



February 21, 2022

## **M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Calandra Stringer, Ph.D.  
Vice President and Provost

**SUBJECT:** 2022-2023 Early College Program Agreements

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### **Item Description**

This item requests board approval for the 2022-2023 Early College Program Agreements between the College and the public school districts in TCC's service area.

### **Overview and Background**

In compliance with Florida Statute 1007.273, the members of the Articulation Councils of TCC and the three public school districts met for the annual review of the early college agreements. The agreements identify College and School District responsibilities for maintaining the Early College program.

The Early College program is another option for dual enrollment which allows high school students who are college ready in all subject areas and have a 3.5 or better unweighted high school GPA to enroll in at least 12 hours each semester at TCC to earn industry certifications and to successfully complete 30 credit hours through dual enrollment. Students are allowed to take classes on the high school campus, at TCC's main campus, and online. Students are advised regarding their educational major and transfer institution. TCC works with the high school guidance counselors to ensure that students are on track for success at both institutions.

### **Funding/ Financial Implications**

Dual enrollment students pay no tuition, fees, lab, or online course fees. The school districts pay the standard rate per credit hour, \$71.98, for students taking courses on TCC's campus during the fall and spring semesters. This also includes online courses. No tuition or fees are collected during the June Express term. However, schools pay for the cost of the instructor if the course is taught at the school site by a TCC instructor.

### **Past Actions by the Board**

The Board approved these agreements annually.

### **Recommended Action**

The Board approves the 2022-2023 Early College program agreements.

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# EARLY COLLEGE PROGRAM

## Tallahassee Community College and Gadsden County School Board

### Introduction

The Early College Program Contract, as required by Section 1007.273(3), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee Community College, hereinafter referred to as TCC, and the District School Board of Gadsden County, hereinafter referred to as the School Board.

The term of this Agreement shall be June 1, 2022 until May 31, 2023. Students may enroll in the Summer 2022 B Session.

The local Articulation Committee shall consist of the following: Committee members from the School Board will be appointed by the Superintendent of the School Board or designee. Committee members from TCC will be appointed by the President of TCC or designee.

### I. **A ratification or modification of all existing early college agreements**

This agreement replaces any existing agreement with TCC and the School Board regarding the Early College Program Contract.

### II. **Identify grade levels to be included in the early college program**

Eligible grades 11 and 12 students shall have access to the **Early College Program**. Qualified students may begin taking courses during the Summer B term immediately following the conclusion of their sophomore year. Other grade levels would need written permission from the Deputy Superintendent.

### III. Description of the early college program, including the delineation of courses and industry certifications offered, including online course availability; high school and college credits earned for each postsecondary course completed and industry certifications earned; student eligibility criteria; and the enrollment process and relevant deadlines

The program will allow eligible students to complete a minimum of 30 credit hours. All TCC courses listed on the 2022-2023 State Board of Education Dual Enrollment Equivalency List are available to students. [Florida Department of Education](#) lists all the courses available to students, high school credit, and college credit earned for each course. Students may take courses on the main campus of TCC, on the High School campus, and/or online.

#### Student Eligibility

- Students must have a 3.5 unweighted high school GPA at the completion of their sophomore year. A GPA waiver will be given to students with a 3.25 to 3.49 unweighted high school GPA at the discretion of the high school principal or designee. The GPA waiver form must be completed and signed by the high school principal or designee at the time the **Early College** Program application is submitted.
- Students must be college ready in reading, writing, and mathematics based on eligible scores on the PERT, ACT, or SAT. Scores must be less than two years old at the time of enrollment.
- Students must maintain a 3.5 unweighted high school GPA to remain in the program. Students with a GPA waiver form must maintain an unweighted high school GPA between 3.25 and 3.49 to remain eligible. A waiver form is required each semester a student's high school GPA falls below 3.5.
- Students must maintain a 3.0 TCC GPA and a 75% successful completion rate in order to remain in the program. There are no exceptions.

#### Enrollment Process

- Students must submit a TCC College Application.
- Students must submit a TCC **Early College** Program Application.
- Students must submit an official high school transcript.
- Students must submit official PERT, ACT, or SAT test scores.
- Students must submit a signed student performance contract.
- Students and parents must complete an advising session.

#### Deadline

- Applications and supporting documents are due by May 31, 2022.

**IV. Description of the methods, medium, and process by which students and their parents are annually informed about the availability of the early college program, the return on investment associated with participation in the program, and the information described in paragraphs (I) and (II)**

TCC will work collaboratively with the School Board to jointly provide information to students and their parents through information sessions. TCC will also provide information via the TCC website and through flyers. TCC shall work with the high school to communicate directly with parents and students about the **Early College Program**.

