Unit Report
Tech Prep
Northwest Mississippi Community College
January 2006
Tech Prep Review

I. Unit Mission

UNIT PURPOSE STATEMENT:
The mission of Tech Prep in the Northwest Mississippi Community College Consortium is to provide its secondary and post-secondary administrators, educators and staff members with high quality professional development opportunities to enhance the learning potential of their students.

II. Unit Goals

Tech Prep is committed to improving the quality of secondary and post-secondary education through the following goals:

1. Improvement of the academic and technical competence of all students

2. To insure successful transition from secondary to post-secondary education or the workforce

3. To increase access to quality educational programs for members of special populations
III. Evaluations of the Unit and Use of Results Forms

Northwest Mississippi Community College

(a) Evaluation Follow-up Form

The following form is to be completed and signed by the appropriate service unit supervisor after reviewing the results of the unit’s evaluation and after a discussion with co-workers on needed changes identified in the evaluation process. The completion of this form is meant to stimulate reflection about the purpose of the unit and to encourage the best use of results of these evaluations. A copy of this form will be sent to the appropriate Vice-President and filed with the unit’s Service Review forms.

Service Unit  Tech Prep

Date of Review of Evaluations  January 4, 2006

The unit’s strong points as identified by the evaluation are:
1. High Quality professional development opportunities are offered to secondary and post-secondary educators.
2. Career-Tech Expo and "Movin' On" magazine are excellent marketing and recruiting tools for NWCC and the Tech Prep Initiative.

Opportunities for improvement identified by the evaluation are:
1. Articulation agreements with consortium schools need to be updated and re-written.
2. Further explanation and details about the articulation process need to be provided to secondary vocational directors, principals, counselors and superintendents.
3. Provide professional development opportunities that target specific audiences based on specific needs of school and community.

Goals for growth or specific activities to be undertaken and/or completed before the next evaluation are:
1. Set up articulation meetings with secondary and post-secondary personnel in order to update and re-write NWCC's articulation agreements with consortium schools.
2. Provide more professional development opportunities targeting post-secondary career-tech and academic educators.

Having met together and discussed this Evaluation Follow-up, we feel that the identified goals and specific activities adequately address opportunities for improvement and constitute evidence of attempted growth.

Signatures:

Supervisor: Amanda Clanton

Co-workers in unit: Kelly Stull

IV. Annual Plan to Improve
The annual assessment reports for the Unit's Plan to Improve for the last three years are included at the end of this report.
V. Analysis of Unit Strengths, Weaknesses, Opportunities, Threats

Improvements in Tech Prep 2003-2005

As a result of the demand for relative data pertaining to teacher training, the further implementation of the Subject Area Testing Program in the state of Mississippi, and the continued need for fiscal accountability, Tech Prep has stepped up to these demands by keeping its mission intact. Tech Prep is offering more relevant professional development and continues the articulation process with all secondary schools in the consortium to insure all students, teachers and administrators are served.

The dedication to keeping an inspired Tech Prep Initiative is evident in the quarterly reports from previous years, as well as the State Title II reports that are mandated by Carl Perkins. Budgets from 2003 to 2005 show that monies are being spent on high-quality professional development, needed educational materials, technology training and curriculum development.

Consortium monitoring is done each spring with a team member from the Mississippi Department of Education. This monitoring is to insure that all mandates are being followed, money is being spent wisely and documentation is current and up to date.

The Tech Prep Initiative of the future will be more technical with demand for greater use of technology in and out of the classroom. The need for more highly trained teachers is already a priority and of course there will be more accountability. Tech Prep has responded to this critical technology need by providing technology training to those who need it most. Northwest Mississippi Community College provides an excellent forum for teaching technology skills because of the number of computer labs and “smart classrooms” available on campus.

The only threat to Tech Prep is the non-renewal of the Carl Perkins Act. Members of the consortium are encouraged to write to Congress and let them know how Carl Perkins benefits local schools and the education of their children. Administrators are encouraged to lobby our state legislature to ensure that Tech Prep remains funded.
VI. SACS Principles Compliance Survey

SACS PRINCIPLES COMPLIANCE SURVEY FOR SERVICE UNITS

Institutional Effectiveness:
1. Are research-based evaluation processes used for assessing the service unit?
   YES__X__ NO_____  
   If yes, list all survey instruments and other processes used by the unit for evaluating effectiveness.
   1. Consortium Monitoring Instrument
   2. Individual Evaluation Instruments for each Professional Development Activity
   3. Title II Report
   4. Fiscal Monitoring Instrument

2. Do the use of evaluation processes result in continuing improvement in the unit?
   YES____X____ NO____  
   If yes, describe some of the recent improvements that have come about in response to needs identified through evaluation processes.
   1. Improved data regarding teacher training
   2. Needs Based Professional Development Activities
   3. Detailed Budget Narrative

3. Does the unit identify expected outcomes for its services; assess whether it achieves these outcomes; and provide evidence of improvement based on analysis of those results?
   YES__X__ NO_____  
   Provide copies of the unit’s “Plan to Improve” four column model for the last 4 cycles.

