

District Interinstitutional Articulation Cooperative Agreement for Career Pathways

This District Interinstitutional Articulation Cooperative Agreement for Career Pathways (the "Cooperative Agreement") is entered into by and between **The District Board of Trustees of Santa Fe College, Florida** ("Santa Fe College") and the **School Board of Columbia County** to be effective this 1st day of August, 2016.

MECHANISMS AND STRATEGIES FOR PROMOTING CAREER PATHWAYS PROGRAMS OF STUDY

A. Courses and programs available to students eligible for Career Pathways

1. A Career Pathway is a coherent sequence of rigorous academic and technical courses that prepare students for successful completion of state academic standards and support an accelerated transition to postsecondary coursework in a related career area of interest. A Secondary Career Pathways Student is defined as a career and technical education student who has participated in a locally developed Program of Study that has a written articulation agreement in place which establishes and validates the career pathway. Such is the purpose of this articulation agreement between Santa Fe College and the School Board of Columbia County, Florida.
2. Courses to be provided by Santa Fe College under this Cooperative Agreement will be mutually agreed upon by Santa Fe College and School Board of Columbia County and will avoid unnecessary duplication of existing courses at the secondary level. Career Pathways course and program offerings will include those listed in Appendices 1-2, true and correct copies of which are attached hereto and incorporated by reference herein. Appendices 1-2, each entitled "Career Pathways Articulated Program of Study," remain in full force and effect for the full duration of the Cooperative Agreement. Alterations to this list of offerings may be made with mutual written consent of Santa Fe College's Provost and School Board of Columbia County personnel by way of letter agreement.
3. Santa Fe College will develop a student education plan for each student who has been awarded Career Pathways college credit and has been officially enrolled at Santa Fe College. In order to develop said plan, the student will present a high school transcript, which will be evaluated for purposes of determining college credits to be applied toward an Associate of Arts (A.A.) degree, Associate in Science (A.S.) degree, Associate of Applied Science (A.A.S.) degree, technical certificate, Bachelor of Applied Science (B.A.S.) degree, Bachelor of Science (B.S.) degree or Bachelor of Arts (B.A.) degree. Said Associate of Arts (A.A.) degree, Associate in Science (A.S.) degree, Associate of Applied Science (A.A.S.) degree, technical certificate, Bachelor of Applied Science (B.A.S.) degree, Bachelor of Science (B.S.) degree or Bachelor of Arts (B.A.) degree will be the student's stated education objective.

B. Process for notifying students and parents of the option to participate in Career Pathways Programs

1. Santa Fe College will provide printed, published, electronic, or other information to the secondary schools regarding requirements for participation in, and the educational benefits to be derived from, Career Pathways accelerated programs.

2. The secondary schools, in turn, will utilize printed, published, electronic, or other media to notify students and their parents or guardians of the opportunity to participate in these articulated acceleration programs. The secondary schools will additionally provide information, using these same methods, to students and their parents or guardians, of the eligibility criteria for participation in these programs.
3. Eligible Career Pathways students should have transcripts reviewed by the secondary school Career and Technical Education teachers and/or guidance counselors to determine which programs at Santa Fe College are available and appropriate.

C. Process by which students and parents exercise their option to participate

Students and the parents or guardians of students wishing to pursue participation in a Career Pathways program should contact their secondary school guidance counselors for information about Career Pathways.

D. Eligibility criteria for student participation*

Students may receive college credit either through comprehensive college examination or industry certification.

1. Comprehensive College Examination:

- a) Secondary students must demonstrate mastery of courses taken with the grade specified in the Program of Study Articulation, have the recommendation of the high school career and technical program instructor and permission of the parent or guardian in order to take a college level final exam. To earn college credit, students must pass the college level final exam.
- b) When students take and pass the exam the course will be entered into the college system and students will receive college credit.
- c) A permanent college transcript with a grade point average where applicable will be generated. Students will not be officially admitted to Santa Fe College or other colleges and universities until all required admissions criteria have been met.

