

-  Agriculture and Natural Resources
-  Arts, Media and Entertainment
-  Building Trades and Construction
-  Child Development and Family
-  Engineering and Design
-  Energy and Utilities
-  Fashion and Interior Design
-  Finance and Business Industry Sector
-  Health Science and Medical Technology
-  Hospitality, Tourism and Recreation
-  Information Technology
-  Manufacturing and Product Development
-  Marketing, Sales, and Service Education
-  Public Service
-  Transportation

## Elements of a High-Quality CTE Program

# Program Assessment Tool

2009-2010

## Career Technical Education Steering Committee

Campbell Union High School District  
 East Side Union High School District  
 Gilroy Unified School District  
 MetroEd District  
 Morgan Hill Unified School District  
 Palo Alto Unified School District  
 San Benito High School District  
 San Jose Unified School District  
 Santa Clara Unified School District  
 Santa Clara County Office of Education



**Creating 21<sup>st</sup> Century Career Choices for All**

2008-2012 California State Plan Career Technical Education  
11 Elements of a High-Quality CTE Program  
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1. LEADERSHIP AT ALL LEVELS				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		Staff participate in CTE leadership and professional development activities.	<ul style="list-style-type: none"> <li>Dates and names of activities</li> </ul>	
		District and County staff participate in leadership and professional development activities.	<ul style="list-style-type: none"> <li>Dates and names of activities</li> </ul>	

2. HIGH-QUALITY CURRICULUM AND INSTRUCTION				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		The curriculum is aligned with the state's CTE Model Curriculum Standards and Frameworks.	<ul style="list-style-type: none"> <li>Review curriculum document</li> <li>CTE On-line</li> </ul>	
		There are work-based learning opportunities available for students through industry partnerships, ROP, adult schools, work experience, etc.	<ul style="list-style-type: none"> <li>List of WBL sites</li> <li>Percent of students participating</li> </ul>	
		The course is industry certified, approved UC a-g, or articulated with a community college.	<ul style="list-style-type: none"> <li>Copy of certification or licensure</li> <li>Copy of UC approval list; articulation agreements</li> </ul>	
		There is collaboration between academic and CTE teachers.	<ul style="list-style-type: none"> <li>Agenda / Minutes / Sign-In Sheets</li> </ul>	
		Technology is incorporated into program instruction.	<ul style="list-style-type: none"> <li>Program-based software</li> <li>Program-related, technology advanced equipment</li> </ul>	

3. CAREER EXPLORATION AND GUIDANCE				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		Career guidance activities are ongoing and include the dissemination of career opportunity and career path information to students, parents, and counselors.	<ul style="list-style-type: none"> <li>List of activities</li> <li>List of career path information sent to parents, counselors, and students</li> </ul>	

2008-2012 California State Plan Career Technical Education  
11 Elements of a High-Quality CTE Program  
Program Assessment Tool

3. CAREER EXPLORATION AND GUIDANCE (continued)				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		CTE instruction includes career planning, employability skills, articulation options, and other relevant career path information.	<ul style="list-style-type: none"> <li>• Lesson plans</li> <li>• List of activities</li> </ul>	

4. STUDENT SUPPORT AND STUDENT LEADERSHIP DEVELOPMENT				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		An Official Career Technical Student Organization (CTSO) has been chartered by the State Association or has been applied for. If an alternative student CTSO is in place, please provide detail.	<ul style="list-style-type: none"> <li>• Copy of CTSO document</li> <li>• Agenda / Minutes / Sign-In Sheets</li> </ul>	
		Leadership activities are embedded in the CTE course.	<ul style="list-style-type: none"> <li>• List of Leadership Activities – lesson plans or curriculum</li> <li>• Percent of students participating</li> <li>• Evidence of student achievement</li> <li>• List of student organization involvement in community or school-related activities</li> </ul>	

5. INDUSTRY PARTNERSHIPS				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		The Local CTE Advisory Committee(s) meets at least once each year.	<ul style="list-style-type: none"> <li>• List of advisory members/Titles/Industries; list of educators</li> <li>• Agenda / Minutes / Sign-In sheets/Emails</li> </ul>	
		Business/Industry is involved in student learning activities.	<ul style="list-style-type: none"> <li>• List of activities – job shadowing, speakers</li> <li>• Percent of Industry participation</li> </ul>	
		Business/Industry is involved in the development and validation of the curriculum.	<ul style="list-style-type: none"> <li>• List of advisory members &amp; industries</li> <li>• Agenda / Meeting Minutes / Sign in Sheets</li> </ul>	

2008-2012 California State Plan Career Technical Education  
11 Elements of a High-Quality CTE Program  
Program Assessment Tool

