



**AGENDA**  
**Board of Trustees**  
**Academic Committee**  
**Thursday May 14, 2020 10:00 a.m.**

1. Call to Order

2. Trustee Attendance

3. Trustee Business

**Action Items**

a. Approval of the agenda

b. Approval of minutes from the previous meeting

c. 2020-2021 MOU for Early College and CCP with Halifax County Schools

4. Updates

5. Announcements

6. Adjournment



**Academic Committee Minutes  
April 22, 2020**

**Trustees Present**

Mary Mebane  
Marie Robinson  
Ruel Solomon  
Dr. Michael Williams  
Mr. Felt

**Others Present**

Dr. Michael Elam  
Dr. Jeffery Fields  
Dr. Edwin Imasuen  
Kimberly Mack

**Call to Order**

Mrs. Mary Mebane, Chair, called the Academic Committee meeting to order on April 22, 2020 at 1:02 p.m. virtually.

**Trustee Attendance**

A quorum was met for the meeting.

**Trustee Business**

**Approval of the Agenda**

Mr. Felt made the motion to approve today's agenda. Mrs. Robinson seconded the motion. The motion carried.

**Approval of minutes from the previous meeting**

Mr. Felt made the motion to approve the minutes from the previous meeting with corrections. Mr. Solomon seconded the motion. The motion carried.

**2021-2021 MOU for Early College and CCP with Roanoke Rapids Graded Schools-Dr. Elam and Dr. Fields shared the 2020-2021 MOU for Early College and CCP with Roanoke**

Rapids Graded Schools. Dr. Fields shared the changes in the MOU. The fee for early college student fees is \$63, and it will be paid for by the school district. The CCP students will be responsible for their own fees based on the number of credit hours they take. Their fee is a little more, since they don't have a college liaison. RRGs requested that HCC notifies them when a student from their district completes their high school equivalency. They would like this notification, so they can mark the student as a completer. Ms. Mebane expressed concern that not all the MOUs have the same language. She expressed concern over the deadlines to have student schedules to the students and their school system.

**2020-2021 MOU for Early College and CCP with Northampton County Schools-Dr.** Fields shared that Northampton County Early College student fees is \$58. Northampton County is paying the fee for both early college students and CCP students. They have a liaison, so their fee is cheaper. At the request of Northampton County Schools, additional language was included for background checks of faculty and staff at HCC that interacts with their early college students. HCC will be taking care of the expense for the background checks.

**2020-2021 MOU for Early College and CCP with Weldon City Schools-Weldon City** Schools did request that HCC informs the school district when one of their students complete their high school equivalency. Their fees will be \$58. Weldon City Schools will pay fees for both the Early College and CCP. They do have a liaison. Weldon City Schools requested that HCC notifies them when a student from their district completes their high school equivalency.

Mr. Felt asked if all the MOUs were reviewed by the attorney. Dr. Elam responded that that all MOUs were reviewed by the board attorney.

**Motion to approve the MOUs for Early Colleges and CCPs with Roanoke Rapids Graded Schools, Northampton County Schools, and Weldon City Schools**

Mr. Felt made the motion to accept the MOUs for Roanoke Rapids Graded Schools, Northampton County Schools, and Weldon City Schools with an addendum initiated by HCC to include that student schedules must be presented to the school system by March 23<sup>rd</sup> and Nov. 15<sup>th</sup>. Mrs. Robinson seconded the motion. The motion carried.

**2019-2020 Programs Reviews**

Dr. Elam shared that each year 20% of our academic programs are reviewed. The academic committee was asked to review the following programs: Basic Law Enforcement Training (BLET), Business Administration, Engineering, Human Services Technology, Office Administration, and Masonry.

**BLET-Dr. Fields** is recommending a rating of a three, identification of the program for further study. The program is being considered to be offered in continuing education as a non-credit program rather than in curriculum as credit. This is due to the System

Office now calculates FTE the same for continuing education and curriculum. There is more flexibility in scheduling continuing education classes and the college can teach it with more contact hours in continuing education than curriculum. He expressed concerns with student enrollment and equipment needs. His recommendation for improvement was as followed: develop and implement a program promotion and student recruitment plan, identify a prioritized list of needed program equipment to purchase, develop a plan for funding to purchase the equipment, develop a plan for expanding the BLET program in collaboration with other public safety programs, increased space to run the program, evaluate and consider moving the program to non-credit Continuing Education, and offer additional contact hours. Mr. Felt made the motion to accept the BLET program rating of a three, identification of the program for further study, and forward to the full board. Mr. Solomon seconded the motion. The motion carried.

