

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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June 23, 2010

TO: Tech-Prep Coordinators

FROM: Ron Selge, Dean
Career Technical Education Unit

SUBJECT: Tech-Prep Final Reporting Requirements for the 2009-2010 Program Year

Synopsis: The following provides guidance on the final reporting requirements for the 2009-2010 program year. As detailed below, four elements are required for the final report.

- Final Expenditure Report (online data system)
- Program Narrative
- Data Summary Form 2009-2010
- Career Pathway Worksheet

Submission Requirements

The submission requirement is four (4) original packets (with original signatures in any ink but black) received by Tuesday, August 31, 2010. An electronic e-mail submission of the complete packet will also be required. This e-mail submission should be sent to techprep@cccco.edu by August 31, 2010.

2009-2010 Final Expenditure Report

The Final Claim of Expenditure will be filled out and certified online by August 25, 2010 in the quarterly reporting database <http://misweb.cccco.edu/techprep/Prod/logon.cfm> (see the attached Final Reporting Requirements Checklist for details). It is necessary to complete this report one week before the final submission deadline so it can be printed out and included in the mailed final claim packets.

NOTE: Any allocation recipient needing "pre-approved" budget changes must file those within the online system before June 30, 2010 (See checklist for explanations and full instructions).

Program Narrative

The final written report consists of the following reporting elements. The responses to each of these four elements should be **no more than** one page each.

1. Provide a description of significant project outcomes. Project outcomes are demonstrated results of the project activities. Descriptions of activities should only relate to the objective and scope of the project.

2. Identify and describe those aspects of the project that were unique, particularly effective, or congruent with economic development initiatives.
3. Please report your progress in the following areas: Accountability requirements (Cal-PASS implementation); coordination with Title I-C grants; Programs of Study and coordinating with and accessing services of the Statewide Career Pathways Project.
4. Provide an overview of how the consortium addressed the following four areas in fiscal year 09-10: Curriculum Development and Improvement, Professional Development, Partnership Development/Articulation and Student Support Structures.

Data Summary Form 2009-2010

As in previous years, a Data Summary Form is required. The specific data elements are the same as 2008-2009.

Career Pathway Worksheet

The Career Pathway Worksheet contains the 15 career pathways (with descriptors of possible degrees that would fit within these pathways). Please check the appropriate career pathways and indicate if it is under development or implemented among the consortium partners. **Implementation** occurs when students are enrolled in an established pathway spanning both secondary and postsecondary education. The **development** stage occurs when you are creating articulation and coordinating collaboration between postsecondary and secondary education. The career pathways to be reported are not limited to the ones you are currently developing or implementing; therefore, please include existing career pathways that are contained in your consortium.

Attached to this memo are two items: 1) a Final Reporting Requirements Checklist the grantee can use to make sure they are completing all phases of the final claim process; and 2) one Excel workbook containing the necessary reporting forms (the Program Narrative questions, Data Summary Form 2009-2010, and the Career Pathway Worksheet).

The final report packet should be received by Tuesday, August 31, 2010 both in hard copy and e-mail. Four original copies are required. Please mail to:

Career Technical Education Unit
California Community Colleges
ATTN: Robin Harrington/Tech-Prep Final Claim Enclosed
1102 Q Street
Sacramento, CA 95811

Attachment(s)

cc: Occupational Deans via email