



# Guiding Principles

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Equitable Access

November 2, 2021

# AGENDA



ECP Reference Documents



Part B Application/Expectations



Equitable Access Defined



Equitable Access & Application



Resources and Examples



# Reference Documents



To ensure you are aligned with the requirements for Early College Designation, use the following:

- *Early College Program Designation Application Companion Document 2021*
- *Designation Criteria* (as established by ECJC 2017)

These documents can be found on DESE website at <https://www.doe.mass.edu/ccte/early-college/> and our resource website at <http://www.maearlycollege.com/>

# Part B Application

The Part B Application will be completed on [Alchemer](#) – link on DESE website.

For planning purposes, a copy of the full application in .docx format is available for download on the resources slide at the end of this .ppt.





## Part B Application (cont.)

While many of the requirements in the Part B application are similar to those requested within Part A, the **expectation** at this phase is that responses will not only be descriptive, but will **provide evidence** related to each aspect of the program, **showing actual policies and materials created for the program and providing sufficient detail to demonstrate complete program planning.**

We encourage you to refer to your Part A application to help you with the Part B application.

# Definition Reviewed

*Designated programs should prioritize students underrepresented in higher education enrollment and completion. To facilitate this, programs should be structured to eliminate barriers to student participation. Design might therefore include, but not be limited to, tuition-free participation, open enrollment without regard to prior academic performance, student supports to promote success, scalability, multiple entry points for students, and student supports to prepare students for entry into the program.*

From Designation Criteria

- Goal is focused on closing achievement gaps
- Aim is to keep entry into early college pathways as open as possible, particularly with regard to prior academic performance
- Prioritizes program design and enrollment for students historically underrepresented in higher ed

From Companion Document 2021

## Shared Commitment to Equitable Access

Share why and how you believe this Early College program will fundamentally increase access, persistence, and completion of postsecondary work for students underserved in higher education in the Commonwealth.

# 1. Program Scale

Describe the plan for growing/scaling the Early College Program with specific details and rationale for cohort size for each grade level as well as written plan for facilitating planned growth.

Include any current or future plans regarding physical space dedicated to the program and targets with regard to future cohort size.



# 1. Program Scale (cont.)

Next, answer the following questions:

- Are you currently running a program? If so, how many students are enrolled this year?
- Do you anticipate any of the current students to transition to newly designated program, if approved?

# 1. Program Scale (cont.)

## Early College Program Enrollment

	Number of Students Enrolled in Program (at start of academic year):	Number of Students to be Added into Program (by end of academic year):	Total Number of Students Enrolled by End of Academic Year:
Fall 2022 - Spring 2023	_____	_____	_____
Fall 2023 - Spring 2024	_____	_____	_____
Fall 2024 - Spring 2025	_____	_____	

# 1. Program Scale (cont.)

Projected Enrollment (by grade) for one year - Fall 2024 – Spring 2025

	Number of Students Enrolled in Program (at start of academic year):	Number of Students to be Added into Program (by end of academic year):	Total Number of Students Enrolled by End of Academic Year:
9th grade students	_____	_____	_____
10 <sup>th</sup> grade students	_____	_____	_____
11 <sup>th</sup> grade students	_____	_____	_____
12th grade students	_____	_____	_____



## 1. Program Scale (cont.)

### Short Answer:

1. At full scale, what is the projected total enrollment?
2. What % of the high school's total population will be enrolled in the ECP at full scale?

## 1A. Program Enrollment Trends and Goals

Identify your intended program enrollment trends and goals for the next five years. Provide data related to school population demographics, district needs assessment, and intent to prioritize underrepresented students in higher education.

## 1B. Needs Assessment

As trends and goals were likely developed based on needs assessment, you are asked to provide a description of the needs assessment you completed, which determined the need for an Early College Program.



## 2. Finalized Outreach and Recruitment Plan

Provide a description of your finalized outreach and recruitment plan.

\*Refer to Part A application to guide response here.

