

# The "Nuts and Bolts" of the Early College Part A Application for Designation

Virtual Webinar  
2022-2023

# Agenda and Welcome

- **The Designation Application process**
- **Resources**
  - Where to find them and how to use them in planning and application
  - Office Hours and Technical Assistance
    - Recording of session: “You’ve Submitted Your Letter of Intent. Now What?” [Video](#) and [Powerpoint](#) available.
  - Planning funding
- **Alchemer**
  - How to use across partners
  - Question types
- **Example Responses**
- **Q&A**

# Welcome and Introductions



**Dr. Kristin Hunt,  
Early College Director**



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Early College Program Specialist**



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Early College Program Specialist**



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Policy Analyst**



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Fiscal Manager**

# What is Massachusetts Early College?

## MA Early College

MA Early College provides a structured program of study and supports that increases college success and career readiness, **prioritizing students historically underserved in higher education.**

### *Cohorts of students:*

- Take **at least 12 credits of strategically sequenced college courses** during their regular (or intentionally redesigned and integrated) high school day, **at no cost to themselves or their families**
- Receive **enhanced academic and non-academic guidance and support** prior to beginning, and during, college coursework to ensure that they both successfully complete rigorous courses and thrive in the college environment
- Learn how their guided academic pathways are related and **connected to career opportunities**
- Benefit from being part of an **Early College community** that eases the transition from high school to college
- Graduate from high school with a **significant number of college credits, habits, and skills** needed to be successful in college and career, **increasing the likelihood they will continue with college after high school and reducing the cost and time to degree completion.**

# The Designation Application Process

## What is the Designation Application Process?

# Considerations for Potential Applicants

### *Is this the right intervention for your students?*

Early College programming is meant to be a “game changer” for students who otherwise don’t have a college going identity. Prioritized students for this program across the state are those traditionally underrepresented in higher education: students who are learning English, students who are low-income, those who might be the first generation in their family to attend college, students who identify as Black and Latinx, and those with different abilities.

#### **Components to Integrate into Part A Application:**

- Scale of impact of the program for students and families
- Mission of increasing equity and access for prioritized populations throughout all aspects of the program
- Student experience: scheduling, supports, college coursework and related experiences
- Deep and intentional partnership with a higher education partner

# What is the Designation Application Process?

## Considerations for Potential Applicants

### Large scale Designated Early College Program

- **School Demographics:** *large percentage of school population considered underrepresented in higher education*
- **Program Scale:** *as large as possible, in order to positively impact college going rates of the student populations. District committed to being fully sustainable in 5 years*
- **Logistics:** *high school redesign implemented in order to offer this program to as many students as possible (scheduling, staffing, space)*

### Targeted and Highly Intentional Designated Early College Program

- **School Demographics:** *smaller % of underserved students, with significantly different college going rates than their peers*
- **Program Scale:** *intentionally focused on serving prioritized student populations, with services, activities, etc. offered for the Early College cohort to specifically develop a college going identity*
- **Logistics:** *district committed to financially sustaining targeted program. High school redesign designates specific staffing and space set aside for cohorts.*

- Consider: *how this program exists among other offerings at the high school*

***Ultimate goal: significantly change the college going rate in MA by prioritizing student populations traditionally underserved in higher education***

## What is the Designation Application Process?

# Application Process - Overview

- Written Applications (Part A and Part B)
  - Part A Application: “Planning” to meet the components of the 5 Guiding Principles
    - Primarily descriptions of plans
    - Mission and values of applicants presented
  - Part B Application: “Evidence” of meeting the 5 Guiding Principles
    - Primarily uploaded evidence of readiness for launch
    - *Assumption that the Part B Application builds upon the components submitted in the Part A Application, and integrates any feedback provided*
- Interview with partnership leaders



## What is the Designation Application Process?

# Considerations for Potential Applicants - Timing

**Note: Some components of Early College programs require more time to develop and therefore it is helpful for programs to indicate in Part A application where they are in process :**

- Course Scheduling
- Collective bargaining negotiations
- Staffing
- Transportation plans

