

You've submitted
your Letter of Intent.
What next?


June 7, 2022



Agenda

- Building Your Planning Team
- Establishing Milestones for Completing Part A Application
- Questions
- Office Hours
- Upcoming Sessions

DESE Timeline for Part A Application

- Due Friday, August 26 
- Via [Alchemer](#)
- Use .docx version to compile answers, then copy/paste into Alchemer

Building Your Planning Team

"Creating an effective leadership team begins with assembling individuals with diverse skills and perspectives that will contribute to achieving school improvement goals."

- The Considerations Packet (William & Mary)

Building Your Planning Team

- Chenoweth and Everhart (2002) also suggest that leadership team members should:
 - be committed to school-wide change;
 - be respected by colleagues;
 - possess leadership potential;
 - demonstrate effective interpersonal skills; and
 - be able to start projects and “get things done” (p.17).

When Building Your Planning Team Consider:



1. Equitable Access

prioritizing underrepresented students in higher education



2. Guided Academic Pathways

that are well integrated and aligned with college and career



3. Enhanced Student Support

in both academics and advising



4. Connection to Career

through workplace and experiential learning experiences



5. Effective Partnerships

between high schools and colleges

Building Your Planning Team

Who are the key players in your school that you should consider for the team:

- Supporters of Early College programs (any/all school-based personnel)
- School counselors/Registrars
- School-based Office Support
- Exceptional Children Specialists/Teachers
- Bilingual Teachers/Support Personnel
- Community Engagement Specialists
- School Administrators
- Program Director/Manager
- IHE Liaison/Department Head/Other as appointed by IHE
- Business Partner

Building Your Planning Team

"Successful leadership teams are typically made up of volunteers (Marzano et al., 2005) so it is important that participants be invited to serve on the leadership team, rather than assigned to serve."

Establishing Milestones for Completing the Part A Application

- Approximately 10 weeks from today until Part A application is due
- Exact timeline should be established by HS and IHE leads, with team consensus

Possible Strategies

Use a shared .docx version of the Part A Application so multiple people can contribute.

Consider:

- Contributors choose different font colors.
- Determine a lead person for each section based on area of expertise.

“Keeper” of the document or lead person should compile contributions into a cohesive narrative answer – after discussion.

Early College Designation Part A Application - Due August 26, 2022

For parties seeking an MA Early College Designation in Spring 2023 for SY2023-24 enrollment.

Welcome to the SY23 Early College Part A Designation Application

Below are the required questions to complete Part of the Early College Designation application due **August 26, 2022**. As you prepare your responses, please plan to consult the EC 2021 Designation Application Companion Document. Here you will find extensive information on the Designation process and requirements. The Companion Document also provides important information on the criteria that must be met under each of the five Guiding Principles. The Early College Part A Designation Application includes the specific criteria within the Companion Document.

Primary Contacts

Kristin Hunt, Early College Director, [K.Hunt@ns4ed.org](#)
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Organizational

Names	Primary Res
Contributor 1	
Contributor 2	
Contributor 3	
Contributor 4	
Contributor 5	
Contributor 6	
Contributor 7	

*Before copying/pasting into Alchemer, make sure each response is written in coherent narrative format (where narrative is required) and font color is changed back to black.

5. Outline the proposed plan to hold discussions concerning collective bargaining agreements, at both the K-12 and higher education level, as needed. Where there is a requirement for local bargaining relating to any aspect of the pathway, local requirements must be followed.

Unit

Guiding Principle 5 - Effective Partnerships

GUIDING PRINCIPLE 3 - ENHANCED STUDENT SUPPORTS

LEAD(S)

Designated programs should incorporate sufficient wraparound services to promote academic success and completion, taking into consideration the needs of diverse populations of students.

1. Identify the academic and nonacademic challenges that may arise for students in the proposed Early College program.

of the Massachusetts Early College led. Once all Part A Applications responses to you for your record.

Record of Final Review

Name of Reviewer	Date Reviewed

Suggestions for Establishing Milestones

- Determine internal "due" dates, possibly by section , to spread out work over the summer.
- Be sure to build in time at the end for all contributors to review and discuss the final .docx version of the application.

Sample Timeline

Date	Task	Responsibility
By June 10	Team assembled and regular meeting schedule established with initial team meeting week of June 13	HS and IHE Leads
Week of June 13	Team meets; document shared; timeline laid out; work begins	Team members
June 15 – Aug. 8	7.5-8 weeks to complete all work	
Internal Milestones		
Internal Milestones		
Internal Milestones		
Week of August 8	Final team meeting to discuss any remaining questions that need clarification/revision	Team members
By August 15 - 8:00 a.m.	All answers compiled into cohesive, narrative format	.docx keeper or section lead
Week of August 15	All contributors have reviewed final document and "signed off" on contents no later than Monday, August 22	Team members; HS/District/IHE administrators
August 22- August 24	Begin copy/paste process in Alchemer; just in case any technical issues	HS or IHE Lead
Friday, August 26	Part A Application Deadline	



Questions?

