida and the **Gadsden County School Board** desire to implement the above statute by creating opportunities for high school students to pursue college level instruction,

NOW THEREFORE, the **Gadsden County Public Schools** and The District Board of Trustees, Tallahassee Community College, Florida agree to the following assignment of programmatic responsibility for delivery of programs in the following areas:

A. RATIFICATION OF EXISTING AGREEMENTS

The signing of this agreement attests to the ratification of existing agreement(s).

B. ARTICULATION COUNCIL STRUCTURE/MEMBERSHIP

The Superintendent of Gadsden County Public Schools or designee and other employees of the District appointed by the Superintendent agree to meet with the President of Tallahassee Community College or designee and other members of Tallahassee Community College, appointed by the President, on a regularly scheduled basis, not to be less than once annually. The membership so defined above shall henceforth be called

The Tallahassee Community College/Gadsden County Public Schools Articulation Council. The meeting time and location of the Council shall be determined mutually by representatives of both parties.

C. GOALS AND OBJECTIVES OF THIS AGREEMENT

The goals of the Tallahassee Community College/Gadsden County Articulation Agreement, as defined below, shall provide the primary framework within which all future interinstitutional articulation objectives and activities shall be described. These include:

1. To assist students matriculating in the K-12 and community college systems, with every opportunity to fulfill their individual/family educational needs, through a well articulated and coordinated interinstitutional articulation agreement.
2. To cooperatively identify and develop education program and service objectives and activities, designed to provide maximum educational opportunity, while avoiding unnecessary duplication of effort and resources.
3. To maintain regular interinstitutional articulation development activity between the two educational systems.

II. JOINT PROGRAMS AND AGREEMENTS

A. ARTICULATION ACCELERATION MECHANISMS

Articulation Acceleration Mechanisms shall include, but not be limited to, Dual Enrollment and Credit by Examination.

1. **Dual Enrollment Program** - The District and Tallahassee Community College agree to continue their cooperative efforts to provide unduplicated Dual Enrollment course opportunities for eligible students in Gadsden County as described in the currently existing Dual Enrollment Agreement (Attachment #1). The Dual Enrollment Agreement shall be reviewed by representatives of both systems on an annual basis, in order to insure the maximum benefit for students.
2. **Early Admission** – Tallahassee Community College agrees to provide an Early Admission program to all qualified public secondary school students in Gadsden County in order that they may enroll in college courses while in high school and proceed toward their academic goals at their own pace.

3. **Credit By Examination** - Tallahassee Community College agrees to receive and apply credit earned by students through articulated acceleration mechanisms as specified in Section 1007.271, F.S. Students have the opportunity to earn up to a maximum of 45 semester hours toward graduation from TCC through these mechanisms.

B. CURRICULUM

1. **Discipline Meetings** - Joint meetings shall continue to be held between faculty of various Tallahassee Community College disciplines and teachers of the Gadsden County Public Schools representing similar disciplines. Meetings will be initiated and agreed upon by TCC and the District.
2. **Curriculum Goals** – The articulation committee will annually examine the curriculum goals of the dual enrollment program to assure these goals are consistent with the district goals of emphasizing reading, writing, and mathematics.

C. PROGRAMS FOR MINORITIES

1. Tallahassee Community College will continue to work cooperatively with the Gadsden County Public School counselors to provide various programs and services designed to stimulate and encourage minority and other disadvantaged students to stay in school and attend a postsecondary institution.

D. MECHANISMS AND STRATEGIES FOR IMPROVING TEACHER PREPARATION

Tallahassee Community College will work with the District to determine professional development activities.

E. STRATEGIES FOR REDUCING THE NEED FOR REMEDIATION

1. **Faculty to Faculty Meetings** – Tallahassee Community College and the District's faculty will meet periodically to discuss mathematics, reading, and English curricula. Meetings will be initiated and agreed upon by TCC and the District.

