



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 27, 2004

RESPONSE DEADLINE: 2/16/2004

MEMORANDUM

To: Community College Presidents
From: H. Martin Lancaster
Subject: **Comment on College Tech Prep 2004 Articulation Agreement**

The College Tech Prep (CTP) – High School to Post Secondary 2004 Articulation Agreement is in its third stage. It is now time for public comment.

This agreement, based on the 1999 agreement, took into consideration your comments and suggestions in its development. Thank you for your nominations of faculty for the curriculum review sessions. We had over 347 nominations for 274 positions. We appreciate the support of you and your faculty and their hard work during the January 22, 2004 curriculum review meetings.

Attached is the draft of the “Proposed 2004 CTP Articulation Agreement”. We request that you and your faculty review the attached document and respond. We might also suggest that you review this agreement with your local secondary school superintendents, their faculty and staff. Attached is a review sheet to facilitate that process. Our goal is one statewide CTP agreement. Your input and the input from your college is vital in fashioning the final document. **We are requesting that your comments be e-mailed to Bob Witchger by 12:00 Noon on February 16, 2004.**

To expedite the process, we are requesting one coordinated response from each college. If you have any specific questions, please do not hesitate to call Bob Witchger, our Associate Director of College Tech Prep at 919-807-7126 or e-mail him at witchgerb@ncccs.cc.nc.us.

Thank you for taking time to review this important document, for your support in this strategy, and for your comments

rjw/hml

Attachments

c: Academic Deans, Student Service Deans, CTP Contacts

CC04 - 017

E-mail Copy

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North Carolina High School to Postsecondary Articulation Agreement

Between the
North Carolina Department of Public Instruction
And the
North Carolina Department of Community Colleges

NORTH CAROLINA COLLEGE TECH PREP

I. Definition

Articulation is a systematic seamless student transition process from secondary to postsecondary education that maximizes use of resources and minimizes duplication.

II. Goal

Students will make a seamless transition of identified courses from secondary to postsecondary.

III. Guiding Principles

- 1. The statewide articulation agreement will build on existing College Tech Prep course of study.**
- 2. In selection of courses for articulation, first priority will be North Carolina Department of Public Instruction Standard Courses of Study.**
- 3. Local articulation efforts and local flexibility in responding to new and emerging areas are encouraged. This agreement shall not supersede local articulation agreements based upon national skill standards, external program certification, or accreditation requirements.**
- 4. The curriculum alignment committees will consist of five experienced community college teachers, five experienced high school teachers, one community college program specific curriculum specialist, and one public school curriculum specialist. The number of participants may be modified if warranted by special considerations. Criteria to award college credit for identified high school courses must be simple and uniform for all career technical areas.**
- 5. The state offices of NCDPI and NCCCS shall monitor the number of articulated students, their progression rate,**

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and their progress toward graduation, employment and/or transfer to postsecondary institutions.

6. For credit to be awarded in any individual course, all criteria of the Commission on College, Southern Association of College and Schools (SACS) must be met.
7. On an as needed basis, there will be a review of these guidelines.

IV. Components:

Identification and alignment of courses to be articulated in the future

The curriculum alignment committees shall follow the procedures below to identify courses for articulation:

1. Review high school and community college course descriptions.
2. Review high school course blueprints and community college course outlines to compare competencies.
3. Review existing local articulation agreements.
4. Determine if articulation is course to course, courses to course, courses to courses, or course to courses and if competencies are similar.
5. Follow policies and regulations of licensing/accrediting bodies.

Criteria to award College Credit

The following criteria shall be used to award college credit for identified high school courses:

1. Grade of B* or higher in the course, and;
2. A raw score of 80* or higher on the standardized VoCATS post-assessment.

*Deferred. Input from the Curriculum Work Teams to be obtained.

In order to receive articulated credit, students must enroll at the community college within two years of their high school graduation date.

Process to Document Credit

The official high school transcript and all official standardized VoCATS post-assessment scores shall be required to verify that the criteria has been met to award credit for articulated course work.

Community college officials shall have responsibility for verifying eligibility and acceptance of the articulated course or courses on the high school transcript for college credit.

