

Exhibit 25

TO: Senator Jim Argue, Arkansas Senate Education Committee,
Representative Joyce Elliott, Arkansas House of Representatives
Education Committee

FROM: Jaime Rollans, Chair of the Act 102 Panel

RE: Recommendations for the offering of Concurrent Credit Courses and AP
Courses

DATE: November 12, 2006

The Act 102 Panel has met for the last two years to consider how concurrent credit and Advanced Placement courses should be offered to high school students in Arkansas. We all understand the strong correlation between a rigorous curriculum in high school and college success. The purpose of ACT 102 was to bring access to the rigorous curriculum and academic challenge of Advanced Placement courses to all high school students in Arkansas.

Prior to the passage of Act 102 there were many high schools in Arkansas that offered concurrent credit courses through local two and four years institutions of higher learning, but no Advanced Placement courses. Since many schools may not have a large enough student population to offer both types of courses, this Panel has investigated under what conditions the two courses could be combined. The document attached to this memo outlines how the two can be combined to the benefit of the student. Dr. Barry Ballard headed the sub-committee of the Panel that wrote the original draft of these policy recommendations. The guiding principle of these policies is to assure that any combined concurrent credit and Advanced Placement course meet the requirements of both courses in every way as outlined by the state of Arkansas and the College Board.

One key factor the document addresses is the issue of rigor in concurrent credit courses. While the Advanced Placement program has an exam system that attests to the rigor of AP courses, there was no such assurance for concurrent credit courses. To address this issue the Act 102 Panel recommendation includes a provision that each public college or university offering concurrent enrollment courses on high school campuses achieve accreditation by the National Alliance of Concurrent Enrollment Partnerships (NACEP) by December 31, 2010.

It is also the recommendation of the Act 102 Panel that schools not create a conflict for students in its concurrent credit and Advanced Placement offerings. For example, a school might offer sociology as a concurrent credit course while it offers AP Psychology, rather than offering AP psychology and concurrent credit psychology at the same time. This way there is not a competition between the two types of courses. High schools only have to offer one Advanced Placement course in each of the four core content areas so there are many other courses that could be offered as concurrent credit courses.

The attached recommendations for offering combined Advanced Placement and concurrent credit courses have received positive votes from the majority of the Panel members. Those members approving the attached recommendations are Dr. Joel Anderson, James Brown, Barbara Pritchard, and Jaime Rollans. As of this date, I have not received votes from Dr. Barry Ballard or Dr. Glen Fenter.

The Arkansas 102 Panel
Recommendations to the Department of Education
and to the
Arkansas Department of Higher Education
Regarding Rules for the Offering of Combined
Advanced Placement Courses and Concurrent Enrollment Courses and the
Offering of Concurrent Enrollment Courses

I. INTRODUCTION

Advanced Placement (AP) courses and college courses offered to high school students for Concurrent Enrollment (CE) credit are similar in purpose—to provide academically able high school students an accelerated and enriched learning experience that strengthens the high school student's preparation for college. In addition, both AP and CE courses can reduce the number of credits a participating student must complete after high school graduation in order to complete a college or university degree, which reduces the cost of a degree in terms of both time and money. While AP and CE courses have some things in common, efforts to merge an AP course and a CE course into a single AP/CE course that offers both options to high school students is a significant challenge. However, this document provides a structure to meet this challenge.

A. Origin of the Panel, legislative mandate, and legal authority:

Purpose of this recommendation: To describe the conditions under which CE and AP courses can co-exist and be taught concurrently as a single course such that successful completers can simultaneously earn high school graduation credit, transcript grade points in a college course college credit and/or be granted college credit based on scores earned through the Advanced Placement exam program. These are courses that are offered on the high school campus.

The Panel makes this recommendation to the State Board of Education (SBE) and the Arkansas Higher Education Coordinating Board (AHECB). It is the Panel's request that the both boards will, in turn, adopt them as policy or guidelines.

B. Definitions

Advanced Placement course: A high school course that has a college level curriculum in which high school students can gain college-level skills and may be granted college credit based on scores earned through the Advanced Placement exam program which: A. Incorporates all topics specified by the course description published College Board and B. Has been approved via the College Board AP Course Audit.

Concurrent Enrollment (concurrent credit) course: A college course offered by an institution of higher education (IHE) in which a high school student is enrolled for high school graduation credit and college-level credit.

Donated course: A college course for which the student was not charged the full tuition amount. If a student received a full scholarship for the course and the institution includes it in the total for all other scholarships of any kind given by the Institution and reports it to ADHE then it is not considered a donated course.

