

3020-2-01 Annual Renewal of Tech Prep Articulation Agreements

Purpose

To provide an accurate and consistent means to determine the eligibility of current agreements to annually review and renew for another fiscal year and to implement the renewal. Unless changes have been made, this process facilitates automatic renewal upon completion of the review.

Scope

This process applies to all stakeholders in the Northern Tech Prep Consortium.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Tech Prep Agreement	A formal, written agreement between a high school and a college describing conditions for which advanced standing credit will be given to high school students who complete the high school course named in the agreement in accordance with the conditions.
Northern Tech Prep Network (NTPN)	Network composed of the following Vocational Coops: Central Lakes, Lake Country Service Coop, Leaf River, North Borders, North Country Vocational Center, and Pine to Prairie Vocational Center and the following colleges: Minnesota State Community and Technical College, Northland Community and Technical College, and Northwest Technical College.
Renewal Eligibility Criteria	<ul style="list-style-type: none"> a. Course outline has not changed in high school course AND college course b. Instructor/Teacher has not changed c. Number of hours students meet has not changed d. Course continues to meet 80% of required content e. College has not changed course requirements f. Text and references have not changed Instructor and course number changes are considered minor but must be noted (see stage 4)

<p>Tech Prep Agreement Conditions</p>	<p>To be eligible for an Advanced Standing certificate, the student must:</p> <ul style="list-style-type: none"> ◦ Complete the high school course with an A or B. ◦ Be recommendation for Advanced Standing credit by the high school instructor. <p>Advanced Standing credit will be awarded by the accepting technical college when:</p> <ul style="list-style-type: none"> ◦ The student enrolls at the college and successfully completes 12 credits. ◦ If the course in question is a pre-requisite to another course, the student successfully completes that course.
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Process

The table below describes the steps in this process:

Stage	Who	Action
1	Regional NTPN Coordinator	Send database or spreadsheet of current agreements to each college contact person. <i>This needs to occur early enough in the year for schools to respond for the following year (by November 30).</i>
2	College academic personnel	<p>Using eligibility criteria, review the database or spreadsheet to determine eligibility for automatic renewal. If agreement does not meet criteria, notate reason for denial of eligibility in appropriate database or spreadsheet field.</p> <p>Exceptions: Minor discrepancies from the eligibility criteria are not cause for denial, but institution must notate in appropriate field on database or spreadsheet the nature of the change.</p> <p>Minor discrepancies are as follows:</p> <ul style="list-style-type: none"> • Instructor/Teacher change (course outline or syllabus must remain the same): Institution notes name of new instructor and insures that new instructor makes contact with the other instructor to assure understanding of the agreement and expectations for assessment and rigor. • Course numbering/change: College notates new course number. • Course name change IF the change does not involve a change of content. <p>Return spreadsheet electronically to Regional NTPN Coordinator.</p>
3.	Regional NTPN Coordinator or	Forward databases or spreadsheets to appropriate High School Consortia Directors.

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4.	Consortia Directors	Provide spreadsheet to each high school consortium member and work with affected schools to determine whether they can make necessary revisions to renegotiate the agreement.	
5.	High school academic personnel	Using eligibility criteria, appropriate high school academic personnel review the database or spreadsheet to determine eligibility for automatic renewal. Return completed spreadsheet to Regional NTPN Coordinator.	
		If agreement meets criteria, high school notates agreement eligibility for automatic renewal in the appropriate database or spreadsheet field. Follow same exceptions as in Stage 2.	If agreement does not meet criteria, high school notates reason for denial of eligibility in appropriate database or spreadsheet field
6	High School Consortia Directors	Return completed database or spreadsheet to Regional NTPN Coordinator.	
7	Regional NTPN Coordinator or	Return completed spreadsheets to college(s) to inform them of non-agreement for that fiscal year due to changes at the high school level. Ensure updated agreements are posted to NTPN website, renewing eligible agreements on website and removing those denied.	

Supporting references

Listed below are document(s) that support this process:

- Policy: 3020-1-04 Credit via Tech Prep Agreements
- Form: Databases or Spreadsheets of current articulated agreements
- Websites: <http://techprep.minnesota.edu/>
<http://www.grantsplus.mnscu.edu/TechPrep/TechPrep.html>
<http://www.cord.org/>

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