F. OTHER ARTICULATION ACTIVITIES

1. **Placement Test Results** - Tallahassee Community College will continue to administer the placement test to all Gadsden students who wish to test and will share results with officials of the Gadsden County Public Schools. The College will work with Gadsden County School faculty and staff to explain the placement test results. The placement test will be administered either at the high schools or the students will come to TCC and take the test. This will be determined by TCC and the individual high school.
2. **Bibliographic Instruction** - Tallahassee Community College will provide bibliographic instruction programs for students at various sites in the Gadsden County Public School District.
3. **The Student Ambassador Program** - Tallahassee Community College will continue to work with the District's high school counselors to identify outstanding seniors who would like to be a TCC Student Ambassador. Students selected will be provided a tuition scholarship to begin their first year of matriculation at TCC.
4. **TCC District Board of Trustees Scholarship Program** – Tallahassee Community College will continue to designate up to three (number based on senior enrollment) tuition scholarships for high achieving graduates of each high school in the county as long as there is sufficient funding available.
5. **College Student Services** - Tallahassee Community College counselors will continue to provide programs and services in the areas of admissions, parent workshops, college orientation on the TCC campus, placement testing, curriculum advising, financial aid, career development and others. Additionally, TCC will provide periodic pre-advising to dual enrollment students.

III. TECH-PREP

The Tech-Prep program will become the Career Pathways program. Updated information on Career Pathways will be added to this agreement as an addendum (see page 10).

IV. AGREEMENT PERTAINING TO ADULT AND VOCATIONAL PROGRAMS

WHEREAS, the State Board of Education has adopted Rule 6A-14.0341 for community colleges that encourages boards to cooperatively develop and adopt specific assignments of responsibility to assure efficient use of resources available for career and technical education; and

WHEREAS, Section 1007.235, F.S. requires each community college president and each district superintendent to develop interinstitutional articulation agreements; now therefore, be it

RESOLVED, that the School Board of Gadsden County and the District Board of Trustees of Tallahassee Community College, Florida agree to the following assignment of programmatic responsibility for delivery of programs in the following areas:

CAREER AND TECHNICAL EDUCATION AT THE SECONDARY LEVEL AND BELOW THAT LEVEL

Primary Responsibility: Gadsden County

CAREER AND TECHNICAL EDUCATION AT THE POSTSECONDARY LEVEL

- A. Postsecondary Adult Career and Technical Education
Shared Arrangement: Gadsden County Public Schools and Tallahassee Community College
- B. Postsecondary Career and Technical Education
Primary Responsibility: Tallahassee Community College
- C. The Gadsden County Public School System has no objection to Tallahassee Community College administering the Pat Thomas Law Enforcement Center and academic programs currently located in Gadsden County. The school system would like to work with the Community College on appropriate programs particularly any related to juveniles.

LIFELONG LEARNING

Shared Arrangement: Gadsden County Public Schools and Tallahassee Community College

ADULT BASIC EDUCATION

Primary Responsibility: Tallahassee Community College
Secondary Responsibility: Gadsden County Public Schools

ADULT SECONDARY

Primary Responsibility: Tallahassee Community College
Secondary Responsibility: Gadsden County Public Schools

DISABLED (HANDICAPPED) ADULTS

Shared Arrangement: Gadsden County Public Schools and Tallahassee Community College

V. ACCOUNTABILITY

These provisions shall not prevent a board assigned responsibility for one or more of these programs from developing joint programs or contracting for specific instructional services with another board or agency, subject to review by the two local educational agencies.

For each of these programs, all related enrollment projections, FTE reports, cost analysis, and other elements required for the allocation of funds shall be the sole responsibility of the assigned board unless herein indicated.

VI. EFFECTIVE DATE

This agreement shall be effective until August 15, 2009. This resolution and the policies and allocation of responsibility shall be effective upon being signed by the Chairs of the School Board of Gadsden County, Florida and the Tallahassee Community College District Board of Trustees and by the Superintendent of Gadsden County Public Schools and the President of Tallahassee Community College. This agreement shall be executed before registration for the fall term of the following school year. Additions and deletions may be made at any time upon the mutual agreement of the President of Tallahassee Community College and the Superintendent of Gadsden County Public Schools.

IN WITNESS WHEREOF, the School Board of Gadsden County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.235, F.S., Interinstitutional Articulation Agreements.