**Business Administration**-Dr. Fields is recommending a two, continuation of program with corrective action for business administration. Dr. Fields addressed the following concerns: student enrollment, current content in curriculum that matches business and industry needs, and connection with business and industry in the service area. The following were recommendations for improvement: develop and implement a program promotion and student recruitment plan, revitalize the current program advisory committee that expands the reach of industry partners in HCC's service area to ensure all related industry is involved, increase recruitment of high school students to take the College and Career Promise (CCP) pathway in Business Administration, collaborate with other program disciplines to integrate same courses in curriculum (Office Administration and Information Technology), identify and implement course content and concentration areas that are in demand by local employers, and evaluate the demand for evening classes. Mr. Williams made the motion to accept the Business program rating of a two, continuation of the program with corrective action, and forward to the full board. Mr. Solomon seconded the motion. The motion carried.

**Associate of Engineering**-Dr. Fields is recommending a rating of a two for Associate in Engineering which is continuation of program with corrective action. The concerns addressed were as follows: low student enrollment, student retention and completion, lack of instructional technology in classrooms in the 500 building, lack of dedicated engineering lab space, and connection with business and industry in the service area. The recommendation for improvement were as follows: development and implement a program promotion and student recruitment plan, revitalize the current program advisory committee that expands to reach of industry partners to ensure all related industry is involved, review articulation agreements with transfer universities and ensure the faculty attend articulation meetings with those universities, provide training on utilizing Aviso to increase student retention and completion, utilize space available in the upcoming Advanced Manufacturing and Corporate Training Center for an engineering lab, officer a CCP pathway by developing an Engineering certificate for high school students, purchase and install projectors or large flat panels to enhance the

usage of instructional technology, and develop and offer an Applied Engineering Technology Associate Degree. This will attract student to the field of engineering and encourage students to pursue the field of engineering through the transfer degree. Mr. Felt made the motion to accept the Business program a rating of a two, continuation of program with corrective action, and forward to the full board. Ms. Robinson seconded the motion. The motion carried.

**Human Services**-Dr. Fields is recommending a two, continuation of the program with correction action, for the Human Services program. Concerns that need to be address were student enrollment and connecting with business and industry in the service area. The following were recommendations for improvement: develop and implement a program promotion and student recruitment plan, grow the current program advisory committee that expands to reach of industry partners in HCC's service area to include businesses with an abundance of counselors of social workers, increase recruitment of high school students to take the CCP pathway in Human Services, and evaluate the student demand for alternate class formats for working adults (8 week mini-semesters, hybrid classes that meet once per week, etc.). Mr. Felt made the motion to accept the Human Services a rating of a two, continuation of program with corrective action, and forward to the full board. Ms. Robinson seconded the motion. The motion carried.

**Office Administration**-Dr. Fields is recommending a two, continuation of the program with correction action, for the Office Administration program. Concerns that need to be addressed were student enrollment and connecting with business and industry in the service area. The following were recommendations for improvement: develop and implement a program promotion and student recruitment plan, revitalize the current program advisory committee that expands the reach of industry partners in HCC's service area to ensure all related industry is involved, increase recruitment of high school students to take the College and Career Promise (CCP) pathway in Business Administration, collaborate with other program disciplines to integrate same courses in curriculum (Business Administration and Information Technology). Mr. Felt made the motion to accept the Office Administration rating of a two, continuation of the program with corrective action, and forward to the full board. Dr. Williams seconded the motion. The motion carried.

**Masonry**-Dr. Fields is recommending a one, continuation of the program at the current level of activity, for the Masonry program. There were no concerns that needed to addressed. The recommendation for improvement is to evaluate the student demand for a second section of masonry classes. Mr. Felt made the motion to accept the Masonry program rating of a one, continuation of the program at the current level of activity, and forward to the full board. Dr. Williams seconded the motion. The motion carried.

## Updates

**Grading Policy Change During COVID-19 Pandemic-**Dr. Elam shared the grading policy change recommendations due to COVID-19 Pandemic. The Personnel and Student Services Committee will bring the recommendation to the board to replace Withdraw Failing and Incomplete to Withdraw Emergency (WE) and Incomplete Emergency(IE).

**Northampton County Early College Physical Education Classes-**Ms. Robinson asked Dr. Elam to explain the concern with the grading for Physical Education with Northampton County Early College. Dr. Elam mentioned that the class had a lot of writing included. They wanted more physical interaction verses writing. However, writing is a college level requirement. They are currently still looking into the concern.

#### **Student Support During COVID-19**

HCC has HCC Cares program to meet with students and aid them in addressing their concerns. The PRIDE staff is also calling all students that have not registered for classes for the summer and fall.

#### **COVID-19 on Campus**

Ms. Mebane asked that Dr. Elam share with them how the employee was recovering that had COVID-19. Dr. Elam responded that an employee's spouse had COVID-19 and has recovered without giving it to other family members. Also, an employee and their family had COVID-19. That employee and their family have recovered.

#### **Adjournment**

Mr. Felt made the motion to adjourn. Dr. Williams seconded the motion. The motion carried. The meeting adjourned at 2:18 p.m.

