Career & Technical Education Program Evaluation

Jeff Eichman
Region 6 ESC

CTE Leadership Academy, Phase 3
Austin, Texas
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Program Evaluation

- Personnel
- Program Requirements
- Facilities
- Course Selection Guide/Catalog
- Budget
- PEIMS – Coding & Data Validation
Program Evaluation

- Instructional Resources
- Curriculum
- Advisory Committee
- CTSO
- Work-Based Learning Program
- Student Information
Personnel

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

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

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

- District Salary schedule available?
  Including; Extra-duty pay, stipends, extended contracts (extra days)

- Are your teachers’ members of their professional organization?

- Do your teachers’ attend Professional Development (PD) 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 handbook, course selection guide, WBL doc, CTSO info

✓ Annual Notification?
  ✓ Perkins - Early August – local newspaper
  ✓ Keep documentation

✓ Grievance procedures (staff, student, parent)

✓ Barriers to enrollment? (admission/application, master schedule)
Methods of Administration (MOA)

http://tea.texas.gov/Student_Testing_and_Accountability/Monitoring_and_Interventions/Program_Monitoring_and_Interventions/Methods_of_Administration_Guidance_and_Resources/

Annual Notification
Facilities

✓ Are **ALL** your facilities Safe?
   - Personal Protective Equipment (PPE)?
   - HVAC, Lighting, Ventilation?
   - First Aid Kit / Accident response procedures?
   - Hazardous materials properly stored/secured?
   - Lockdown procedures?
   - Emergency evacuation procedures (route posted)?

✓ ADA issues?
   - access issues – doors (5 lbs. pressure on all interior), door handles, 36” 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? (min. of 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 budget
  ✓ Allocation
  ✓ Accountability (during)
  ✓ Close out

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

✓ Who makes the decisions?
  ✓ including amendments

✓ What is the process used for purchases?
  ✓ credit card use
  ✓ PO ‘s
  ✓ Documentation
Budget

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

✓ How is the money allocated to the different programs?
  ✓ FTE’s, student numbers or equally divided?

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

✓ Federal CTE allotment
  ✓ Perkins – required 9 uses, grant requirements-dates
  ✓ Guidance document – unallowable & allowable uses of funds
  ✓ Job Duties/Responsibilities?
  ✓ Needs Assessment (NA) & Smart Goals submitted with the 2018-2019 Perkins Application!
  ✓ Needs Assessment is the guiding document to be utilized for all program expenditures!
    ✓ NA is established prior to NOGA
PEIMS Coding & Data Validation Process

✓ Policy & Procedures?
  ✓ Documented & communicated to staff
  ✓ Committee utilized?

✓ Job Responsibilities? (position title)

✓ Upgrades or changes to the district’s Data Management system?
  ✓ Verify accuracy (student CTE code, Course Title, Credit)
  ✓ Random student folder sample taken

✓ Submission dates?
  ✓ student 101 record
  ✓ Perkins Grant Requirement (10 coherent sequence takers)
Instructional Resources, Tools and other Equipment

- Location? (designate campus, building, classroom)
- Meet industry standards?
- 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?
✓ Available Proclamation 2017?
✓ Need to update technology, equipment or facilities?
✓ Current?
✓ Professional Development needs
  ✓ ongoing training?
✓ Meet industry based standards
✓ Effective?
  ✓ student & teacher feedback sheets?
✓ Instructor certification requirements?
Advisory Committee

✓ Background Check
  ✓ If utilized as guest speakers on campus during the school day

✓ Help with program needs
  ✓ curriculum, technology, equipment, facilities

✓ Can help establish community, business & industry relationships!

✓ Perkins Requirement
  ✓ Documentation- Agenda, Sign-In sheet, Minutes
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

✓ 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
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 45-60 minutes (coffee & snacks or Lunch by culinary)

Structured, not just a meeting!

Fall (Info/Assignments) & Spring (Evaluation)

Sign-in sheet  →  Keep on File!
Agenda  →  Minutes

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/scoring rubric
  - Committee
- 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 (students use correct grammar, punctuation, etc.) (reinforce ELA)
Students

✓ Survey - Past , Present , Future?
  ✓ Teacher and Program Survey

✓ Safety exams
  ✓ on file?

✓ Assessment Data?
  ✓ STAAR EOC (curriculum integration?)
  ✓ PBMAS – Nontraditional (barriers for enrollment?)

✓ Attendance, Tardies & Absences?

✓ Career interest surveys?
  ✓ Data utilized to establish 4 year plans?
  ✓ Future Program Needs or Expansion?

✓ 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!
Methods of Administration (MOA)

http://tea.texas.gov/Student_Testing_and_Accountability/Monitoring_and_Interventions/Program_Monitoring_and_Interventions/Methods_of_Administration_Guidance_and_Resources/
Questions?

Jeff Eichman

Region 6 Education Service Center

(936) 435-8226

jeichman@esc6.net