## 2A. Early College Communication Plan

Provide a detailed communication plan about the Early College Program.

Consider various audiences with whom you will be communicating.



## 2B. Recruitment Materials

You are to attach outreach and recruitment materials for the Early College Program (including materials in other languages).

You can upload up to 10 files.





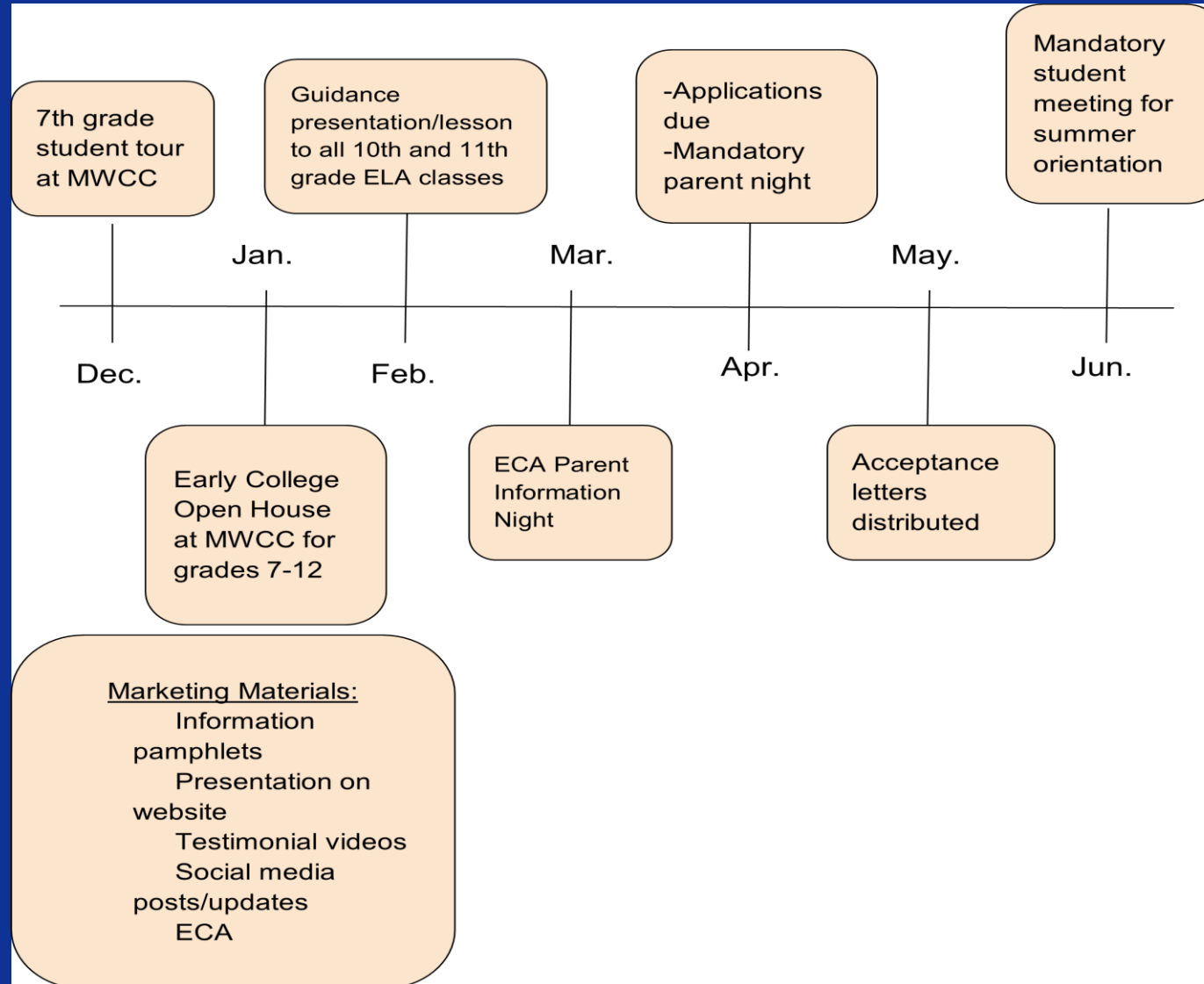
## 2C. Early College Outreach Events

Provide a detailed timeline or calendar of recruitment and enrollment events for the Early College program, including outreach efforts to families, counselors, principals, and students.