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A technical committee will be appointed to determine how articulated courses and corresponding VoCATS scores may be reflected on the high school electronic transcript in order to make the high school-to-community college transition more efficient. This committee will be comprised of NCDPI and NCCCS information system personnel and representatives from local schools and colleges.

Process of Evaluation

The following elements will be considered in the evaluation:

- Evaluate the criteria for awarding credit (Grade of B* or higher in the course, and a raw score of 80* or higher on the standardized VoCATS post-assessment) to ensure student success in the subsequent course(s) at the community college.
*Deferred. Input from the Curriculum Work Teams to be obtained.
- Evaluate the process to document credit from high school to the community college.
- Review the Recommended Course List for course additions and deletions to insure the Recommended Course List reflects current curricula.
- Measure use of the NC High School-to-Postsecondary Articulation Agreement to include the number of students receiving articulation credit, number of articulated credits earned, cost savings to students, and graduation rates of College Tech Prep students.

A technical committee will be appointed to determine how the above data elements may be collected annually utilizing the NCDPI and NCCCS information management systems. This committee will be comprised of NCDPI and NCCCS staff and information systems personnel.

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Matrix of Evaluation Elements

Evaluation Element	Responsible Party	Method for Evaluation	Time Element
Evaluate the criteria for awarding credit to ensure student success in the subsequent course(s) at the community college	NCDPI & NCCCS Staff	Computer assessment and survey to review success rate of students in classes subsequent to articulated classes.	Annually
Evaluate the process to document credit from high school to the community college	NCDPI and NCCCS Staff	Survey of college registrars, counselors and admissions officers and high school counselors and SIMS operators	Every 3 years
Review of the Recommended Course List for course additions and deletions to insure the Recommended Course List reflect current curricula.	NCDPI and NCCCS Staff	Administrative Review Curriculum Alignment Committee Meetings (as needed/requested)	Annually As requested
Measure use of the <i>NC High School to Postsecondary Articulation Agreement</i> to include the number of students receiving articulation credit, number of students awarded articulation credit, cost savings to students and graduation rates of College Tech Prep students	Community College Information Systems Personnel Associate Director for Tech Prep NCCCS	Computer Assessment Survey	Annually

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Procedure for the Curriculum Work Teams:

- Curriculum Work Teams will meet one day.
- Curriculum Work Teams will have 12 members. The number may be modified if warranted by special considerations.
- All team members will receive uniform charge/instructions.
- Breakout sessions to compare competencies/content.
- Recommendations submitted.
- All recommendations compiled and distributed electronically for review and comments.
- Responses consolidated. State staff responsible for incorporating any needed revisions. Referred as needed to teams for additional considerations.
- Final Draft developed and submitted to Leadership Steering Committee for final review and action.

Procedure for obtaining endorsement:

- Drafts distributed to community colleges and public schools for input.
- DPI & CC staff provide periodic updates to Boards
- Keep Presidents and Superintendents informed.
- Drafts for review and comments distributed to Community Colleges, LEAs, Superintendents, Presidents, Pres. Association, Academic Deans, and members of the curriculum review teams. (It is SUGGESTED that the President and Superintendents with the respective academic officers review and discuss the Agreement Draft together.)
- Working draft for review at the March 2004 College Tech Prep Conference.
- Records to be kept of people involved, numbers involved, and the input provided from the various stakeholders.
- Publish drafts and final document on the web.

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Agriculture Mechanics/Equipment Operations

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
6831	Agricultural Mechanics I	MNT 110	Intro to Maintenance Procedures
6832	Agricultural Mechanics II	WLD 112	Basic Welding Processes

Animal Science

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
6821 and 6822	Animal Science I Animal Science II	ANS 110	Animal Science

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Automotive Service Technology

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
7511 and 7512	Automotive Service Technology I Automotive Service Technology II	AUT 110	Intro to Auto Technology
7511 and 7512	Automotive Service Technology I Automotive Service Technology II	AUT 111	Basic Auto Technology
7511 and 7512	Automotive Service Technology I Automotive Service Technology II	AUT 161	Electrical Systems
7512 and 7513	Automotive Service Technology II Automotive Service Technology III	AUT 151	Brake Systems
The Curriculum Review Team recommends that high school students submit a NATEF Task List for brakes signed by the high school teacher before credit is awarded for AUT 151 and 161 and Vehicle Inspection testing for AUT 110.			