The return on investment associated with participation in the program will be listed in a flyer. The flyer will show that students have the opportunity to earn 30 credit hours at no cost to the student. Traditional college students pay \$100.83 per credit hour which is \$3,024.90 for a total of 30 credit hours. The average cost of textbooks is \$150.00 per course which is covered by the high school for fall and spring courses, the College covers textbook costs during Summer B session.

**V. Identification of the delivery methods for instruction and the instructors for all courses**

All online courses and main campus courses that are included in Appendix A are available to the **Early College Program** students. All TCC instructors teaching online and main campus courses will be eligible to deliver instruction to the **Early College Program** students.

Courses that are offered on the high school campus will be taught by high school instructors who meet TCC's faculty credentials for teaching college level courses and have been interviewed by and approved by the appropriate TCC Dean or in some cases by TCC instructors. Specific instructors may not be established at the time of this Agreement. Thus, an addendum to this Agreement will be added for each semester to specify high school course instructors.

**VI. Identification of student advising services and progress monitoring mechanisms**

TCC shall provide advising services to students participating in the **Early College Program**. TCC will designate a specific advisor to work with each student in the **Early College Program**. TCC will also work collaboratively with high school guidance counselors to provide guidance to students. TCC and the high school guidance counselors will jointly work to monitor the progress of students. TCC will use-its Pathways to Persistence (P2P) early alert system to provide early alerts and progress surveys for students in the **Early College Program**. Both TCC and the School Board will ensure that students and their parents understand the amount of work necessary to succeed in college courses.

**VII. Description of a program review and reporting mechanism regarding student performance outcomes**

TCC's Office of Institutional Effectiveness will provide an annual program review. TCC's Office of Institutional Effectiveness will also provide relevant data regarding student performance outcomes annually to appropriate college and high school personnel. TCC's Office of Academic Affairs will monitor and ensure quality and consistency.

TCC's Office of Academic Affairs will ensure that all faculty are evaluated during the academic year. An academic dean or designee will make a classroom visit after which a written evaluation will be provided to the **Early College** Program faculty member for his/her signature. The evaluation will be maintained on file by TCC.

**VIII. Terms of funding arrangements to implement the early college program**

**Early College** Program students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to students by the School Board during both the Fall and Spring semester. Textbooks will be provided by the College during the Summer June Express term. Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section 1007.271 (17), F.S. TCC will continue its efforts to reduce the cost of textbooks and materials to the School Board. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TCC's campus will be covered by TCC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School Board.

Standard Tuition Rate

According to 1007.273(6) and 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TCC for instruction taking place on the college campus for dual enrolled students. The approved standard tuition for FY 2021-2022 is \$71.98 per credit hour and \$2.33 per contact hour for career certificate programs. The rate will be charged for courses taking place on TCC's main campus, TCC's educational centers, and distance learning courses.

TCC will not charge tuition to the School Board for Summer dual enrollment students. TCC also will not limit participation based upon capacity, F.S. 1007.271(4) in any term.

TCC will use the fees collected to enhance the **Early College** Program. TCC will promote **Early College** Program participation, increase capacity, and enrich the quality of services associated with the **Early College** Program. The School Board's payment of tuition to TCC will increase the number of counselors available to the **Early College** Program in order to help prepare students for transition to college, to counsel students in

meta-majors and programs of study, and to track and provide feedback to students on their progress. TCC will also provide high school faculty and counselor training for dual enrollment.

#### Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for **Early College** Program courses occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TCC for the costs associated with the proportion of salary and benefits.

TCC cannot guarantee the availability of instructors for **Early College** Program offered at the high school. Schools can assist TCC by recommending qualified School Board instructors for consideration for teaching **Early College** Program courses offered at the high school.

TCC regularly uses high school faculty to teach both dual enrollment and regular TCC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TCC's costs associated with instruction occurring on the high school site by TCC approved high school faculty who are paid by the School Board will be considered a normal part of TCC's obligation to its faculty for training and mentoring; no costs will be assessed.

#### Invoicing for Financial Obligations

TCC will invoice the School Board for financial obligations within 10 business days of TCC's Census date which is normally the 5<sup>th</sup> day of class each semester.

**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 1007.273, F.S., **Early College** Program Contract.

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Date

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

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Date

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President, Tallahassee Community College

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Date

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Chair, Gadsden County School Board

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Date

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Superintendent, Gadsden County School District

# EARLY COLLEGE PROGRAM

## Tallahassee Community College and Leon County School Board

### Introduction

The Early College Program Contract, as required by Section 1007.273(3), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee Community College, hereinafter referred to as TCC, and the District School Board of Leon County, hereinafter referred to as the School Board.