- Identify and describe how students, parents, and guardians are – or will be – informed of Early College opportunity (particularly those families of first-generation college-goers).
- How will these recruitment efforts ensure students apply and enroll in the Early College program?



# Sample Recruiting Timeline



### 3. Finalized Enrollment Policy

Provide a brief overview of your finalized enrollment policy. Distinguish how this policy is broadly inclusive and differs from college requirements for course taking.

\*\*\*Note: all elements from Part A should be integrated into this policy, so refer back to your answers to question 3A and 3B in your Part A application.

Upload student application/commitment form into the Early College program.

MAECP Spring Summit Key Designation Criteria Example 1

**Dearborn STEM Academy**  
Early College Commitment Form

**ELIGIBILITY:** A student must have completed the 8th grade, be enrolled in high school, completed admissions & testing requirements, and meet course prerequisites. Please see the back page of this form for additional program-specific information and requirements.

**Student Acknowledgement and Commitment (Initial AND Sign)**

As part of my enrollment, I consent to the following:

\_\_\_\_\_ Meet with my high school counselor each semester I plan to enroll to ensure Early College

(Initials) \_\_\_\_\_ classes meet high school graduation requirements.

\_\_\_\_\_ I understand I must meet the Early College skills and course prerequ

(Initials) \_\_\_\_\_ enroll. Failure to do so may result in being withdrawn from my cla

(Initials) \_\_\_\_\_ Make daily attendance and punctuality to college classes a priority

(Initials) \_\_\_\_\_ Behave in a way that demonstrates maturity and respect for all stud

(Initials) \_\_\_\_\_ Meet with my High School Programs advisor frequently throughout review progress and get extra support and help when required.

(Initials) \_\_\_\_\_ I understand that all college communications are sent using the coll email and that all student work needs to be posted on time to th platform.

(Initials) \_\_\_\_\_ A release of my test scores, grades, attendance, course progress, an records will be provided to high school officials until revoked in writi

(Initials) \_\_\_\_\_ I have read and understand the Additional Program Requirements c the contract.

Student Signature \_\_\_\_\_

Student Name (PRINT) \_\_\_\_\_ BPS ID Numbe \_\_\_\_\_

**Northern Essex Community College** **EARLY COLLEGE ADMISSION APPLICATION**

Northern Essex Community College has an open admission policy and accepts students on a first-come, first-served basis for most programs. Some programs have special admission criteria and/or limited enrollment. Please check the college website at [www.necc.mass.edu](http://www.necc.mass.edu) for details on these special programs. Early College students must seek High School approval.

**Please print clearly**  
Social Security Number: \_\_\_\_\_ SAS ID# \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ For office use only: generated student ID \_\_\_\_\_  
*Optional: Required if sending from school or via credit* Birth: Day \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Full Name: \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Any Previous Last Name(s): \_\_\_\_\_

Preferred First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Street \_\_\_\_\_ Apt \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_ Primary Phone #: \_\_\_\_\_ ALT #: \_\_\_\_\_

☐ I wish to receive non-emergency text messages from NECC. (Optional). Cell phone # \_\_\_\_\_  
*(Consent is irrevocable and binding in all states)*

**Demographic Information - Optional**

We ask the following questions to help the College best serve our students and our region. Information provided will not be used in a discriminatory manner. Your response to these questions makes it possible for us to apply for resources to help support our students.

