CTE Program Evaluation
“The BIG picture”

Jeff Eichman
Region 6 ESC

CTE Leadership Academy, Phase 3
Austin, Texas
June 14, 2016
“How do you know where you are; unless you know how you got there and where you are headed”
Personnel

✓ Teacher & Staff Job Duties documented?
   Reviewed & updated annually?
   Copy Blank Job Application?
   Job Announcement and Hiring process?

✓ Do your teachers hold the appropriate Certification(s) for their assignment?
   Reviewed & updated annually?
   Who verifies this?

✓ Have your teachers completed any additional certification or teaching assignments courses or trainings?
   Texas Gateway, Career Prep/Practicum (WBL) Endorsement, ELL, SPED, etc.
Personnel

- District Salary schedule available?
  Including; Extra-duty pay, stipends, extended contracts

- Are your teachers’ members of their professional organization?

- Do your teachers’ attend Professional Development conferences?
  District provides PD funds?

- Are your teachers’ sponsors/advisors for the appropriate CTSO?

- Are your teachers’ Effective?
  Admin Appraisal Data, Self Evaluations, Student Surveys, District Evaluation Tool
Nondiscrimination

✓ Statement located? (website, student & teacher handbooks, course selection guide, WBL doc, CTSO info)

✓ Annual Notification? (Perkins- Early August - local newspaper)

✓ Grievance procedures (staff, student, parent)

✓ Barriers to enrollment? (admission/application, master schedule)
Facilities

✓ Are **ALL** your facilities Safe?
  Instructional resources (equipment, tools, supplies) meet manufacture specifications?
  Hazardous materials properly stored/secured?
  Personal Protective Equipment (PPE)?
  HVAC, Lighting, Ventilation?
  First Aid Kit / Accident response procedures?
  Lockdown procedures?
  Emergency evacuation procedures (route posted)?

✓ ADA issues?
  access issues – doors (5 lbs. pressure on all interior), knobs, openings / barriers – ramps, thresholds (less than ¾”), steps, handrails, sidewalks (or not) and signage?

✓ Male/Female
  comparable changing facilities with storage, lockable door?
  appropriate size?

✓ Meet Business/Industry partner requirements/standards?
Facilities

✓ Cleaning schedule?
   Classroom, shop, lab, restrooms
   Trash removal – classroom, shop, lab

✓ Security? (responsibilities)
   Who locks the facility at the end of the day?
   Who has access to classroom, shop, lab? (holidays, summer)
   Who is on the first responder call list?

✓ Appropriate for:
   Program offered?
   Largest class? (size)

✓ Able to be utilized for other programs?
Course Selection Guide/Catalog

✓ Programs offered? (teacher convenience or based on student & workforce data?)

✓ Coherent sequence? (1 program of study that is represented by 3 different clusters)

✓ Link to post-secondary or business/industry opportunities? (CTE dual credit- articulation agreement)

✓ Industry based certification/license available?

✓ HB 5? (Endorsements)
Budget

✓ Procedures (preliminary(allocation), accountability (during), closing date?)

✓ Needs assessment not a “wish list” (EDGAR)

✓ Who makes the decisions? (including amendments)

✓ What is the process used for purchases? (credit card procedures?) (PO’s?) (Documentation?)

✓ Travel reimbursement procedures (receipts-documentation) “after the fact”

✓ How is the money allocated to the different programs? (FTE’s or equally divided?)

✓ State CTE allotment (58% direct cost, 42% indirect cost) (utilize previous school year Near Final (NF) (October) Summary Of Finance .... Final (April)

✓ Federal CTE allotment (Perkins – required 9 uses, grant requirements-dates) (Guidance document – unallowable & allowable uses of funds)
PEIMS Coding & Data Validation Process

✓ Policy & Procedures? (a committee?)

✓ Job Responsibilities? (title)

✓ Upgrades or changes in the district’s Data Management system?

