

Flagler Board Approval 2/17/10
Daytona State Board Approval 6/17/10

C-10-82

**INTER-INSTITUTIONAL ARTICULATION
AGREEMENT**

**FLAGLER COUNTY SCHOOL BOARD
AND
DAYTONA STATE COLLEGE**

2010-2012

TABLE OF CONTENTS

- I. RESOLUTION
 - A. Ratification of Existing Agreements
 - B. Responsibility Matrix
 - C. Accountability
 - II. PARTIES AND AUTHORITY
 - III. PURPOSE
 - IV. ACCELERATED PROGRAMS
 - V. DUAL ENROLLMENT
 - A. Program Provisions
 - (1) Course Restrictions
 - (2) Eligibility Criteria
 - (3) Associate in Arts (A.A.) Degree
 - (4) Associate in Science (A.S.)/Associate in Applied Science (A.A.S.)/Certificate Programs
 - B. Program Administration
 - (1) Instructional Sites
 - (2) Student Recruitment
 - (3) Program Coordination
 - (4) Semester Scheduling
 - (5) Instructor Selection/Certification
 - (6) Instructor Evaluation
 - (7) Guidance Services
 - (8) Credits
 - (9) A.A./General Education
 - (10) A.S./A.A.S./Certificate Credit
 - (11) Transferability
 - (12) Attendance Policies
 - (13) Grading Policies and Procedures
 - (14) Fees and Instructional Materials
 - (15) Transportation
 - (16) Graduate Listing
 - (17) Courses not for High School Credit
 - VI. K-16 COMMITTEE AND REMEDIATION REDUCTION
 - (1) Remediation Reduction
 - (2) Teacher Preparation
 - VII. STUDENTS WITH DISABILITIES
 - VIII. POST SECONDARY READINESS
 - IX. TERMS OF AGREEMENT
 - X. STATEMENT OF STANDARDS
- Appendix
- A. DOE Course Equivalency List and ATC Course List
 - B. Qualifying Test Scores to Meet Minimum Basic Skills Levels
 - C. Statement of Standards

INTER-INSTITUTIONAL ARTICULATION AGREEMENT

**FLAGLER COUNTY SCHOOL BOARD
AND
DAYTONA STATE COLLEGE**

I. RESOLUTION

INTER-INSTITUTIONAL ARTICULATION AGREEMENT

BETWEEN DAYTONA STATE COLLEGE (COLLEGE)

AND THE FLAGLER COUNTY SCHOOL BOARD (SCHOOL BOARD)

WHEREAS, the State Board of Education has adopted Rule 6A-10.024 *Articulation Between Universities, Community Colleges, and School Districts*, that directs community college board of trustees, and district school boards to plan and adopt policies and procedures to provide articulated programs so that students can proceed toward their educational objectives as rapidly as their circumstances permit; and

WHEREAS, the 1992 Legislature repealed Sections 228.073, 228.074, 228.075, 228.076, F.S., which related to regional coordinating councils; and

WHEREAS, the 1995 Legislature enacted Section 240.116 (1007.24 – 1007.25), 240.1161 (1007.235 – 1007.271) F.S., which charges each community college president and each district superintendent with the development and implementation of a comprehensive articulation acceleration program for students enrolled in their respective college and school district; and

WHEREAS, Section 240.1161 (1007.24 – 1007.25) (2)(c) and 240.118 (1008.37) F.S. requires schools/institutions to include in their inter-institutional articulation agreements, mechanisms and strategies to reduce the incidence of post-secondary remediation in math, reading, and writing; and

WHEREAS, Sections 240.1162 (1008.38), 240.1163 (1007.271 – 1007.272), 240.117 (1008.30 – 1001.6409) and 240.118 (1008.37) F.S. address the articulation accountability process, joint dual enrollment and advanced placement instruction, development of a common placement test and required post-secondary feedback to high schools; now, therefore, be it

WHEREAS, the 2002 Legislature enacted the Florida School Code Revisions, which go into effect January 1, 2003, the new chapter/section/statute number is indicated in parenthesis next to the current statute/chapter/section for clarity; and the 2006 Legislature updated section 1007.271 and 1003.437; now, therefore, be it

RESOLVED, that the School Board of Flagler County and the District Board of Trustees of Daytona State College, agree to the following:

A. Ratification of Existing Agreements

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

B. Responsibility Matrix

DELIVERY OF VOCATIONAL EDUCATION AND ADULT GENERAL EDUCATION

DISTRICT SCHOOL BOARD: FLAGLER SCHOOL BOARD

COLLEGE: DAYTONA STATE COLLEGE

	Flagler County	Daytona State College	
Program Areas			Comment
POST SECONDARY College Transfer		X	
9-12 Career and Technical Education Programs Courses	X X		
POST SEC. ADULT VOC. Programs Courses	X X	X*	
POST SEC. VOCATIONAL Programs Courses		X X	
LIFELONG LEARNING	X	X*	CWE, Self-Supporting & LLL
ADULT BASIC EDUCATION GED INSTRUCTION	X X	X* X*	
ADULT SECONDARY	X	X*	
DISABLED (HANDICAPPED) ADULT	X		
COMMUNITY EDUCATION	X		

Note: * denotes on campus and online instruction.

C. 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 and approval by the two education agencies.

For each of these programs, all related enrollment projections, FTE reports, cost analyses, and other elements required for the allocation of funds shall be the sole responsibility of the assigned board unless otherwise herein indicated. For planning and reporting purposes, both systems agree to share student records and to work toward exchange of compatible computer records of student data.

II. PARTIES AND AUTHORITY

This agreement between the District Board of Trustees of Daytona State College and the Flagler County School Board is made in compliance with SBE Rule 6A-10.024 which mandates articulation agreements between college district boards of trustees and district school boards. This rule is consistent with Florida Statutes, section 1007.24 – 1007.25, 1007.235 – 1007.271 F.S. 1007.27) which require Community College Boards of Trustees and District School Boards to establish inter-institutional programs to maximize articulation and to provide acceleration mechanisms (programs) for students to achieve their educational objectives. This agreement complies with the requirement for schools/institutions to include in their inter-institutional articulation agreements, mechanisms and strategies to reduce the incidence of post-secondary remediation in math, reading, and writing.

III. PURPOSE

This cooperative articulation agreement is designed to assist Flagler County high school students to progress smoothly from one educational level to another and to enhance student opportunities and academic success.

IV. ACCELERATED PROGRAMS

Daytona State College and the Flagler County School Board subscribe to the concept of providing accelerated learning opportunities to students as directed by State rule and regulation, and will endeavor to remove obstacles to accelerated learning whenever possible. Students may earn college credit by a combination of the following programs:

- Dual Enrollment Courses
- Early Admissions
- College Level Examination Program Tests (CLEP)
- Assessment of Prior Learning Experience (APLE)

V. DUAL ENROLLMENT

A. Program Provisions-Dual Enrollment

Each year, Daytona State College course schedule is accessible on-line through the Daytona State College website. Specific courses or programs to be offered on high school campuses of Flagler County will be mutually agreed upon by the Flagler County's Director of 9-12 Instruction and the appropriate Daytona State College Dean and the Dual Enrollment Administrator. The parties will cooperatively coordinate the dissemination of program information to students, parents/legal guardians and school personnel using the guidelines in the jointly developed dual enrollment handbook and as prescribed in the Florida Statutes and State Board of Education Rules.

Students will be informed that A.A./A.S./A.A.S. or certificate program courses might not be transferable to other colleges or universities.

Home educated students will go directly to Daytona State College to register for classes. The District is not involved in the registration process for these students, nor does the District pay for instructional materials for home schooled students.

(1) Course Restrictions

Students may register in any scheduled college credit course, except for distance learning courses that are completely online; college preparatory or vocational preparatory instruction (VPI) courses, or education courses. Vocational courses must be part of the high school student's approved Associate in Science or Certificate Program. All courses for dual enrollment must have DOE approval. Courses with temporary numbers are not eligible for dual enrollment. Any exceptions must have prior approval from the Flagler County's Director of 9-12 Instruction and the appropriate Daytona State College Dean and Dual Enrollment Administrator. Students may enroll in Hybrid courses that include both a class and on-line component when space is available. High School students who are co-enrolled in the Daytona State College Adult High School are eligible to take the Daytona State College On-Line High School Classes.