Halifax Community College  
Board of Trustees  
May 19, 2020

**Action Item**

---

Item: 2020-2021 MOU for Early College and CCP with Halifax County Schools

Area: Academic Affairs

Presenter (s): Dr. Jeffery Fields

Recommended Action: We are submitting for your approval the 2020-2021 MOU for Early College and CCP, that has been approved by Halifax County Schools.

Background: The proposed agreement is to articulate a systematic student transition process from secondary to post-secondary education through Early College and CCP (College and Career Promise) initiatives. The agreement will begin August 1, 2020 and end July 31, 2021.

# JOINT RESOLUTION

Halifax Community College  
Board of Trustees

Halifax County Schools  
Board of Education

The Halifax Community College Board of Trustees and the Halifax County Schools Board of Education met respectively and unanimously adopted the following joint resolution.

**WHEREAS**, it is recognized that secondary and post-secondary institutions should provide well-coordinated educational programs for their students; and

**WHEREAS**, it is recognized that to better serve the educational needs of students, articulation of programs between Halifax Community College and Halifax County Schools is essential; and

**WHEREAS**, the aforementioned agencies agree and support the joint work of the two educational systems to plan and implement an articulation program;

**NOW, THEREFORE, BE IT RESOLVED** that these boards hereby fully endorse the concept of articulation and furthermore pledge their support to the successful implementation of the articulation efforts.

---

Chair  
Halifax Community College

---

Chair  
Halifax County Schools

---

Date

---

Date

**HALIFAX COMMUNITY COLLEGE  
AND  
HALIFAX COUNTY SCHOOLS  
ARTICULATION AGREEMENT**

Revision approved as recommended by the committee appointed by both institutions

Halifax Community College

Halifax County Schools

---

Chair

---

Chair

---

Date

---

Date

**ARTICULATION AGREEMENT  
2020-2021 ACADEMIC YEAR**

**HALIFAX COUNTY SCHOOLS  
and  
HALIFAX COMMUNITY COLLEGE**

- I. **Purpose:** The purpose of this agreement is to articulate a systematic student transition process from secondary to post-secondary education. The goal of this agreement is to maximize the use of resources and minimize content duplication.
- II. **This articulation agreement** (the “Agreement”) **effective the 1st day of August 2020 through the 31<sup>st</sup> day of July 2021**, is made and entered into between Board of Trustees of the Halifax County Schools (the “Board”) and Halifax Community College (the “College”) (jointly the “Parties”).
- III. **Academic Standards**
- Within our educational partnerships, Halifax Community College reserves the right to determine the **academic standards** of all College courses in compliance with institutional and program accreditation, program certifications, and College policy and procedures.
  - Within our educational partnerships, Halifax Community College reserves the right to determine **the mode of delivery** that is the most fiscally responsible and most conducive to learning and to maintain fiscal oversight of all College courses and programing. In cases where College courses and programing are determined not to be cost effective, the College will give our educational partners an opportunity to continue a College course and/or programing through cost sharing before termination of said College course and/or programing.
  - Within our educational partnerships, Halifax Community College reserves the right to provide **priority registration** for Fall and Spring courses to the students from our partner institutions when those students have completed the following by March 23 (Fall semester) and September 15 (Spring semester):
    1. All required testing
    2. A completed Admissions Application with all admissions requirements met
    3. All program requirements, where applicable
    4. Any student who has not completed the three requirements listed above before priority registration, will not be guaranteed seats in preferred classes and must register for all College courses and programing during the College’s regular registration timeline.
  - Within our educational partnerships, Halifax Community College agrees to provide Halifax County Schools the following:
    1. Master schedule of courses to be taught in Fall and Summer semesters by March 23 and in Spring semester by October 15.
    2. Individual student schedules with dates and times for classes for students who met all the above requirements by March 23 or October 15 will be emailed to

the Assistant Superintendent of Halifax County Schools for the upcoming semester by April 17 (Fall and Summer semesters) and November 15 (Spring semester).

3. For questions about individual schedules and/or to change schedules, students and/or Halifax County Schools staff should contact The Director of CCP at Halifax Community College or the College Liaison. If this person is unavailable, students and/or Halifax County Schools staff should contact the Registrar at Halifax Community College.

