

District Interinstitutional Articulation Cooperative Agreements
for Dual Enrollment, Career Pathways, Remediation and Teacher Preparation
Between The District Board of Trustees of Central Florida Community College
and the Levy County School Board
2008-2009

I. Articulation Agreement for Dual Enrollment Programs of Study

A. **Courses and programs available to students eligible for dual enrollment and advising services**

1. Courses to be provided by Central Florida Community College under this agreement will be mutually agreed upon by Central Florida Community College and Levy County School Board and will avoid unnecessary duplication of existing courses in grades 9-12. Current Law allows for any course in the Statewide Course Numbering System, with the exception of remedial courses and Physical Education skills courses, to be offered as dual enrollment.
2. Central Florida Community College will furnish each high school with a copy of the current course (and URL for Web access) with descriptions for each course in which a student may be dually enrolled. Specific courses to be provided on high school campuses in Levy County shall be mutually agreed upon by the host school principal and Central Florida Community College.
3. A student education plan will be developed by Central Florida Community College for each student registering for a dual enrollment course. The plan will ask each student to identify an educational objective with which to guide course selection. At a minimum, each student's plan should include a list of courses that will result in an Applied Technology Diploma, an Associate in Science degree or an Associate in Arts degree. If a student identifies a baccalaureate degree as the objective, the plan must include courses that will meet the general education requirements and any prerequisite requirements for entrance into a selected baccalaureate degree program.
4. The Levy County School Board will assure that appropriate high school credit will be awarded upon successful completion of dual enrollment classes. All academic and vocational courses will correlate to the State Articulating Committee recommendations for high school credit. All other non-identified courses will be based upon successful completion of a three to five-credit hour college course to result in the awarding of 0.5 high school credit in Carnegie units. Any other non-identified college course offered at fewer than three credit hours will be ineligible for high school credit and will not constitute dual enrollment.
5. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing and/or visual arts, applied technology, and any other classes that are in compliance with applicable state regulations shall be counted toward meeting the graduation requirement of F.S.1003.43.
6. Students (age 18) who wish to take college credit courses that contain a study abroad or travel component (during summer only) must receive the permission of their high school principal, parents and the school board before participating. If the permission is granted, the student shall be exempt from the payment of the registration, matriculation and laboratory fees. However, the student is responsible for the full cost of travel.
7. Central Florida Community College will make available advising services to dual enrollment students, monitor their progress and attendance in dual enrollment classes and provide a progress and attendance report to the student's base school at the college mid-term and upon completion of the college term.

B. The process by which parents and students are notified of the option to participate

1. References to *students* in this document, means any student enrolled in a Levy County Public School.
2. Central Florida Community College will provide information to the high schools regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
3. The high schools, in turn, will utilize printed, published, electronic, or other media to notify students and their parents or guardians of the opportunity to participate in these articulated acceleration programs. The high schools will additionally provide information, using these same methods, to students and their parents or guardians, of the eligibility criteria for participation in these programs.
4. Central Florida Community College will post application deadline and registration dates on its dual enrollment Web page at least one term in advance.

C. The process by which students and parents exercise their option to participate

Students and the parents or guardians of students wishing to pursue participation in an articulated acceleration program must contact their high school guidance counselors to discuss admissions criteria and to obtain the necessary application forms.

D. Eligibility criteria for student participation in dual enrollment courses and programs

1. The student must be enrolled in the Levy County Public School System and must be working towards a high school diploma.
2. The student must pass all portions of the ACT, SAT or CPT demonstrating college readiness for college-level coursework if the student is to be enrolled in college courses. Passing scores are as follows: CPT scores of 83 Reading/Sentence, 72 Algebra; ACT scores of 17 English, 18 Reading, 19 Math; SAT scores of 440 Verbal/Critical Reading, 440 Math. Any combination of test scores may be considered if taken within two (2) years of the time of enrollment for first time dual enrollment students. Beginning Fall 2007, students must take the CLM (college level math exam) and achieve qualifying scores to enroll in a college level math class beyond MAT1033, Intermediate Algebra (a score of 40 or above).
3. Students who are enrolled in Advanced Placement (AP) English Literature or English Language are eligible to take courses that have ENC 1101 as a **co-requisite** during the same semester. Students who have a score of three (3) or above on the Advance Placement (AP) English Literature or English Language examinations will be eligible to take courses that have ENC 1101 as a **pre-requisite** in subsequent semester.
4. Permission for participation must be granted by the student's parent or legal guardian.
5. The student must be sixteen (16) years old or older for consideration for dual enrollment courses. Students are no longer eligible for dual enrollment once they reach the age of nineteen (19), but may finish the semester in which they turn nineteen (19) if currently enrolled in dual enrollment courses. Any exceptions to this must be approved by both the high school and college's Dual Enrollment Petitions Committee. Students and their parents should contact the Dual Enrollment Coordinator to request a meeting with the DE Petitions Committee. Students are notified of the committee's decision by mail within one week following the meeting.