(2) Eligibility Criteria-Dual Enrollment

The student must be enrolled in the Flagler County School District and declare an intent to register in the A.A. Degree program, an A.S./A.A.S. Degree program or a Certificate Program. For high school students less than 18 years of age, the student's parent or legal guardian must grant permission for participation in the program.

Dual enrollment students registering for the A.A., A.S., A.A.S. or certificate programs must complete the dual enrollment registration process and provide evidence of appropriate scores, if required, on CPT or TABE or submit to Daytona State College acceptable SAT or ACT scores to be eligible to register for classes and earn dual enrollment credit. (Appendix B.)

Students who do not earn acceptable test scores in reading, sentence skills or math are limited to enrolling in selected courses. Students must also meet all other requirements of this agreement including prerequisites or co-requisites; however, students who are concurrently enrolled in a high school Advanced Placement English course will be considered to have met the English prerequisites or co-requisite for Daytona State College courses. Verification of student's AP

enrollment or credit will be required at registration.

Early College Program

The Early College Program will be made available to students at the Flagler/Palm Coast Daytona State College campus. The Early College Program is a cohort model of dual enrollment where students take some high school courses at their home high school and four to five dual enrollment courses at the college. Students in the Early College program take classes as a cohort with other Flagler County School students. These classes may have non-dual enrolled students enrolled as well.

(3) Associate in Arts (A.A.) Degree

Secondary students in grades 10-12, who have declared intent to enroll in the Associate in Arts degree program, may enroll in post-secondary course(s) creditable toward the high school diploma and an Associate in Arts degree. These courses are listed in Appendix A. Students below the 10th grade may be admitted with special permission of the high school principal or designee and the appropriate Daytona State College Dean and Dual Enrollment Administrator. Documentation such as standardized testing (e.g. SAT) will be required.

It is required that the student have a cumulative high school grade point average of 3.0 or higher in regular and/or advanced classes and demonstrate “readiness” to benefit from the program, consistent with 240.116 (1007.24 – 1007.25). In determining readiness, the student’s previous attendance and disciplinary records will be considered. Students with a GPA between 2.5 and 2.9 may be granted an exception if approved by DSC.

Students who earn acceptable scores on the C.P.T. or other acceptable test in reading, sentence skills, and mathematics may enroll in approved Daytona State College courses. Students who earn acceptable scores in reading and sentence skills (but not mathematics) may enroll in approved Daytona State College courses not requiring a math prerequisite.

(4) Associate in Science (A.S.) Degree/Associate of Applied Science (A.A.S.)/Certificate Programs-Dual Enrollment

Secondary students in grades 10-12, who have declared intent to pursue an Associate in Science degree or Certificate from Daytona State College, may enroll in postsecondary course(s) creditable toward their high school diploma and an Associate in Science degree, Associate of Applied Science or Certificate program. Students below the 10th grade may be admitted with special permission of the high school principal or designee and the appropriate Daytona State College Dean and Dual Enrollment Administrator. Courses under these agreements will be mutually determined annually by Daytona State College and Flagler County Schools. Documentation such as standardized testing (e.g. CPT or TABE) may be required.

It is required that the student have a cumulative high school grade point average of 3.0 or higher in regular and/or advanced classes for College Credit programs, and a 2.0 in Vocational Certificate programs and demonstrate “readiness” to benefit from the program, consistent with 240.116 (1007.24 – 1007.25). In determining readiness, the student’s previous attendance and disciplinary records will be considered. Students with a GPA between 2.5 and 2.9 may be granted an exception if approved by DSC.

B. Program Administration

(1) Instructional Sites-Dual Enrollment

In addition to classes being scheduled on all Daytona State College campuses and the ATC, courses may be offered on the high school campus during or after the regular school day.

(2) Student Recruitment

The school district and Daytona State College will inform all eligible secondary students of dual enrollment opportunities via standard communication methods as prescribed in the Florida Statutes and State Board of Education Rules. The school district will supply Daytona State College with data for enrolled students and Daytona State College will send a copy of any recruitment information to Flagler County Schools before distribution to Flagler County District students. Flagler County Schools will send a copy of any recruitment information to Daytona State College before distribution to Flagler County students.

(3) Program Coordination

Courses offered at high schools sites during regular school hours will be mutually agreed upon by Flagler County's Director of 9-12 Instruction and the appropriate Daytona State College Dean and Dual Enrollment Administrator.

