

**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 Citrus County School Board**
2009-2010

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 Citrus 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 courses (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 Citrus 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 Citrus 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. With the exception of pre-approved "academies" or "cohorts", only **seniors** will be allowed to enroll full-time (12 to a maximum of 18 credit hours in any given semester) through dual enrollment.
6. In addition to courses listed in the State Articulation Coordinating Committee's Statewide Articulation listing, Central Florida Community College and Citrus County School Board agree to offer PEO2121, Golf Critical Skills, as part of the AS Degree in Agribusiness Management – Golf Specialization and possibly as an elective course for other AS majors through the dual enrollment program. Successful completion of PEO2121 will result in the awarding of three (3) college credit hours and 0.5 high school credit in Carnegie units.
7. High school credit for Post Secondary Adult Vocational Certificate classes shall be awarded based on the number of contact hours in the program of study. For each 135 clock hours in the program, a student will be awarded 1 high school credit in Carnegie units. 0.5 high school

credit will be awarded for any number of clock hours between 68 and 135. No high school credit will be awarded for any number of clock hours less than 68.

8. 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.
9. 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.
10. Central Florida Community College will provide academic advising services to dual enrollment students, monitor their progress and attendance in dual enrollment classes, and provide progress and attendance reports to the student's high school at the college mid-term and upon completion of the college term. Students with unsatisfactory progress reports should be counseled by the high school guidance counselor immediately upon receipt of the college reports.

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 Citrus County School District.
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 Citrus County School District shall identify those students qualified to participate in dual enrollment classes. The high school principals will approve student eligibility for participation in dual enrollment classes.
2. The student must be enrolled in the Citrus County School District and must be working towards a high school diploma.
3. The student must pass all portions of the ACT, SAT or CPT designated below 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

- beginning of classes 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).
4. Students needing FCAT remediation will not be eligible for dual enrollment. Any exceptions to this must be approved by the high school principal.
 5. 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 Advanced Placement (AP) English Literature or English Language examinations will be eligible to take courses that have ENC 1101 as a **pre-requisite** in subsequent semesters.
 6. Permission for participation must be granted by the student's parent or legal guardian.
 7. The student must have completed their sophomore year in high school and be at least 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.
 8. Any exceptions to the age, GPA or other requirements 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 and their guidance counselor are notified of the committee's decision by phone 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, exceptions 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. Exceptions must be signed and supported by the principal and submitted to the Dual Enrollment Coordinator 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/vocational 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, conducted on CFCC's Ocala campus, as follow: Air Conditioning, Refrigeration and Heating Technology, Automotive Collision Repair, Automotive Service Technology, Barbering, Cosmetology, EMT, and Welding.
2. The High School Counselor shall identify those students qualified to participate in dual enrollment classes on a semester basis and will verify their continued eligibility throughout their participation. This verification will be conducted after grades are posted each semester, and the Counselor will notify the college's dual enrollment officer when a student's eligibility status changes.
3. Students attending dual enrollment classes, which are held in high school facilities during regular school hours, will be subject to the Citrus 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. 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 in any course(s), he/she will be able to repeat ONLY those courses 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 vocational dual enrollment students. This is a one-time allowance and the student must pass all repeated courses with a C grade or higher to regain eligibility as a dual enrollment student.
7. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
8. **STUDENT CODE OF CONDUCT:** Students attending dual enrollment classes on the college campus will follow the CFCC's Code of Student Conduct in terms of appropriate classroom, behavior, protocol, and academic integrity (i.e., cheating and plagiarism). Students taking dual enrollment classes on their high school campus will be subject to the current Citrus County School Board Code of Student Conduct. If a student in the high school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify CFCC's Vice President for Student Affairs and the student will be subject to the same disciplinary sanctions as other students taking courses on the CFCC campus, regardless of what disciplinary action is taken by the Citrus County School Board.
9. **STUDENT RECORDS:** The parties may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to Section 1002.22(3)(d), Florida Statutes, and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, Florida Statutes, and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

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 regarding learning objectives and institutional learning outcomes, provide a syllabus to students, and use the appropriate textbooks and instructional materials.
2. 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. To be qualified, faculty selected to teach dual enrollment classes must meet Central Florida Community College's certification requirements and submit an adjunct application to their administrative contact at CFCC.
3. In the absence of qualified high school instructors, Central Florida Community College may provide adjunct instructors to teach dual enrollment courses on high school campuses in Citrus County, if such arrangements are approved by the Vice President for Instructional Affairs (see item G.1. below). In each case, once an academically qualified instructor is identified, he or she must meet all of the requirements established by the Citrus County School Board before having contact with the students. This process will be coordinated through the Citrus County Director of Secondary Curriculum.
4. Central Florida Community College will select and certify the instructors for dual enrollment courses taught at college facilities.
5. Citrus County School District 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 Citrus County School District employees serving as dual enrollment faculty approved to teach college courses under this agreement will annually attend a new fall faculty or adjunct orientation conducted by Central Florida Community College.
7. **IMPORTANT:** If a high school wants to offer 15 or more credits (i.e., 25% of an Associate Degree program) on their campus, they must submit a request to the Vice President for Instructional Affairs at Central Florida Community College at least 6 months in advance to allow sufficient time for college approval and notification to SACS. If a high school wants to offer 30 credits or more (i.e., 50% of an Associate Degree program) on their campus, they must submit a request to CFCC's Vice President for Instructional Affairs at least 9 months in advance. If approved by CFCC officials, the high school and/or district administration will work with the college to create and submit a "substantive change" to SACS. Approval must be received from SACS before the courses on the high school campus may be advertised or offered.