✓ Submission dates? (student 101 record – Perkins $ (coherent sequence takers)
Instructional Materials, Equipment and other Resources

✓ Location? (designate campus, building, classroom)
✓ Date purchased?
✓ Funds utilized? (Federal documentation – minimum of 5 years!)
✓ District Identification Tag?
✓ Approval process (+$5000 – TEA, local board)
✓ Replacement program? (3, 5 or 7 years)
✓ Repairing process? (work order)
✓ Deletion procedures? (documentation)
✓ “End of the Year” teacher inventory?
Curriculum

✓ Aligned with the TEKS/CCRS?
✓ Need to update technology or equipment?
✓ Current?
✓ Professional Development needs (ongoing training)
✓ Meet industry based standards
✓ Effective? (student & teacher feedback)
✓ Instructor certification requirements?
Advisory Committee

- **Background Check** (on campus during the school day ?)

- **Help with program needs** (curriculum, technology, equipment, facilities)

- **Will help establish community, business & industry relationships!**

- **Perkins Requirement** (Documentation)
Advisory Committee

✓ **Size**

7-10 members works best

✓ **Members**

Demographics (gender & ethnicity)
Community stakeholders of your program
Don’t select all “yes” members
Are they knowledgeable of “At Risk” Students?
Are they the “Movers and Shakers” of your community?

✓ **Terms of Service**

Minimum of 2 year terms, rotation of new members each year.
Members select chair of committee
District Advisory Committee Members

- LEA CTE Representative (Director/Coordinator)
- Campus Administration representative
- Counselor representative
- Core Academic Teacher representative
- Business & Industry representative
- Chamber of Commerce/Eco Development rep.
- Community member representative
- Current / Former Student representative
- Post-Secondary representative
Advisory Committee

✓ Procedures

Terms of service, responsibilities, sub-committees, establishing Program of Work, guidelines for meetings

✓ Agenda and Minutes

Agenda (stick to it) .... mailed in advance?
Minutes (mailed after meeting) Communication is vital!
Advisory Committee Documentation

✓ Meeting

Length 30-45 minutes (coffee & snacks) No meal!
Structured, not just a meeting!
Fall (Info/Assignments) & Spring (Evaluation)

Sign-in sheet
Agenda
Minutes

Feedback of committee recommendations
Set date for next meeting

Keep on File!
Career & Technical Student Organization (CTSO)

✓ Constitution/By-Laws
✓ Officer election process
✓ Fundraising procedures (Activity Account procedures)
✓ Fieldtrips/Overnight travel procedures
✓ Parental Permission forms
✓ Advisor responsibilities (included in job description?) CDL?
✓ Officer/member communication procedures
Career Preparation/Practicum

- WBL Policy & Procedures Handbook? (admission process/selection rubric)
- Training station supervisory time? (documentation)
- Travel Reimbursement?
- Student folder
  - Training Plan agreements (New form) (TEKS included) (keep on file 5 yrs.)
  - Wage earnings/ hour verification
  - Employer evaluations
  - Daily Log (correct grammar, punctuation, etc.)
Students

- Poll Past, Present and Future? (Teacher or Program Surveys?)
- Safety exams (on file?)
- Assessment Data? (STAAR EOC (curriculum integration?), PBMAS – Nontraditional (barriers for enrollment?)
- Career interest surveys? (Data utilized to establish 4 year plans)
- 4 year plans & PGP’s (updated or revised annually?) (signed & dated?)
Place an X in the appropriate box for the program area being reviewed. Be sure to include any important evidence (information) that would support your answer.

School District ______________________________________ Campus ______________________________
Evaluator __________________________________________

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<th>Yes</th>
<th>No</th>
<th>Evidence</th>
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And.....more!

✔ Be sure to include all areas or information you believe would be helpful to evaluate and move your program forward!

✔ There is no one size fits all!
Questions?

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Region 6 Education Service Center

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