(4) Semester Scheduling

The beginning and ending dates of courses offered during the regular school day in high school facilities will coincide with the Flagler County School Board calendar. Courses offered during or after the regular high school day on Daytona State College's campuses will be scheduled in accordance with the college calendar.

(5) Instructor Selection/Credentialing

The Flagler County Director of 9-12 Instruction or the high school principal may recommend qualified high school teachers as adjunct college instructors for courses taught during the school day on high school campuses, subject to approval by Daytona State College. All instructors teaching on a high school campus must be approved by the high school principal. Candidates must meet Daytona State College credentialing requirements in the appropriate discipline as required by State Statute and must be credentialed prior to the semester in which they are teaching. Daytona State College will schedule instructors for courses taught at its facilities.

All faculty must follow the master course outline provided by Daytona State College and develop course policies for each class. Adjunct faculty will be given a course orientation by the appropriate Daytona State College department chair or designee.

(6) Instructor Evaluation

The institution paying the instructors will evaluate the instructor using its evaluation instrument in accordance with its policies and procedures. The other institution reserves the right to visit and observe the class.

(7) Guidance Services

The College will provide guidance services to participating students in the selection of courses for the dual enrollment program. The students must have a plan that includes post-secondary education objectives including course selection that leads to an AA, AAS, AS degree or a certificate program 1007.24 – 1007.25. The Daytona State College Dual Enrollment Administrator may provide guidance for these students.

(8) Credits

The Flagler County School Board and the Daytona State College District Board of Trustees respectively will assure that both high school credit and college credit will be awarded. Beginning with students who entered the ninth grade in 2006-2007 Dual enrollment courses will be weighted the same as Advanced Placement, International Baccalaureate and Advanced International Certificate of education Courses when GPA is calculated.

Flagler County High School students may take a maximum of eighteen (18) semester hours or the equivalent during any 15-week semester and 14 semester hours during summer terms. This includes any combination of high school courses and dual-enrolled college courses. Any exception must be approved by the principal and Daytona State College Dual Enrollment Administrator. Flagler County School District will accept credits from the Daytona State College Adult High school towards a high school diploma.

(9) A.A./General Education

Six (6) college semester credit hours of instruction in dual enrollment courses will equal one (1) full credit toward a high school diploma with the exception of those recognized by the Florida Department of Education articulation coordinating committee for one on one equivalency. (Appendix A)

(10) A.S., A.A.S. and Certificate Credit

Six (6) college semester credit hours of instruction in dual enrollment courses will equal one (1) full credit toward a high school diploma with the exception of those recognized by the Florida Department of Education articulation coordinating committee for one on one equivalency. (Appendix A.)

Credit equivalencies for certificate credit will be determined on a course by course basis; they will be based on the clock hour requirement and approved by the appropriate Daytona State College Dean, the Daytona State Dual Enrollment Administrator and the Flagler County Director of 9-12 Instruction.

(11) Transferability

State statute determines the transferability of credit to Florida's ten state universities for courses applicable to the Associate in Arts degree earned under the SBE Articulation Agreement. Students not planning to complete an A.A. degree or students planning to attend private or out-of-state colleges or universities should check with the receiving institution for transferability of credit.

Courses taken as part of an approved Associate in Science, Associate of Applied Science or Certificate program might not be transferable.

(12) Attendance Policies

Students taking college courses that are held in a high school facility during regular school hours will be subject to the Flagler County School Board's attendance regulations and all other Flagler County School Board Policies.

Students taking college courses that are held at Daytona State College facilities and at high school facilities after regular school hours will be subject to all College policies and procedures.

(13) Grading Policies and Procedures

If students receive a "D" or an "F" in a course they may repeat the course one time; however, they may take no more than two Dual Enrollment courses and one must be a repeat of a failed course.

If a student retakes a Dual Enrollment course in which they have either earned an "F" or a "D" and does not receive at least a "C" in the course, then the student is no longer eligible to participate in the Dual Enrollment program.

(14) Fees and Instructional Materials

All Dual Enrollment students will be exempt from payments of tuition and lab fees (except those high cost courses in limited access programs for which the student and/or School District shall be responsible for the lab fees if the student is approved to enroll). The Flagler County School District will provide textbooks, manuals, and instructional materials required for district enrolled students' schedules free of charge.

