Are You Ready to Submit Part B?

December 13, 2022

MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

MassDHE

NS4ed

Agenda

- Timeline Touchpoint
- Reviewing the Part B Application and Requirements
    - Reminders and Tips
    - Required Documents
- What do Reviewers/Leaders Look for in Submissions?
- The Part B Cover Sheet
- What to Expect in the Interview
- Questions, Resources

DEC 16

Window to submit Part B Application opens in Alchemer.

JAN 13
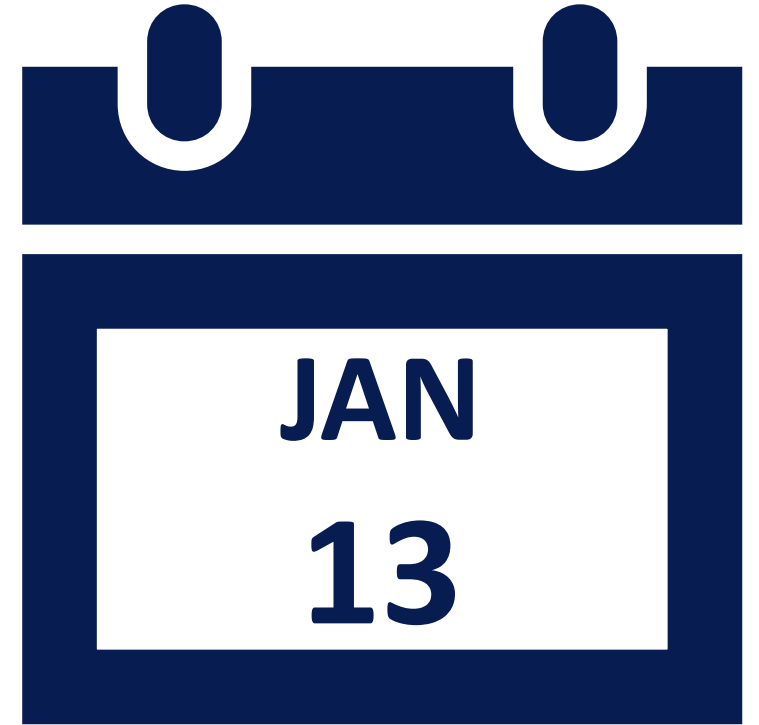
5:00 p.m. - deadline to submit Part B Application in Alchemer.

Timeline Touchpoint

We are more than 10 weeks into the Part B Application Process and there are 4 ½ weeks remaining until the final submission deadline.

At this point, you should be VERY close to completing the application/ required documents and moving into the reviewing/revising process.

Remember to allow ample time for the entire planning team to review EVERYTHING before submission.

Reminders and Tips

- You <u>must</u> submit via Alchemer.

- 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.

- Everyone on the planning team should review the application and all documents prior to submitting.

- Use the Early College Program Designation Application Companion!

- Make it easy for reviewers to find information.

Reminders and Tips (continued)

- Answer <u>all</u> parts of each question.

- Don't leave a textbox in Alchemer empty.

- If asked to upload a document, always upload a document.

- Name documents based on contents.

- If a single document addresses more than one part of the application, upload it in each place.

Required Documents

Use the checklist provided in the first session as a guide.

It is also linked on the Resources slide of this presentation.

NOTE: This list has been updated to include numbering aligned to the application.

Required Documents to Accompany the Part B Application*

NOTE: The numbering of each document listed below is aligned to the Part B Application for each of the guiding principle sections. There are also places to upload optional documents throughout the application, including at the end of each guiding principle section and the end of the application.

Equitable Access

- [ ] 1B. Program Enrollment Trends and Goals
- [ ] 2A. Early College Outreach and Communication Plan (upload timeline or calendar in addition to describing plan in textbox provided)
- [ ] 2B. Recruitment Materials (up to 10 files)
- [ ] 3. Finalized Enrollment Policy
- [ ] 3. Student Application/Commitment Form (for entry into EC Program)

Guided Academic Pathways

- [ ] 1B. Crosswalk
- [ ] 1C. Preparation and On Ramping
- [ ] 1D. Sample MyCAP Plan
- [ ] 2. Policy on College Level Course Placements
- [ ] 3A. Scope and Sequence (for each proposed pathway)
- [ ] 3B. Course and Program Schedules (samples by grade level)
- [ ] 4. Evidence of Curriculum Alignment
- [ ] 5. Early College Program Descriptions (from HS course catalog)

Enhanced Student Support

- [ ] 1B. Detailed Master Calendar of Support Activities
- [ ] 1C. Examples of Student Schedules (including times for academic supports)
- [ ] 1D. Staffing for Support
- [ ] 1D. Description of Roles/Job Descriptions for Support Personnel
- [ ] 2A. Policy on Program and Course Requirements