Memorandum of Understanding (MOU): It is recommended that there be a MOU between the high school, signed by the principal, and the institution of higher education (IHE), signed by the chief academic officer. The MOU will address such issues as school calendar, alignment of the concurrent college and AP courses, roles and responsibilities in the awarding of grades to students, student attendance, cost and finances related to the courses, and acknowledgement of meeting policy requirements such as course content, textbooks, teacher credentials, admission of students to combined courses and the roles and responsibilities of the IHE and the high school as described in the recommendations. This document will also include provisions that are required for text books, instructor training, course audit and other requirements of the College Board for the offering of an AP course.

II. RECOMMENDATIONS

The Panel recommends that the SBE and AHECB promulgate policies, regulations, and/or guidelines that will allow school districts and IHEs to partner and offer combination AP and CE courses that can be taught concurrently as a single course such that successful completers can simultaneously earn high school graduation credit, be prepared for the AP exam through which they may earn college credit, and/or transcript grade points in a college course.

In order for the local education agencies to partner to offer the combination courses, the Panel believes that certain quality, educational and administrative conditions must exist in order for them to be operated properly. These various conditions are listed below.

III. CONDITIONS FOR A COMBINATION AP AND CONCURRENT CREDIT COURSE:

A. Course content and curriculum: 1. The college course syllabus is the foundation of the combined course with requirements specified in the syllabus that is issued and approved by the IHE offering the course. The requirements include all the educational outcomes required by the IHE in the syllabus of the institution's course and, if it is a general education course, are listed on the ADHE Statewide Transfer System Website. The courses listed in the system have had the content, topics, scope, rigor and

outcomes stipulated by the discipline-specific faculty committee and approved by the ADHE; 2. The AP course guidelines specified by the College Board in its published course descriptions must be incorporated into the course syllabus. The course syllabus must be submitted by the teacher for approval by the College Board AP Course Audit. **In short, the combined course must cover both the college requirements and the College Board AP curriculum requirements in every way.**

B. Textbook: The text must be a college-level textbook approved by the ADE, the high school, the college or university issuing the course syllabus and be listed in the syllabus issued by the IHE. The high school may provide the books free of charge to the students as is the policy of most all public schools, the high school may pay the IHE for each student's textbook, or the student may be required to buy a textbook from the IHE. Students taking the course as an AP course and are not enrolled in the concurrent credit course will not be required to purchase a text book and will be provided the text by the high school.

C. Teacher Credentials: The teacher in the combined course: 1. Must have an Arkansas teacher license to teach the subject, 2. Must have completed AP training in the subject as designated by ADE rules, and 3. Must meet the academic and experience credentials that meet the requirements of the IHE and which include, for academic core general education courses, a Master's degree and eighteen student semester graduate hours in the subject matter related to the course being taught. If the IHE authorizes a high school teacher to be the course instructor, the IHE must provide the teacher with training and orientation in course curriculum, assessment criteria, course philosophy, and administrative requirements before authorizing the teacher to teach the IHE's course. 4. Must submit their credentials and syllabus to the College Board for approval through the AP Course Audit.

D. Instructor: All instructors of any such combined course, regardless of how they are paid, must be authorized or appointed, supervised and evaluated for the specific combination course by the IHE. Any supervisory or evaluation inconsistencies should be worked out and resolved by the respective high school and IHE officials. Federal IPEDS and state (ADHE) enrollment reporting requires that the high school provide the IHE with copies of the instructor's credentials with a social security number and other demographic information. In order to teach an AP course the instructor must be approved through the AP Course Audit.

E. Students: Students desiring CE course credit must be officially admitted and registered by the college or university offering the course. Students who want to take the course as an AP course only do not have to be officially admitted or registered by the college or university offering the course. All students whether they are taking the course for concurrent credit or strictly as an AP course must take the AP exam for the course in May.

F. Admission to the IHE: The high school student taking a combined course who wish to take the course for college credit via CE must first complete a standard application for

admission to the IHE and the courses completed are recorded on students' official academic record and transcript. The student must have his or her academic skills assessed using standard assessment instruments (ACT, SAT, COMPASS, or ASSET) and score high enough to meet the institution's placement requirement for the specific course being taken. A student who has assessment scores lower than what is required for the course or one who has high enough scores but does not wish to be enrolled in the concurrent credit may take the AP course, but these students shall not be enrolled in the IHE or receive a grade and direct transcript credit for the course work. Students must also complete a "Concurrent Enrollment Registration Form" developed by the IHE and which must be signed by the principal or counselor and the student and include the student's assessment (placement) score(s) and may include other signatures (e.g., parents) and requirements (e.g., the application for admission and the concurrent credit registration form must be completed by the first week of school and there can be no additions to the concurrent classes after the first week of the semester)

G. Syllabus: High school students enrolled in any such combined course shall be provided with a syllabus that works as a student guide and outlines student responsibilities and is approved by both the College Board Audit and the IHE.