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Business Management/Business Administration

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
6200 and 6600	Principles of Business Personal Finance	BUS 125	Personal Finance
6535	Business & Electronic Communications	BUS 260	Business Communications
6235 or 6615	Small Business Entrepreneurship Small Business Entrepreneurship	BUS 230	Small Business Management

Collision Repair

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
7521 and 7522	Collision Repair Technology I Collision Repair Technology II	AUB 121	Non-Structural Damage I

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Construction Technology

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
7721 and 7722	Construction Technology I Construction Technology II	CAR 110	Introduction to Carpentry
7721 and 7722	Construction Technology I Construction Technology II	BPR 130	Blueprint Reading
The Curriculum Review Team recommends a proficiency test at the community college before allowing credit for BPR 130.			

Cosmetology

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
7811	Cosmetology I	COS 111 and COS 112	Concepts I Salon I
7812	Cosmetology II	COS 113 and COS 114	Concepts II Salon II
A minimum of 450 hours is required by the completion of Cosmetology 7811.			

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Culinary/Culinary Technology

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
7121 and 7122	Culinary Arts I Culinary Arts II	CUL 110	Sanitation & Safety
7046	Foods II Advanced	CUL 110	Sanitation & Safety
7075	Foods II Food Science	CUL 150	Food Science
7045 and 7046	Foods I Fundamentals Foods II Advanced	CUL 112	Nutrition for Food Service

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Drafting

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
7921 and 7962	Drafting I Drafting II Architectural	DFT 115 or DFT151 or DFT 119 or ARC 114	Architectural Drafting CAD I Basic CAD Architectural CAD
7921 and 7972	Drafting I Drafting II Engineering	DFT 151	CAD I
7921 and 7962 and 7963	Drafting I Drafting II Architectural Drafting III Architectural	DFT 151 or ARC 114	CAD I Architectural CAD
7921	Drafting I	DFT 111 and DFT111A	Technical Drafting I Technical Drafting I Lab
7973	Drafting III Engineering	DFT 112 and DFT 112A	Technical Drafting II Technical Drafting II Lab
The Curriculum Review Team recommends that high school students submit a portfolio to the community college.			

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Early Childhood Education

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
7111 and 7112	Early Childhood Education I Early Childhood Education II	EDU 111 and EDU 112	Early Childhood Credentials I Early Childhood Credentials II
Approved by Memo of Understanding Between the North Carolina Department of Health and Human Services, the North Carolina Community College System and the North Carolina Department of Public Instruction regarding the North Carolina Early Childhood Credentials.			

Electrical Trades

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
7741 and 7742	Electrical Trades I Electrical Trades II	ELC 113	Basic Wiring

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Environmental and Natural Resources

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
6851 and 6852	Environmental & Natural Resources I	BIO 140 and BIO 140A	Environmental Biology
	Environmental & Natural Resources II	and ENV 228 and ENV 220	Environmental Biology Lab Environmental Issues Applied Ecology
6851	Environmental & Natural Resources I	ENV 110	Environmental Science

Furniture and Cabinetmaking

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
7621 and 7622	Furniture & Cabinetmaking I	CAB 111	Cabinetmaking I
	Furniture & Cabinetmaking II		

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Graphics

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
7911	Graphics I	GRA 110	Graphic Arts Orientation
7911 and 7912	Graphics I Graphics II	GRA 110 and GRA 121 and GRA 151 or GRD 151	Graphic Arts Orientation Graphic Arts I Computer Graphics I or Computer Design Basics

Health Care / Health Sciences

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
7221 or 7211 and 7222 or 7212	Medical Sciences I Allied Health Sciences I Medical Sciences II Allied Health Sciences II	MED 110 and MED 112 and MED 121 and MED 122	Orientation to Med Assist Orientation to Clinic Setting I Medical Terminology I Medical Terminology II

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Horticulture

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
6841 and 6842	Horticulture I Horticulture II	HOR 150	Horticulture
6842 and 6882	Horticulture II Horticulture II-Landscape Construction	LSG 111	Landscape Gardening