The term of this Agreement shall be June 1, 2022 until May 31, 2023. Students may enroll in the Summer 2022 B Session.

The local Articulation Committee shall consist of the following: Committee members from the School Board will be appointed by the Superintendent of the School Board or designee. Committee members from TCC will be appointed by the President of TCC or designee.

### I. **A ratification or modification of all existing early college agreements**

This agreement replaces any existing agreement with TCC and the School Board regarding the Early College Program Contract.

### II. **Identify grade levels to be included in the early college program**

Eligible grades 11 and 12 students shall have access to the **Early College Program**. Qualified students may begin taking courses during the Summer B term immediately following the conclusion of their sophomore year. Other grade levels would need written permission from the Deputy Superintendent.

### III. Description of the early college program, including the delineation of courses and industry certifications offered, including online course availability; high school and college credits earned for each postsecondary course completed and industry certifications earned; student eligibility criteria; and the enrollment process and relevant deadlines

The program will allow eligible students to complete a minimum of 30 credit hours. All TCC courses listed on the 2022-2023 State Board of Education Dual Enrollment Equivalency List are available to students. [Florida Department of Education](#) lists all the courses available to students, high school credit, and college credit earned for each course. Students may take courses on the main campus of TCC, on the High School campus, and/or online.

#### Student Eligibility

- Students must have a 3.5 unweighted high school GPA at the completion of their sophomore year. A GPA waiver will be given to students with a 3.25 to 3.49 unweighted high school GPA at the discretion of the high school principal or designee. The GPA waiver form must be completed and signed by the high school principal or designee at the time the **Early College** Program application is submitted.
- Students must be college ready in reading, writing, and mathematics based on eligible scores on the PERT, ACT, or SAT. Scores must be less than two years old at the time of enrollment.
- Students must maintain a 3.5 unweighted high school GPA to remain in the program. Students with a GPA waiver form must maintain an unweighted high school GPA between 3.25 and 3.49 to remain eligible. A waiver form is required each semester a student's high school GPA falls below 3.5.
- Students must maintain a 3.0 TCC GPA and a 75% successful completion rate in order to remain in the program. There are no exceptions.

#### Enrollment Process

- Students must submit a TCC College Application.
- Students must submit a TCC **Early College** Program Application.
- Students must submit an official high school transcript.
- Students must submit official PERT, ACT, or SAT test scores.
- Students must submit a signed student performance contract.
- Students and parents must complete an advising session.

#### Deadline

- Applications and supporting documents are due by May 31, 2022.

**IV. Description of the methods, medium, and process by which students and their parents are annually informed about the availability of the early college program, the return on investment associated with participation in the program, and the information described in paragraphs (I) and (II)**

TCC will work collaboratively with the School Board to jointly provide information to students and their parents through information sessions. TCC will also provide information via the TCC website and through flyers. TCC shall work with the high school to communicate directly with parents and students about the **Early College Program**.

The return on investment associated with participation in the program will be listed in a flyer. The flyer will show that students have the opportunity to earn 30 credit hours at no cost to the student. Traditional college students pay \$100.83 per credit hour which is \$3,024.90 for a total of 30 credit hours. The average cost of textbooks is \$150.00 per course which is covered by the high school for fall and spring courses, the College covers textbook costs during Summer B session.

**V. Identification of the delivery methods for instruction and the instructors for all courses**

All online courses and main campus courses that are included in Appendix A are available to the **Early College Program** students. All TCC instructors teaching online and main campus courses will be eligible to deliver instruction to the **Early College Program** students.

Courses that are offered on the high school campus will be taught by high school instructors who meet TCC's faculty credentials for teaching college level courses and have been interviewed by and approved by the appropriate TCC Dean or in some cases by TCC instructors. Specific instructors may not be established at the time of this Agreement. Thus, an addendum to this Agreement will be added for each semester to specify high school course instructors.

**VI. Identification of student advising services and progress monitoring mechanisms**

TCC shall provide advising services to students participating in the **Early College Program**. TCC will designate a specific advisor to work with each student in the **Early College Program**. TCC will also work collaboratively with high school guidance counselors to provide guidance to students. TCC and the high school guidance counselors will jointly work to monitor the progress of students. TCC will use-its Pathways to Persistence (P2P) early alert system to provide early alerts and progress surveys for students in the **Early College Program**. Both TCC and the School Board will ensure that students and their parents understand the amount of work necessary to succeed in college courses.

