

2014-15 CTE Program Application

Review Rubric

January 2014

Purpose:

The annual approval process for each of a district's CTE program applications serves three unique purposes:

- **To improve** – the approval process provides feedback to determine how the program can be improved over the course of the upcoming year.
- **To inform** – the approval process informs school board, administration, and staff of the contributions and impact of the CTE program.
- **To support** – the approval process provides support for CTE decision-making activities.

Review Process:

Each application will be reviewed by both a regional CTE specialist and a cluster specialist. The two specialists will work together to provide general comments about the program application and will reach a consensus on the final approval status of the application.

Approval Status:

At the conclusion of the review process, a final score will be awarded to the program application using the scoring rubric on the following page. Rubric scores will be used to determine if a program application is approved, conditionally approved, or not approved.

- **Approved**
 - Program application represents a strong sequence of courses that includes introductory, intermediate, and advanced course options in a cluster area.
 - Program utilizes an advisory committee.
 - Program incorporates CTSOs and industry-based licensures and certifications.
 - Teacher(s) possess all necessary certifications.
- **Conditionally Approved**
 - Teacher(s) are in the process of completing an endorsement or certification in the content area.
 - Program has a vacant teaching position, but the district is working to fill the position.
 - Sequence of courses lacks rigor and conditional approval is granted with the expectation of program development in the following school year.
 - Program does not have an established advisory committee.
- **Not Approved**
 - Teacher(s) are not qualified and have exceeded the time allowed for certification to be completed.
 - Program has repeatedly submitted incomplete Perkins data reports or has not participated in meetings related to federal grant requirements.
 - Sequence of courses offered by the program does not provide introductory, intermediate or advanced course options and the district has no plans to expand course options.

Appeal Process

If the application review process results in a program being conditionally approved or not approved, the district/consortium/multi-district's instructor and/or administration may disagree with the decision and request a formal review.

If a party wishes to discuss a program's approval before they request a formal review, then they may contact the Regional CTE Specialist and/or Director at any time.

The formal review process for program applications is as follows:

1. A copy of the approved, conditionally approved, or not approved program application is sent via email to the instructor(s) and the administration.
2. The instructor(s) or the administration will send the notice of approval, conditional approval or non-approval to the District CTE Team.
3. If the instructor and/or administration disagree with the approval status, that party can request a formal review.
4. The formal review must be requested in writing within 30 calendar days of the application approval status being emailed to the instructor(s) and administration. The formal review request can be sent via email or mail to the Regional CTE Specialist and/or the Director of the Division of Career & Technical Education.
5. Within 10 business days of a formal review request, the Regional CTE Specialist and/or Director will schedule a date and time for the formal review that works best for all parties. The review can be held either in-person or over the telephone. *
6. Each party will be able to present evidence, testimony, ask questions and state concerns.
7. The Director will make a determination (disapprove or approve) within 10 business days from the date the formal review is held.*

* 10 business days does not include Saturday, Sunday, holidays or any other day in which the office is closed: http://www.sdjobs.org/aboutus/aboutus_office_closure_schedule.aspx

First-Year and Continuing Programs

- **First-Year Programs**
 - Approved programs may offer 1 credit of the minimum 2 credits of cluster/pathway courses needed to have an approved program.
- **Continuing Programs**
 - Growth beyond 1 credit of cluster/pathway courses is necessary for continued program approval.
 - Courses offered through the school district or South Dakota Virtual School must provide a strong sequence of courses that include introductory, intermediate and advanced course options in a single cluster area.

Program Application Review Rubric

Program of Study	Needs Improvement	Satisfactory	Exemplary	Comments
<p>Application includes a comprehensive program of study.</p> <p>The sequence of courses includes introductory, intermediate, and advanced course options, including foundational, academic, and Capstone courses.</p> <p>Students are able to take virtual school courses and dual credit courses.</p>				
<p>Course schedules allow students to maximize participation in CTE courses from introductory to advanced levels.</p> <p>For example, the school alternates course options every year.</p>				
Teacher Certification & Qualification	No		Yes	Comments
Teachers listed within the application are certified to teach the courses they are assigned.				
<p>Teachers have completed the CTE 101 qualification training where applicable.</p> <p>*This training qualifies teachers to work with the federal Perkins grant and is separate from their teacher certification.</p>				
Teachers listed for Foundational Classes and Capstone Courses are qualified to teach their respective courses?				
Program Data	Decreased	Stayed the Same	Increased	Comments
<p>Student enrollment has</p> <ul style="list-style-type: none"> • Increased • Decreased • Stayed the same 				
<p>Student concentrators have</p> <ul style="list-style-type: none"> • Increased • Decreased • Stayed the same. 				

Program Application Review Rubric

Program Data (cont.)	Decreased	Stayed the Same	Increased	Comments
Non-traditional student enrollment has <ul style="list-style-type: none"> • Increased • Decreased • Stayed the same. 				
Non-traditional concentrators have <ul style="list-style-type: none"> • Increased • Decreased • Stayed the same 				
Advisory Committee	No		Yes	Comments
Does the program have an Advisory Committee?				
Does the advisory committee meet at least 2 times per year?				
Career & Technical Student Organizations	No		Yes	Comments
Does the program have an associated CTSO?				
Industry-Based Certifications	No		Yes	Comments
Does the program offer opportunity for students to obtain industry certifications within their classes?				

Program Application Comments

Areas of Strength:	
Opportunities for Improvement:	
Additional Comments:	
Final Approval:	
Formal Review Request Due By:	
Reviewed By:	