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Information Technology

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
7981 (Cisco)	Cisco - Network Engineering II	NET 125 and NET 126	Routing & Switching I Routing & Switching II
7982 (Cisco)	Cisco - Network Engineering III	NET 225 and NET 226	Advanced Router & Switching I Advanced Router & Switching II
6411	Computer Applications I	CIS 111 or CIS 113	Basic PC Literacy Computer Basics
6412	Computer Applications II	CIS 165 or CIS 172 or CIS 169	Desktop Publishing I Intro to the Internet Business Presentation
6415	e-Commerce I	CIS 172	Intro to the Internet

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Marketing

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
6621 and 6622	Marketing Marketing Management	MKT 120	Principles of Marketing
6626	Strategic Marketing	MKT 120	Principles of Marketing

Metals Manufacturing

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
7641 and 7642	Metals Manufacturing Technology I Metals Manufacturing Technology II	BPR 111 and MAC 111 and MAC 151	Blueprint Reading Machining Technology I Machining Calculations

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Office and Information Systems

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
6411	Computer Applications I	CIS 111 and CIS 113 and OST 136	Basic PC Literacy Computer Basics Word Processing
6412	Computer Applications II	OST 137 and CIS 169 and CIS 172	Office Software Applications Business Presentations Intro to the Internet
6311	Computerized Accounting I	ACC 111 and ACC 115 and ACC 118	Financial Accounting College Accounting Accounting Fundamentals I
6312	Computerized Accounting II	ACC 119	Accounting Fundamentals II

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Welding

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
7661	Welding Technology I and satisfactory completion of Wheels of Learning modules: 09101 Oxyfuel Cutting 09202 Air Carbon ARC Cutting & Gouging 09302 Plasma ARC Cutting (PAC)	WLD 110	Cutting Processes
7661	Welding Technology I and satisfactory completion of Wheels of Learning: 00101 Basic Safety 00102 Basic Math 00103 Introduction to Hand Tools 00104 Introduction to Power Tools 00105 Introduction to Blueprints 00106 Basic Rigging	WOL 110	Basic Construction Skills
7661 and 7662	Welding Technology I Welding Technology II	WLD 115	SMAW (Stick) Plate

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	<p>and satisfactory completion of Wheels of Learning: 09102 Base Metal Preparation 09104 SMAW Equipment & Setup 09105 Shielded Metal ARC Electrodes & Selection 09106 SMAW Beads & Fillet Welds 09108 SMAW Groove Welds & Backing 09201 Welding Symbols 09301 Reading Welding Detail Drawings</p>		
<p>7661 and 7662 and 7663</p>	<p>Welding Technology I Welding Technology II Welding Technology III</p> <p>and satisfactory completion of Wheels of Learning and NC Construction Industry Alliance w/ NCCER: 09103 Joint Fit Up & Alignment 09107 Weld Quality 09109 SMAW Open V Butt Welds 09203 Physical Characteristics & Mechanical Properties of Metals 09204 Pre Heating and Post Heating of Metals 29111-03 SMAW Open Root Pipe Welds</p>	<p>WLD 116</p>	<p>SMAW (Stick) Plate/Pipe</p>

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7662	Welding Technology II and satisfactory completion of Wheels of Learning: 29303 GMAW Plate 29302 GMAW - FCAW	WLD 121	GMAW (MIG) Plate/Pipe
7663	Welding Technology III and satisfactory completion of Wheels of Learning: 09201 Welding Symbols 09301 Reading Welding Detail Drawings	WLD 141	Symbols & Specifications
7663	Welding Technology III and satisfactory completion of Wheels of Learning: 09306 GTAW Carbon Steel Pipe 09308 GTAW Low Alloy Steel Pipe	WLD 132	GTAW (TIG) Plate/Pipe
7663	Welding Technology Level III and satisfactory completion of Wheels of Learning: 09304 GTAW Equipment & Filler Metals 09305 GTAW Plate	WLD 131	GTAW (TIG) Plate
7663	Welding Technology III and satisfactory completion of Wheels of Learning: 09205 SMAW Open-Root Pipe Welds 09303 SMAW Stainless Steel Groove Welds	WLD 215	SMAW (Stick) Pipe