E. Institutional responsibilities for student screening prior to enrollment and monitoring enrolled students

1. The student must be recommended by the principal. Student screening for eligibility to enter a program is the responsibility of the high school principals according to district and state requirements. An overall G.P.A. of 3.0 on an unweighted 4.0 scale is required for college

credit dual enrollment courses. In order to encourage and support participation of underrepresented and underserved ethnic minority populations (as specified by EEOC definition applicable to an employers EEO-1 record keeping) in Dual Enrollment coursework, exemptions for the 3.0 Grade Point Average (GPA) will be allowed for underrepresented and underserved ethnic minority populations. Said students will be allowed to enroll in academic courses with a GPA of no less than a 2.5 on an unweighted 4.0 scale. Exemptions must be signed and supported by the principal and submitted to Secondary Education for approval. An overall G.P.A. of 2.0 on an unweighted 4.0 scale is required for students to enroll in Career Academy dual enrollment programs. An overall G.P.A. of 2.0 on an unweighted 4.0 scale is required for specified workforce development dual enrollment programs as follow: Air Conditioning, Refrigeration and Heating Technology, Automotive Collision Repair, Automotive Service Technology, Barbering, Cosmetology, Early Childhood Education, EMT, Equine Program, Agribusiness, Landscape and Horticulture Technician, Paramedic (Seniors only) and Welding.

2. The High School Counselor shall identify those students qualified to participate in dual enrollment classes.
3. Students attending dual enrollment classes, which are held in high school facilities during regular school hours, will be subject to the Levy County attendance regulations.
4. Students attending dual enrollment classes which are held in college facilities during or after school hours or at high school facilities after regular school hours will be subject to college attendance policies. Attendance shall be reported to the student's high school.
5. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses, with the exception that students attending the course in the high school facility during regular school hours will be subject to Levy County grading regulations. The college's policies pertaining to student cheating will be in effect for all dual enrollment courses. Any student found to be cheating will be reported to his/her high school. Grades will be electronically transmitted by Central Florida Community College to the student's high school and to the district MIS/Curriculum offices.
6. If a dual enrollment student earns a D or F grade, to remain eligible for the dual enrollment program, he/she must repeat those classes that the D/F grade were earned in within the next 3 consecutive semesters as long as his/her high school GPA is still a 3.0 or better for academic dual enrollment students or a 2.0 GPA for career and technical dual enrollment students. These courses will be the ONLY courses the student is allowed to take as a part of the dual enrollment program. This is a one time allowance and the student must pass all repeated courses with a C grade or higher to continue eligibility as a dual enrollment student. Local petition may be considered on a case-by-case basis among the Director of the CFCC Levy Center, School Board of Levy County designee and school counselor/principal.

F. Criteria by which the quality of dual enrollment courses and programs are to be judged and maintained

1. Central Florida Community College shall be responsible for ensuring that the quality of instruction provided dual enrollment students is comparable to that afforded other Central Florida Community College students. Dual Enrollment faculty must follow the college course outline, provide a syllabus to students, and use the appropriate textbooks and instructional materials.
2. Faculty selected to teach dual enrollment classes must meet Central Florida Community College's certification requirements and submit an adjunct application.
3. Central Florida Community College will provide adjunct instructors to teach dual enrollment courses in Levy County. In the absence of adjunct instructors from Central Florida Community College, the high school principal "or his/her designee" will recommend qualified high school teachers as instructors for dual enrollment courses to be taught during the regular school day or extended school day on high school campuses.

4. Central Florida Community College will select and certify the instructors for dual enrollment courses taught at college facilities.
5. Levy County School Board instructors who teach dual enrollment courses during the regular or extended school day will be evaluated by the high school principal using the district-wide evaluations instrument. These instructors shall also be observed for evaluation purposes by a CFCC faculty member or administrator. All other dual enrollment faculty will be evaluated according to Central Florida Community College policy.
6. All Levy County Public School employees serving as dual enrollment faculty approved to teach college courses under this agreement will annually attend a **new fall faculty or adjunct** orientation given by Central Florida Community College.

