



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

February 13, 2002

**MEMORANDUM**

**RESPONSE DEADLINE 02/22/02**

**TO:** College Tech Prep Coordinators

**FROM:** Robert J. Witchger  
Associate Director for Tech Prep  
North Carolina Community College System

Kenneth Smith, Section Chief  
Business and Marketing  
North Carolina Department of Public Instruction

**SUBJECT: COLLEGE TECH PREP GRANT PREPARATION WORKSHOP**

You should have recently received an e-mail giving details of the Request for Proposals for 2002-2004 College Tech Prep Funds. To assist you in preparing your request for funds, we are offering a College Tech Prep Grant Preparation Workshop. This workshop will be held March 5 and 6, at The Hawthorne Inn, Winston-Salem, North Carolina.

The program is being prepared to address areas of focused improvement for this cycle of proposals. We will be sharing ideas on how to make your request more competitive and ideas on how you can move your College Tech Prep efforts to the next level. During the workshop, you will have opportunities to hear many effective practices and share ideas on how to improve North Carolina's College Tech Prep efforts.

There will be no registration fee for this workshop. If you would like a hotel reservation at the conference rate of \$55.50 single or \$75.50 double, call The Hawthorne Inn at 336-777-3000 or 800-972-3774. Reservations at this special conference rate must be made before February 20, 2002. Please complete the attached registration form and return by February 22 to [hburton@dpi.state.nc.us](mailto:hburton@dpi.state.nc.us) or fax to Helaina Burton at 919-807-3899. It is critical that all conference participants complete and return the registration form.

Attached is a tentative agenda for the workshop.

RJW/mjg  
Attachment

cc: NCCCS Presidents  
Dr. Stephen Scott  
Dr. Delores A. Parker  
Ms. Elizabeth C. Brown

CC02-036  
E-Mail

MAILING ADDRESS: 5021 MAIL SERVICE CENTER ~ RALEIGH, NC 27699-5021

Street Address: 200 West Jones ~ Raleigh, NC 27603-1379 ~ 919-733-7051 ~ Fax 919-733-0680

AN EQUAL OPPORTUNITY EMPLOYER

**COLLEGE TECH PREP GRANT PREPARATION WORKSHOP**  
March 5 and 6, 2002  
The Hawthorne Inn, Winston-Salem, North Carolina  
**Tentative Agenda**

**Tuesday, March 5, 2002**

|                 |  |
|-----------------|--|
| 8:00 AM- 9:00AM | Registration   |
| 9:00AM 10:30AM  | Opening Session<br>Sharing of Successes<br>Results of the NC Business Symposium on CTP<br>Group Feedback on Implications for New Grant Request |
| 10:30AM-10:45AM | Break  |
| 10:45AM-12:00PM | Evaluation of Your CTP Efforts: Does It Really Matter?<br>Sharing by Select Consortia<br>Group Feedback on Implications for New Grant Request  |
| 12:00PM-1:30PM  | Lunch  |
| 1:30PM-3:15PM   | Sharing of Effective Practices<br>Sharing by Select Consortia  |
| 3:15PM-3:30PM   | Break  |
| 3:30PM-4:30PM   | Suggestions for Improving Your Grant Request   |
| 5:00PM-6:30PM   | Networking and Sharing of Ideas  |

**Wednesday, March 6, 2002**

|                 |   |
|-----------------|---|
| 8:30AM-10:00AM  | Local and Statewide Articulation Agreements<br>Sharing by Select Consortia<br>Group Feedback on Implications for New Grant Requests<br>and the Updating of the Statewide Articulation Agreement |
| 10:00AM-10:15AM | Break   |
| 10:15AM-12:00PM | Sharing of Effective Practices<br>Sharing by Select Consortia   |
| 12:00PM-1:00PM  | Preparing Your Four-Year CTP Plan<br>Sharing by Select Consortia<br>Group Feedback on Implications for New Grant Request  |
| 1:00PM-1:30PM   | Wrap-up   |

**REGISTRATION FORM**  
**College Tech Prep Grant Preparation Workshop**  
March 5-6, 2002  
**The Hawthorne Inn**  
**Winston-Salem, North Carolina**

LEA: \_\_\_\_\_

Community College: \_\_\_\_\_

*Participant Names*

**Position**

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**Return by February 22, 2002**

Return to:  
Helaina Burton at [hburton@dpi.state.nc.us](mailto:hburton@dpi.state.nc.us)

*or*

Fax: 919-807-3899