



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

April 19, 2006

RESPONSE DEADLINE 5/1/06

MEMORANDUM

TO: College Tech Prep Contacts
Chief Academic Officers

FROM: Robert Witchger, Associate Director, College Tech Prep, NCCCS
Elizabeth Brown, Director, Federal Vocational Education, NCCCS
Ted Summey, Section Chief, CTE Support Services, NCDPI

SUBJECT: SPRING 2006 COLLEGE TECH PREP USER GROUP MEETINGS

The Spring 2006 College Tech Prep User Group meetings have been scheduled. The primary topic of discussion will be the evaluation process for the annual 2006 College Tech Prep program. We will focus on the strategies for presenting your data, writing promising practices, and conveying your success during this year's program review process (see attached agenda). The time frame for all meetings is 10:00 a.m. – 2:00 p.m. Below are the dates and locations:

Thursday, May 4, 2006 Asheville-Buncombe Technical CC, Asheville, NC
Friday, May 5, 2006 Hawthorne Inn, Winston-Salem, NC
Friday, May 12, 2006 Pitt CC, Greenville, NC

For planning purposes, please complete the attached registration form and return by **email to Darice McDougald at mcdougald@nccommunitycolleges.edu by May 1, 2006**. If you have any questions, please contact Bob Witchger at 919-807-7126 or Ted Summey at 919-807-3870.

All colleges and high schools are invited to send representatives. We look forward to this discussion and greatly appreciate all that you do for College Tech Prep.

RJW/dm

Attachments

c: Dr. Delores A. Parker

CC06-082
Email Copy

College Tech Prep
Theme: Reporting on Your Grant Progress
Preparing for Year End Evaluation
May 2006 User Group
10:00 A.M. – 2:00 P.M.
(Coffee at 9:30 A.M.)

Thursday, May 4th, 2006 – Asheville – AB Tech Enka Campus, **Western RESA**
Site Contact: Shirley Ray 828- 418-0011

Friday, May 5th, 2006 – Winston Salem – Hawthorne Inn – **Laurel Learning Center**
Site Contact: Hotel Reservations 336-777-3000

Friday, May 12th, 2006 – Greenville – Pitt Community College: **Leslie 143**
Site Contact: Penny Hyde 252-493-7745

Agenda

- 9:30 Sign In – Informal Questions and Sharing
- 10:00 Welcome Introductions
- 10:15 College Tech Prep Evaluation Reports/Discussion
- Grant Goals
 - Reporting the Progress and Findings
- 11:15 Data Packet
- Reporting your Outcomes
 - Writing up the Promising Practice
- 11:45 Writing up the Grant – Promising Practice
- Core Themes
 - Review Timeline
- 1:30 Announcements and Adjournment

For Directions: GREENVILLE: <http://www.pitt.cc.nc.us/pitt/directions.html>
ASHEVILLE: http://www.abtech.edu/security/directions.htm#Enka_Campus
WINSTON SALEM: <http://www.hawthorne.com>

THESE SESSIONS ARE OPEN TO BOTH FUNDED AND UNFUNDED PROJECTS

REGISTRATION FORM
College Tech Prep
Spring 2006 User Group Meeting
10:00 A.M. – 2:00 P.M.

Please select the following User Group Meeting you will attend:

____ **Thursday, May 4, 2006** – Asheville – AB Technical Community College **Enka**
Campus: **Western RESA**
Site Contact: Shirley Ray 828- 418-0011

____ **Friday, May 5, 2006** – Winston Salem – Hawthorne Inn: **Laurel Learning Center**
Site Contact: Hotel Reservations 336-777-3000

____ **Friday, May 12, 2006** – Greenville Pitt Community College: **Leslie 143**
Site Contact: Penny Hyde 252-493-7745

Community College: _____

LEA: _____

<i>PARTICIPANT</i>	<i>POSITION</i>	<i>Email Address</i>
1.		
2.		
3.		
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5.		
6.		
7.		
8.		

Return form by Monday, May 1, 2006

Return to:

Darice McDougald at mcdougald@ncccommunitycolleges.edu
or

Fax: 919-807-7164

Please make copies of this form as needed.