- Within our educational partnerships, Halifax Community College reserves the right to determine **the minimum and the maximum seats per section** for all College courses and programs.
- Within our educational partnerships, Halifax Community College reserves the right to **assess the learning outcomes** of all College courses and programs in compliance with the College's policies and procedures for Institutional Effectiveness as well as all applicable requirements of the College's accreditation and program certification.
- Within our educational partnership, Halifax Community College reserves the right to determine the **work schedule of all Halifax Community College employees**: no Halifax Community College employee will be required to work on days not included on the HCC calendar.
- Within our educational partnership, Halifax Community College reserves the right to determine the **attendance policies and how course work will be handled** when the college calendar and LEA calendar are not in alignment.
- Within our educational partnerships, Halifax Community College reserves the right to determine the **course materials and textbooks** that are required for the course.
- Within our educational partnership, Halifax County Schools **will determine if the school or the students are responsible to purchase the course materials and textbooks** that are required for the classes provided by Halifax Community College.
- Within our educational partnership, Halifax Community College shall commit to the development of OER (Open Education Resources) to **reduce the cost of textbooks**.
- Within our educational partnership, Halifax Community College **shall commit to making available electronic devices** for students to checkout for class assignments.
- Within our educational partnerships, Halifax Community College reserves the right to **limit placement testing**: each student may test three times per semester at no cost to the student; the charge for each additional placement test will be \$6.00.
- Within our educational partnership, Halifax Community College **will require an access fee** for services to improve student success and retention, such as Blackboard (learning management system), tutoring, electronic library services, student activities, security, electronic surveillance systems, parking lot maintenance, EMSI Career Coach, and Aviso (student retention system). This list is not inclusive of all items. This fee applies to both early college students and high school students taking CCP classes through Halifax Community College. The access fee will be \$63 (per student per semester) to be paid by Halifax County Schools to be paid ten workdays after each semester census date.

- Within our educational partnership, Halifax Community College shall **provide a safe educational environment**. HCC will provide two armed resource officers and two security guards during campus operational hours. In addition, security cameras and cybersecurity measures will be utilized for safety precautions. Cybersecurity will be exercised by Halifax Community College to provide a safe virtual education environment through multiple methods including firewalls, authentication, virus protection and access monitoring for students and online college resources.
- Pending approval of supplemental funds, within our educational partnership, Halifax Community College shall **hire a full-time early college liaison** to be funded (salary and benefits) by Halifax County Schools. Halifax County Schools will fund professional development (\$1500) and supplies/outreach material (\$100) for the early college liaison. Halifax Community College will bill Halifax County Schools on a quarterly for salary and benefits. Halifax Community college will bill Halifax County Schools for professional development and supplies/outreach material during the first quarter.
- Within our educational partnership, Halifax Community College shall **provide facility space to operate the Early College**. This will include office space for the Early College principle, administrative assistant, and college liaison.
- Within our educational partnership, Halifax County Schools will provide to Halifax Community College the name(s) and contact information of students who will not return to attain a high school diploma at Halifax County Schools. These students will be recommended to Halifax Community College's Adult Basic Skills program to complete the student's high school equivalency.
- Within our educational partnership, Halifax Community College will provide to Halifax County Schools the name(s) and proof of completion of students' high school equivalency that was previously recommended from Halifax County Schools.

#### IV. Definitions

- Advance Credit Courses: Specific points of agreement determined by program instructors from secondary and community college levels as to any college credit earned through courses taken in high school.
- Career and College Promise (CCP): Qualified high-school-age students in North Carolina will have the opportunity to pursue community college courses, tuition free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. CCP has three pathways.
  1. College Transfer Pathway – Students are afforded approximately 32 hours of tuition-waived community college course credits that will transfer seamlessly to any public or participating private college or university, saving successful students time and money in pursuing four- year degrees.
  2. Career Technical Education Pathway – Students take tuition-waived course credits at a NC Community College toward a job credential, certificate or diploma in a technical career.

3. Innovative High Schools – Students begin earning tuition-free college credits as a high-school student by attending an approved Cooperative Innovative High School.
4. Halifax Early College High School: This five year high school focuses on accelerated opportunities for beginning ninth grade students wishing to complete their high school diploma and earn a college-level Career and Technical degree over the course of five years. Degree programs are available in five areas:
  - (1) Associate of Arts – college transfer degree
  - (2) Associate of Arts – Teacher Preparation 2+2 articulation agreement with Elizabeth City State University
  - (3) Associate of Applied Science
  - (4) Automotive Technology
  - (5) Cosmetology
  - (6) Criminal Justice Technology
  - (7) Industrial Systems Technology
  - (8) Therapeutic Diagnostic (Nurse Aid)
  - (9) Welding Technology

The operational guidelines for Halifax County Schools are in Appendix A.

**V. Articulation Committee**

1. Representation: the President of Halifax Community College and the Superintendent of Halifax County Schools will appoint members. Members may include but are not limited to the following administrative personnel:

Halifax Community College	Halifax County Schools
1. Vice President of Academic Affairs	1. Superintendent
2. Chair of Arts, Science, and Professional Technologies	2. Assistant Superintendent of Administration and Accountability
3. Chair of Allied Health and CTE	3. Secondary Principals
4. VP of Student Services & Enrollment Management	4. Early College Liaison
5. Dean of Workforce & Economic Development	5. Director of Workforce Readiness
6. Director of CCP	6. Executive Director of Human Resources
7. Registrar	
9. Director of Distance Learning	
10. Director of SSS	

Procedures: The committee will meet to review points of articulation at least annually or more often if necessary. The committee will make recommendations for revisions to insure that a systematic transition from secondary to post-secondary education is occurring. This meeting must be called jointly by Halifax County Schools Academic Officer and the Halifax Community College Vice President of Academic Affairs. In order to develop course offerings and catalog information, a series of review meetings will be held in the fall prior to the final joint HCC and Halifax County Schools Articulation Meeting.