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APPENDIX A

LEADERSHIP STEERING COMMITTEE ON ARTICULATION 2003-2004

Bill	Aiken	President	Sampson Community College
Bob	Boyce	Assistant Superintendent	Edenton-Chowan Schools
Don	Cameron	President	Guilford Technical Community College
Randy	Collier	Health Science Academy	Pitt County Schools
Edward	Croom	Assistant Superintendent	Johnston County Schools
Janyth	Fredrickson	Ex. Vice President, Ed. Programs	Alamance Community College
Emily	Freeland	Charlotte-Mecklenburg CTP Coordinator	Charlotte-Mecklenburg Schools
Gene	Hemby	Director, Tech Prep, Coop	Pitt Community College
Morris	Kornegay	Principal	Eastern Wayne High School
Sandra	McCullen	Associate Superintendent	Wayne County Public Schools
Sue	Miller	Vice President of Academic Affairs	Sampson Community College
Jeff	Moss	Superintendent	Stanley County Schools
Sheryl	Nixon	Curriculum Spec. CTP	Lincoln County Schools
Linda	Phillips	VP Academic and Student Affairs	Catawba Valley CC
Charles	Perry	Director CTE	Union County Schools
Bill	Price	Apprenticeship, Business and Mkt.	NC Dept. of Public Instruction
Shirley	Ray	Regional Coordinator	Western Career and Technical Education
Kay	Rogers	Forsyth Tech Prep	Winston-Salem Forsyth County Schools
Frank	Sells	President	Surry Community College
Ken	Smith	Section Chief, Business and Mkt.	NC Dept. of Public Instruction
Robert	White	Coordinator of Workforce Development	Guilford County Schools
Ken	Whitehurst	Associate Vice President, Academic and Student Services	NC Community College System
Bob	Witchger	Associate Director, Tech Prep	North Carolina Community College System
Gayle	Kabes	President/Facilitator	Kabes and Associates, Inc.
Phillis	Ostheim	President/Facilitator	True Vine Associates, Inc.

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APPENDIX B

Curriculum Review Teams determined that the following courses competencies aligned. These Community College courses appear on the approved *Comprehensive Articulation Agreement between the North Carolina University System and the North Carolina Community College System* and therefore are NOT included in the Agreement. Local community colleges and local educational units may consider these courses for inclusion on local articulation agreements to meet local needs.

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
6215	Business Law	BUS 115	Business Law I
6411	Computer Applications I	CIS 110	Introduction to Computers

A Curriculum Review Team determined that the following course competencies aligned. However, due to the stipulations applied the course was not included in the Agreement. Local community colleges and local educational units may consider these courses for inclusion on local articulation agreements to meet local needs.

Biotechnology

HIGH SCHOOL		COMMUNITY COLLEGE	
COURSE NUMBER	COURSE TITLE	COURSE PREFIX AND NUMBER	COURSE TITLE
6872	Biotechnology	BTC 181 and BPM 110 and PTC 110	Basic Lab Techniques Bio Process Practices Industrial Environment

The Curriculum Review Team stipulated that Algebra II, Physical Science, CP Chemistry and CP Biology are to be included.

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RESPONSE FORM

1. Agriculture Mechanics and Equipment Operations

Comment: _____

2. Animal Science

Comment: _____

3. Automotive Service Technology

Comment: _____

4. Business Management/Business Administration

Comment: _____

5. Collision Repair

Comment: _____

6. Construction Technology

Comment: _____

7. Cosmetology

Comment: _____

8. Culinary/Culinary Technology

Comment: _____

9. Drafting

Comment: _____

10. Early Childhood Education *Has been approved July 2003, by the NCCCS, NCDPI, and NCHR*

Comment: _____

11. Electrical Trades

Comment: _____

12. Environmental and Natural Resources

Comment: _____

13. Furniture Cabinetmaking

Comment: _____

14. Graphics

Comment: _____

15. Health Care/Health Sciences

Comment: _____

16. Horticulture

Comment: _____

17. Information Technology

Comment: _____

18. Marketing

Comment: _____

19. Metals Manufacturing

Comment: _____

20. Office and Information Systems

Comment: _____

21. Welding

Comment: _____

22. Business

Comment: _____

23. Biotechnology

Comment: _____

**College Tech Prep
2004 Articulation Agreement
College Review Sheet**

_____ Community College
_____ President

General Comments : _____

SIGNATURE (of person submitting the form)

Date