Instructional materials include textbooks and workbooks. Kits, equipment, and/or tools that are kept in the student's possession are not covered by this agreement; it is the student's responsibility to purchase these materials. Specialized tools for particular areas of instruction that are provided to the student by Daytona State College remain the property of the College.

The fees and instructional materials for the Advanced Technology College (ATC) will be a part of the ATC Contract and Sponsor's Services Contract and budget.

(15) Transportation

Parents or legal guardians will arrange and be liable for all transportation to Daytona State College campuses or any site other than the student's high school campus.

(16) Graduate Listing

The Flagler County School Board will provide Daytona State College with a listing of all graduates, by high school, within thirty (30) days after graduation. Daytona State College will annually furnish the school district with all Flagler County Schools graduates enrolled at Daytona State College by the degree sought and the CPT scores for graduates.

(17) Courses not for High School Credit

Students who are taking college courses for college credit but not for high school credit are not covered by this agreement.

VI. K-16 COMMITTEE

(1) Remediation Reduction

In order to facilitate the transition from secondary to postsecondary education and reduce the need for remediation, a K-16 Articulation Committee is established. The committee will include representatives from Flagler County Schools and Daytona State College. The committee will meet to develop mechanisms and strategies for reducing the incidence of post-secondary remediation in math, reading, and writing for first-time-enrolled recent high school graduates, based upon the findings in the postsecondary readiness-for-college report produced pursuant to s. 1008.37. The committee shall annually analyze and assess the effectiveness of the mechanisms toward meeting the goal of reducing postsecondary remediation needs. Results of the assessment shall be annually presented to participating district school boards and State College Board of Trustees and shall include, but not be limited to:

1. Mechanisms currently being initiated.
2. An analysis of problems and corrective actions.
3. Anticipated outcomes.
4. Strategies for the better preparation of students upon graduation from high schools.
5. An analysis of costs associated with the implementation of postsecondary remedial education and secondary-level corrective actions.
6. The identification of strategies for reducing costs of the delivery of postsecondary remediation for recent high school graduates, including the consideration and assessment of alternative instructional methods and services such as those produced by private providers.

Remediation reduction strategies for 2010-12 include joint faculty/counselor workshops, joint career planning and exploration activities, and cooperative programs on CPT test preparation, early testing and mentoring programs. The K-16 Committee will address other issues related to articulation including but not limited to articulated programs, certification of faculty, additional programs to be added, programs to be deleted, and students served or not served.

(2) Teacher Preparation

Section 240.1161, Florida Statutes require district inter-institutional articulation agreements to include a plan that outlines the mechanisms and strategies for improving the preparation of elementary, middle, and high school teachers. All teachers have Individual Professional Plans that reflect their individual needs. These needs are met through a variety of opportunities, including inservice workshops and college courses.

VII. HIGH SCHOOL STUDENTS WITH DISABILITIES

Flagler County Schools has no obligation to provide updated evaluations for exiting ESE high school students.

VIII. POST SECONDARY READINESS

TEST ADMINISTRATION

Pursuant to Senate Bill 1908, Daytona State College will coordinate the administration of the College Placement Test (CPT) and the exit exams with the Flagler County School District. The Daytona State College will administer the readiness assessments on the high school campuses and at the Daytona State College campuses. The CPT testing will occur in the months of March and April. The college will be responsible for the cost of administering and scoring the test.

The exit exams for English Reading for College Success and English Writing for College Success will be delivered to the high schools each semester and returned to the College upon completion of the test administration. The CPT exit exam for Math for College Readiness will be held on the Daytona State College Campuses.

The College will be responsible for grading the English Writing for College Success exam. Exams must be received no later than one week prior to the grade submission deadline.

ELIGIBILITY

Students eligible for the College Placement Test (CPT) exam are high school juniors who score at level 2, 3, or 4 on the mathematics and level 2 or 3 on the reading of the Grade 10 Florida Comprehensive Assessment Test (FCAT) and indicate an interest in postsecondary education.

MATH

Math for College Success will not be offered at any Flagler County High School.