**VI. Articulated Credit, Advanced Placement Courses, and Articulated Transfer Classes Rationale:**

To help students develop a desire for post-secondary education and to develop career goals. In addition, students are informed that college credit can be earned for identified high school courses.

- Articulated CTE Credit Courses: Refer to the following Articulated Matrix in Appendix B for the articulated CTE courses and the criteria for awarding credit.
- Procedures for Awarding Articulated CTE Credits:
  1. Halifax County Schools Responsibilities:  
Ensure that CTE assessment scale score for articulated courses are on the transcripts of students who have met the requirements for Articulated Credit (B average in the course and post-assessment scale score of at least 93) for all courses listed in the State Articulation Agreement and those included as locally articulated courses in this agreement.
- Advanced Placement Courses:  
Students who are enrolled in a College Board Advanced Placement (AP) course(s), and score level III or higher on the placement test, may be awarded college credit when enrolling in certain colleges or programs. See Appendix C for AP conversions.
- Articulated Transfer Classes: Refer to Appendix D for a list of articulated college transfer classes for awarding weighted credit for high school GPA.
- Halifax County Schools will not offer high school classes that award college level credit at the high schools located on the HCC campus (Advance Placement, International Baccalaureate, etc.).

**VII. Cooperative Agreement Classes (Career and College Promise Courses)**

Rationale: In today's global economy, successful careers could require a two or four-year degree, a diploma or nationally recognized job credential. Career & College Promise offers North Carolina high school students a clear path to success in college or in a career. The program is tuition-waived to all students who maintain a "3.0" average, Satisfactory Academic Progress and meet other eligibility requirements.

Student Eligibility:

1. College Transfer Pathway (Pathway courses listed in Appendix E)

- High school juniors and seniors
  - Students with at least a 3.0 weighted grade point average on high school courses
  - Students must be enrolled in at least one high school course.
  - Students who have demonstrated college readiness on an approved assessment or placement test. College readiness Tests may include PLAN, Pre-ACT, PSAT, Accuplacer, NCDAP, ACT or SAT. Acceptable benchmarks are:
2. Students who do not demonstrate college-readiness on an approved assessment or placement test may qualify for Provisional Status in a College Transfer Pathway. A student must have a weighted GPA of 3.5, have completed two years of high school English with a grade “C” or higher, have completed high school Math III (or higher level math class) with a grade of “C” or higher, and obtain written approval of the high school principal or designee and the community college VP of Instruction. Students must meet prerequisites Students who meet all the requirements listed above may:
- Register only for college mathematics (MAT) and college English (ENG) courses within the chosen Pathway. (Student must meet prerequisite for course)
  - Enroll in ENG 112 if they successfully complete ENG 111 with a ‘C’ or higher.
  - Enroll in MAT 172 if they successfully complete MAT 171 with a “C” or higher.
  - Students in the provisional pathway may not be in an additional CTE pathway. Provisional students cannot enroll in any additional courses in the pathway until they are no longer considered provisional. In order to no longer be considered provisional, the student must successfully complete the first mathematics and English course in the pathway with a grade of ‘C’ or higher or have met the testing benchmark.

Career and Technical Educational Pathway (Pathways listed in Appendix E)

- High school juniors and seniors
- Students must be enrolled in at least one high school course.
- Students with at least a 3.0 weighted grade point average on high school courses OR upon principal recommendation with a 2.0 – 2.9 weighted grade point average. The letter of recommendation from the principal should be individualized for each student and should attest that the student is college ready where reading and maturity level is appropriate to college curricula and the student’s GPA is adequate to maintain satisfactory academic progress. Principal’s letter should address what support efforts the school is providing for student success. Form letters are not acceptable.
- Students who have demonstrated college readiness by meeting course

prerequisites which are located in Appendix F.

- Students must have received career pathway information outlining program requirements for completion of the certificate or diploma.
- A student may concurrently enroll in two CTE pathways provided the exception has been approved by the Vice President of Academic Affairs.