4. If an outcome is not achieved, are documented modifications or improvements made in the unit?
   YES__X__ NO_____  

Financial Support:
5. Is adequate financial support available to support the scope of services offered through the unit?
   YES__X__ NO____

6. Does the institution operate and maintain physical facilities that are adequate to serve the needs of this unit?
   YES__X__ NO____

7. Are the physical facilities for this unit accessible to disabled students?
   YES__X__ NO_____  NA____

8. Is the budget information accessible on-line to the unit supervisor?
Mission:
9. Does the unit have a defined mission statement?
   YES X  NO_____

If yes, provide mission statement below.
The mission of Tech Prep in the Northwest Mississippi Community College Consortium is to provide its secondary and post-secondary administrators, educators and staff members with high quality professional development opportunities to enhance the learning potential of their students.

10. Is the unit's mission related to the College’s Statement of Mission?
    YES X  NO_____

What part of the institution's mission does the unit effectively fulfill? (Refer to applicable phrases in the College’s mission statement)
1. Academic and technical competence (institutional effectiveness)
2. Successful transition from secondary to postsecondary (Workforce Development)
3. Quality education for special populations (quality educational support services)

Staff:
11. Does the unit have qualified staff with the experience, competence, and capacity to fulfill the mission of the unit?
    YES X  NO____ N/A_____

   Provide a roster of administrative officers and staff with their qualifications.

12. Does the unit have a staff member charged with the responsibility for supervision and coordination of the unit?
    YES X  NO_____

   Name of the supervisor: Amanda Clanton

13. Is the number of administrator/staff members employed for the unit adequate to support the unit effectively?
    YES X  NO____

Security:
14. Are administrators and staff members in this unit careful in protecting the security, confidentiality, and integrity of student/staff records?
    YES _X_  NO_____ N/A__

   If yes, provide a brief description of measures taken by the unit to insure the protection of privacy of its customers and the unit’s adherence to FERPA guidelines.
15. Does the institution take reasonable steps to provide a healthy, safe, and secure environment for this service unit?

YES X NO ___

SACS PRINCIPLES COMPLIANCE SURVEY

ANY ITEMS ANSWERED WITH A NEGATIVE RESPONSE INDICATE THAT THE INSTITUTION IS OUT OF COMPLIANCE AND MUST BE ACCOMPANIED WITH A WRITTEN PLAN FOR COMPLIANCE ON THE ISSUE.

Provide discussion below for any question that was assigned a “no” answer on the Principles Compliance Survey, and then provide a plan of improvement for each of those questions in the space below. Indicate the question number, your discussion, and the plan of action.
VII. Unit Improvements Resulting from the Planning Process

Tech Prep is offering more relevant professional development and continues the articulation process with all secondary schools in the consortium to insure all students, teachers and administrators are served. The dedication to keeping an inspired Tech Prep Initiative is evident in the quarterly reports from previous years, as well as the State Title II reports that are mandated by Carl Perkins. Budgets from 2003 to 2005 show that monies are being spent on high-quality professional development, needed educational materials, technology training and curriculum development. Consortium monitoring is done each spring with a team member from the Mississippi Department of Education. This monitoring is to insure that all mandates are being followed, money is being spent wisely and documentation is current and up to date.
Name: Amanda Clanton

Unit: Tech Prep       Date: January 17, 2006

Position held: Tech Prep Coordinator

Job Duties: Facilitator of Professional Development Opportunities for NWCC Tech Prep Consortium

1. I have worked at Northwest Mississippi Community College for 5 years.
2. I have worked in my current position at Northwest for 3 years.
3. I have a total of 25 years of work experience.
4. List prior positions held with job duties and number of years experience in each.
   - Student Activities Director - 2 years: Booking Campus & Student Activities
   - Elementary Assistant Principal - 2 years: Instructional Leader
   - High School Band Director: 18 years: Developed and maintained Music Program

Education:
Master's degree in Educational Leadership.

Civic Interests/Professional Affiliations
   - National Tech Prep Network
   - Senatobia Optimist Club

Amanda Clanton
Signature of Employee
Date: January 17, 2006
**PERSONAL INFORMATION SHEET**

Name: Kelly Stull

Unit: Tech Prep  Date: January 17, 2006

Position held: Secretary

Job Duties: Bookkeeping/General Secretarial duties

5. I have worked at Northwest Mississippi Community College for 3 years.
6. I have worked in my current position at Northwest for 3 years.
7. I have a total of 10 years of work experience.

8. List prior positions held with job duties and number of years experience in each.
   - Work-student in Registrar's Office while attending NWCC - 3 years
   - Retail associate for office supply business: I took orders, placed orders priced bids, etc. - 3 years

Education:
Associates Degree in Accounting.