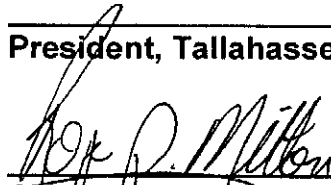
Date

Chair, The District Board of Trustees,
Tallahassee Community College, Florida

Date

President, Tallahassee Community College

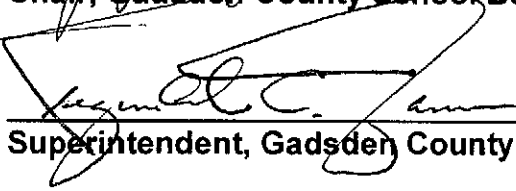
9/25/08



Date

Chair, Gadsden County School Board

9/25/08



Date

Superintendent, Gadsden County School District

Attachment #1

DUAL ENROLLMENT AGREEMENT

This is an Articulation Agreement between the School Board of Gadsden County and Tallahassee Community College governing the dual enrollment of students at both schools. This agreement is in accordance with 1007.271, F.S.

Courses and Programs:

- Courses to be offered by Tallahassee Community College for dual enrollment purposes will be mutually agreed upon by memorandum between representatives of the School Board of Gadsden County and Tallahassee Community College. Courses approved for inclusion in the dual enrollment program shall be those contained in the common course designation numbering system approved by Articulation Coordinating Committee.
- Early admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Early admitted students will be exempt from the payment of registration, tuition, and laboratory fees. The Early Admissions process is detailed in the TCC Catalog. Both the high school and TCC must approve early admission for a high school student.
- The School Board of Gadsden County and Tallahassee Community College can approve dual enrollment courses that coincide with the student's Major Area of Interest (MAI).
- College preparatory (college remediation) and other forms of precollegiate instruction, and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, shall not be so approved. Recreation and leisure studies courses shall be evaluated individually in the same manner as physical education courses for potential inclusion in the dual enrollment program.
- The community college may not offer a course at the high school level if enrollment is insufficient. Furthermore, TCC cannot guarantee that it can always provide a college instructor for courses taught at the high school. The high school is also encouraged to recommend an instructor at the high school to teach the class. All recommendations should be submitted to the appropriate academic Dean. TCC will work to place students into classes on the college campus each semester as necessary.

- Using FACTS.org, students should develop an academic plan that includes courses that can lead to a technology certificate, associates degree or baccalaureate degree.

Monitoring and Reporting:

- The monitoring and necessary coordination of this articulation agreement will be the responsibility of the Tallahassee Community College/Gadsden County Articulation Council.
- Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees. Textbooks will be provided these students by the School Board of Gadsden County. Textbooks purchased by the School Board of Gadsden County shall remain the property of the School Board of Gadsden County as specified in Section 1007.271(14),F.S. The costs of ADA accommodation for dual enrollment students with disabilities will be shared equally between Gadsden County Schools and Tallahassee Community College.
- The School Board of Gadsden County shall report dually enrolled students under the Florida Education Finance Program, and the Tallahassee Community College will report these students under the Community College Program Fund.
- In order to receive credit, all dually enrolled students must adhere to all other rules and regulations of the School Board of Gadsden County, Tallahassee Community College and the State of Florida.

Eligibility Criteria for Student Participation in Dual Enrollment Programs:

Tallahassee Community College agrees to permit high school students enrolled in Gadsden County public schools whose eligibility has been certified by their principal to enroll in courses in compliance with the provisions of Florida Statutes 1007.271 and the following terms and conditions:

I. Academic Dual Enrollment

- A. The student must be currently enrolled in a public secondary school in Gadsden County, must have completed the 9th grade (upcoming 10th grader), must have earned at least a 3.0 unweighted grade point average for dual enrollment. In special circumstances principals may approve individual student exceptions to the grade level requirements and G.P.A. to qualify for dual enrollment.
- B. The student must submit placement test scores (SAT, ACT or College Placement Test) that place the student into college level courses. Scores

must be less than two years old. Students must place into ENC1101 with their test scores to be eligible to participate in the dual enrollment program.