Part A Application Office Hours

- DESE
 - Begin on Friday, June 10
 - Offered twice a week
 - Friday from 10:00-11:00 a.m.
 - Tuesday from 2:00-3:00 p.m.
 - Click [HERE](#) to sign up for a 15-minute time slot
- NS4ed
 - Offered every Thursday from 9:00-10:00 a.m.
 - Click [HERE](#) to join drop-in office hours
 - For a dedicated time to ask questions and/or review pieces of the Part A application, email [Kelly Kennedy](#)

Remaining sessions through June 30

June 14, 2022

- **10:00-11:00 a.m. – “Examining Early College Program Logistics”**

This session is designed to provide an overview of logistics topics such as space, staffing, scheduling, and course alignment. Click [HERE](#) to register for the series of webinars.



June 17, 2022

- **9:00 a.m. - Nuts and Bolts of Part A Application**

This webinar, presented by DESE, will provide an overview of the Early College Designation Part A Application, including the timeline of the process, the aspects required within the application, and the logistics around writing and submitting the application itself. At the end of the webinar will be an opportunity for Q&A.

Prospective applicant partners (both secondary school and IHE) are encouraged to attend. Click [HERE](#) to register for the DESE webinar.

June 21, 2022

- **10:00-11:00 a.m. – “Key Components of the Part A Application”**

This session will take a historical look at key pieces of the Part A application where additional information and details are often requested by DESE to ensure alignment with the designation criteria. Click [HERE](#) to register for the series of webinars.

Resources

- [DESE Early College Website](#)
- [NS4ed Resource Site](#)
- [2022 Designation Application Companion Document](#)
- [Part A Application in .docx Format](#)
- [Link to Part A Application in Alchemer](#)
- [Schedule of events through June 30](#)
- Technical Assistance Office Hours: see slide 15

Contact Us



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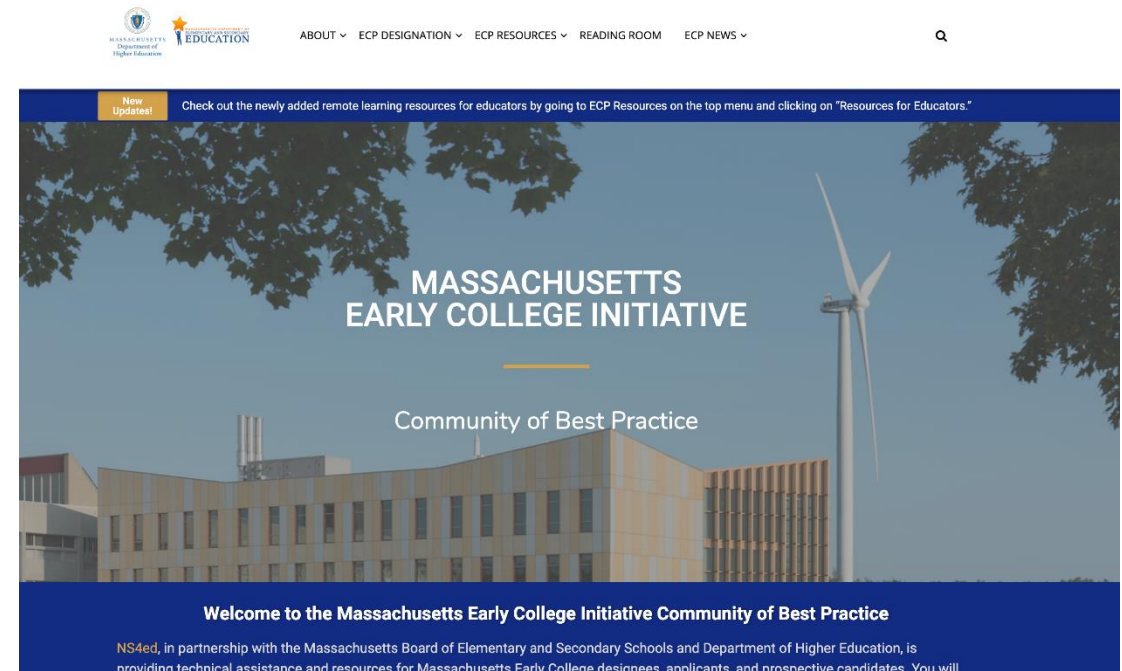
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MA ECP Technical Assistance and Support

<http://www.maearlycollege.com/>



Community of Best Practice

- Curate best practices
- Share Information and Outcomes
- Promote a shared vision and shared growth within the ECP



Resource

- Provide Research
- Tools
- Common source of Content



Collaboration

- Promote Leadership strategies
- Provide safe place for growth and development through community forums