

Mentoring Program for Community Colleges in Process Technology

The Center for the Advancement of Process Technology (CAPT) is pleased to announce the call for applications for colleges to participate in a mentoring program for community colleges seeking to improve the education and preparation of process technicians in the fields of chemical and refining, oil and gas exploration and production, pharmaceuticals, and power generation. CAPT invites applications from colleges interested in working with a community college faculty or industry mentor who has successfully planned and implemented a major change in a process technology program in these fields. This program is a professional development and technical assistance program for a college whose faculty and administration want to develop or strengthen a degree program for process technicians in one of these fields.

Each college will work with one mentor. A college will be selected through their application and request for help with program improvement and its commitment to working in a mentoring relationship. Areas in which a college may request mentor assistance include: designing a new program; implementing changes in an ongoing program that needs to be more responsive to industry needs; developing or redesigning curriculum or materials; building training programs for faculty and staff; recruiting students; engaging local industry in internships or other field experiences for students or faculty; and evaluating results.

Application Guidelines

CAPT welcomes applications from colleges for mentoring that meet the following criteria:

- The need for the proposed program or program change is clearly identified
- Existing assets are described, such as current financial and intellectual support from business, community, and other education partners
- Applicant must discuss how they would work with a mentor and how a mentor might help them
- Applicant has a working knowledge of the goals of CAPT and the NSF ATE program

College Responsibilities

Mentoring – Identify one faculty member and one administrator to participate in a mentoring relationship. Work collaboratively with an assigned mentor, CAPT and other colleges for the duration of the mentoring relationship. Attend the subsequent Critical Issues & Best Practices Conference and provide a white paper on the mentoring relationship and results.

Site Visits - Host at least one site visit for the assigned mentor, ensuring that the mentor meets with key stakeholders in the proposed program. CAPT will pay for the travel costs of the mentor. The college will be encouraged to attend the Critical Issues and Best Practices Conference for which a scholarship will be provided.

Leadership - Collaborate with all participants in the mentoring program and share experiences and outcomes with CAPT and the national education community.

Project Advisory Team – Convene a local project advisory committee that will meet on a regular basis throughout the project. Team members should include at least one community college faculty member, one community college administrator, and community and industry partners.

Accountability - Participate in all assessment activities identified by CAPT or its external evaluator. Meet CAPT reporting deadlines.

How to Apply

1. Complete the Application Form for Colleges
2. Provide a letter of support from college academic Vice President or President
3. Provide a letter of support Technical Education Dean or equivalent
4. Mail the originals to:

Merv Treigle, Assistant Director
Center for the Advancement of Process Technology
1200 Amburn Road
Texas City, TX 77591
Tel: 409.938.1211 ext. 107
E-mail: mtreigle@com.edu

Deadline for 2004: March 30, 2004

Mentoring Program for Community Colleges in Process Technology

Application Form: Colleges

Please type or reproduce on computer

INSTITUTION: _____

PROJECT DIRECTOR: _____

TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ FAX: _____ E-MAIL: _____

SECOND TEAM MEMBER: _____

TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ FAX: _____ E-MAIL: _____

NAME OF PROPOSED PROJECT: _____

GOAL FOR THE MENTORING PROGRAM, INCLUDING EXPECTED OUTCOMES: _____

LIST ANY PROJECT PARTNERS: _____

LIST MEMBERS OF THE PROJECT ADVISORY TEAM AND THEIR AFFILIATIONS: _____

PROJECT DIRECTOR NAME: _____

SIGNATURE : _____ DATE: _____

ADMINISTRATOR/NAME/TITLE: _____

SIGNATURE: _____ DATE: _____