

GLOBAL EDGE TECH PREP CONSORTIUM ARTICULATION AGREEMENT

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT

I. Purpose

Collin County Community College District and XXXX agree to establish a Tech Prep program. The purpose of the program is to provide support, career guidance, a strong foundation in science and mathematics, and job-related technical education to students. These institutions believe that by planning and working together they can encourage more students to earn a post-secondary degree. This planning arrangement can also serve as an aid to minimize teaching redundancy as well as minimize the need for remediation at the college level. This agreement provides a mechanism that enables awarding college credit through articulation upon completion of specific Tech Prep courses and/or programs at the high school level, thereby permitting students to reduce the time and cost of earning a college degree.

II. Process

Conditions of this Tech Prep articulation agreement were formulated through meetings with representatives from each entity in which agreement was reached regarding student evaluation criteria, course content, and exit competencies. Through this agreement, the college agrees to accept the college level high school courses, as per the attached Appendix, taught as part of a Tech Prep program.

III. Program

The Tech Prep program will consist of two phases, the High School Phase and the College Phase. The high school phase will be taught by XXXXX School faculty, and Collin County Community College faculty will teach the college phase. The Tech Prep program will begin in high school and continue at the college. Completion of the Tech Prep program may result in a specialized certificate, associate degree or a baccalaureate degree. Students will select the appropriate exit point.

A. High School Phase

1. Instructors of Tech Prep courses conducted at the high school campus and college program coordinators will jointly agree upon standards for assessing student competencies in the designated disciplines. These standards shall be in writing and kept on file at the high school and at the Global EDGE office.
2. The high school agrees to provide transcripts to the college for each student participating in a Tech Prep program at the end of the school year. The letter "A" will designate Tech Prep courses on the transcript.
3. The high school agrees to utilize all of the syllabi, course outlines, essential elements, and course competencies developed and approved jointly by the faculty of both agencies and the Consortium's designated program advisory committee.

a. Student Responsibilities

1. All students will be required to complete an online Tech Prep registration form at the time of enrollment in the high school program. Registration shall be conducted yearly.
2. Students enrolled in Tech Prep courses should be on the Recommended Plan and have a 4 year plan on file at the high school. Students should also indicate this intention when registering on-line.
3. Students enrolled in Tech Prep programs may be subject to Texas Success Initiative (TSI) requirements. Tech Prep high school students will be responsible for passing all Texas Assessment of Knowledge Skills (TAKS) requirements as determined by the State Board of Education.
4. Students shall complete specific Tech Prep high school course(s) approved for college credit and receive a grade of “B” (80%) or better in order to be eligible to receive credit.
5. Students will not be charged tuition or be required to take college placement exams while enrolled in high school Tech Prep programs. Enrollment in a Tech Prep program does not preclude high school students from enrolling in concurrent courses at the college. Those courses do require payment of tuition and fees, and may require the completion of additional documents, assessments, and/or other requirements.
6. Students will be required to complete a “Petition for Tech Prep Credit” form to enable the transcription of college credit. Those credits shall be transcribed by the college admissions offices at no charge to the student.
7. Successful completion of a high school course eligible for articulated credit does not guarantee that a student will receive college credit for the course.

b. Teacher Responsibilities

Utilizing the secure and FERPA compliant CATEMA Tech Prep on-line database:

1. Tech Prep teachers will be required to register their Tech Prep classes via the CATEMA on-line registration system.
2. Tech Prep teachers will need to approve their class lists on-line at the beginning of each semester or school year.
3. At the conclusion of the semester or school year, teachers will enter student’s final grades and give their recommendation for Tech Prep credit.

(Note: Students could be denied their Tech Prep credit if these teacher responsibilities are not fulfilled.)

B. College Phase

1. College credit shall be awarded when the student graduates from high school, enrolls at Collin County Community College and successfully completes 6 credits.
2. A maximum of 12 hours of college credit may be given at the high school level as accrued in a single Tech Prep program.
3. Remedial or developmental course hours taken at the college may not be included in the total credit hours for any Tech Prep program.
4. Credit at Collin County Community College will be granted, as cited above, providing:
 - a. The student continues the program at CCCC within one year following graduation from high school. In the event of the need to interrupt the college portion of the program, these credits will remain valid for period of 24 months.
 - b. The articulated course or courses appear in the college catalog and are included in the technical degree plan declared by the student.
5. The college agrees to support the Tech Prep 6-year career plan for the designated discipline(s) to be offered from grade 9 through the associate degree level, including the enhanced skills certificate.

IV. Orientation/Advisement

- A. Orientation sessions for students electing the program will be organized and conducted jointly by representatives from the Global EDGE Tech Prep Consortium, Collin County Community College, and the high school.
 1. The Global EDGE, the college, and the high school will periodically co-sponsor activities and meetings to unite the Tech Prep students into a cohesive group and keep them informed of program requirements and career opportunities.
 2. Parents will be informed about program objectives, requirements, and scholarships and activities through meetings and periodic mailings.
- B. The college and the high school will continue to utilize joint advisory committees consisting of members from business, industry, public service and education to assist in the continued refinement of the Tech Prep education plan.
- C. The college and the high school agree to work together to make appropriate support and transitional services available for Tech Prep students.

V. Other/General

- A. All faculty, counselors, administrators (including post-secondary, apprenticeship, and industry trainers) involved with the Tech Prep articulation agreement will receive in-service training on the CATEMA on-line registration system and the conditions of this agreement.

- B. Teachers of courses articulated via this agreement should regularly attend scheduled focus group meetings at the college. Such meetings ensure that curriculum standards are being met.
- C. For those high schools that participate in the Advanced Technical Credit program (ATC) only those high school teachers who are or will be teaching a statewide articulated course must receive general instruction in statewide articulation processes and subject-specific instruction emphasizing college enhancement of the course in accordance with guidelines established by the Advanced Technical Credit program. Such training is not required for locally articulated courses as specified by this agreement.
- D. The college and the high school agree that all instructors teaching Tech Prep college courses shall meet the requirements as set forth in Section 4.4.2 of the “Criteria for Accreditation” of the Southern Association of Colleges and Schools, and in the Guidelines for Instructional Programs in Workforce Education (THECB, 1/96). All employment information as required shall be kept on file with the college Human Resources department on the Central Park Campus of the college.
- E. All parties agree to make every effort possible to ensure that students in the Tech Prep process will be provided reasonable opportunities to successfully complete their program.

VI. Evaluation

- A. An annual evaluation of the program will include input from faculty, students and administrators from participating schools. This evaluation will include a year-end summary that will be submitted to administration at the college and the high school.

Signatures

We, as articulating institution representatives, assure by our signatures below, that we acknowledge a commitment to effectively accommodate the conditions of Tech Prep articulation as stated. This agreement will automatically be renewed annually, and will be revised, as the need exists.

ISD Superintendent

Date

High School Principal

Date

CCCCD Vice President of Academic Affairs

Date

Global EDGE Tech Prep Consortium Executive Director

Date