

To: Dr. Terrill and Amanda Hetrick
From: Delores Berry, Principal, WCCC

Subject: Summary of Program Approval Audit from November 17-19, 2010

1. Academic Standards

Correction: All CIP's must have access to high level academic classes. Some of the high schools are not able to offer academic classes in the afternoon when WCCC students return for classes.

Response to correction:

Equal access can be a problem for high achieving students that want the benefits of varied available educational opportunities. This situation is not isolated to the career center. A high achieving student may experience difficulty scheduling all their selections even when based at one location. Although traveling to the career center location does inevitably cost a student time there are options a student can consider.

- A student may elect online dual enrollment through Clarion University.
- A student may elect to complete courses through on-line Nova Net or Acellus classes.
- A student may elect to explore cyber opportunities.
- Students may attend WAHS for one period and receive make-up classes or advanced opportunities.
- A student may rearrange their schedule and attended the WCCC in a different time slot then the one designated for their school. This has worked very well.

2. Labor Market Needs

All Requirements Met

3. Instructional Time Requirements

All Requirements Met

4. Teacher Certification

All Requirements Met

5. Instructional Equipment and Resource Materials

Correction: Protective Services Program needs OAC recommendations for meeting industry standards for instructional equipment. There also needs to be documentation that the OAC meets two times per year.

Response to correction:

Issues specific to Protective Services will be addressed at the 2nd OAC meeting in the spring of 2011.

The WCCC will continue to hold their annual fall Occupational Advisory dinner and General Advisory breakfast. A 2nd meeting will be held during the year to accommodate each shop.

6. Support and Special Services and IEP's

All Requirements Met

7. Articulation between Secondary and Postsecondary Institutions

Recommendation: All CIP's need documentation of the number of students that are enrolled in articulated postsecondary programs.

Response to Recommendation:

WCCC has agreements with Mercyhurst College, Triangle Tech, Precision Manufacturing and Penn Institute of Technology, Ohio Technical College, Dubois Business College, and Erie Business Center. Edinboro University withdrew in (2010-2011).

WCCC has students in programs. WCCC will track all students as of (2010-2011)

I in collaboration with the Tech Prep program from IU#5.

8. Involvement in Career and Technical Student Organizations

Corrections: The Business Program needs to show evidence of sponsorship of the Future Business Leaders of America and the Marketing Program needs to show evidence of sponsorship of the DECA Program. These organizations must document student rosters and charter agreements.

Response to Correction: This was recommended in the 2005 audit, and was offered for two years. The last posting did not bring in any interested club advisors. It will be posted again for the 2011-12 school year, but a club advisor must be available to offer the club.

9. Joint Planning with Sending Schools

Not applicable

10. Accountability Standards

All Requirements Met

11. Student Objectives

Recommendation: Signatures of guidance counselor and the instructor must be on each student objective form.

Response to Recommendation:

This will be done in the fall of each year.

12. Local Advisory Committee

All Requirements Met

13. Occupational Advisory Committee

Correction: The Occupational Advisory Committees must meet twice each year.

Response to Correction:

The WCCC will continue with our fall Occupational Advisory dinner meeting and General Advisory breakfast. A 2nd meeting will be held in the spring and will accommodate the shops schedules. Monthly meetings are encouraged if there is a focus group.

14. Admissions

All Requirements Met

15. Occupational Analysis, Program Content, Industry Standards, Extended Classroom/Work Based learning Simulated Work Situations.

Commendations:

- Business is commended for the number of students that have MOUS certification.
- Electronics is commended for being an approved curriculum program under ETA.
- The school is commended for paying student fees to take certification tests.

Response to Correction:

- Provide documentation that students have been made aware or given the descriptions of the duty task list.
- Document at what standard the student achieved the task. An example may be: material was presented, skill was practiced, and skill was mastered.
- Provide documentation that student assessments are based on the duty task list.

- Provide documentation that the performance objectives have been recommended by the OAC.
- Each CIP must provide industry based certification credentials.
- Each shop must provide documentation of the students' earning credentials each year.

○ Auto collision	ASE
○ Auto Technology	ASE
○ Accounting	none at this time
○ Administrative Assistant	MOUS
○ Building construction	none at this time
○ Computer Information specialist	A+, Network+, Server+
○ Electronics	ETA
○ Food Production	Serv Safe
○ Marketing	none at this time
○ Machining	NIMS
○ Protective Services	
▪ First Aid, AED, Telecommunications and EMT	
○ Pre-engineering	none at this time
○ Power Equipment	EETC
○ Welding	AWS

16. Vocational Education Safety

Recommendations: Of the nine recommendations, the WCCC has completed on an ongoing basis eight of the nine. It is unfortunate that this was not communicated clearly to the audit team. The ninth recommendation was that safety signage needs to be placed on floors, walls and machinery.

Response to Corrections:

- All CIP's must provide documentation of how safety education is presented to each class. This must include and be documented in the curriculum:
 - safety practices that are incorporated into lessons
 - accident prevention protocol needs to be in place
 - occupational health habits need to be explained through the MSDS
 - environmental concerns need to be documented
 - Equipment guards and personal safety devices must be on all devices in BCO.
 - provide documentation that class enrollment is safe relative to classroom size
 - machining program must provide documentation that workstations are barrier free
 - storage of materials and supplies must meet State and Federal safety practices

17. Guidance Plan and Services

All Requirements Met

18. Certifications and In-service Plan

All Requirements Met

19. Learning Environment

Corrections: Provide evidence that shop size is adequate per OAC recommendations. Provide evidence that the number of students assigned to this CIP is not greater than the number of workstations available.

Response to Correction:

WCCC will work with the Director of Building and Grounds to document that the building square footage and enrollment meet the legal requirements.

20. Capstone Cooperative Education

All Requirements Met

21. Diversified Occupations Cooperative Education

There is no diversified Occupations Program

22. Program Approval Data Elements

All Requirements Met

23. Strategic Plan

All Requirements Met

24. Previously Approved Program Evaluation

All Requirements Met