H. Assessment: Any student enrolled in any such combined course is held to the same standards of achievement as those expected of students in on-campus sections and they are assessed using the same methods (e.g., papers, portfolios, quizzes, labs, final exams, etc.) as students enrolled in on-campus sections. Students must also be prepared for success on the AP exam. Faculty, department chairs, division chairs, or academic administrators to assure that grading standards meet those in on-campus sections will review every section of a combined course.

I. Evaluation: The MOU should include how the combination course is to be evaluated. Such evaluation should include course evaluations by the students, the instructor, and officials from both the high school and the IHE. The minimum evaluation should be the same as required of adjunct teachers for the IHE. The College Board Instructional Planning Report should be reviewed and used as part of the course evaluation. Such course or program (sequence of courses) evaluation may include the involvement of qualified evaluators, researchers, or IHE's institutional research office to conduct and analyze evaluations and assessments, conduct impact studies, and conduct follow-up studies of course completers to evaluate their collegiate success.

J. Credit: The classes for a three semester credit hour course must meet for a minimum of 150 minutes a week for (e.g., Monday, Wednesday, and Friday from 8:00 to 8:50 a.m. or Tuesday and Thursday from 6:40 to 7:55 a.m.) for a minimum of 15 weeks although they may meet more time than that (e.g., everyday from 8:00 to 8:55 a.m. for an 18-week high school calendar). A three-semester credit-hour college course shall count as one-half (1/2) Carnegie unit on the high school transcript. A master MOU between the high school and the IHE should list all the courses and designate which college course will be accepted as fulfilling the required high school course. For example, U.S. History I and II college courses will fulfill the requirement of U.S. History

at the high school. However, with a signed MOU of all the parties including ADHE, a three-semester credit hour course could count for one Carnegie unit (e.g., Cisco courses).

K. Grades and Attendance: Any instructor of any such combined course must follow the high school calendar and must generally follow the IHE's calendar for grade and attendance entry and reporting, including mid-term grades, if any. It is recommended that there be a MOU between the high school, signed by the principal, and the IHE, signed by the chief academic officer, identifying, among other things, the course calendar, how attendance is recorded and reported, how and when grades are recorded and reported, and the specific name, number, and description of the specific high school course and the specific college course in which the student will be enrolled. If there are any variances between the high school calendar and the IHE's calendar, those variances should be identified and the specific calendar to be followed will be agreed to by the parties. The course should be arranged so that students are prepared to sit for the AP exam on the exam date as published by the College Board.

L. Costs/finances: The IHE must collect full tuition from each student enrolled in any such course in order to count the enrollment and to include the student semester credit hours (SSCH) generated in any computation of the IHE's full-time equivalent (FTE) student or headcount enrollment. If any portion of the tuition is waved it is considered a donated course and cannot be counted in the IHE's enrollment. The IHE may provide a scholarship for the student, in which case the enrollment and the SSCH may be counted if the scholarship amount is reported to ADHE along with, and included in, the total scholarship amounts for all scholarships for any and all students enrolled at the IHE. The high school may elect to pay the tuition to the IHE. A signed MOU between the high school and the IHE may require that the high school pay for the student's tuition and the IHE pay the high school for the facilities, technology, and a portion of the teacher's salary attributable to the combination course being taught. The IHE may collect other justifiable fees that have been approved by the IHE's Board and are listed in the IHE's catalog and included in the signed MOU, such as a one-time matriculation fee or a COMPASS testing fee. Any student not enrolled in the concurrent credit course but who is taking the AP course will not be counted by the IHE and shall not have to pay any fees or tuition.

Recommendation Concerning Offering of Concurrent Enrollment Courses on High School Campuses

I. In order to assure that state officials and the public have confidence in the academic quality of concurrent enrollment courses offered by public colleges and universities in Arkansas, the Concurrent Enrollment Policy of the Arkansas Higher Education Coordinating Board will be revised to include a requirement that each public college or university offering concurrent enrollment courses on high school campuses achieve accreditation by the National Alliance of Concurrent Enrollment Partnerships (NACEP) by December 31, 2010.

II. The Director of the Arkansas Department of Higher Education will monitor institutional compliance with the "Concurrent Enrollment Policy" of the Arkansas Higher Education Coordinating Board and will require such reports as necessary to this end. Further, the Director will provide an annual report to the Arkansas Higher Education Coordinating Board regarding the compliance of public colleges and universities offering concurrent enrollment courses.

Revised October 23, 2006