2. Industry Certification

- a) Secondary students must pass the industry certification specified in the Program of Study Articulation in order to earn articulated college credit. Students must also have permission of the parent or guardian in order to have an "A, B or Pass" placed on a permanent college transcript.
- b) The school district Career Pathways coordinator will provide the students' proof of industry certification to the SF Career Pathways coordinator. When the articulated credit is approved by the Career and Technical Education representative, the postsecondary course will be entered into the college system and students will receive college credit.
- c) A permanent college transcript with a grade point average where applicable will be generated. Students will not be officially admitted to Santa Fe College or other colleges and universities until all required admissions criteria have been met.

*NOTE: Please refer to each Career Pathways Articulated Program of Study for more specific criteria for credit, beginning with Appendix 1 on page 5.

E. Institutional responsibilities for student screening prior to enrollment and monitoring enrolled students

1. The School Board of Columbia County shall identify those students who have completed Career Pathways courses of study in secondary school and shall so notify Santa Fe College.
2. Santa Fe College will make available advising services to Career Pathways students, as for all Santa Fe College students.

F. Criteria by which the instructional quality will be maintained

Santa Fe College shall be responsible for ensuring that the quality of instruction provided Career Pathways students is comparable to that afforded other Santa Fe College students.

G. Cost of Career Pathways

Students who receive Career Pathways credits shall be exempt from the payment of registration and laboratory fees for those postsecondary school classes for which they receive credit according to the articulation agreement.

H. Program review and responsibility for providing student transportation

1. Santa Fe College and School Board of Columbia County personnel will, on an annual basis, review and revise existing articulated programs of study as needed to keep them aligned with the most current program and course requirements. These programs will also be reviewed and revised to accommodate and adapt to changing labor market trends and demands.
2. Santa Fe College and School Board of Columbia County personnel will actively seek to develop additional articulated Career Pathways programs of study as new programs are added at the secondary and/or postsecondary levels.
3. The student will be responsible for providing transportation to and from facilities where postsecondary classes are held.

GENERAL PROVISIONS

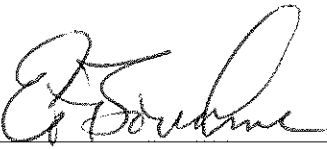
- A. Nothing herein shall prevent Santa Fe College, which is assigned the responsibility for accepting Career Pathways programs, from contracting with other agencies or entities for the same or similar services as described herein.
- B. For each of the covered Career Pathways programs, all related enrollment projections, FTE reports, cost analysis, and other elements required for the allocation of funds shall be the sole responsibility of each respective party based upon students served at each institution.

- C. Santa Fe College and School Board of Columbia County agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this agreement. Santa Fe College will provide information about the sharing of data in its annual notification to students.
- D. This Cooperative Agreement and the policies and allocation of responsibility shall be effective as of the designated effective date upon being signed by the Chairperson of the School Board of Columbia County, and the Provost and Vice President of Academic Affairs of Santa Fe College and, preferably, should be executed before registration for the fall term of the following school year. Additions and deletions must be in writing and signed by the authorized representatives of the parties.
- E. This Cooperative Agreement shall be valid for the 2016-2017 school year. This Cooperative Agreement replaces any previously existing agreements between these parties relating to the Career Pathways program. The approved articulated components are based on the current Santa Fe College course catalog. It is understood that this agreement is subject to review on an annual basis. If no party requests modifications or termination of this agreement within the 60 days prior to the anniversary of this Cooperative Agreement, it shall continue for up to two (2) additional 12-month periods.
- F. This Cooperative Agreement does not provide for the following: dual enrollment programs, mechanisms or strategies for improving the need for remediation of high school graduates at Santa Fe College, or mechanisms or strategies for improving the preparation of elementary, middle, and high school teachers.

IN WITNESS WHEREOF, the School Board of Columbia County and The District Board of Trustees of Santa Fe College, Florida have adopted this Cooperative Agreement and caused it to be executed by their respective chairmen and chief executive officers in accordance with Section 1007.235, F.S., District Interinstitutional Articulation Agreements.

