Attendees:
Annette Caffery; Global EDGE
Betty Evans; Blue Ridge HS
Bill Hale; Caddo Mills HS
Andrea Henderson; Wylie East HS
Janet Jaworski; Global EDGE
Trish Koslan; Plano Senior HS
Rebecca Meraz; Collin College
Tom Ottinger; Collin College
Mary Schallenberg; Shepton HS (PISD)
Glenda Strange; Collin College
Pat Copher; Plano West HS
Paula Fitzgerald; Wolfe City HS
Chirstal Hankey; Lovejoy HS
Sherry Huddleston; Celina HS
Larry Kirk; McKinney North HS
Laurence Lloyd; Global EDGE
Karen Musa; Collin College
Leah Pendleton; Vines HS
Kathy Smith; Royse City HS
Mary Jane Tobaben; Collin College
Brenda Decker; Clark HS (PISD)
Kay Gage; Community HS
Glenda Henderson; Commerce HS
Tracey Jackson; Wakeland HS (PISD)
M’Lissa Kiser; Global EDGE
James Martin; McKinney Boyd HS
JoLynn Ninemire; Prosper HS
Warner Richeson; Collin College
Ted Stephens; Wylie HS
Kathy Warman; Allen HS

Team Leaders Absent:
Jennifer Kelly; Anna HS
Mike Haug; Centennial HS (FISD)
Craig Rounsaville; Frisco HS
Tambi Arnold; Melissa HS
Ann Brooks; Williams HS (PISD)
Michelle Morris; Rockwall HS
Jill Cooper; Farmersville HS
Jerry Sue Burks; Heritage HS (FISD)
Deanie Elmore; Lone Oak HS
Mary Jo Case; Jasper HS (PISD)
Lois Conwell; Plano East HS
Kim Card; Rockwall Heath HS
Jill Bell; Frisco CTE
Kandy Stevens; Liberty HS (FISD)
Kenneth Keeton; McKinney HS
Leah Pendleton; Vines HS (PISD)
Ray Scott; Princeton HS