**Kelly Stull**
Signature of Employee  Date: January 17, 2006
### IX. Budget Summaries

<table>
<thead>
<tr>
<th>Salary</th>
<th>Federal Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator</td>
<td>$49,000.00</td>
</tr>
<tr>
<td><strong>Other Cost Budget Items</strong></td>
<td></td>
</tr>
<tr>
<td>Professional Development</td>
<td>$14,094.80</td>
</tr>
<tr>
<td>Educational Materials</td>
<td>$7,600.00</td>
</tr>
<tr>
<td>Marketing</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>Preparatory Services/Assessment</td>
<td>$0.00</td>
</tr>
<tr>
<td>Curriculum Development</td>
<td>$3,900.00</td>
</tr>
<tr>
<td>Support Staff/Supplies</td>
<td>$10,000.00</td>
</tr>
<tr>
<td><strong>Total Budgeted</strong></td>
<td><strong>$93,594.80</strong></td>
</tr>
</tbody>
</table>
TECH PREP
STATEMENT OF PURPOSE AND GOALS

The purpose of the Northwest Consortium will be to continue to implement the Mississippi Tech Prep in secondary schools throughout the Northwest District, according to the Mississippi State Department guidelines.

The goals of the division are to:

4. Articulate between secondary and post secondary in order to provide advanced placement or enhanced skills training for secondary feeder programs into NWCC Career-Technical programs.

2. Design and deliver in-service sessions for administrators, teachers, and counselors to implement applied learning strategies, the articulation process, and the teacher/advisor role in order to implement the Mississippi Tech Prep Initiative.

3. Continue to market the Tech Prep philosophy to include a broad-based foundation made up of education, business, industry, and the community at large.
<table>
<thead>
<tr>
<th>Unit/Program Intended Outcome Objective</th>
<th>Strategy/Procedure To Achieve Outcome Activity</th>
<th>Assessment/Evaluation Results</th>
<th>Use of Results Improvement</th>
</tr>
</thead>
</table>
| 1. To schedule, plan, support, and facilitate professional development for administrators and teachers for the purpose of providing current information, networking opportunities, motivation, and implementation techniques to ensure that the Mississippi Tech Prep Initiative provides services for all 7 through 12 students. | 1. Provide secondary and post secondary teachers and administrators with current technological best practices and current teaching methodologies.  
2. Annual meetings with secondary and postsecondary consortium superintendents, principals, counselors, teachers, and contact persons to review and revise articulation agreements and the articulation process. | 1. Various training and professional development opportunities were scheduled throughout the two semesters and the summer of 2004. 168 educators (some were duplicated) took advantage of these opportunities  
2. 73 secondary and post-secondary consortium superintendents, principals, counselors, teachers and contact persons attended 2 articulation meetings. Articulation agreements are in effect for all 26 consortium high schools. | 1. More educators earn CEU credits and learn valuable information to take back to their respective schools and classrooms.  
2. Articulation agreements provide a smooth transition from secondary to post-secondary levels of learning. |
### Unit/Program Intended Outcome Objective

1. To promote the competencies needed to gain the skills taught in today’s technology progress

2. To improve sharing of applied teaching ideas among Northwest districts high school teachers

### Strategy/Procedure To Achieve Outcome Activity

1. Produce printed material for high school students and teachers outlining needed competencies for each vocational and technical program at NWCC.

2. Host a Tech Prep Fest during school year.

2a. Provide a quarterly/semi-annual newsletter with tips and ideas.

### Assessment/Evaluation Results

1. On-going

2. Not completed

2a. Professional development brochure listing all activities available to consortium members was sent to all tech prep schools

### Use of Results Improvement

1. On-going

2. Do not plan to host a Tech Prep Fest next year

2a. On-going
UNIT PURPOSE STATEMENT:

(b) To provide greater opportunities for educational experiences to meet students’ diverse needs

RELATIONSHIP TO NWCC PURPOSE AND COLLEGE WIDE STRATEGIC GOALS:

<table>
<thead>
<tr>
<th>Unit/Program Intended Outcome Objective</th>
<th>Strategy/Procedure To Achieve Outcome</th>
<th>Assessment/Evaluation Results</th>
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</tr>
</thead>
<tbody>
<tr>
<td>To increase the number of In-service Training Workshops for High Schools</td>
<td>Active recruiting of High School teachers to attend Northwest Mississippi Community College</td>
<td>The number of training seminars has drastically increased in the 2002-2003 school year</td>
<td>More high schools in the NWCC district are teaching using the applied methods</td>
</tr>
<tr>
<td>To use Tech Prep to enhance student leadership</td>
<td>Fund Leadership Training through Tech Prep</td>
<td>Four local high schools and two NW Career Tech Programs have received training for leadership</td>
<td>More of our potential students and current students have made much progress the area of leadership</td>
</tr>
</tbody>
</table>