

CTE Program Evaluation

“The BIG picture”

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Program Evaluation

“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 $\frac{3}{4}$ "), 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!

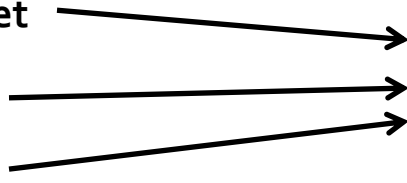
Structured, not just a meeting!

Fall (Info/Assignments) & Spring (Evaluation)

Sign-in sheet

Agenda

Minutes



Keep on File!

Feedback of committee recommendations

Set date for next meeting

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?))
- ✓ Attendance, Tardies & Absences? (Policy & Procedures Handbook – WBL, Adv. Classes , dual credit ?)
- ✓ Career interest surveys? (Data utilized to establish 4 year plans)
- ✓ 4 year plans & PGP's (updated or revised annually?) (signed & dated?)

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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