#### Career and Technical Education Pathway (Freshmen and Sophomores)

- High school freshmen and sophomores
- Students must have passed Math I with a grade of “C” or better and scored a 3 or higher on the Math I EOC
- Students must have passed the 8th Grade ELA EOG with a Level 3 or higher.
- Sophomores must have a weighted GPA of 3.0 on high school courses
- Students must have the recommendation of the high school principal or designee based on assessment of student maturity and ability to effectively participate in a class that may include adult students.
- Students must have received career pathway information outlining program requirements for completion of the certificate or diploma.
- College CTE courses may be used to provide partial or full fulfillment of a four-unit career cluster.
- A student may enroll in one of the following pathways: Automotive Technology, Welding Technology, or Industrial Systems Technology
- A student may concurrently enroll in two CTE pathways provided the exception has been approved by the Vice President of Academic Affairs.

#### Cooperative Innovative High School Programs

- High school students in grades 9 to 13 with access to a cooperative innovative high school approved by the State Board of Education.
- Students must be enrolled in at least one high school course.
- Special emphasis and preference given to first-generation college students.
- Additional eligibility requirements set by local board of education and partner community college or university.

#### Testing

1. Student Placement: Halifax County Schools will be responsible for administering placement testing when appropriate to meet prerequisite requirements or NCDAP provided by Halifax Community College. Halifax County Schools will provide students opportunities to take Pre-ACT, PSAT, or ACT, before Accuplacer (NCDAP) is given to meet enrollment criteria. In instances where students are enrolled in and failed to pass a course which serves as a prerequisite to a subsequent course, Halifax County Schools will be responsible for placing the student into an

alternate course even if this falls within a high school semester. Prerequisite requirements are subject to change due to mandates from the NC Community College System. Changes are to be communicated to the Halifax County Schools Academic Officer. Changes will be effective during the next articulation year.

2. Textbooks: Halifax County Schools will provide textbooks for college courses for students enrolled in a high school class during the semester the course is taken at HCC (ie: Courses would be taken at both HCC and Halifax County Schools during same semester). The Halifax Community College designee must notify Halifax County Schools Academic Officer as to which textbooks will be needed. Every effort will be made for textbooks to be purchased on a five-year cycle.
3. HCC will provide office space for the CCP staff members and shared space for the CCP Center.
4. In order to best assist students, each entity will provide access to their data information system. HCC will provide access to Web Advisor for CCP staff members, Aviso, and Colleague by the Director of CCP. Halifax County Schools will provide access for HCC staff directly working with high school students with CCP.
5. A joint team will be formed with members from HCC and the Halifax County Schools to review data and make projections. Team members will be named by the HCC Vice President of Academic Affairs and the Halifax County Schools Academic Officer. The team will meet a minimum of two times per year (once at the end of Fall semester and once during Spring or Summer), but can meet more times as needed.
6. Supplies: Halifax County Schools will make provisions for purchasing needed instructional supplies for high school based courses. HCC Faculty are allowed to make copies for these courses at school site based on individual staff allotments.
7. Equipment: Halifax Community College and Halifax County Schools will work collaboratively to meet the equipment needs of classes.
8. Fees: Tuition and student activity fees may be waived for Career and College Promise courses on high school campuses. If fees are not waived as part of state budget legislation, said fees will be paid by the Halifax County Schools.
9. Instructors: Halifax Community College will provide instructors based on student enrollment. High school administrators may provide input into the evaluation of college instructors each semester through the Vice President of Academic Affairs or designee. The CCP Staff will coordinate a visit to the high school for each instructor prior to the first day of the on-site college class to introduce the instructor to the office staff and receive information pertinent to the class. Halifax County Schools will provide HCC faculty exclusive use of classrooms and equipment if available during designated instruction time for classes taught on the high school campus.

10. Instructor Criminal Background Checks: Background check will be conducted before part time or full time faculty begins teaching on the high school campus.
11. Future Financial Aid Information: Halifax County Schools will inform students and parents that future college financial aid could be jeopardized by unsuccessful completion of community college courses.
12. Course Offerings and Student Enrollment:
  - a. Halifax Community College will collaborate with the high schools to determine community college academic schedules. A minimum enrollment of 20 students (exceptions may be considered) will be required for classes offered at high school campuses. HCC and Halifax County Schools will coordinate enrollment data to determine appropriate sections based on qualifying enrollment. The academic schedule is subject to change if enrollment drops below twenty on or before the third day of class.
  - b. Disability Services – Halifax County Schools students with a current Individualized Education Plan (IEP), who qualify under Section 504 (with or without a 504 Plan) or with a current medical plan who wish to request disability services in their college courses should submit the required paperwork to the HCC Disabilities Services Coordinator at least thirty (30) days prior to the beginning of classes. Information about this process and access to the required HCC forms will be provided to Halifax County Schools students during the information session for the respective program (e.g., Career and Technical Leadership Academy and Early College Academy), which will occur no later than May 31 of each year, and also during student meetings, which is held no later than August 1 of each year. Halifax County Schools will coordinate a team meeting for students who have a current Individualized Education Program (IEP) or 504 Plan no later than the tenth (10th) day of the first semester of college classes each school year to address the services to be provided to the student in any/all high school courses and any college courses that count for credit towards the student’s high school diploma. Halifax County Schools will also coordinate any other team meetings, to include annual review meetings, of all students’ IEP or 504 Plans. Halifax County Schools staff member shall work with and communicate to the HCC Disabilities Services Coordinator and, if needed, the college instructor(s), any services pertaining to a student’s IEP or 504 Plan each semester prior to the IEP or 504 team meeting and, as needed, following the IEP or 504 team meeting. HCC agrees to send a representative to the student’s IEP or 504 team meeting if agreement cannot be reached regarding the services to be provided per the student’s IEP or 504 Plan for college course(s) that count for credit towards a student’s high school diploma.
13. Student Responsibilities, Conduct/Behavior: The behavior and conduct of students attending Halifax County high schools is ultimately the responsibility of the high school administration that reports to the Halifax