# What is the Designation Application Process?

## Timeline of 2022-2023 Cycle

- **June 2022:** Webinars and support offered by NS4Ed
- **Summer 2022:** Office hours by EC staff, held Tuesday afternoons and Friday mornings
- **Friday, August 26<sup>th</sup> :** Part A Applications due
- **Fall 2022:** submitted applications reviewed
  - Upon approval of Part A Application, applicants are invited to complete Part B Application
  - For Part B applicants: Planning funds of \$50,000 to be disbursed to support continued planning and development of proposed program
- **December 2022:** Part B Applications due
- **Winter 2023:** Interviews with Early College leadership
- **Spring 2023:** Recommendations for Designation presented to the ECJC
- **Fall 2023:** Launch of Designated programs

# Resources

# NS4Ed

NS4ed, in collaboration with DESE, provides support to EC Designation applicants, including:

- Resource site with access to official designation documents, description of upcoming events, recordings and materials from previous presentations, and other pertinent information regarding EC designation in the Commonwealth. <https://www.maearlycollege.com/designation-resources/>
- Virtual designation support sessions
  - The final session in the four-part series offered this spring, "Components of the Part A Application" is next Tuesday, June 21 at 10:00 a.m.
- Drop-in Office Hours on Thursdays from 9:00-10:00
- Dedicated support with applicant teams via Zoom
- Contact Kelly Kennedy at [kelly@ns4ed.com](mailto:kelly@ns4ed.com) or 865-318-6465 for technical assistance.

# Early College Staff Office Hours

*Offered Tuesday afternoons and Friday mornings until the end of August*

Opportunity to:

- Ask questions about the application
- Receive feedback regarding program proposal
- Clarify Companion Document guidance

# What is the Designation Application Process?

## Resources and Links

- Early College Readiness Checklist
  - [checklist.docx \(live.com\)](#)
- Early College Designation Companion Document- 2022
  - [companion.docx \(live.com\)](#)
- Part A Application
  - Available as a Word Doc here: [part-a-application.docx \(live.com\)](#)
  - Alchemer link: <https://survey.alchemer.com/s3/6771243/MA-Early-College-Designation-Part-A-Application-Due-August-2022>
- Early College Staff Office Hours
  - Offered weekly, Tuesday afternoons and Friday mornings.
  - Register here to attend: <https://calendly.com/maearlycollege/early-college-part-a-application-office-hours>

**Alchemer**

# Alchemer Walk Through

<https://survey.alchemer.com/s3/6771243/MA-Early-College-Designation-Part-A-Application-Due-August-2022>



## Resources for Organization

- Start the Part A Application response in Alchemer, and add the name of the person completing the response.

The screenshot shows a web browser window with the URL <https://survey.alchemer.com/s3/6771243/MA-Early-College-Designation-Part-A-Application-Due-August-2022>. The page title is "MA Early College Designation Part A Application - Due August 26, 2022". The form is titled "Applicant Information" and includes "Application Instructions". The instructions state that the application can be completed in multiple sessions and that all questions must be completed before submitting. A contact person, Rebekah Barr, is listed for technical assistance. The form fields are as follows:

K-12 Partner Applicant Contact Information *	
District Name *	High School Name *
<input type="text" value="Rebekah"/>	<input type="text" value="High School"/>
K-12 Lead Contact Person - First Name *	
<input type="text" value="Rebekah"/>	
K-12 Lead Contact Person - Last Name *	
<input type="text" value="Barr"/>	

## Resources for Organization

- Use the “Save and Continue Later” feature to generate a unique link to the application. This link can be used by both partners, no log in required.

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

### Applicant Information

**Application Instructions**

This application may be completed in multiple sessions. You may save and return to this electronic application by providing your email address via the "save and continue later" button (see the grey "pull-down" in the top right corner.)