Santa Fe College

School Board of Columbia County



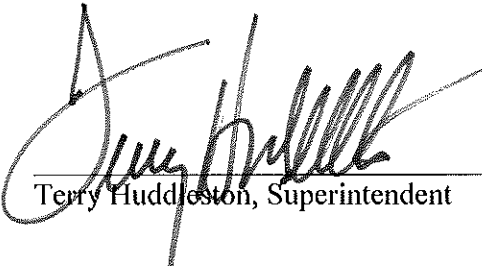
Edward T. Bonahue,
Provost and Vice President

5/23/16
Date



Steve Nelson, Chair

6/3/16
Date



Terry Huddleston, Superintendent

6/3/16
Date

Appendix 1 Career Pathways Articulated Program of Study

In a continuing effort to provide opportunities for secondary school students in the Allied Health Assisting and Nursing Assistant programs to transition into Santa Fe College’s postsecondary programs listed below, Santa Fe College agrees to award college credit to eligible Columbia County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
Allied Health Assisting
Nursing Assistant

Postsecondary Program
Cardiovascular Technology A.S.
Dental Hygiene A.S.
Nuclear Medicine A.S.

Columbia County
Columbia High School
Fort White High School

College
Santa Fe College

- I. Articulated Courses
 - A. Santa Fe College agrees to award college credit hours or admission points to the postsecondary programs listed above upon demonstration of mastery of competencies in the courses below.
 - B. The following high school course sequence must be maintained with a “B” or better before assessment will be made to award Santa Fe College credit hours and/or admission points:

High School Courses	SF College Courses	College Credits
8417100 Health Science Anatomy and Physiology	HSC 2531 Introduction to Human Medical Science (Medical Terminology)	3
8417110 Health Science Foundations	HSC 1000 Introduction to Health Care	3
2000360 Anatomy and Physiology Honors	BSC 2084 Human Anatomy & Physiology BSC 2084L Human Anatomy & Physiology Lab	3 1
2003340 Chemistry I or 2003350 Chemistry I Honors or 2003360 Chemistry II or 2003370 AP Chemistry	CHM 1030 Elements of Chemistry I CHM 1030L Elements of Chemistry I Lab	3 1

- C. Representatives of Santa Fe College’s Health Sciences programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination: To receive college credit, students must meet the following criteria:

- A. Students must have a minimum of a “B” average in the high school course(s) designated in this document, have the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Students must pass the college comprehensive examination(s) approved by the Health Sciences programs coordinator. The high school instructor and the Santa Fe College programs coordinators will make arrangements through the Career Pathways coordinator to administer the examination once a year. The high school and college faculty will identify course competencies.
- C. Students who score a minimum of 85% on the comprehensive institutional examination for HSC 2531 or HSC 1000 will have an “A” or “B” grade entered into the Santa Fe College system and will receive college credit while in high school. A permanent college transcript with a grade point average will be generated.

Students who score a minimum of 80% on the comprehensive institutional examination for BSC 2084 or CHM 1030 will have an “A” or “B” grade entered into the Santa Fe College system and will receive college credit while in high school. A permanent college transcript with a grade point average will be generated.

The exam results will be reported to Santa Fe College’s Career Pathways coordinator, Health Sciences programs representatives, and the school district Career Pathways coordinator.

- D. If the credit(s) for the articulated course(s) meet Certificate, A.A., A.A.S., or A.S. degree requirements, they will be applied toward the Certificate, A.A., A.A.S., or A.S. degree. Students will not be officially admitted to Santa Fe College until all required admissions criteria have been met.

Appendix 2 Career Pathways Articulated Program of Study

In a continuing effort to provide opportunities for secondary school students in the Allied Health Assisting and Nursing Assistant programs to transition into Santa Fe College’s postsecondary programs listed below, Santa Fe College agrees to award college credit to eligible Columbia County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program

Allied Health Assisting
Nursing Assistant

Postsecondary Program

Diagnostic Medical Sonography A.S.
Surgical Technology Certificate
Radiography A.S.
Respiratory Care A.S.