G. Institutional responsibilities for the cost of dual enrollment courses and programs

1. Central Florida Community College will assume the instructional costs of dual enrollment classes.
2. Travel costs for the adjunct instructors teaching the dual enrollment classes will be divided equally between Central Florida Community College and the School Board of Levy County. Central Florida Community College will bill the School Board of Levy County for one-half the travel expenses at the end of each term.
3. There will be no additional costs to the School Board of Levy County for classes that are under-enrolled. It is intended that there be a countywide average of at least 15 students enrolled in each class offered.
4. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees.
5. Required textbooks and other instructional materials will be funded by the Levy County School Board, provided the FEFP provides funding for these expenses. The Levy County School Board shall be responsible for the inventory, recovery, reuse, and sale of textbooks and instructional materials provided under this agreement in conjunction with the Central Florida Community College Bookstore (Barnes & Nobles).
6. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a Central Florida Community College facility must meet the requirements established by CFCC's Office of Access Services. If a student with a disability enrolls in a dual enrollment course offered at a high school facility, the high school will be responsible for determining and providing accommodations.

H. Responsibility for providing student transportation

The student will be responsible for providing transportation to and from facilities where dual enrollment classes are held.

I. Semester Scheduling

The beginning and ending dates of courses offered during the regular day in the high school facilities will coincide with the school's calendar. Courses offered after the regular school day or on the College campus will be scheduled on the College's calendar. Courses taught by college faculty will follow the College's academic calendar.

II. Mechanisms and strategies for improving the need for remediation of high school graduates at Central Florida Community College

- A. There shall be established a “remediation task force” comprised of two representatives from each school district, the Vice President for Instruction, the Vice President for Student Affairs, and the Director of Enrollment Services, at Central Florida Community College and others as the plan warrants.
- B. Initiatives for 2008-2009 are:
1. Analysis of student readiness for college by administering the CPT to volunteer 10th, 11th, and 12th graders from Citrus, Marion and Levy County.

Central Florida Community College will provide:

 - ✓ access to on-line tests for a cost of \$10.00 per test to be paid for by the student;
 - ✓ personnel to record the test results;
 - ✓ summary data to the Levy County School Board for the purpose of record keeping;
 - ✓ walk-in testing available.

Levy County School Board will provide:

 - ✓ space for testing;
 - ✓ test sites;
 - ✓ testing information to all eligible students;
 - ✓ test dates;
 - ✓ registration and collection of the test fee from students or school board offices prior to the test.
 2. Assessment of student readiness for college by administration of CPT to all incoming students without ACT or SAT scores.
 3. CFCC provides a statistical study by district and by high school of first time in college (FTIC) and prior year in high school students needing College Prep courses.
 4. Information sent to each 8th grader encouraging them to participate in the CFCC Preview Night and will include dates for the “Parent Night” events in Citrus and Levy Counties.
 5. Articulation agreements between Levy, Citrus and Marion school districts and Central Florida Community College.
 6. Central Florida Community College faculty will be available to collaborate on a lesson, or lessons, at the request of teachers in high schools.
 7. Central Florida Community College advising and enrollment services staff from all campuses meet with high school counselors in all three school districts to provide in-service training regarding CFCC course requirements. High school counselors are encouraged to visit Central Florida Community College’s workforce development programs.
 8. Conduct a College Preview event for students in each of the school districts.
 9. CFCC will provide information about its programs and how to be a successful college student to 8th through 12th graders in Marion, Citrus and Levy Counties in a variety of formats, materials and events.

10. Educational Talent Search (TS) a federal “TRIO” program that serves five high schools (300 students) in the college service district; provides disadvantaged youths with supplemental educational support; activities include assessment of educational needs and delivery of counseling, career information and exploration, financial aid, parental workshops, field trips, and summer learning academies. (Dependent upon grant funding.)
11. Educational Opportunity Center (EOC): a federal TRIO program that serves approximately 1,000 high school & post secondary students at eight educational institutions in the service area; activities offered include individual needs assessment, individual educational plans, tutoring, career exploration, mentoring, visits to local business and industry and college campuses, motivational sessions, etc. (Dependent upon grant funding.)
12. Dual Enrollment opportunities for at risk students to receive classroom training in applied technology, computer skills and communications and/or math (with the appropriate passing placement scores) on the Central Florida Community College campus.

