

TOPIC: INDIVIDUAL PROGRAM ANALYSIS

I. Enrollment

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| Goal | The new director will review enrollment data to ensure adequate enrollment. |
| Measurement | The program will meet enrollment requirements to justify the need for the program. |
| Discussion Questions | <ul style="list-style-type: none"> • How do you market your programs? • How do you recruit students for programs? • Do you have a selection process and what are the criteria? • What staff is involved in recruitment of students? • What percentage of students are new or 2nd year? • What do you do if you don't have adequate enrollment? |
| Materials to Share | <ul style="list-style-type: none"> • Copy of school enrollment for the last three years • Copy of individual program enrollment for last three years • Copy of recruitment forms used to recruit students • Copy of any marketing materials used to recruit students |
| <i>Impact on:</i> | |
| Performance-Based Administrator Evaluation | ISLLC Standard # _____ |
| School Improvement Plan – Form B of the PBAE | |
| Professional Learning Plan – Form C1 of the PBAE | |

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II. Determining Technology / Equipment

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| Goal | All programs will be adequately equipped with modern equipment and technology needs. |
| Measurement | Instructor and advisory committee review and make recommendations for technology needs to meet industry standards. |
| Discussion Questions | <ul style="list-style-type: none"> • Who determines the equipment / technology needs for the program? • Does each program have a budget? • How are equipment / technology needs submitted for approval? • Is the use of technology evident in the classroom? • What revenue sources are available for new equipment? |
| Materials to Share | <ul style="list-style-type: none"> • Copy of program budgets • Documentation of advisory input to program equipment / technology • Documentation for justification of equipment / technology for programs |
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III. Curriculum

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| Goal | The program will have an updated curriculum for their program. |
| Measurement | The director will review and validate the current curriculum used in the program. |
| Discussion Questions | <ul style="list-style-type: none"> • Does the curriculum meet the appropriate industry standards? • Are competencies with tasks of duties in place? • Are the essential skills of the program identified? • How often is the curriculum updated? • Is there scope and sequence to the curriculum? • Are all lesson plans complete? • Do the instructors have teaching calendars? • Are academics developed and integrated in the curriculum? • Does the advisory committee review the curriculum annually? • What are the delivery methods of the curriculum? • Does the curriculum provide for career and technical student organizations (CTSOs)? |
| Materials to Share | <ul style="list-style-type: none"> • Copy of a program curriculum • List of competencies for program • List of duties and tasks for program • Copy of lesson plans for program • List of essential skills for program • Copy of documentation of advisory committee involvement • List of career and technical student organizations (CTSOs) • Copy of school calendar • Copy of program teaching calendar |
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IV. Student Placement

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| Goal | The placement data will be reviewed at 180 days and meet or exceed the state standards. |
| Measurement | The accountability measures of Perkins will be reviewed to measure placement percentages and also review placement categories. |
| Discussion Questions | <ul style="list-style-type: none"> • How is the data collected? • How is the data put into the correct placement category? • Who is responsible for student placements? • What opportunities are given to students to help ensure related placement? • What do you do if your placement data is not good for a particular program? |
| Materials to Share | <ul style="list-style-type: none"> • Last two years of placement data for school • Last two years of placement data for individual program • Forms used to collect placement data • Copies of core data sheet sent to State |
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V. Student Completion

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| Goal | The director will review the completion rate by program / school to meet or exceed state standards. |
| Measurement | The percentage of students who complete programs will meet or exceed state standards. |
| Discussion Questions | <ul style="list-style-type: none"> • How do you figure the completion percentage? • What can you do to ensure a satisfactory completion rate? • Why don't students complete programs? • What elements would you analyze if your completion rate was not satisfactory? |
| Materials to Share | <ul style="list-style-type: none"> • List of student and completion rates for the last two years • List of reasons students do not complete programs • List by program the percentage of non-completing students |
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VI. Advisory Committees

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| Goal | All advisory committees for the school will be in place, organized and active. |
| Measurement | Documentation of all advisory committee meetings with recorded minutes are on file. |
| Discussion Questions | <ul style="list-style-type: none"> • Does each program have an advisory committee? • How often do the advisory committees meet? • When do the advisory committees meet? • Are minutes taken of each meeting? • Is there a written agenda for each advisory meeting? • What individuals are represented on your committees? • Are there other advisory committees in place? |
| Materials to Share | <ul style="list-style-type: none"> • List of all advisory programs • Template for advisory committee minutes • List of advisory committee members' occupations • Schedule of advisory committee meetings |
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VII. Non-Traditional Students

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| Goal | Recruit non-traditional students into programs. |
| Measurement | The percentage of non-traditional students will be compared to state standards. |
| Discussion Questions | <ul style="list-style-type: none"> • What is your enrollment of non-traditional students? • What are some activities you use to recruit non-traditional students? • Are your programs suitable for non-traditional students? • Are there some programs that recruit non-traditional students more than others? • Do you know who your regional Career Education Coordinator (CEC) is? |
| Materials to Share | <ul style="list-style-type: none"> • Copy of non-traditional students by program • Copy of documentation to recruit non-traditional students • List of activities to recruit non-traditional students • CEC information |
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VIII. Other Topics for Discussion

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| Goal | |
| Measurement | |
| Discussion Questions | |
| Materials to Share | |
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