**Race/Ethnicity: Please answer both a. and b.**

**a. Ethnicity:** Are you of Hispanic or Latino origin? ☐ Yes ☐ No **Gender:** ☐ Male ☐ Female ☐ \_\_\_\_\_

**b. Race:** Choose one or more from the list below.  
☐ African-American/Black ☐ Asian ☐ American Indian/Alaskan Native ☐ Cape Verdean ☐ Native Hawaiian/Pacific Islander ☐ White/Caucasian

**c. Did your parent(s) graduate from college with a bachelor's degree?** Mother: ☐ Yes ☐ No Father: ☐ Yes ☐ No

**Educational Objectives**

☐ Please select at least one Early College major:  
☐ STEM ☐ Liberal Arts ☐ Criminal Justice ☐ Individual (ensure of degree goals at this time)  
☐ Business ☐ Education ☐ Healthcare

If you are unsure about your selection and would like further guidance please check here: ☐

**What is your overall goal at NECC?**  
☐ Earn a degree or certificate  
☐ Transfer to a 4-year institution  
If transfer, are you interested in:  
☐ Mass Transfer: Transfer to MA public institution with tuition benefit  
☐ Bachelor's Degrees at NECC: NECC graduates can earn a bachelor's degree on campus through one of our 4-year partnerships.  
☐ Enter workforce upon graduation

**High School Education**

High School Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

☐ Year of Graduation \_\_\_\_\_



## 3A. Early College Enrollment Plan

Describe in detail the plan for enrollment into the EC program. This plan should include:

- How, and when, students will apply and enroll
- Any minimum requirements for the program
- What the student and family commitment will entail
- The academic pathways available for EC students, including the multiple entry points into college course-taking.
- Information on how a student would exit the program and transition back into the traditional (or a different) high school program.
- A description of the lottery process to be used if applications into the program exceed enrollment capacity.



## 3B. Information for Families and Students

At the time of enrollment, how will you provide clear information on what the student and family commitment will entail over the course of the students' high school career?

Text box provided for your answer.

**AND**

Upload informational documents made available to students and families here.



## 3C. Program Information

At the time of enrollment, how will you provide clear information on the requirements of the ECP and on academic pathways available to EC students?

Text box provided for your answer.

**AND**

Upload documents made available to students and families here.





## 3D. Exit Points

At the time of enrollment, how will students know about exiting the program so they can seamlessly transition back into a traditional, or different, high school program?

Text box provided for your answer.

**AND**

Upload documents made available to students here.



## 3E. Potential Lottery

Describe the potential lottery process to be implemented if applications exceed enrollment capacity.

Text box provided for your answer.

(At this point, you can upload any additional documents re: Equitable Access that weren't previously uploaded.)



# Questions?







# Compiled Resources

- [DESE Early College Webpage](#)
- On <http://www.maearlycollege.com/> website:
  - [Equitable Access Session Video](#)
  - [Part B Application in .docx format](#)
  - [2021 ECP Designation Application Companion Document](#)
  - [Designation Criteria](#)
  - [GHS ECP Contract](#)
  - [Additional Examples](#)
- Technical Assistance Office Hours – Every Thursday from 9:00-10:00 a.m. - [Join Link](#)
- DESE Office Hours – Every Wednesday from 3:00-4:00 p.m. To sign up for 30-minute slots, go to <https://calendly.com/maearlycollege/early-college-designation-office-hours?month=2021-10>



# Contact Us

		
Joseph Goins, NS4ed, CEO and Technical Assistance Provider	jgoins@ns4ed.com	(865) 414-0033
Kelly Kennedy, NS4ed, Education Program Specialist	kelly@ns4ed.com	(865) 318-6465
Luvon Hudson, NS4ed, VP of Professional Development	lhudson@ns4ed.com	
Jamisa Williams, NS4ed, Executive Director of Early College Programs	jwilliams@ns4ed.com	
Colleen Coffey, Executive Director College Access, Equity, and Early College, Framingham State University	ccoffey@framingham.edu	
Fagan Forhan, Asst. Dean, K-12 Partnerships and Civic Engagement, Mount Wachusett Community College	fforhan@mwcc.mass.edu	
Melissa Paine, Guidance Counselor, Gardner High School	painem@gardnerk12.org	