County Schools Board of Education. Students are expected to follow the behavior guidelines for Halifax County Schools and HCC. Therefore, high school students shall conduct themselves in accordance with the Student Code of Conduct of Halifax County Schools as well as those rules and regulations set forth in the Student Code of Conduct section of the HCC Catalog. Any violation of the HCC Code of Conduct by a high school student shall be reported to the student's high school administration for disciplinary action in collaboration with HCC Student Services Division.

**VIII. Certification Fees:** Halifax County Schools students will be responsible for paying fees associated with earning credentials.

**IX. Other operating procedures:**

- High school student registrations are to be reported using the regular community college registration process.
- High school students may enroll in HCC courses contained in their CCP pathway during the summer. Students are responsible for payment of textbooks and fees for courses. Students will be exempt from paying tuition for FTE generating classes if allowed by the North Carolina Community College System.
- High school students are exempt from paying tuition for courses in their chosen pathway(s) taken at the community college during the school year; however, they are not exempt from paying continuing education registration and fees.
- Courses must be taken in their chosen pathway(s). Students who are enrolled in a College Transfer (CT) pathway may also choose to take courses in one CTE Pathway. The CT pathway will be the primary pathway and the CTE pathway will be their secondary pathway.
- High school students must maintain an overall 2.0 grade point average in college coursework after completing two college courses or will be subject to the college's policy for satisfactory academic progress.

**X. Attendance/Discipline/Enrollment Processes and Procedures**

- It is recommended that students in a HCC class on a high school campus, sent to In-School-Suspension by the high school administration, be allowed to attend their HCC classes. This may be handled on a case-by-case basis, but the students will be counted absent from class if they do not attend their HCC classes.
- Students in a HCC class on a high school campus in Out-of-School suspension may not attend their college class and will be counted absent. If this causes the students to exceed their limit of absences, their choices will be:
  1. WD – they (or someone at the school) must initiate
  2. WF – from the instructor which may be appealed using the HCC reinstatement process The final decision from the appeals process will be the joint responsibility of the HCC Vice President of Academic Affairs and Halifax County Schools Academic Officer. The decision will be based on the student's academic standing and potential to complete missed work.
- For students who are based at traditional Halifax County high schools and who

participate on the HCC campus for Career and College Promise courses, Halifax County Schools will not inform HCC of short term student suspensions which do not have a recommendation for long term suspension. Students will be advised by their traditional Halifax County high school administration that they may continue with their HCC courses during the short- term suspension. If a student is suspended for 10 days with a pending long term suspension or a violation that has to be reported to law enforcement, then the LEA administration will inform the Vice President of Student Services of the action. The Vice President will determine if any action is necessary regarding the student's status at HCC and will inform both the schools administration and the student of any such decision. If the student chooses to enroll at the alternative high school in lieu of the long-term suspension, he or she may continue in the HCC course with the consent of the HCC Vice President of Student Services. If, however, the student does not enroll at an LEA alternative campus and the long-term suspension is activated, he or she may be allowed to complete any HCC course in which they are currently enrolled but would not be permitted to register for additional HCC courses in the next semester due to high school enrollment being a requirement for participation in the Career and College Promise. With the permission of the HCC Vice President of Student Services, students who are long term suspended and no longer enrolled in at least one high school class may complete any enrolled Career and College Promise courses. The student may enroll in additional Career and College Promise courses in subsequent semesters if enrolled in at least one high school course during those semesters.

- A Student expelled from a Halifax County High School may not finish the semester in his/her HCC class(es). In such case, a Halifax County Schools Administrator will notify the HCC Vice President of Student Services.
- College Transfer, CTE and Early College student out-of-school suspensions must be immediately reported to the CCP staff member and the college Vice President of Student Services by the high school administrator. The Vice President of Student Services will determine whether or not the HCC Code of Conduct has been violated and make an appropriate ruling. College Transfer, CTE and Early College principals may not suspend students from their college classes taught on a HCC campus. Students attending HCC classes under these conditions will be the sole responsibility of HCC.
- If the Vice President of Student Services expels a student from the college, the student may not remain in College Transfer, CTE and Early College. In such case, the Vice President of Student Services will notify the high school principal involved and the Superintendent of Halifax County Schools.
- If the Vice President of Student Services suspends a student, the CCP staff member will notify the principal, and the principal will determine whether or not Halifax County Schools will take action. The Superintendent of Halifax County Schools will be notified.
- Students who choose to participate in high school-related activities such as SGA or athletics must adhere to the HCC College and Course attendance policies. Students are responsible for informing their instructors in advance of absences and are expected to make arrangements for making up work missed.