*Please note that though all questions must be completed before submitting, the Applicant Contact Information sections contain "required" questions per survey settings. This will allow staff to provide technical assistance to applicants even while a survey is being completed, and has not yet been submitted.*

For technical assistance please contact Rebekah Barr at [Rebekah.Barr@mass.gov](mailto:Rebekah.Barr@mass.gov)

**K-12 Partner Applicant Contact Information \***

District Name *	High School Name *
<input type="text" value="Rebekah"/>	<input type="text" value="High School"/>

K-12 Lead Contact Person - First Name \*

K-12 Lead Contact Person - Last Name \*

# Example Responses

## What is Designation?

# Orientation to the Designation Criteria

*Located within the Early College Designation Companion (2022) stemming from the (2017) Designation Criteria .*

The Criteria are specific guidance that uphold and clarify the Guiding Principles. All Designated programs must integrate these components into program design.

### Guiding Principle 1: Equitable Access

***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.***

The Designation Criteria pursuant to this guiding principle are designed to focus on the goal of closing achievement gaps and offering educational models to leverage students' own personal assets and help them thrive. Research of early college models nationally has demonstrated the effectiveness of designing early college to ensure equitable access. As such, the Massachusetts Early College designation is designed with the goal of broadening access to college through this model.

Therefore, the Designation Criteria under Principle 1 aim at keeping entry into early college pathways as open as possible, particularly with regard to prior academic performance. It is also focused on prioritizing program design and enrollments for students who have historically been underrepresented in higher education. Therefore, designation applicants are encouraged to make real, targeted, and thoughtful efforts to aggressively recruit students who may be the first in their family to go to college, who are part of demographic groups historically underrepresented in higher education, who may be English language learners, or who may otherwise not yet possess a perception that they may be a college going student.

# Question from Part A

Part A Application  
Question 3 under  
Equitable Access

3. Please provide the program's initial plan for outreach and recruitment of students who are traditionally underrepresented in higher education and would benefit from the Early College program.

*Please refer to the Designation Criteria Companion Document for guidance regarding outreach and recruitment.*

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Companion  
Document  
Guidance

### **3. Proposed outreach and recruitment plan**

Program provides an initial plan for outreach and recruitment of students who are traditionally underrepresented in higher education and would benefit from Early College, including: students of color, economically disadvantaged students, and students who are first generation to attend college.

#### ***Components to Integrate:***

If applicable, the program should identify how they might leverage existing college access programming at their schools to identify and support. Programs may need to expand the current enrollment requirements of any existing dual enrollment programs to be more inclusive of all students.



## Example Responses

# “Incomplete”/Low Scoring Response

3. Please provide the program’s initial plan for outreach and recruitment of students who are traditionally underrepresented in higher education and would benefit from the Early College program.

*Please refer to the Designation Criteria Companion Document for guidance regarding outreach and recruitment.*

### Sample Response:

The recruitment plan will intentionally target the identified populations. Recruitment will come from multiple staff in the school. Enrollment figures will be monitored during the recruitment process to ensure that goals are met.

## Example Responses

# “Strong” Response

3. Please provide the program’s initial plan for outreach and recruitment of students who are traditionally underrepresented in higher education and would benefit from the Early College program.

*Please refer to the Designation Criteria Companion Document for guidance regarding outreach and recruitment.*

### Sample Response:

A variety of outreach and recruitment methods will be used to ensure that students who might not opt into the Early College program learn about the opportunity. This includes: outreach by both the Special Education staff and ELL staff to intentionally recruit students who have different needs, and those for whom English is not a first language. Additionally, two community events will be held for parents and students. Flyers will also be mailed home to students who identify as underrepresented in higher education. Students who have expressed interest in careers that are supported by the EC pathways in their 9<sup>th</sup> grade survey (Business, Health, Education) will also be interviewed by guidance counselors to learn more about the EC program.

## The Early College team

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[Early College - College,  
Career and Technical  
Education \(mass.edu\)](https://www.mass.edu/early-college-career-and-technical-education)



[www.MAEarlyCollege.com](http://www.MAEarlyCollege.com)



[Massachusetts Early College  
Initiative / Massachusetts  
Department of Higher Education](https://www.mass.gov/early-college-initiative)

Spring 2022



# Q&A