ACT Scores

Reading: 18	Math: 19-20	Math: 21
English: 17		
Placement ENC1101	Placement MAT1033	Placement MAC1105

SAT Scores

Critical Reading: 440	Math: 440-549	Math: 550
Placement ENC1101	Placement MAT1033	Placement MAC1105

CPT Scores

Sentence Skills: 83	Algebra: 72-87	Algebra: 88
Reading Comp.: 83	Arithmetic: 56	Arithmetic: 56
Placement ENC1101	Placement MAT1033	Placement MAC1105

- C. The student must submit a completed application for admission.
- D. Payment for books and materials will be provided by the School Board of Gadsden County. It will be the student's responsibility to complete and instructional materials form (provided by the School Board) to have books and materials covered.
- E. The student must submit a recommendation from his/her principal which has been approved by the School Board of Gadsden County stating that he/she has the maturity, motivation, dependability and academic ability to enable him/her to achieve satisfactorily at the college level.
- F. The student must submit an official high school transcript showing Courses and credits earned through his/her last term of enrollment.
- G. The course(s) in which the student is dually enrolled must be creditable toward a high school diploma. The school district will provide books.
- H. Eligibility in the dual enrollment program requires that students maintain a cumulative 2.0 grade point average in Tallahassee Community College courses. An appeal process is available through TCC.

II. Career and Technical Dual Enrollment

- A. The Corrections Program will be offered during the 2008-2009 academic year, provided funding is available for materials and supplies.
- B. Gadsden County and TCC will develop a Career Pathways program in

Information Technology during the 2008-2009 academic year.

III. It shall be the responsibility of the School Board of Gadsden County to:

- A. Inform students and parents of the availability of the dual enrollment, program requirements and currently offered courses through the educational planning and guidance process. Students and parents must have been counseled on the advisability of taking college courses while in high school and on the specific requirements of the Dual Enrollment Program.
- B. Establish and certify student's eligibility for dual enrollment.
- C. Determine if dual enrollment meets the individual needs of the student and if the student has the necessary academic preparation.
- D. Approve the enrollment for each student.
- E. Provide instructional materials to the dual enrollment students.
- F. Inform parents or guardians of their responsibility for transportation when the instruction is conducted at a facility other than the school site.
- G. Enter all earned credits on students' permanent records.
- H. Provide space at the district high school campuses for qualified students taking Tallahassee Community College courses.
- I. Provide full instructional costs for Gadsden County faculty teaching TCC dual enrollment courses.

IV. Withdrawing from classes for on and off campus dual enrollment students:

- A. It is the student's and high school's responsibility to abide by TCC's official course withdrawal policy.
- B. Dual enrollment students must withdraw before or by the deadline each semester. The college's withdrawal dates are listed in the TCC Academic Calendar. If the high school changes a student's schedule, the guidance counselor must notify TCC before or by the withdrawal deadline, so the student can be withdrawn from credit at TCC.
- C. Students who wish to withdraw from a course(s) must provide a written request from the high school principal/guidance counselor, verifying that the student has permission to withdraw.

- D. Withdrawals after the deadline are subject to review by the Enrollment Appeals Committee. Appealing a late withdrawal is outlined in the TCC Catalog.
- E. Once the student has acquired a written request to withdraw from a course(s), then the student must provide that information to the Dual Enrollment Coordinator for processing.

V. It shall be the responsibility of Tallahassee Community College to:

- A. Hire qualified instructors for the Dual Enrollment Program.
- B. Monitor and keep accurate records of the academic progress of the students in courses.
- C. Provide accurate records to the respective schools on credit earned by each student.
- D. Counsel dual enrollment students on current college requirements and on the transferability of dual enrollment credits at the college level for general education or elective credit toward the Associate's or Bachelor's degree. Through these guidance services, dual enrollment students will be encouraged to identify a post secondary objective and will be informed about Florida's statewide advising system, FACTS.org.
- E. Award college credits for courses upon successful completion by dually enrolled students and assign quality points.

This agreement will continue in effect until modified in writing by the parties hereto, so long as all qualified students are permitted to complete courses in which they are enrolled and the appropriate records are transmitted to the School Board of Gadsden County.

Dual Enrollment Course Offered at East Gadsden High School 2008-2009:

Fall 2008	Spring 2009
ENC1101	ENC1102
WOH1012	ENC1141
REA1105	WOH1022
AMH2010	AMH2020
HUM2210	HUM2230