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

1. Each institution will assume the operating costs of the dual enrollment class(es) housed on its campus. If a faculty member is provided by the college to teach a dual enrollment course on a high school campus, the high school may be required to cover the cost of that instructor, if such arrangement is mutually agreed upon by the CFCC Vice President for Instructional Affairs and the high school principal and/or the CCSB Director of Secondary Education. For online courses taught by a CFCC instructor, a number of seats in the course must be available for regular college students to enroll or the high school may be required to cover the cost of the instructor.
2. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation and laboratory fees.
3. Required textbooks and other printed materials will be funded by the Citrus County School Board, provided the FEFP provides funding for these expenses. The college will adhere to the requirements set forth in F.S. 1004.085 in regards to the affordability of textbooks. Home school students are responsible for their own textbooks and materials.
4. The Citrus 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).
5. Central Florida Community College will pay Citrus County School Board (CCSB) \$600 per course, per semester for dual enrollment courses taught by CCSB employees at CCSB facilities during the school day, for classes with a minimum enrollment of 18 students. This money will be disbursed to the CCSB employees who teach these dual enrollment courses during the regular school year.
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 District's school 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 decreasing 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 Instructional Affairs, 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 2009-2010 are:
1. Analysis of student readiness for college by administering the CPT to volunteer 10th, 11th, and 12th graders from Citrus, Marion, and Levy counties.

Central Florida Community College will provide:

- ✓ overall coordination of administration of testing in the county;
- ✓ access to online CPT exams at a time and place determined by the school district at no cost for the first attempt (retakes will cost the students \$5.00 per test) for 11th graders who express an interest in postsecondary education;
- ✓ one administration of the CPT exam at no cost for students who wish to apply for participation in dual enrollment;
- ✓ training for exam proctor in each high school in the county;
- ✓ ongoing information and support;
- ✓ personnel to record the test results;
- ✓ summary data to the Citrus County School Board for the purpose of record keeping;
- ✓ walk-in testing available at the college;
- ✓ placement testing in compliance with Rule 6A-10.0315 FAC and section 1008.30. F.S.

Citrus County School Board will provide:

- ✓ space for testing;
 - ✓ test sites;
 - ✓ testing information to all eligible students;
 - ✓ test dates;
 - ✓ a means to determine students showing an interest in postsecondary education;
 - ✓ registration and collection of the test fee from students or school board offices prior to the test;
 - ✓ Placement Test Agreement form completed by each test site and returned to the college designee;
 - ✓ placement testing in compliance with Rule 6A-10.0315 FAC and section 1008.30. F.S.
2. CFCC will provide assessment of student readiness for college by administration of CPT to all incoming students without ACT or SAT scores.

3. CFCC will provide 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 will be 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 will be established between Citrus, Marion, and Levy school districts and Central Florida Community College.
6. **IMPORTANT:** Central Florida Community College faculty will be available to collaborate on curriculum and assessment methods at the request of the high school teachers. College faculty will collaborate with high school instructors in the spring/summer semesters to assist in the development of appropriate curricula for the SB1908 mirror courses, including common finals provided by the college for mirror courses to ensure that students who pass the course are prepared for the next college-level course(s). Students who successfully complete the Math for College Readiness mirror course during their senior year in high school will be eligible to enroll in a college level math course, within two (2) years of completing the course, without having to re-take the CPT.
7. Central Florida Community College advising and enrollment services staff from all campuses will 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. CFCC will 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 Citrus, Marion, 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, will provide 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, will offer activities including 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.)

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 Citrus 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 Citrus 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.

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

1. 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.
2. Secondary students must demonstrate mastery of articulated career and technical courses by earning at least a grade of "B". 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.
3. 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 Citrus 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 Citrus County School District 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 Citrus County School District 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.

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, Marion, and Levy 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 pre-service and in-service initiatives in so doing.

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 education agencies.

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

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 from July 1, 2009 through June 30, 2010.

IN WITNESS WHEREOF, the School Board of Citrus 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, Bernard Little Jr., District Board of Trustees, Central Florida Community College

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

Date Chairman, Ginger Bryant, Citrus County School Board

Date Sandra "Sam" Himmel, Superintendent, Citrus County School District