

## Program Advisory Committee Program Review and Goals Setting Worksheet

### PROGRAM ADVISORY COMMITTEE: \_\_\_\_\_

Below are key elements of a quality CTE program that fall under the oversight responsibility of the industry representatives and CTE instructors that make up the Program Advisory Committee. As an Advisory Committee, please discuss and indicate the degree to which each indicator is in place for your particular program area. In making your determination, use the following scale to determine and indicate your responses:

1 = No need for improvement in this area.

2 = Some improvement in this area is needed.

3 = Much improvement needed in this area.

From your discussions, identify potential needs and goals for your program that can be included in your committee's program of work for the future. After you have completed this worksheet, please return this to the Career and Technical Education department. The CTE department will retain a copy of this program review for our records, and return your original evaluation forms to your advisory committee to serve as a resource for your continued work and activities.

### To be completed by CTE Instructors on the Advisory Committee:

Program Elements	A Summary of the Ideals we are Aiming For	Indicators to Be Evaluated	Status	Identified Needs and Goals for the Program
<b>Equipment and Technology</b>	<i>All CTE programs utilize equipment, technology, and software that reflect what is current and needed to equip students for future success given current and emerging trends within industry.</i>	The quality and quantity of equipment, technology, and software used in this program is adequate to effectively prepare students for future success within this industry.		
<b>Curriculum and Instruction</b>	<i>Curriculum and instructional activities meet the OSPI CTE Program Standards, and are focused on what is <u>current</u> and <u>needed</u> to equip students for future success given current and emerging trends within industry.</i>  <i>Includes the following areas of emphasis:</i> <ul style="list-style-type: none"> <li>▪ <i>Relevant and Rigorous Projects/Tasks</i></li> <li>▪ <i>Collaboration on Tasks</i></li> <li>▪ <i>Using current Technology and Tools</i></li> <li>▪ <i>Analytical Thinking</i></li> <li>▪ <i>Problem Solving</i></li> <li>▪ <i>Work-Based Learning</i></li> <li>▪ <i>Academic Integration and Connections</i></li> </ul>	Students are required to work collaboratively on projects?  Students are required to think analytically and wrestle with complex questions, problems, and tasks found within industry?  Academic content and vocabulary are integrated in the instruction and assessment of your program?		
		Work-Based Learning activities including field trips to industry sites, job shadows, informational interviews, internships, and/or guest speakers from industry are integrated into the program?		
<b>Student Leadership and Employability</b>	<i>All CTE programs promote development of leadership and employability skills through integration of activities from and participation in a recognized CTE Student Leadership Organization (i.e. DECA, FBLA, FCCLA, TSA, Skills-USA) or an approved alternative.</i>	Activities from a CTE Student Leadership Organization or an approved equivalent are integrated into the curriculum.  Students participate in leadership and events in an approved CTE Student Leadership Organization through this program.		
<b>Industry and Post-HS Connections</b>	<i>All CTE programs are connected to a post-high school training program, and provide a seamless program of study which results in college credit, industry certification, and/or eventual gainful employment.</i>	Up-to-date articulation agreements for college credit are currently in place for the program?  Opportunities for industry certification are integrated into the program where applicable?		

**To be completed by CTE Instructors on the Advisory Committee:**

Program Elements	A Summary of the Ideals we are Aiming For	Indicators to Be Evaluated	Status	Identified Needs and Goals for the Program
<b>Shop Safety</b>	<i>CTE Shop and Lab Facilities provide a safe and appropriate learning environment for students by meeting or exceeding the related federal, state, and county safety standards.</i>	MSDS notebooks are present where hazardous chemicals are used? Shop/lab use procedures are clearly posted in the classroom? Safety tests are mandatory element of classroom curriculum?		
<b>Marketing and Promotion</b>	<i>All prospective students, parents, and school counselors are well-informed about CTE programs as a result of effective marketing and promotion strategies, events, and materials.</i>	Information materials are updated and available for program? Plans are in place to reach out to school counselors to visit and receive information about your program? Plans are in place to promote program to students and parents?		

**To be completed by Industry Representatives on the Advisory Committee:**

Program Elements	A Summary of the Ideals we are Aiming For	Indicators to Be Evaluated	Status	Identified Needs and Goals for the Program
<b>Advisory Membership</b>	<i>Advisory membership is sufficient and broad enough to have industry expertise for <u>all</u> programs overseen by advisory committee.</i>	PAC membership reflects the range of industries related to programs?		
<b>Equipment and Technology</b>	<i>All CTE programs utilize equipment, technology, and software that reflect what is <u>current</u> and <u>needed</u> to equip students for future success given current and emerging trends within industry.</i>	The equipment, technology, and software currently used in this program are similar to that currently used and required in industry.		
<b>Curriculum and Instruction</b>	<i>Curriculum and instructional activities are focused on what is <u>current</u> and <u>needed</u> to equip students for future success given current and emerging trends within industry.</i>	Projects and tasks within the Curriculum for the program are relevant to expectations and tasks currently required within your industry?		

**Please sign below and return your completed evaluation to the Career and Technical Education Department.**

Advisory Member Signature

Date

Advisory Member Signature

Date

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