

Tech Prep Next Step Project Report December 2, 2005

Project Name: Southern Minnesota On-Line Regional Tech Prep Project Regional College Readiness

Consortium Name: SW Minnesota Tech Prep Contact: Thomas Hoff

Regional Partners: Southern Minnesota Regional Tech Prep Partnership (including)

Rochester, West Central, South Central, Cannon Valley, Mid-Minnesota, Cedar River Ed District, Southwest Minnesota, Hiawatha Valley/Root River, Dakota County, Hi-Tech Owatonna, Carver-Scott, Zumbro Ed. District, Goodhue County, Dakota County Technical College – Rosemount, Inver Hills Community College – Inver Grove Heights, Minnesota State College-Southeast Technical Red Wing, Minnesota State College-Southeast Technical Winona, Minnesota West Community and Technical College-Canby, Minnesota West Community and Technical College-Granite Falls, Minnesota West Community and Technical College-Jackson, Minnesota West Community and Technical College-Pipestone, Ridgewater College-Hutchinson, Ridgewater College-Willmar, Riverland Community College-Albert Lea, Riverland Community College-Austin, Rochester Community and Technical College, Saint Paul College – Saint Paul Campus, South Central Technical College-Faribault, South Central Technical College-North Mankato, St. Paul Technical College

Objectives	Strategies <i>(describe methods/activities to reach objective)</i>	Outcomes <i>(what will it look like if consortium meets the objective)</i>	Timeline <i>(Identify dates for activities to start and end w/name of person responsible)</i>
1. Increase the visibility of the Tech Prep College credit opportunity among high school students.	<ul style="list-style-type: none"> • Assemble a work group to design a poster that can be in teacher's rooms to promote tech prep college credit. • Print 1000 posters • Disseminate posters 	A Tech Prep College Credit poster will be hanging in Tech Prep classrooms that offer college credit.	<p><i>July 2004-September 2005</i> Tom Hoff and Kathy Rusch will assemble a work group to design poster and arrange for printing.</p> <p><i>September-October 2005</i> each consortium coordinator will distribute posters to their high school tech prep instructors.</p>

Accomplishments:

In-put was sought from project partners to determine the layout and content of the Tech Prep College Credit poster. 4,500 hundred posters were printed. Posters have been made available to Tech Prep Coordinators in the partnership at the regional articulation meetings. Several other tech prep coordinators around the state have also expressed an interest in using them for their consortiums. Tech Prep Coordinators will distribute them to their high school instructors for placement in their classrooms.

<p>2. Increase the request rate for 05-06 over the 04-05 baseline.</p>	<ul style="list-style-type: none"> • Each consortium will market the opportunity for Tech Prep credit to high school CTE teachers during Tech Prep meetings and poster distribution to each school. • On-line site will be available for review and requests 24 hours a day 7 days a week. • Consortia will encourage schools to list the Tech Prep credit opportunity in their high school course guides. 	<p>The number of certificates requested will increase by rate by 10% over 2004-05 requests.</p>	<p><i>June 2005</i> Tom Hoff determine the request rate for 04-05 by region, consortium and by certificate type and report to each consortium.</p> <p><i>June 2006</i> Tom Hoff determine the request rate for 05-06 by region, consortium and by certificate type and report to each consortium. Will measure the difference in years by number and percentage.</p>
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Accomplishments:

1,688 certificates were requested from 61 high schools and 12 Tech Prep Consortia. We will measure any change in request rates at the end of the 2005-06 school year. Tom Hoff and Laurie Van Watermeulen provide technical assistance to Tech Prep Coordinators and high school teachers for any difficulty they are having in processing their requests. We have encountered very few problems and have had positive feedback from teachers and coordinators. Generally, certificate requests are honored within 24-48 hours.

<p>3. Increase the redemption rate for 05-06 over the 04-05 baseline.</p>	<ul style="list-style-type: none"> • Certificates will be enhanced using gold MnScu seals. • Cover letter to students for each certificate will be reviewed for any changes. • Strategies listed in Objective #2 will also have an impact on redemption numbers. 	<p>The number of certificates redeemed will increase over the 04-05 baseline rate by 10%.</p>	<p><i>September-October 2005</i> <i>September-October 2006</i> Tom Hoff will work with Susan Carter from MnScu to determine a plan for measuring: -Student's that have earned certificates that have attended MnScu -Student's that have earned certificates that have redeemed certificates at MnScu.</p>
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Accomplishments:

Sue Carter, from MnScu is working with the project partners to analyze this initial data that has been provided to her. She has completed some analysis and was scheduled to present the data at a November 29, 2005 meeting, but the meeting has been rescheduled due to hazardous weather. The data will be shared with State Tech Prep leadership as soon as it is made available. The certificates that are sent to students have a gold MnScu seal and are accompanied by a cover letter that instructs the student about redemption of the certificate for college credit.

4. Develop an automated report structure for consortiums and the partnership.	<ul style="list-style-type: none"> • Survey each consortium to determine what their reporting needs are. • Request the preferred report structure for the data to be sent to MnScu contacts. • Contract with software developer to design the reporting system within the on-line site. 	Various reports (as determined by the needs of the consortiums) will be available for download through the www.lifetimeoflearning.com website.	<i>July-September 2005</i> Tom Hoff will contract with Darin Brownlee and Laurie Van Watermeulen to develop the structure. The process will then be field tested with consortium contacts and MnScu contacts. Will also work with Sandy Fabian to achieve consistency between our regional project reports.
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Accomplishments:

An automated report system has been developed and is placed on the Tech Prep College Credit website. Much of the data is public information and does not require a password. Data containing student information is held on a protected administrative site and is only used for measurement of project success. The report system will be updated to provide reports in both HTML (current) and Excel.

Southern Minnesota On-Line Regional Tech Prep Certificates Budget Summary		
Items	Description	Projected Budget
Printing	Printing of 2000 certificates on high quality paper with gold seal (\$1 per certificate for 2,000 certificates-\$2000). Printing of 1,000 posters to promote Tech Prep College Credit (based on rough quote of \$650).	\$2,650.00 \$1,754.00 remain
Contracted Services	Design and layout of Tech Prep College Credit poster. (estimate \$200) Contracted services at \$70 and hour with software developer to make modifications to the site and to design and build an on-line report access feature according to specifications. (estimate \$3,800)	\$4,000.00 \$1,156.00 remain
Staff Time	167 hours of staff time at \$20/hour purchased from Regional Education Services Department to cover the cost of administrative site updates of certificates, filling certificates, generating reports, site testing, etc.	\$3,350.00 \$3,350.00 remain. This will be billed out before the end of the 05-06 fiscal year.

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December 2, 2005
Date