



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

June 14, 2006

**MEMORANDUM**

**TO:** College Tech Prep Grant Recipients

**FROM:** Ted Summey, Section Chief, Career Technical Education, NCDPI  
Robert J. Witchger, Associate Director for College Tech Prep, NCCCS

**SUBJECT:** College Tech Prep Reviews

College Tech Prep (CTP) 2005-06 grant reviews will be conducted during the months of August and September. The reviews will focus on the goals and objectives presented in your funded proposal and the outcomes as viewed by consortium members and the evaluator. Each consortium will submit the following documents at the review.

1. **Executive Summary** - One or two page summary of the consortium goals, objectives, and outcomes of your project.
2. **Closeout Budget** - 2005-2006 budget showing all expenditures (separate HS and CC).
3. **Articulation Agreement** - A copy of your local HS and CC Agreement.
4. **Best Practice** - One or two page summary of your best practice, written for website publication. Please include: project title, location, contact information, description, and results.
5. **Evaluator's Report** - Two page narrative summarizing evaluation methodology, findings and recommendations.
6. **Data Packet** - A summary of success indicators. This should be e-mailed to Bob Witchger, witchgerb@nccommunitycolleges.edu, one week before the evaluation.

Consortia will be allotted up to thirty minutes to present its program, to include how the funding made a difference, how the secondary and post secondary partnerships are progressing, and how the students are benefiting academically and technically because of the college tech prep partnership. You are encouraged to conduct this presentation in a succinct manner through the use of narrative and various media. After each presentation there will be 15-minutes for questions and discussion by the review panel. All sessions are open to the public. You are encouraged to attend other presentations to gain new ideas and learn about other College Tech Prep initiatives.

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The attached schedule outlines your CTP review date, time and location. Again, the attached **Data Packet**, is to **e-mailed** to Bob Witchger **one week before your evaluation**. Questions related to the schedule, or the review, should be addressed to Bob Witchger at (919) 807-7126, or [witchgerb@nccommunitycolleges.edu](mailto:witchgerb@nccommunitycolleges.edu).

Thank you for your assistance and attention. We look forward to seeing you in August and September.

RJW/dm

Attachments

c: Presidents  
Dr. Delores A. Parker  
Ms. Elizabeth Brown

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