**VII. Description of a program review and reporting mechanism regarding student performance outcomes**

TCC's Office of Institutional Effectiveness will provide an annual program review. TCC's Office of Institutional Effectiveness will also provide relevant data regarding student performance outcomes annually to appropriate college and high school personnel. TCC's Office of Academic Affairs will monitor and ensure quality and consistency.

TCC's Office of Academic Affairs will ensure that all faculty are evaluated during the academic year. An academic dean or designee will make a classroom visit after which a written evaluation will be provided to the **Early College** Program faculty member for his/her signature. The evaluation will be maintained on file by TCC.

**VIII. Terms of funding arrangements to implement the early college program**

**Early College** Program students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to students by the School Board during both the Fall and Spring semester. Textbooks will be provided by the College during the Summer June Express term. Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section 1007.271 (17), F.S. TCC will continue its efforts to reduce the cost of textbooks and materials to the School Board. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TCC's campus will be covered by TCC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School Board.

Standard Tuition Rate

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TCC will use the fees collected to enhance the **Early College** Program. TCC will promote **Early College** Program participation, increase capacity, and enrich the quality of services associated with the **Early College** Program. The School Board's payment of tuition to TCC will increase the number of counselors available to the **Early College**

Program in order to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TCC will also provide high school faculty and counselor training for dual enrollment.

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TCC regularly uses high school faculty to teach both dual enrollment and regular TCC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TCC's costs associated with instruction occurring on the high school site by TCC approved high school faculty who are paid by the School Board will be considered a normal part of TCC's obligation to its faculty for training and mentoring; no costs will be assessed.

#### Invoicing for Financial Obligations

TCC will invoice the School Board for financial obligations within 10 business days of TCC's Census date which is normally the 5<sup>th</sup> day of class each semester.

**IN WITNESS WHEREOF**, the School Board of Leon 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 1007.273, F.S., **Early College** Program Contract.

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Date

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

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Date

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President, Tallahassee Community College

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Date

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Chair, Leon County School Board

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Date

\_\_\_\_\_  
Superintendent, Leon County School District

# EARLY COLLEGE PROGRAM

## Tallahassee Community College and Wakulla County School Board

### Introduction

The Early College Program Contract, as required by Section 1007.273(3), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee Community College, hereinafter referred to as TCC, and the District School Board of Wakulla County, hereinafter referred to as the School Board.

The term of this Agreement shall be June 1, 2022 until May 31, 2023. Students may enroll in the Summer 2022 B Session.

The local Articulation Committee shall consist of the following: Committee members from the School Board will be appointed by the Superintendent of the School Board or designee. Committee members from TCC will be appointed by the President of TCC or designee.

### I. A ratification or modification of all existing early college agreements

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The program will allow eligible students to complete a minimum of 30 credit hours. All TCC courses listed on the 2022-2023 State Board of Education Dual Enrollment Equivalency List are available to students. [Florida Department of Education](#) lists all the courses available to students, high school credit, and college credit earned for each course. Students may take courses on the main campus of TCC, on the High School campus, and/or online. If the course is offered at Wakulla High School the student would be required to attend the course on the high school campus.

#### Student Eligibility

- Students must have a 3.5 unweighted high school GPA at the completion of their sophomore year. A GPA waiver may be given to students with a 3.25 to 3.49 unweighted high school GPA at the discretion of the high school principal or designee. The GPA waiver form must be completed and signed by the high school principal or designee at the time the **Early College** Program application is submitted.
- Students must be college ready in reading, writing, and mathematics based on eligible scores on the PERT, ACT, or SAT. Scores must be less than two years old at the time of enrollment.
- Students must maintain a 3.5 unweighted high school GPA to remain in the program. Students with a GPA waiver form must maintain an unweighted high school GPA between 3.25 and 3.49 to remain eligible. A waiver form is required each semester a student's high school GPA falls below 3.5.
- Students must maintain a 3.0 TCC GPA and a 75% successful completion rate in order to remain in the program. There are no exceptions.
- All high school graduation testing requirements must be completed prior to participating in the **Early College** Program.
- If in the future students admitted in the program are required to test for state mandated high school progress monitoring, they must do so on campus during the testing window.

#### Enrollment Process

- Students must submit a TCC College Application.
- Students must submit a TCC **Early College** Program Application.
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**IN WITNESS WHEREOF**, the School Board of Wakulla 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 1007.273, F.S., **Early College** Program Contract.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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President, Tallahassee Community College

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Date

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Chair, Wakulla County School Board

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Date

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Superintendent, Wakulla County School District