

CTE Program Alignment

| Step in the Process | What happens | Who's involved | Next step |
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| 1. Program of Study/Career Pathway Program Standards | Develop the foundational standards of the program of study or career pathway. Industry involvement is critical and drives this stage of the process. | Industry--Critical Secondary Instructors & Postsecondary Instructors Program Quality Managers | Program Quality Managers generate the criticality survey and send to instructors with directions to forward to industry partners, former students working in the field, and affiliate associations. |
| 2. Criticality Survey | An on-line survey is emailed to industry asking input in identifying what industry considers to be the most important knowledge or skills of employees to have. | Industry | Program Quality Managers post standards and results of criticality survey to website. Program Quality Managers provide technical assistance secondary programs to implement standards. |
| 3. Develop Secondary Technical Skill Assessment Test Items | Using the criticality survey as a blueprint, write test items for the secondary TSA | Secondary & Postsecondary Instructors Program Quality Managers CTECS | Pilots are coordinated and scheduled with CTECS. |
| 4. Pilot Technical Skill Assessment | In order to provide data to assist in determining the quality of the test items, secondary students take the assessment. This is considered a pilot because the students are not being assessed, the assessment is. | Secondary students (If needed, may also include first semester postsecondary students) Secondary & Postsecondary Instructors Program Quality Managers CTECS | Program Quality Managers make secondary instructors aware of the pilot, collect and compile test site administrator agreements and student registrations for CTECS. |
| 5. Test Item Analysis | Use the data provided by the pilot to determine the quality of the test items. Revise or completely throw out test items that are not effective | Secondary & Postsecondary Instructors Program Quality Managers CTECS | Program Quality Managers communicate TSA information to programs, i.e, when the live assessment will be available. |

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| 6. Administer "live" technical skill assessment | A temporary cut score is determined by CTECS and the TSA is ready to be used by secondary programs | Secondary concentrator students | Program Quality Managers communicate TSA information to programs, including temporary cut score. Secondary instructors insure program concentrators take TSA. Program Quality Manager analyze data to assist in improving programs. |
| 7. Set Cut Score | Determine the cut or passing score for the assessment | Secondary & Postsecondary Instructors Program Quality Managers CTECS | Program Quality Managers communicate cut score to the programs and continue to analyze TSA data to provide technical assistance. |
| 8. Horizontal alignment of postsecondary first semester courses | Using the criticality survey as a tool, faculty identified by the institution determine and agree on the foundational student learning outcomes common in all postsecondary programs. Those outcomes are then "packaged" into transferable technical courses. Faculty agree on the student assessment required for the postsecondary credit and determine any microcertifications to be awarded. | Postsecondary Instructors Program Quality Managers | Postsecondary institutions/faculty make the curriculum changes to their programs to be in effect by the following year's catalog. Submit Program Profiles (Attachment B) to ICTE. ICTE enters microcertifications into SkillStack. Postsecondary faculty and ICTE communicate program changes and microcertification information to Transition Coordinators |

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| 9. Vertical Alignment | At summer conference, TSA results are reviewed and program microcertifications are explained. SkillStack training is provided. Postsecondary faculty work with secondary instructors to help them understand the requirements for secondary students to receive postsecondary credit. | Secondary & Postsecondary Instructors SkillStack Administrator Program Quality Managers | Program Quality Managers will provide a list of cluster, pathway, and career specialty programs of the newly aligned program(s) to Transition Coordinators so they may support the alignment by understanding the types of programs in their region and if an individual or statewide articulation would be appropriate. TLC determines dates for secondary students to come to postsecondary campuses and test to earn technical competency credit. Test dates are communicated to Postsecondary Faculty, Program Quality Managers, and Transition Coordinators, so the information is communicated and promoted to secondary instructors/programs and students. Instructors begin to award microcertifications. |
| 10. Transition high school students to postsecondary | Students who have earned TCC microcertifications receive assistance in enrolling CTE postsecondary programs | Transition Coordinators | Transition Coordinators promote programs, provide information regarding application and enrollment throughout the entire year. Identify students with TCC microcertifications and provide transition assistance. |