III. Mechanisms and strategies for promoting “Career Pathways” programs of study

A. Courses and programs available to students eligible for Career Pathways

1. Courses to be provided by Central Florida Community College under this agreement will be mutually agreed upon by Central Florida Community College and Levy County School Board and will avoid unnecessary duplication of existing courses in grades 9-12. Career Pathways course and program offerings will be accessible on the Career Pathways web page of CFCC’s website (www.gocfcc.com). Alterations to this list of offerings may be made with mutual consent of Central Florida Community College and Levy County School Board personnel.
2. Central Florida Community College will develop a student education plan for each student applying for Career Pathways credit. In order to develop said plan, the student will present a high school transcript, which will be evaluated for purposes of determining college credits to be applied toward an Associate in Science degree or a two-year technical certificate. Said Associate degree or two-year technical certificate will be the student’s stated education objective.

B. The process for notifying parents and students of the option to participate in Career Pathways programs

1. Central Florida Community College will provide information to the high schools regarding requirements for participation in, and the educational benefits to be derived from, Career Pathways or other accelerated programs.
2. The high schools, in turn, will utilize printed, published, electronic, or other media to notify students and their parents or guardians of the opportunity to participate in these articulated acceleration programs. The high schools will additionally provide information, using these same methods, to students and their parents or guardians, of the eligibility criteria for participation in these programs.
3. Eligible Career Pathways students should have their transcript reviewed by the appropriate high school personnel to determine which dean at CFCC is appropriate.

C. The process by which students and parents exercise their option to participate

1. Students and the parents or guardians of students wishing to pursue participation in a Career

- Pathways program should contact their high school guidance counselors and vocational administrator for information about Career Pathways.
2. Students' intention of pursuing a Career Pathways program of study will be recorded on the district student database.

D. Eligibility criteria for student participation

- a. Eligibility for receiving Career Pathways credits will be determined by the appropriate Central Florida Community College dean after the student has enrolled at Central Florida Community College and the student has presented the appropriate dean with a copy of his/her transcript.
- b. Secondary students must demonstrate mastery of courses taken with a grade of at least "C". Additionally, secondary students must pass an exam and/or approved alternative assessment of work to demonstrate mastery of course material at a level acceptable to Central Florida Community College.
- c. Career Pathways credits will be awarded and posted to student's Central Florida Community College transcript of grades upon their declaration of an A.S. program of study or two-year technical certificate program (and the successful completion of twelve (12) credit hours of college level course work with an overall GPA of 2.0 or higher.)

E. Institutional responsibilities for student screening prior to enrollment and monitoring enrolled students

1. The Levy County School Board shall identify those students who have completed Career Pathways courses of study in high school and shall so notify Central Florida Community College.
2. Central Florida Community College will make available advising services to Career Pathways students, as for all Central Florida Community College students.

F. Criteria by which the instructional quality will be maintained

Central Florida Community College shall be responsible for ensuring that the quality of instruction provided Career Pathways students is comparable to that afforded other Central Florida Community College students.

G. Cost of Career Pathways

Students who receive Career Pathways credits shall be exempt from the payment of registration and laboratory fees for those high school classes for which they receive credit according to the articulation agreement.

H. Program review and responsibility for providing student transportation

1. Central Florida Community College and Levy County School Board personnel will, on an annual basis, review and revise existing articulation agreements as needed to keep them aligned with the most current program and course requirements. These programs will also be reviewed and revised to accommodate and adapt to changing labor market trends and demands.
2. Central Florida Community College and Levy County School Board personnel will actively

seek to develop additional articulated Career Pathways programs of study as new programs are added at the secondary and/or postsecondary levels.

3. The student will be responsible for providing transportation to and from facilities where dual enrollment classes are held.

IV. Mechanisms and strategies for improving the preparation of elementary, middle, and high school teachers

- A. There shall be established a consortium among Central Florida Community College, the CFCC University Center partners, Citrus County School Board, Levy County School Board, and Marion County Board to effect collaborative methods for improving the preparation of elementary, middle, and high school teachers.
- B. Additionally, methods for providing support to the public school systems in recruiting, retaining, and recertifying teachers will be developed by the consortium members.
- C. Training programs will be developed to provide professional development to meet the needs of teacher mandates. These courses and programs will be made available to the public school systems in Citrus, Levy, and Marion counties at various times and places.
- D. The members of the consortium will promote the advantages of partnering in educational programming.
- E. The members of the consortium will work to provide a coordinated effort to develop and implement alternative certification procedures and programs for classroom teachers.
- F. The members of the consortium will work to provide a coordinated effort to develop and implement methods for the No Child Left Behind mandates.
- G. The members of the consortium, in developing these programs, will strive to utilize new technologies in the training programs, to address critical needs of teachers and public school systems in implementing them, and to include both preservice and in-service initiatives in so doing.

