

PROGRAM INFORMATION

(The following items should be compiled by the program instructor and available to the team at the designated meeting site prior to the classroom visit. In addition, frameworks, lesson plans, CTSO materials and Perkins funded equipment will need to be available in the classroom for review. All documentation should reflect a 5-year history unless otherwise noted.)

1. Program Description:
 - 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?
 - What steps are recommended for the correction of program weaknesses?
 - Describe public relations activities and include samples.
 - Describe how Perkins funds have been utilized in the program. Give examples of in-service, supplies and materials, activities, and the indicator addressed.
 - Describe activities of the student organization.

2. Program of Study:
 - If substitution course is used in place of a foundation course, include copy of letter requesting permission and response letter from ACE.

3. Disciplinary Literacy (may include TESS artifacts or part of Professional Growth Plan):
 - Describe disciplinary literacy instructional strategies implemented.
 - Include sample lesson plans documenting academic competencies (current year only)

4. Curriculum & Assessment:
 - Describe how Arkansas frameworks are followed in all classroom instruction.
 - Provide sample lesson plans documenting the use of frameworks (current year only).
 - Provide copies of competency testing records.
 - Describe process of analyzing competency testing reports and how results are used to improve student performance on end-of-course assessments.

5. Advisory Committee/Council:
 - Describe the activity of the Advisory Committee/Council.
 - How has the recommendations of the Advisory Committee/Council been implemented?
 - Include copies of the Advisory Committee/Council minutes with sign-in sheets documenting a minimum of 2 meetings per year.

6. Professional Growth Plan:
 - Include list of in-service attendance noting subject area related to in-service.
 - Include copy of Professional Growth Plan as developed for TESS.

7. Program Operation:
 - List equipment purchased with state or local funds.
 - Include a copy of the current department inventory.
 - Include a three-to-five year equipment replacement plan.