5. INDUSTRY PARTNERSHIP (continued)				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		Labor Market demand has been documented for program.	<ul style="list-style-type: none"> <li>• Labor market projections</li> </ul>	
		There are industry certification standards and industry certificates for students who achieve industry-recognized skill and knowledge requirements.	<ul style="list-style-type: none"> <li>• Copy of certification standards</li> <li>• Percent of students receiving certification</li> </ul>	

6. SYSTEM ALIGNMENT AND COHERENCE				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		A Program of Study, with a post-secondary institution, has been developed.	<ul style="list-style-type: none"> <li>• Industry Sector/ Career Pathway identified</li> <li>• Articulation, UC a-g, technical school</li> <li>• Sequence documents</li> </ul>	
		The course is an essential part of an approved CTE sequence of courses.	<ul style="list-style-type: none"> <li>• Document identifying sequence</li> <li>• Meeting dates for collaborative time with others in identified sequence</li> </ul>	
		Staff has attended and participated in Tech Prep activities.	<ul style="list-style-type: none"> <li>• Sign in sheets</li> <li>• Articulated courses</li> </ul>	

7. EFFECTIVE ORGANIZATIONAL DESIGN				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		Students participate in after-school, extended-day, etc. for career exploration, projects, e-mentoring and work-based learning connected to in-class curricula.	<ul style="list-style-type: none"> <li>• Percent of students who participate</li> <li>• List of WBL activities</li> <li>• Signed WBL agreements</li> </ul>	
		Students are provided practical applications and experiences through actual or simulated work-based learning assignments.	<ul style="list-style-type: none"> <li>• Lesson plans</li> <li>• Sample of students assessments</li> </ul>	

2008-2012 California State Plan Career Technical Education  
11 Elements of a High-Quality CTE Program  
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**7. EFFECTIVE ORGANIZATIONAL DESIGNS (continued)**

Yes	No	What is Being Assessed	Examples of Evidence	Comments
		Technology is used for distance learning and/or other career related opportunities	<ul style="list-style-type: none"> <li>Distance learning activities</li> <li>Internet CTE research project completed by students</li> </ul>	

**8. SYSTEM RESPONSIVENESS TO CHANGING ECONOMIC DEMANDS**

Yes	No	What is Being Assessed	Examples of Evidence	Comments
		Curriculum is relevant to both current and future workforce needs.	<ul style="list-style-type: none"> <li>Minutes showing business/industry input to curriculum</li> </ul>	
		There is sufficient funding to cover the costs of necessary equipment and facilities.	<ul style="list-style-type: none"> <li>Documented costs over last 2 years; Assessment of on-going costs</li> </ul>	
		There is consistent and reliable data about regional economic and labor markets for planning programs.	<ul style="list-style-type: none"> <li>Labor market reports both regional and global.</li> </ul>	

**9. SKILLED FACULTY AND PROFESSIONAL DEVELOPMENT**

Yes	No	What is Being Assessed	Examples of Evidence	Comments
		CTE teacher has the appropriate credential for teaching the subject(s) assigned.	<ul style="list-style-type: none"> <li>Approved by local credential office</li> </ul>	
		CTE teacher has attended teacher technical professional development activities throughout the year.	<ul style="list-style-type: none"> <li>List of teacher technical development activities such as staff exchange, technical conferences, industry certification training, etc.</li> </ul>	

**10. EVALUATION, ACCOUNTABILITY AND CONTINUOUS IMPROVEMENT**

Yes	No	What is Being Assessed	Examples of Evidence	Comments
		Program improvements are developed and implemented based on an analysis of prior-year program accountability data from Perkins.	<ul style="list-style-type: none"> <li>Meeting notes</li> <li>Improvement plan</li> </ul>	

2008-2012 California State Plan Career Technical Education  
11 Elements of a High-Quality CTE Program  
Program Assessment Tool

10. EVALUATION, ACCOUNTABILITY AND CONTINUOUS IMPROVEMENT (continued)				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		Student academic achievement in Math and ELA is analyzed and used to improve student achievement.	<ul style="list-style-type: none"> <li>• CAHSEE scores in Math and ELA are at the proficient level of 380 or above</li> <li>• Meeting dates, discussion points</li> </ul>	
		A comprehensive assessment system is used to measure student competence in the application of CTE and academic knowledge and skills required in the program area.	<ul style="list-style-type: none"> <li>• Assessments used</li> </ul>	

11. CTE PROMOTION, OUTREACH, MARKETING AND COMMUNICATION				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		There is a systematic plan to promote the course to all concerned groups, including, but not limited to; students, parents, counselors, site and district administrators, and post-secondary agencies.	<ul style="list-style-type: none"> <li>• Copy of plan</li> <li>• Date and type of activities such as web page, career fairs, open house, serving on program related committees</li> </ul>	
		There is a plan to recruit new students into the program on an annual basis.	<ul style="list-style-type: none"> <li>• Copy of plan such as feeder school meetings</li> </ul>	