V. Teacher Cadet

In a continuing effort to provide educational opportunities for secondary school students to transition into Central Florida Community College (CFCC), the School Board of Levy County and CFCC agree to extend college credit for Introduction to Education, EDF2005, to the high school Teacher Cadet Academy students that meet the following requirements:

- A. The student must pass the Teacher Cadet Academy class, Educational Methodology/0500930, with a minimum grade of 3.0 and receive a “C” or better on the equivalent college course portfolio.
- B. The student must successfully complete 12 hours of college level work within the corresponding A.S. or A.A. degree program at CFCC and have a cumulative 2.0 or higher before any credit earned is awarded.
- C. The student must enroll in CFCC within two years following graduation from high school.
- D. The student must present the course portfolio for review to the Associate Dean of Teacher Education. Students must pay the standard assessment fee of \$100.00 per course.
- E. The portfolio will be evaluated after the student has completed the 12 hours at college level work.

F. Credits awarded via the portfolio assessment will be included on the student's official college transcript with the designation of "satisfactory" and will fulfill degree requirements for the appropriate A.S. or A.A. degree program, but will not be included in the college GPA.

G. This agreement will be in effect starting Fall 2006.

VI. Health Academy Collaboration

Mechanisms And Strategies For Articulating Health Academy Students Into Health Occupations Programs at Central Florida Community College

A. Levy County will operate a Health Care Academy that will permit high school students to follow any one of three tracks in the field of Health Occupations. Students in each track must successfully complete Health Science 1 and Health Science 2 of the high school Health Occupations curriculum before moving into the final two years of their selected track.

B. Track 1: Dental Assisting

1. After successfully completing Health Science 1 and Health Science 2 of the Health Occupations curriculum, students will focus on the dental aide portion of the high school curriculum in year 4.
2. Students must meet Central Florida Community College admission requirements for admission to the Dental Assisting program.
3. In year 4, students will dual enroll in BSC 0084, Basic Anatomy and Physiology for the Healthcare Professional at Central Florida Community College Levy campus for the fall term. In the spring term, they will dual enroll in DEA 0500, Dental Psychology. In the fall term of the following year, after graduating high school, students will continue in the Central Florida Community College Dental Assisting program. Students will enter the program with advanced standing, based upon their successful completion of the two required classes.

C. Track 2: EMT (Emergency Medical Technician), for students interested in EMT and/or Fire Service

1. After successfully completing Health Science 1 and Health Science 2 of the Health Occupations curriculum, and focusing on the First Responder track, students will be admitted to year 4 of the program.
2. In year 4, students must successfully complete First responder and EVOC (Evasive Vehicle Operations Course) training through the Health Academy. They must also meet Central Florida Community College admission criteria for the EMT program.
3. In year 4, students will dual enroll in the EMT program at Central Florida Community College Levy campus for the spring term. Students must successfully complete the EMT program in the spring term.

D. Track 3: Physical Therapy Assistant (PTA)

1. Students must successfully complete Health Science 1 and Health Science 2 of the Health Occupations curriculum.
2. In year 4, students must successfully complete the Nursing Assisting and Medical terminology components at the high school Health Academy.

3. In year 4, students will dual enroll in BSC 0084, Basic Anatomy and Physiology for the Healthcare Professional at Central Florida Community College Levy campus for the fall term. In the spring term, students will dual enroll in PHT 1000, Introduction to Physical Therapy Assisting, which will be taught as a WebCT course. Students must meet CFCC admission criteria for the PTA program.

ACCOUNTABILITY

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

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the District Superintendent and the Community College President, but 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 Community College President and the District Superintendent. Courses of study and programs are to be incorporated into the agreement before instruction begins.

This Agreement shall be valid for the 2008-2009 school year.

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

Date Chair, District Board of Trustees, Central Florida Community College

Date Dr. Charles Dassance, President, Central Florida Community College

Date Paige Brookins, Chair, School Board of Levy County

Date Mr. Clifton Norris, Superintendent, School Board of Levy County