TAC Assessment of Secondary Program

Secondary Program Quality Measures Assessment Tool for Technical Advisory Committee Members

The Purpose of a Technical Advisory Committee (TAC) is to help insure a close tie with business, industry, and labor and are link for CTE programs to the communities. Career & Technical Programs in Idaho per IDAPA code are required to *"incorporate active input from an appropriately qualified business/industry technical advisory committee."*

The Idaho Career & Technical Education Program Quality Measures include eight components designed to validate career and technical education (CTE) programs in secondary schools. The program measures identified serve as a model for the local district to design, implement, assess, and improve their CTE programs. They represent rigorous and relevant expectations for program organization and delivery. The measures illustrate the common responsibilities of the student, teacher, counselor, and school administration that are need to have a high quality CTE program.

TAC members should use the program assessment tool at the program level for quality improvement. Each measure includes quality indicators that further define the measure. Each indicator uses a defined criterion to determine their rating. The quality indicators have three performance ratings: Meets Standards, Does Not Meet Standards, and Not Applicable.

Rating	Definitions
Meets	- Adequate for effective program performance. - Meets criteria relative to quality and quantity of behavior required for a successful program. - Is the expectation.
Does Not Meet	- Insufficient for performance requirements. - Does not meet criteria relative to quality and quantity of behavior required for a successful program. - Is below the expectation.

Instructions:

The purpose of a program assessment is to assist the teacher and district administrators in evaluating the program. This assessment will help the program to reflect on their performance over the last year. It is also an opportunity for a CTE program to address resource and development needs, and set annual goals for the program (five-year plan). This is a tool to help foster communication between teachers, administrators and industry partners.

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PROGRAM QUALITY MEASURE: PROGRAM PLANNING AND PROMOTION

Program Elements

☐ The CTE program elements include: (1) program description, (2) program of work, (3) course syllabi, (4) course objectives, (5) student learning outcomes, (6) description of major instructional methodologies/strategies, and (7) student evaluation procedures.

☐ A written 5-year plan addresses facilities, equipment, curriculum, and staff development.

☐ The input from postsecondary and advisory committee.

Status:	☐ Meets	☐ Does Not Meet

Fiscal Management

☐ **Budgeting:** Development of an annual CTE program budget with input from the teacher school/district administration and TAC members. To provide adequate funding for professional development, career and technical student organization activities, equipment, maintenance, supplies, and materials. Program budget reflects expenditures appropriate to program standards, program goals, and the five-year plan.

Status:	☐ Meets	☐ Does Not Meet

Student Recruitment and Sustainability

☐ A student recruitment and program sustainability plan is developed, implemented, and updated annually for prospective and current students that includes the recruitment of special populations and middle school students.

Status:	☐ Meets	☐ Does Not Meet

Promotional Strategies and Materials

☐ Developed promotional strategies and materials publicize the CTE program.

Status:	☐ Meets	☐ Does Not Meet Standards

Program Promotion

☐ Program conducts promotion activities during the year to inform students, parents/legal guardians, guidance counselors, and community members about the achievements of the CTE students and merits of the CTE program.

Status:	☐ Meets	☐ Does Not Meet Standards

PROGRAM QUALITY MEASURE: EDUCATIONAL PERSONNEL

Professional Development Plan

☐ The teacher has a professional development plan.

Status:	☐ Meets	☐ Does Not Meet

PROGRAM QUALITY MEASURE: PROGRAM AND INSTRUCTION

Program Accessibility
☐ The CTE program provides equal access for all students.
☐ Program actively recruits underrepresented Students, including by gender, race and ethnicity, and special populations status.
☐ Curriculum, instruction, materials and assessments are free from bias, inclusive, and non-discriminatory.
Status:　　　☐ Meets　　　☐ Does Not Meet

CTE Program Course Sequence
☐ The pathway offers sequenced CTE courses to create an approved ICTE program of study and guide students to program completion in a capstone course.
☐ The CTE program includes a sequence of courses and/or competencies across secondary and postsecondary education that incorporates technical, academic and employability knowledge and skills.
☐ Cluster programs offer a variety of courses within a program area but do not include a capstone course. When applicable cluster programs will incorporate Idaho CTE program standards.
Status:　　　☐ Meets　　　☐ Does Not Meet

CTE Course Curriculum
☐ The CTE course curriculum is aligned with and based on the appropriate Idaho CTE standards. Curriculum supports reinforcement of Workforce Skills for Career Readiness.
☐ The program curriculum is developed with industry input to prepare students for both further education and in-demand and emerging careers.
Status:　　　☐ Meets　　　☐ Does Not Meet

Instructional Improvement
☐ Teacher will review and analyze WRA and TSA data to plan, evaluate and guide instructional improvement.
☐ Teacher will gather and consider student feedback to evaluate and guide instructional improvement of program outcomes.
Status:　　　☐ Meets　　　☐ Does Not Meet