Connection to Career

- [ ] 1. Plan for College and Career Counseling and Development Activities
- [ ] 2. Area Employer Partners

Effective Partnerships

- [ ] 1. Joint Vision Statement
- [ ] 2. Memorandum of Understanding
- [ ] 3. Plan for Program Performance Measures and Goals
- [ ] 4. Aggregated Program Information (up to 10 files to address all components)

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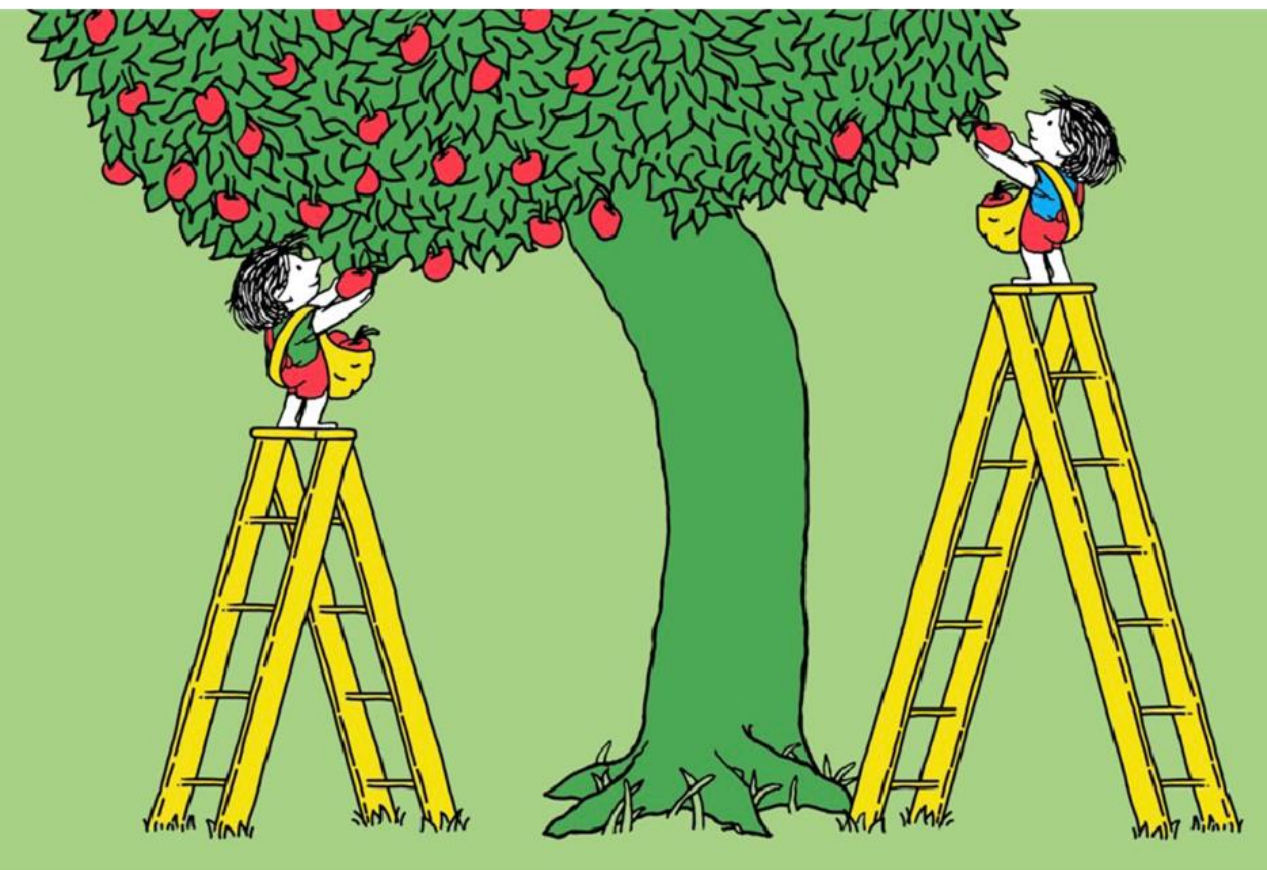
While each of the guiding principles are interconnected, remember equitable access is the primary principle that sets Early College Programs apart from other college-focused programming.