In such cases, upon approval of the instructor, class time missed will not be counted as absences provided the students are otherwise in good academic standing (2.0 cumulative GPA). This policy will also apply to mandated state testing. Halifax County Schools Academic Officer will provide a letter to HCC instructors with state testing dates for each semester.

- If a student is failing a HCC course, he/she will remain in the course up to the last day allowed to drop without grade penalty according to HCC policy. The student will then be withdrawn from the HCC course with a WD and placed in an alternative setting for the remainder of the HCC course. When a student is dropped from a college course with WD or NA, the grade is not recorded on his/her high school transcript. At the college level, when a student is dropped, the grade remains on the college transcript and may affect future financial aid. When the first course in the series is a prerequisite for the other courses in the series, if the student fails the first course, the student must be withdrawn from the HCC course at the 65% mark and rescheduled. If the failed course is not a prerequisite for the remainder of the series, the student will take the next course in the series. HCC will only give credit for courses that are actually completed and passed.
- Students may change pathways at the end of a semester using a Change of Pathway form found in Appendix G.
- Career and College Promise information is located in Appendix H.
- Field Trips in HCC Classes: For local field trips, the parent must give approval for the student to participate in the trip in writing then the student participates as a traditional student. For over-night field trips, the parent must have a signed permission form letter on file with the college.

## **VII. Calendar of Events:**

### **Career and College Promise Application, Registration, Testing, Orientation and Course Selection Timeline**

#### **APPLICATION**

- 1. February – May 15<sup>th</sup>** Change of pathway applications for the summer will be accepted.
- 2. February-August 1<sup>st</sup>** New applications and change of pathway applications for the Fall will be accepted.

\*A Change of Pathway form will need to be completed if there is a change of pathway.

\*CCP Eligibility forms need to be completed every semester before a student is registered for classes.

Applications are not considered complete without the following information attached:

- 1) CCP Registration Application (Required once for initial enrollment)

- 2) CCP Eligibility Form (**Required each semester enrolled**)
- 3) Change of Pathway Form (If Needed)
- 4) HCC Application for Admissions (Required once for initial enrollment)
- 5) A copy of signed social security card
- 6) Official High school transcript
- 7) Placement Test Scores (Required once for initial enrollment)
- 8) All signatures should be obtained before submission.

\*Non completed applications will not be processed.

## **REGISTRATION**

**3. March 30<sup>th</sup> -May 24<sup>th</sup>** Registration will take place for Summer classes.

**4. March 30<sup>th</sup> -August 15<sup>th</sup>** Registration will take place for Fall enrollment.

**5. November 7<sup>th</sup>-January 6<sup>th</sup>** **Registration will take place for Spring enrollment.**

Trial schedules will need to be submitted before students can be enrolled in courses.

Copies of schedules will be provided for School Counselors within 10 days of the student being registered.

## **5. TESTING**

Testing for high school student groups will take place every **Wednesday from 9:00 A.M. – 12:00 Noon and 2:00 P.M. – 5:00 P.M. Retesting will take place Mondays and Friday with appointments.** A completed application will need to be on file before high students take the RISE Placement Test. **The School Counselor will receive copies of student test results with 5 days of the test.**

## **6. ORIENTATION**

All students will need to attend an orientation session. Orientations for your schools can be scheduled by Ellen Grant, Director of Distance Learning at (252) 536-7299.

## **7. COURSE SELECTIONS**

High schools requesting courses to be taught on their campuses during the Spring and Summer 2020 semester will need to submit a request with the following information by **February 15, 2020. The Fall 2020 course requests will need to be submitted by February 15, 2020.**

- 1) Course/Courses
- 2) Day of week course is to be taught
- 3) Time of day course is to be taught

**\*If students do not qualify for the pathway initially identified, the School Counselor will identify the alternate pathway and send it to the CCP Director in an e-mail.**

**VIII. Certification Classes:** At various times, students are required by employers or volunteer organizations to have certification or endorsement. These courses are courses offered through the community college continuing education program. Due to the fact that these courses are not included in the North Carolina

Community College Catalog and do not provide sufficient instructional time, students do not earn high school credit. Students are responsible for paying registration, fees, and textbooks costs for these continuing education courses.

- IX. Agreement Review:** This agreement will be reviewed and appropriate revisions made at least every year by the articulation committee.