Work-based Learning and Experience
☐ Students have access to work-based learning activities aligned with the program content standards.
☐ Work-based learning experiences comply with relevant federal, state, local and district laws/policies.
☐ An educator and/or other appropriate staff with clearly defined roles closely supervise work-based learning experiences.
☐ Students, teachers, and employers collaboratively plan, developed and managed work-based experiences.
☐ Laboratory and/or industry related activities provide realistic work experiences.
Status:　　　☐ Meets　　　☐ Does Not Meet

Program Outcomes
☐ Teacher will track demonstrated competencies for each capstone student in SkillStack®.
☐ The program provides students with opportunities to earn relevant industry certifications.
☐ The program provides students with opportunities to earn postsecondary credit.
Status:　　　☐ Meets　　　☐ Does Not Meet

PROGRAM QUALITY MEASURE: CAREER DEVELOPMENT
Integration of Career Development
☐ The CTE program integrates career planning, employability skills instruction, and postsecondary education and training options that provide students with information and opportunities relevant to their career goals.
Status: ☐ Meets ☐ Does Not Meet

PROGRAM QUALITY MEASURE: FACILITIES, EQUIPMENT, AND INSTRUCTIONAL MATERIALS AND SUPPLIES
Instructional Tools, Equipment, and Supplies
☐ The availability of instructional tools, equipment, and supplies are sufficient to meet the instructional needs of all students.   ☐ Current technology is available to deliver instruction and simulate work-based learning activities.
Status: ☐ Meets ☐ Does Not Meet
Program and Equipment Enhancement
☐ The 5-year plan reflects program and equipment enhancement/expansion.
Status: ☐ Meets ☐ Does Not Meet
Facilities
☐ Laboratory facilities are current and support program standards.   ☐ Facilities and equipment reflect current workplace, industry and/or occupational practice requirements.
Status: ☐ Meets ☐ Does Not Meet
Safety
☐ The classroom and lab areas are safe, organized, and clean to ensure the effective delivery of program curriculum.   ☐ The facility, tools, and equipment are inspected and maintained to provide a safe learning environment.   ☐ A documented equipment and maintenance plan is on file.   ☐ Safety measures reflect current industry standards.
Status: ☐ Meets ☐ Does Not Meet

PROGRAM QUALITY MEASURE: COMMUNITY, BUSINESS AND INDUSTRY PARTNERSHIPS
Business and Industry Partnerships
☐ Program engages with business and industry to develop partnerships that benefit students.
Status: ☐ Meets ☐ Does Not Meet
Technical Advisory Committees (TAC)
☐ The program technical advisory committee (TAC) membership includes, but is not limited to, representatives from business and industry, students, parents/legal guardians, staff, postsecondary representatives, and other individuals having knowledge of the occupation(s) for which instruction is provided.   ☐ The TAC meets at least annually (CTS programs meet at least twice annually) and provides input related to curriculum, design, content, improvement, and operation of the CTE programs.   ☐ The TAC helps develop work-based experiences for CTE students.   ☐ The TAC provides input related to program of work and 5-year plan.

☐	The local program teacher considers the advisory technical skills committee's recommendations and reviews with administration annually.
Status:	☐ Meets ☐ Does Not Meet

PROGRAM QUALITY MEASURE: LEADERSHIP DEVELOPMENT	
CTSO Chapter Quality	
☐	Students have an opportunity to participate in an Idaho approved student organization related to the program of study.
☐	Nationally affiliated Chapter by November 1.
☐	Chapter elects at least two (2) officers.
☐	Chapter establishes a program of work.
Status:	☐ Meets ☐ Does Not Meet
CTSO Student Member Participation	
☐	CTSO provides opportunities for students to participate in relevant CTSO activities (e.g., chapter meetings, fundraising, etc.).
☐	CTSO provides opportunities for students to participate in relevant competitive events.
☐	Students attend Regional (if applicable) and State Leadership Conferences.
☐	CTSO provides opportunities for students to interact with business professionals.
☐	CTSO provides opportunities for students to participate in relevant community and school service activities.
☐	CTSO provides opportunities for students to participate in leadership development activities.
☐	CTSO officers attend BASIC.
Status:	☐ Meets ☐ Does Not Meet
CTSO Integration	
☐	CTSO is an intra-curricular part of the CTE program, available to every student at some point during the program.
☐	CTSO is aligned with relevant national and/or state standards.
☐	CTSO activities develop and reinforce relevant technical, academic, and employability knowledge and skills.
Status:	☐ Meets ☐ Does Not Meet

PROGRAM QUALITY MEASURE: EVALUATION SYSTEMS	
Program Evaluation	
☐	Program provides data for administration and others as appropriate.
Status:	☐ Meets S ☐ Does Not Meet
Retention and Completion	
☐	Pathway programs provide a capstone course to allow students to complete a program of study.
Status:	☐ Meets ☐ Does Not Meet