Columbia County

Columbia High School
Fort White High School

College

Santa Fe College

I. Articulated Courses

- A. Santa Fe College agrees to award college credit hours or admission points to the postsecondary programs listed above upon demonstration of mastery of competencies in the courses below.
- B. The following high school course sequence must be maintained with a “B” or better before assessment will be made to award Santa Fe College credit hours and/or admission points:

High School Courses	SF College Courses	College Credits
8417100 Health Science Anatomy and Physiology	HSC 2531 Introduction to Human Medical Science (Medical Terminology)	3
8417110 Health Science Foundations	HSC 1000 Introduction to Health Care	3
2000360 Anatomy and Physiology Honors	BSC 2084 Human Anatomy & Physiology BSC 2084L Human Anatomy & Physiology Lab	3 1

- C. Representatives of Santa Fe College’s Health Sciences programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination: To receive college credit, students must meet the following criteria:

- A. Students must have a minimum of a “B” average in the high school course(s) designated in this document, have the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Students must pass the college comprehensive examination(s) approved by the Health Sciences programs coordinator. The high school instructor and the Santa Fe College programs coordinators will make arrangements through the Career Pathways coordinator to administer the examination once a year. The high school and college faculty will identify course competencies.
- C. Students who score a minimum of 85% on the comprehensive institutional examination for HSC 2531 or HSC 1000 will have an “A” or “B” grade entered into the Santa Fe College system and will receive college credit while in high school. A permanent college transcript with a grade point average will be generated.

Students who score a minimum of 80% on the comprehensive institutional examination for BSC 2084 will have an “A” or “B” grade entered into the Santa Fe College system and will receive college credit while in high school. A permanent college transcript with a grade point average will be generated.

The exam results will be reported to Santa Fe College’s Career Pathways coordinator, Health Sciences programs representatives, and the school district Career Pathways coordinator.

- D. If the credit(s) for the articulated course(s) meet Certificate, A.A., A.A.S., or A.S. degree requirements, they will be applied toward the Certificate, A.A., A.A.S., or A.S. degree. Students will not be officially admitted to Santa Fe College until all required admissions criteria have been met.

Appendix 3

Career Pathways Articulated Program of Study

In a continuing effort to provide opportunities for secondary school students in the Automotive Maintenance and Light Repair program to transition into Santa Fe College’s postsecondary programs listed below, Santa Fe College agrees to award college credit to eligible Columbia County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
Automotive Maintenance and
Light Repair

Postsecondary Program
Automotive Service Technology Certificate
Automotive Service Management Technology A.A.S.

Columbia County
Columbia High School

College
Santa Fe College

I. Industry Certification and College Credit

Santa Fe College agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the industry certification listed below.

- A. Students obtaining the following industry certification will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	SF College Courses	College Credits
Florida Automotive Dealers Association Certified Technician or ASE Automotive Maintenance and Light Repair G1 (NIASE076)	AER1081C Automotive Fundamentals (A.A.S. course) or AER0010 Automotive Fundamentals (Certificate course)	3

- B. Representatives of Santa Fe College’s Automotive Service Technology programs will review this program of study, at least annually, to ensure standardization and attainment of goals.

II. General Provisions

- A. To receive college credit, students must pass the Florida Automotive Dealers Association Certified Technician certification or ASE Automotive Maintenance and Light Repair (G1) certification. The high school instructor and the Santa Fe College programs coordinator will make arrangements once a year through the Career Pathways coordinator to verify industry certification results. The high school and college faculty will identify course competencies.

- B. Students who pass the Florida Automotive Dealers Association Certified Technician certification or the ASE Automotive Maintenance and Light Repair (G1) certification will have a “Pass” grade entered into the Santa Fe College system and will receive college credit while in high school. A permanent college transcript will be generated. The proof of industry certification, provided by the school district Career Pathways coordinator, will be reported to Santa Fe College’s Career Pathways coordinator and Automotive Service Technology programs representatives.

- C. If the credit(s) for the articulated course(s) meet Certificate, A.A., A.A.S., or A.S. degree requirements, they will be applied toward the Certificate, A.A., A.A.S., or A.S. degree. Students will not be officially admitted to Santa Fe College until all required admissions criteria have been met.

Appendix 4 Career Pathways Articulated Program of Study

In a continuing effort to provide opportunities for secondary school students in the Building Construction Technologies program to transition into Santa Fe College’s postsecondary programs listed below, Santa Fe College agrees to award college credit to eligible Columbia County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program Area
Building Construction Technologies

Postsecondary Program Area
Construction Management Technology A.S.