<table>
<thead>
<tr>
<th>Item</th>
<th>Key Points Discussed</th>
<th>Action Taken/Discussion</th>
<th>Reporter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to order</td>
<td>Meeting was called to order at 5:10 PM</td>
<td>None</td>
<td>Janet Jaworski</td>
</tr>
<tr>
<td>Introductions</td>
<td>Tech Prep Coordinators</td>
<td>JJ introduced the attending Tech Prep Coordinators and their prospective disciplines. All other attendees introduced themselves.</td>
<td>Janet Jaworski</td>
</tr>
<tr>
<td>Buffet</td>
<td></td>
<td>JJ invited everyone to visit the buffet.</td>
<td>Janet Jaworski</td>
</tr>
<tr>
<td>Old Business</td>
<td>School Services</td>
<td>JJ resumed the meeting at 5:45 PM.</td>
<td>Janet Jaworski</td>
</tr>
<tr>
<td></td>
<td></td>
<td>JJ reviewed last year’s school services (see handout attached) noting that there has been a 70% increase of student petitions from last year.</td>
<td>Janet Jaworski</td>
</tr>
<tr>
<td>New Business</td>
<td>New Petition Process</td>
<td>Laurence Lloyd</td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>LL explained the new paperless TP credit awarding process that is now being implemented. The Global EDGE will work with the College’s IT department to automatically award credit to students, who have been recommended for credit, once they have earned their 6 credit hours here at Collin. While this is being implemented now, student graduating in years prior to 09-10 will follow the previous petition process. Student will no longer receive a grade for the course.</td>
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<tr>
<td>JJ explained that if a student doesn’t want the credits they can request them to be removed. Tech Prep credits only will appear on transcripts.</td>
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</tr>
<tr>
<td>CATEMA</td>
<td>JJ explained that as a result of the paperless petition process it is critical that all TP teachers get the students registered in CATEMA. JJ also introduced to them the CATEMA quick reference guides that were created to aid in this process. The guides outline step by step instructions for using the CATEMA system for both the teachers and the students. JJ asked the team leaders to monitor the grades being entered into CATEMA for accuracy.</td>
<td>Janet Jaworski</td>
<td></td>
</tr>
<tr>
<td>New Teacher From</td>
<td>JJ explained that through the paperless process came another welcomed change for new tech prep teachers. JJ announced that new tech prep teachers will no longer be required to complete a full application packet, but will complete a one page New Teacher from. The form has been approved by Collin College deans.</td>
<td></td>
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</tr>
<tr>
<td>Mini-grant Application</td>
<td>JJ explained the mini-grant application packet and the process in selecting those receiving the awards. JJ explained what types of items would qualify to be awarded per the guidelines of the grant and that the items must enhance the tech prep program. JJ further explained that all mini-grants are awarded in the form of reimbursements. The district purchases the items and the grant will reimburse the district.</td>
<td></td>
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</tr>
<tr>
<td>Team Leader Contracts</td>
<td>JJ reviewed the requirements of the Team Leader as described in their contracts. JJ explained that if the requirements are not met the contract will not be paid.</td>
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</tr>
<tr>
<td>Articulations</td>
<td>JJ also asked the team leaders to review their articulation grid in their folder return to us with any corrections and that they</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Articulations</td>
<td></td>
<td>get obtain the appropriate signatures on their school’s articulation acknowledgment and return to our office. JJ announced there are two new areas of study. Graphic Art &amp; 3D Animation and Health Careers.</td>
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<tr>
<td>Career Bytes</td>
<td></td>
<td>LL announced that Career Bytes is a new outreach program for the Collin students. It is designed to bridge them from school into the workforce. JJ announced that we may have another summer program like Nurse Camp since it was so well received.</td>
<td></td>
</tr>
<tr>
<td>Professional Development</td>
<td></td>
<td>JJ Reminded everyone that Tech Prep 101 will be held next Wednesday on 9/10/09 at the spring creek campus.</td>
<td></td>
</tr>
<tr>
<td>News</td>
<td></td>
<td>JJ announced that we have been awarded another grant for improving CTE Post-Secondary Student Retention.</td>
<td></td>
</tr>
<tr>
<td>Adjournment</td>
<td></td>
<td>Meeting adjourned at 6:18 PM</td>
<td></td>
</tr>
</tbody>
</table>
Awarding Tech Prep Credit

**Legend**
- **IT** = Information Technology
- **ARO** = Admissions and Records

1. **Global EDGE** pulls report from CATEMA using name, d.o.b., grad year, and if student was recommended for credit. Report goes to IT.
2. IT matches info to people with 6 completed non-developmental hours at Collin College.
3. IT sends info back to **Global EDGE** to verify.
4. **Global EDGE** verifies that students have completed requirements and sends report to ARO with course list.
5. ARO reviews report and awards credit.
Scheduled Meetings

- **New Tech Prep Teacher Orientation & CATEMA Training**
  Thursday, September 10th, 2009 -- 4:30 PM
  **Spring Creek Campus**
  2800 E. Spring Creek Parkway
  Plano, TX 75074

- **Focus Group Meetings**
  **Hospitality & Culinary Arts**
  Tuesday, September 22nd, 2009 -- 4:00 – 6:00 PM “New Hospitality Facility”
  **Preston Ridge Campus**
  9700 Wade Boulevard
  Frisco, TX 75035

- **Child Development**
  Thursday, September 24th, 2009 -- 4:30 PM Rm-TBA
  **Spring Creek Campus**
  2800 E. Spring Creek Parkway
  Plano, TX 75074

- **Criminal Justice**
  Tuesday, October 6th, 2009 -- 4:30 PM Rm-BB-211
  **Spring Creek Campus**
  2800 E. Spring Creek Parkway
  Plano, TX 75074

- **CADD**
  Tuesday, October 6th, 2009 -- 4:30 PM Rm-TBA
  **Preston Ridge Campus**
  9700 Wade Boulevard
  Frisco, TX 75035

