

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: I 7.0
Procedure Title: Tech Prep Educational Programs
Relevant Board Policy: N/A
Originating Unit: Career and Technology Education
Maintenance Unit: Vice President Academic Affairs

I. Purpose: Tech Prep education programs are designed to strengthen links between secondary and post-secondary schools by providing Tech-Prep education to students that leads to an associate of applied science degree. The purpose of this procedure is to standardize the articulation process of the Tech Prep programs to ensure a productive yet cost-effective means of providing college-level credit to the secondary student for the completion of Tech Prep courses.

II. Procedure Statement:

- A. The current listing of Career and Technology Education courses taught at the high school will be shared with the college.
- B. The Curriculum Analyst, under the direction of the Dean of Career and Technical Education, will meet with the Career and Technology Education Counselor/Director at the High School to determine the programs of study to be pursued.
- C. The Curriculum Analyst will draft an 8-year program of study based on the offerings of the high school and the college.
- D. The College's program chair/director/lead instructor(s) will meet with the High School instructor to align competencies in the courses included in the proposed program of study.
- E. The College's program chair/director/lead instructor(s) will review, revise and approve the proposed 8-year program of study.
- F. Upon approval, the proposed 8-year program of study will be sent to the high school for review.
- G. Upon approval, the proposed 8-year program of study will be sent to the Alamo Tech Prep Consortium offices for preparation of the formal documentation for appropriate approval signatures at the high school.

- H. Once returned with appropriate signature(s), Alamo Tech Prep Consortium representatives will route documents to the College Tech Prep contact for routing at the College.
- I. Once all College signatures have been obtained, the College Tech Prep contact will retain copies and return the originals to Alamo Tech Prep Consortium representatives for routing to TEA for approval.
- J. The College Tech Prep contact will assure that the College program is listed with THECB as a Tech Prep identified program.
- K. Once final approval is obtained, Alamo Tech Prep Consortium representatives will send a copy with all signatures to the College and High School for reference.

Revised: Sept 27, 2010

Dean of Career and Technical
Education

Approved: November 18, 2010

(Ana M. Guzman)
President