Equitable Access takes equity one step further by removing barriers to access.
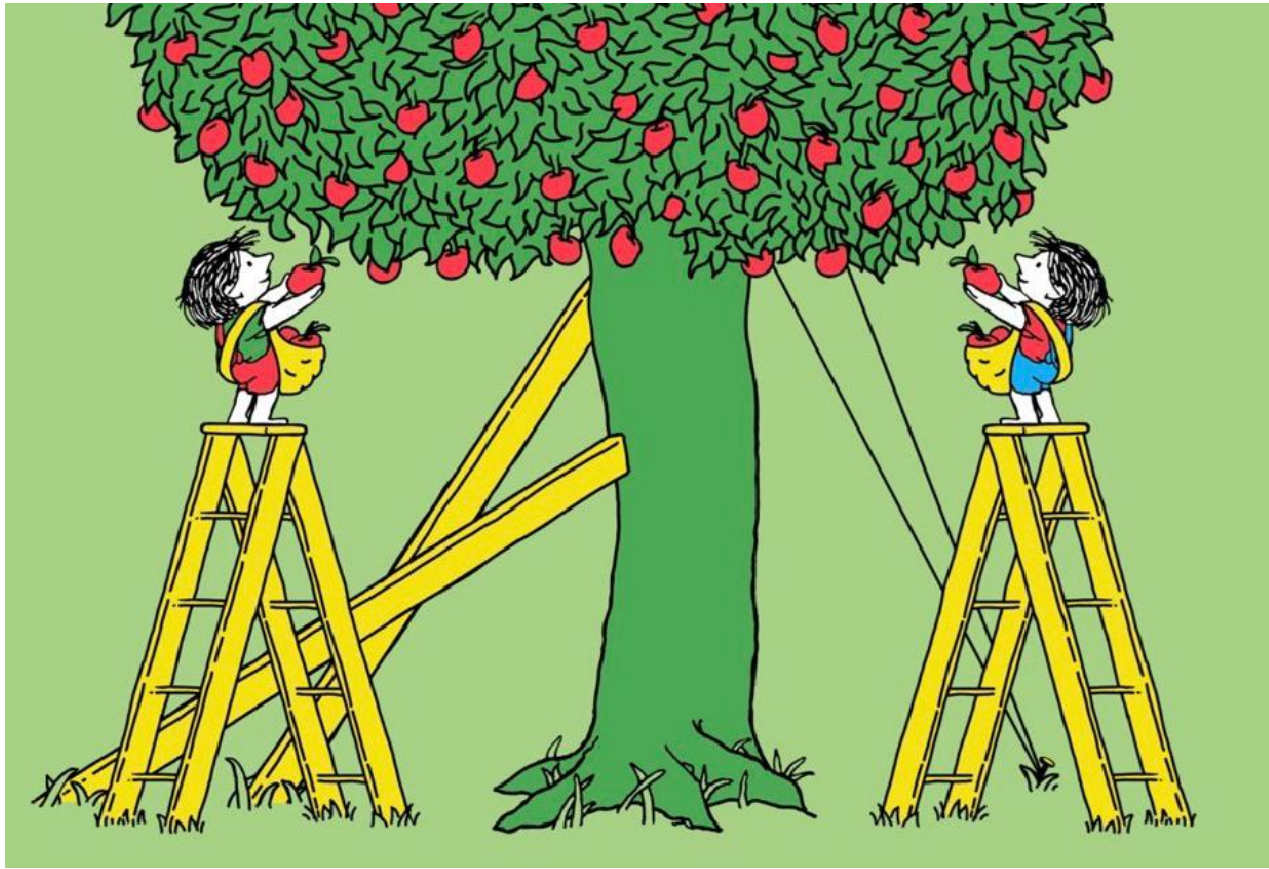
What do Reviewers/Leaders Look for in Submissions?

First and foremost, the submitted Part B applications are reviewed alongside the Guiding Principles. Reviewers align their reading of individual responses to the Designation Criteria document.

In addition to individual responses, the submissions as a whole are examined holistically.

**Reviewers and leadership understand that some pieces (such as student-facing marketing/recruitment flyers) might still be in development. Drafts of these types of visuals are acceptable, as long as the intent of their design is clear.

What do Reviewers/Leaders Look for in Submissions?

Holistic Questions *beyond the Guiding Principles*:

- Is the proposed program **significantly** changing the trajectory for students who otherwise would not be going to college? (*Is this proposed program going to be a "game changer"?*)

- Are student populations underrepresented in higher education prioritized for this program?

- Is this program actively and intentionally removing barriers to college access?

- Will students develop a college going identity in this program? Will they be intentionally supported/supported with intent to remove traditional barriers to success ?

What do Reviewers/Leaders Look for in Submissions?