- **Marketing**
  Tuesday, October 13th, 2009 -- 4:30 PM Rm-TBA
  **Central Park Campus**
  2200 W. University Drive
  McKinney, TX 75071

- **Health Sciences**
  Tuesday October 13th, 2009 -- 4:30 PM
  **Central Park Campus**
  2200 W. University Drive
  McKinney, TX 75071

- **Graphic Arts**
  Thursday, October 15th, 2009 -- 4:30 PM Rm-TBA
  **Spring Creek Campus**
  2800 E. Spring Creek Parkway
  Plano, TX 75074

- **Steering Committee**
  Wednesday, September 9th, 2009 - - 4:30 PM
  **Spring Creek Campus**
  2800 E. Spring Creek Parkway
  Plano, TX 75074

  Wednesday, October 14th, 2009 -- 4:30 PM
  **Spring Creek Campus**
  2800 E. Spring Creek Parkway
  Plano, TX 75074

  Wednesday, January 13th, 2010 -- 4:30 PM
  **Preston Ridge Campus**
  9700 Wade Boulevard
  Frisco, TX 75035

  Wednesday, March 24th, 2010 -- 4:30 PM
  **Central Park Campus**
  2200 W. University Drive
  McKinney, TX 75071

- **Team Leader Wrap-Up**
  Wednesday, April 14th, 2010 -- 5:00 PM
  **Central Park Campus**
  2200 W. University Drive
  McKinney, TX 75071
<table>
<thead>
<tr>
<th>Event</th>
<th>Room</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steering Comm</td>
<td>AA-135 Section AB</td>
<td>9/9/2009</td>
<td>4:30 - 6:00 PM</td>
</tr>
<tr>
<td>Steering Comm</td>
<td>CC--Section A</td>
<td>10/14/2009</td>
<td>4:30 - 6:00 PM</td>
</tr>
<tr>
<td>Steering Comm</td>
<td>PRC Event Center</td>
<td>1/13/2010</td>
<td>4:30 - 6:00 PM</td>
</tr>
<tr>
<td>Steering Comm</td>
<td>AA-135 Section AB</td>
<td>3/24/2010</td>
<td>4:30 - 6:00 PM</td>
</tr>
<tr>
<td>TL Kick-Off</td>
<td>CPC--D 106 B</td>
<td>9/2/2009</td>
<td>4:30 - 6:00 PM</td>
</tr>
<tr>
<td>New TP Teacher</td>
<td>I-122</td>
<td>9/10/2009</td>
<td>4:30 - 6:00 PM</td>
</tr>
<tr>
<td>TL Wrap-Up</td>
<td>CPC--D 106 B</td>
<td>4/14/2010</td>
<td>5:00 - 6:30 PM</td>
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<tr>
<td>Focus Group</td>
<td>Hospitality &amp; Culinary Arts</td>
<td>9/22/2009</td>
<td>4:00 - 6:00 PM</td>
</tr>
<tr>
<td>Focus Group</td>
<td>Child Development</td>
<td>9/24/2009</td>
<td>4:30 - 6:00 PM</td>
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<tr>
<td>Focus Group</td>
<td>Criminal Justice</td>
<td>10/6/2009</td>
<td>4:30 - 6:00 PM</td>
</tr>
<tr>
<td>Focus Group</td>
<td>CADD</td>
<td>10/6/2009</td>
<td>4:30 - 6:00 PM</td>
</tr>
<tr>
<td>Focus Group</td>
<td>Office Systems Technology</td>
<td>10/7/2009</td>
<td>4:30 - 6:00 PM</td>
</tr>
<tr>
<td>Focus Group</td>
<td>Marketing</td>
<td>10/13/2009</td>
<td>4:30 - 6:00 PM</td>
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<td>Health Sciences</td>
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<tr>
<td>Focus Group</td>
<td>Graphic Arts</td>
<td>10/15/2009</td>
<td>4:30 - 6:00 PM</td>
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**Karen Musa**

**Glenda Strange**

**David Marble**

**Warner Richeson**

**Mary Jane Tobaben**

**Christine DeLa Torre**

**Rebecca Meraz**

**Tom Ottinger**