Columbia County
Columbia High School
Fort White High School

College
Santa Fe College

I. Articulated Courses

- A. Santa Fe College agrees to award college credit hours or admission points to the postsecondary programs listed above upon demonstration of mastery of competencies in the courses below and review of the secondary program which the student has completed.
- B. The following course sequence must be maintained with a “B” or better before evaluation/assessment will be made to award Santa Fe College credit hours and/or admission points:

High School Courses	SF College Courses	College Credits
8720310 Building Construction Technologies 1	BCN 1221C Construction Techniques 1	4
8720320 Building Construction Technologies 2	BCN 2222C Construction Techniques 2	4
8720330 Building Construction Technologies 3		

- D.
 1. The Construction Management Technology program will furnish curriculum topics to the faculty of the secondary Building Construction Technologies program for Construction Techniques 1 and Construction Techniques 2. These curriculum topics will be taught by the secondary Building Construction Technologies program faculty during the secondary Building Construction Technologies program, as the students progress through their high school curriculum.
 2. Secondary program curriculum materials (e.g. texts, syllabi, course outlines, and instructor’s notes) and graded student work affording evidence of implementation of the curriculum will be kept on file in the Construction and Technical Programs office at Santa Fe College. These materials will be updated annually and reviewed by the Construction Management Technology program faculty to ensure standardization and attainment of goals.

Construction Management Technology program faculty will visit the secondary program classes in progress as needed.

3. Articulating students will be tracked through the A.S. degree program. A report of students participating (entering, matriculating, and graduating) in the Construction Management Technology program at Santa Fe College will be prepared and reviewed periodically by the office of Construction and Technical Programs. This report will include grades and attrition data of participating secondary Construction Technologies program classes.

II. General Provisions

- A. The Career Pathways coordinator will contact the high school instructor to determine eligible students.
- B. To receive college credit for BCN 1221C and BCN 2222C, students must meet the following criteria:
 1. Complete the secondary Construction Technologies program.
 2. Score at the college level in reading, writing and math on the SAT, ACT, PERT, or other standardized college placement exam.
 3. Receive a grade of “B” or above in all secondary Construction Technologies program courses.
 4. Complete the Career Pathways College Credit Testing Student and Parent Permission Form.

Students who meet the above criteria will have a “Pass” grade entered into the Santa Fe College system and will receive college credit while in high school. A permanent college transcript will be generated. The Career Pathways office will report the eligible students’ information to Santa Fe College’s Construction Management Technology program representatives, and the school district Career Pathways coordinator.

April 17, 2017

Ms. Sheri Keen
Columbia County School District
372 West Duval Street
Lake City, FL 32055

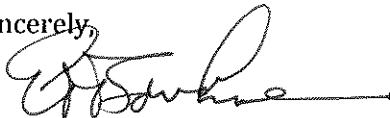
Dear Ms. Keen,

In August 2016, Santa Fe College and the School Board of Columbia County signed the District Interinstitutional Articulation Cooperative Agreement for Career Pathways (the "Agreement"). I have been advised that our institutional representatives have agreed to the changes proposed as set forth in the attached document.

In accordance with Section A. 2. of the Agreement, the attached alteration to the list of offerings may be made upon the mutual consent of Santa Fe College's Provost, and School Board of Columbia County personnel. By this letter, I, as Provost, hereby approve the attached additions of Program of Study Appendices 3 and 4. To show your approval of these modifications, please sign this letter in the appropriate place below, keep a copy for yourself, and return this original to me. These approvals will be effective as of the date of your signature below.

As always, we appreciate the good working relationship the college has with the school board and look forward to continuing the cooperative agreements we have in place.

Sincerely,

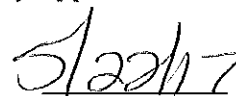


Edward T. Bonahue
Provost and Vice President for Academic Affairs

I hereby approve the attached additions of Program of Study Appendices 3 and 4 as set forth above.



Sheri Keen
Career and Technical Education Resource Teacher,
Columbia County School District



Date

Edward T. Bonahue, Ph.D.

Provost and Vice President for Academic Affairs

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