2024-2025
Unit Annual Report
Division of Academic Affairs
Unit: _Early College and Dual Enrollment _

Please submit by June 1st to the AVP for Institutional Research & Planning

I Mission and Goal/Outcomes Statement:

Provide overall Mission/Goal Statement for your unit.

The mission of Fitchburg State Early College and Dual Enrollment is to provide college credit-bearing opportunities to high school students with the goals of fostering partnerships among educational institutions in the local community, increasing regional students' exposure to and engagement with Fitchburg State, and increasing college access and success among underserved and diverse students.

II Personnel:

List all staff and note all personnel changes that occurred during 24-25.

Name	Position
Fernando Garcia-Rodriguez	Director for Early College and Dual Enrollment
Hired September 30th 2024	

III Facilities/Equipment:

List any new facilities/equipment/software etc. acquired during 24-25.

N/A

IV Budget Expenditure Analysis:

Was the budget expended as planned? Were additions/changes made, and if so, explain.

The budget for Early College and Dual Enrollment was implemented as expected and supplemented by some external funding. Early College was institutionally budgeted at $16,722. These budgeted funds were partially spent because of the program's success in securing external funds this fiscal year. Dual Enrollment was supported by $75,000 from MA DHE's Commonwealth Dual Enrollment funding. This was used to support 8 contract courses held during the spring and summer. The University also received $167,040 in Early College Reimbursement Funding from MA DHE. These funds were used to support contract courses and buy-in seat scholarships for Early College students throughout the academic year and to cover the administrative expenses of the program. Additional sources of external revenue that were realized in FY 2025 through Early College and Dual Enrollment include $34,200 in tuition paid for course work through the University Dual Enrollment program, and a $10,000 Early College Professional Development Grant.

V Programs/Activities:

List major campus activities, events etc. that the office participated in/supported; committees served; community outreach; etc. List events provided to current and prospective students. Also, provide professional development of all staff.

5 Commonwealth Dual Enrollment cohort courses for Summer 2024 with 94 student enrollments for 282 credits.

9 Fall 2024 Early College Cohort courses for 124 students and an additional 29 Early College enrollments for a total of 153 Early College enrollments for 459 credits for Fall 2024.

10 Spring 2025 Early College Cohort Courses and an additional 25 Early College Enrollments for a total of 156 Early College enrollments for 468 credits for Spring 2025.

Total Early College Enrollments- 309

2 Dual Enrollment cohort courses (1 Fall, 1 Spring) at Clinton High School funded by CDEP with 14 students for 42 credits

6 CDEP Funded Summer Courses are planned and on the Seats List with enrollment as of 5/31/2025 at 82 registration for 246 credits.

VI Action Plan for 2024-25:

(Insert your 24-25 Action Plan from last year's report)

Planned Initiatives for 2024-25	Associated Strategic Plan Goal & Strategy	Indicate if a DEI initiative
Develop and Submit Proposal for Commonwealth Dual Enrollment Program Funding	Goal 3, Strategy 1 Goal 5, Strategy 1/3 Goal 6, Strategy 3	No
Launch pilot of expanded Early College American History Concurrent Enrollment sequence at Fitchburg High School	Goal 2, Strategy 4 Goal 3, Strategy 1 Goal 5, Strategy 1/3 Goal 6, Strategy 3	Yes
Continue development of pilot Early College Program Model with Clinton High School to resubmit application for Early College designation.	Goal 2, Strategy 4 Goal 3, Strategy 1 Goal 5, Strategy 1/3 Goal 6, Strategy 3	Yes

VII Assessment Report for 2024-25

*Were the Action Plan objectives met? **Provide in list or table format that parallels item VI above**.*

Planned Initiatives for 2024-25		Status Update

	Was Action Plan Objectives met?	
Develop and Submit Proposal for Commonwealth Dual Enrollment Program Funding	Yes	Proposal was developed and submitted and funded for the full requested amount of $40,000. An additional $35,000 was developed, submitted and funded for the Summer of 2025.
Launch pilot of expanded Early College American History Concurrent Enrollment sequence at Fitchburg High School	Yes	Early College American History Concurrent Enrollment was launched and with total of 17 students who has earned a total of 51 credits.
Continue development of pilot Early College Program Model with Clinton High School to resubmit application for Early College designation	Yes	The Early College Program Model at Clinton High School was continued with a total of 14 student enrolled and earned a total of 42 credits. Clinton High School has submitted application for Early College designation and is awaiting for results.

VIII Other Accomplishments:

List accomplishments not already captured above.

Department staff coordinated group campus visit by 10th grade members of the Fitchburg High School Honors Academy on December 9th with tour, Admission Info Session, Fitchburg State Honors Program presentation, and visit to Honors Program student research presentation. As well as another visit on May 14, 2025 for FSU's Honors Literature Seminar.

Department staff coordinated group campus visit by 11th and 12th grade members of the Sizer School Honors on April 17th with tour, Admission Info Session, and visit to FSU's Undergraduate Research Conference.

IX Action Plan 2025-2026:

Planned Initiatives for 2025-26 Add more rows as needed	Associated Strategic Plan Goal & Strategy Goal # followed by Strategy # ex: 3.2 Or NECHE Projection	Indicate if a DEI initiative
Continue development of pilot Early College Program Model with Clinton High School to refine partnership for future EC designation	Goal 2, Strategy 4 Goal 3, Strategy 1 Goal 5, Strategy 1/3 Goal 6, Strategy 3	Yes
Develop and Submit Proposal for Commonwealth Dual Enrollment Program Funding	Goal 3, Strategy 1 Goal 5, Strategy 1/3 Goal 6, Strategy 3	No

Continue Business Administration Early College Concurrent Enrollment Pathway at Gardner High School	Goal 2, Strategy 4 Goal 3, Strategy 1 Goal 5, Strategy 1/3 Goal 6, Strategy 3	Yes
Continue development of Early College Program at Athol High School in Fall 2025	Goal 2, Strategy 4 Goal 3, Strategy 1 Goal 5, Strategy 1/3 Goal 6, Strategy 3	Yes
Launch Spanish Speaking Business Course at FHS for Fall of 2025.	Goal 2, Strategy 4 Goal 3, Strategy 1&3 Goal 4, Strategy 1 Goal 5, Strategy 1/3	Yes

Updates to the Action Plan may be submitted via a revised Annual Report.

X Reflection:

Take this section to reflect on--

1) Initiatives that you may be considering for 25-26 academic year that you did not already capture above.

2.) Anything else not captured in this report that you would like to share.

With the onboarding of a new Director of Early College and Dual Enrollment in October of 2024, the main goal was to learn and adopt processes that have worked so well under the previous Director. The scale and scope of the Early College and Dual Enrollment program have been sustained for the last two years, however current level of administrative capacity will soon become strained due to the growing scale and scope of the program and interest from local high schools within the region. For the fall of 2025, the program will offer 14 courses compared to 9 from the fall of 2024. This larger service footprint will require additional support or resources in the future to help maintain the growth of the program.