

## CTE COURSE INFORMATION

### Technical Assistance Visit

1. Advisory Committee/Council (For past 5 years)
  - Upload a list of Advisory Committee/Council members and their occupation.
  - Upload copies of the Advisory Committee/Council minutes documenting a minimum of 2 meetings per year (Regional Advisory Committee meeting will count for one meeting if school representative in attendance).
  - Explain how the Advisory Committees (local and/or regional) influenced or shaped the CTE programs at your district
  
2. Curriculum & Assessment
  - Describe the process of analyzing assessment data to improve instruction.
  - **\*\*For identified schools—** Must complete and upload EOC Assessment Analysis Report
  
3. Professional Development/Activities
  - Upload the most beneficial content area professional development attended during the past 3 years, and why it was beneficial.
  - Upload any professional development topics that would benefit the classroom, or changes that need to be made to existing professional development to better assist the teacher's needs
  - Upload a list of professional organizations and levels of participation you are involved in (3 years)
  
4. Program Information
  - Describe any changes recently implemented in the program.
  - Describe any anticipated or planned program changes.
  - In what respects is this program most satisfactory and commendable?
  - In what respects is this program most in need of improvement? Recommended steps to improve the program.
  - Describe activities of the student organization
  
5. Programs of Study
  - List your Program of Studies that meet the federal definition of a program of study:
    - links secondary education and postsecondary education
    - integrates academic and technical education in a structured, non-duplicative sequence of courses that progresses from broad foundation skills to occupationally specific courses
    - opportunities for students to earn postsecondary credits for career and technical education program of study courses that lead to a postsecondary credential, certificate, or degree.
  
6. Start-up Equipment/Replacement Plan
  - Indicate on checklist the equipment in place
  - Indicate on checklist the year for replacement

**\*\*\*Full/Abbreviated Visits—upload to Dropbox three weeks prior to visit.**

**\*\*\*Desk Audit—upload to Dropbox by February 1.**