



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

TO: College Tech Prep Grant Recipients

FROM: Kenneth W. Smith, Section Chief, Business & Marketing, NCDPI  
Robert J. Witchger, Associate Director for Tech Prep, NCCCS  
Elizabeth Brown, Director, Federal Vocational Education, NCCCS  
William Price, Consultant, Youth Apprenticeship, NCDPI

DATE: May 23, 2005

SUBJECT: **Tech Prep Reviews**

During the month of August, a review of all 2004-2005 College Tech Prep grants will be conducted. Please provide us with **six copies** of the following items to be reviewed and collected at the review session:

- ✍ Executive Summary (do not exceed one page front and back)
- ✍ Budget, Expenditure report (including separate HS and CC)
- ✍ College Tech Prep 2004-2005 Best Practice that is 500 words or less. This will include a title, location, description including results, and a contact person for additional information. Please remember, College Tech Prep involves grades 9-14, consequently, activities below grade 9 **are not** College Tech Prep.
- ✍ Data Packet (see enclosed)
- ✍ Current local HS to CC Articulation Agreement
- ✍ Summary of the College Tech Prep Formal Evaluation as required by the RFP (not to exceed one page front and back). This evaluation summary should, at a minimum, include the following: a description of the processes or methodology used for the evaluation, a report of the major findings, and a listing of the recommendations for improvement.

Thirty minutes will be available for a presentation that will deal specifically with the objectives and evaluation measures outlined in your grant. Other items may be covered which relate specifically to the College Tech Prep grant and how the budget was expended for College Tech Prep initiatives. Each presentation should include evidence from one or more sources supporting the premise that College Tech Prep is making a contribution toward increasing academic achievement. Evidence such as HSTW assessment data, EOC scores, standardized test scores, remediation rates, college placement test scores, student satisfaction surveys or other appropriate data of College Tech Prep students may be used.

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After each presentation the review panel will conduct a 15-minute question/answer period about the grant. 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.

The enclosed schedule will confirm the time and location for the review session. Questions related to this schedule should be directed to Bill Price, at 919-807-3872.

Thank you for your assistance and attention to the reviews. We look forward to visiting with you in August.

Enclosures

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