Math for College Readiness:

Students must achieve the same minimum CPT score to enter the high school Math for College Readiness course as is required for placing into the College's Intermediate Algebra course, MAT 1033 (a score of 72-86). Enrollment in the Math for College Readiness course is not mandatory, but it is recommended for students who do not meet "college ready" scores on state approved assessments (CPT, ACT, SAT) by the end of their junior year. There is currently no standardized statewide exam for this course, however, in order to be eligible for subsequent enrollment in College Algebra (MAC1105), students will need to achieve a score equal to or greater than "44" on the college level math portion of the CPT/Accuplacer, or score "500" or greater on the SAT Math or "21" or greater on the ACT Math. The use of this course for placement is only valid for two years from the date the CPT/Accuplacer was completed.

ENGLISH

English Reading for College Success:

To use the English Reading for College Success course for placement into ENC1101 at Daytona State or any other public Florida community college/college/state college, the student must pass the course and the same exit exam required by Daytona State. A grade of C or higher can only be assigned if the student has passed the exit exam with a score greater than 68. If the student also placed into the English Writing for College Success course, the student must have passed that course and the same exit exam required by Daytona State to place into ENC1101.

English Writing for College Success:

To use the English Writing for College Success course for placement into ENC1101 at Daytona State or any other public Florida community college/college/state college, the student must pass the course and the same exit exam required by Daytona State. A grade of C or higher can only be assigned if the student has passed both parts of the exit exam. A score greater than 69 is required on the multiple choice part and a "pass" is required on the essay portion of the exam. If the student also placed into the English Reading for College Success course, the student must also have passed that course and the same exit exam required by Daytona State to place into ENC1101.

TRANSCRIPT

For any "College Success course, *all* institutions within the Florida College System will recognize successful completion as evidenced by a grade of "C" or better in the course". **The final grade MUST take into account a passing score on the exit exam.**

Upon completion of any "College Readiness" course, the student must achieve the appropriate cut score on the CPT, ACT, or SAT required to place into college Algebra.

MISCELLANEOUS PROVISIONS

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. 1242g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

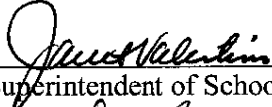
IX. TERMS OF AGREEMENT

The term of this agreement shall be two (2) years, commencing on July 1, 2010, and remaining in effect through and including June 30, 2012, unless terminated before such date in accordance with the terms of this agreement. During the term of this agreement, either party may request to renegotiate the agreement, with any modification requiring the approval of the Flagler County School Board and the Daytona State College Board of Trustees. Should either party wish to terminate this agreement prior to the expiration date, they may do so by providing the other party with thirty days advance written notice.

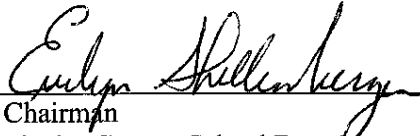
X. STATEMENT OF STANDARDS (Appendix C)

The Statement of Standards which was approved by the Community college Council of Presidents and endorsed by the K-20 Articulation Coordinating Committee, defines Dual Enrollment/Early

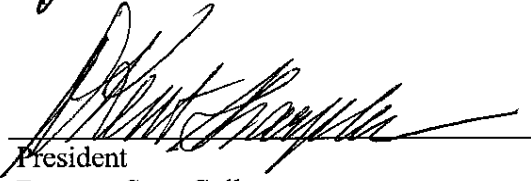
College and summarizes the role of each community college in providing oversight for this acceleration option. It was developed as a tool for communicating the Florida Community College System's commitment to ensuring that Dual Enrollment/Early College courses are rigorous, high-quality postsecondary courses consistent with the accreditation standards and academic requirements for all postsecondary courses, irrespective of delivery location.




Superintendent of Schools



Chairman
Flagler County School Board



President
Daytona State College



Chairman
District Board of Trustees
Daytona State College

Date Approved by Flagler County School Board 8/12/10

Date Approved by Daytona State College Board of Trustees 6/17/10

APPENDIX A

DUAL ENROLLMENT COURSE LIST

&

ADVANCED TECHNOLOGY COLLEGE (ATC)
COURSE LIST

APPENDIX B

TEST SCORES TO MEET MINIMUM BASIC SKILLS LEVELS

APPENDIX C

STATEMENT OF STANDARDS