- Are both partners equally invested in the support and expansion of this program?
  - *For the high school/district: was the high school redesigned to support the holistic design of the program? Will this program be a priority at the high school?*

  - *For the college partner: are resources other than college courses invested in the program? (Space, supports for students, staffing, etc.)*

- Is the proposed program sustainable and feasible?

Program Cover Sheet (New!)

These Cover Sheets are meant to summarize key aspects of your proposed programs. These sheets will provide leadership an overview of each program, compiled by you.

These should be short descriptions/bullet points! The screenshot here is an example*.

Please anticipate either submitting this in Alchemer alongside your Part B Application, or you may email Rebekah directly (Rebekah.barr@mass.gov)

*some of the components here are from other programs to avoid identifying the described Designated program

High School Partner (District)	Higher Education Partner
XXXXX High School (XXXXX School District)	XXXXXX

Notable Program Features

This Early College program will be the first XXXXX program in XXXXX region. The high school schedule is designed to support all students' course taking during the school day and will include a weekly class that focuses on developing college and SEL skills. XXXXX will also offer scholarships for EC students who graduate with 30+ credits.

Enrollment Growth Projections

SY 2023-2024 (First Year)	SY 2027-2028 (At Full Scale)
137 students	174 students

HS Year of Enrollment	Program Recruitment and Enrollment Process
Students formally enroll in the program in the winter of 10th grade	Outreach and exploratory events, including workshops and field trips to the partner college campus, begin during the 9th grade for all students. Recruitment and enrollment into the program will prioritize ELL students, students with disabilities, and female students for the STEM program. There are no barriers to enrollment in the program.

College Course-taking Preparatory Work/Onboarding

All students in 9th and 10th grade attend field trips, college experience courses, and have the opportunity to participate in college and career workshops. Early College 10th grade students will take the Introduction to College course in the Spring to onboard them to the college systems. Partners have aligned curriculum to ensure students are academically prepared for later courses.

Planned Guided Academic Pathways (Note: Can be general Early College Program Pathway)

Liberal Arts
STEM

Examples of College Courses, Instructors, Modality & Location by grade level

9th Grade: Foundational courses taught on HS campus will be taught either by trained HS faculty or college faculty. (6 to 7 courses total will be taught on HS campus.)

10th Grade: Courses taught on HS campus by college faculty.

11th Grade: Courses taught on HS campus by college faculty, some classes available on college campus.

12th Grade: Courses will be taught by college faculty on college campus.

Intentional Supports to be Provided to EC students

- 1 credit College Experiential Learning course
- One on one peer mentoring by XXXXX college students
- Targeted office hours with college faculty
- Parent workshops held in the evenings
- High school Homework Center
- Dedicated classroom for Early College students
- Dedicated study space for Early College students exclusively, where tutoring is available
- Early College workshops
- One on one check ins with Guidance Counselors

What to Expect in the Interview

- *As of now, the interviews are to be held virtually .*

- A Calendly link will be shared to the primary contacts to sign up for a time to meet with EC leadership. *Please communicate with your partner before selecting a time to meet.*

- Interviews will (tentatively) take place between 9am and 5pm February 7 – 17th. Interviews are for approx. 50 minutes each. Both partners should be represented in these interviews.

- Opportunity for leadership to ask clarifying questions, learn about program directly from applicants.

- Opportunity for applicants to meet leadership and expand upon program proposals

Questions?

Resources

Official Designation Resources:

- [Early College Program Designation Application Companion 2022](#)
- [Early College Program Designation Criteria – 2017](#)

Additional Designation Resources:

- [Link to Alchemer Part B Application](#) (must be submitted to Alchemer no later than 5:00 p.m. on Friday, January 13)
- [Part B Application in .docx format](#) (downloads automatically)
- [NS4ed's Technical Assistance Schedule of Events for Part B Applicants](#)
- [Tips and Strategies for Completing Part B](#)
- [*** UPDATED - Checklist of Required Documents](#) (Includes numbers aligned with Part B Application)
- [Additional Resources, Including Session Recordings and Materials](#)
- [MassCore/MassTransfer Chart](#)
- [MassCore Website](#)
- [MassTransfer Website](#)
- [***NEW – Cover Sheet Example](#)
- [***NEW – Cover Sheet in .docx Format](#)(downloads automatically)

Office Hours

Thursday, December 15, December 29, January 5, and January 12

- NS4ed Office Hours from 9:00-10:00 a.m. – Click HERE to join drop-in office hours

Friday, December 16, December 23, December 30, and January 6

- DESE EC Office Hours from 10:30 a.m. to noon – to sign up for a 20-minute time slot, click HERE. (Extended an additional ½ hour)

Contact Us

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MA ECP Technical Assistance and Support

http://www.maearlycollege.com/

Community of 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