

BUREAU OF CAREER AND TECHNICAL EDUCATION

APPROVED PROGRAM EVALUATION CORRECTION PLAN AND STATUS UPDATE

2010-2011

School District/CTC Name: Warren County AVTS
 School Contact: Delores Berry
 Date of Review: November 16-18, 2010
 BCTE Team Leader: Christopher Weller
 Director/Consultant: Christopher Weller

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 PDC Telephone Number: (814) 865-2133 PDC Contact Email Address: raw@psu.edu

CIP Code No(s). and Name(s) of Approved Programs Reviewed:

CIP CODE	CIP TITLE
12.0508	Institutional Food Workers
15.0303	Electrical, Electronic and Communications Engineering Technology/Technician
15.1202	Computer Technology/Computer Systems Technology
15.1301	Drafting and Design Technology/Technician, General
43.9999	Homeland Security, Law Enforcement, Firefighting and Related Protective Services, Other
46.9999	Construction Trades, Others
47.0603	Autobody/Collision and Repair Technology/Technician
47.0604	Automobile/Automotive Mechanics Technology/Technician
47.0699	Vehicle Maintenance and Repair Technologies, Other
48.0501	Machine Tool Technology/Machinist
48.0508	Welding Technology/Welding
52.0302	Accounting Technology/Technician and Bookkeeping
52.0401	Administrative Assistant and Secretarial Science, General
52.1801	Sales, Distribution and Marketing Operations, General

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				YES	NO		
1.2 All CIPs - Provide documentation of the high-level academic courses that are integrated within the technical curriculum and instruction in this occupational program.	Equal access can be a problem for students wanting the benefits of varied available educ. opportunities. This situation is not isolated to the CTE. The community has expressed a desire to keep four high schools open. Available options: Students may elect dual enrollment through Clarion University, Student may elect to complete classes on-line/Nova Net, Students may elect to explore cyber opportunities, Students may elect to cross the campus to Warren High School and attend any make-up or academic/honor/advanced placement class. Home School loyalty often interferes with this option. A student can rearrange their schedule and attend the CTE in a different time slot and this works well.	The District makes these options available to all students and not limited to CTE students that feel challenged by equal access. Director/Principal/ Guidance of CTE must be aware of individual cases	In effect 2010-2011				
5.2 CIP 43.9999 Homeland Security, Law Enforcement, Firefighting and Related Protective Services, Other-Provide evidence that the instructional equipment is comparable to industry needs as recommended	Will discuss with the OAC's during the May and October 2011 scheduled meetings Phase III POS is currently integrating the competencies into the planned instruction. Minutes from the meeting will be placed into teacher POS	Instructor Teaching coaches	October 30, 2011				

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by the Occupational Advisory Committee. Evidence includes the minutes of the Occupational Advisory Committee meetings.	notebook						
8.1 CIP 52.0302 Accounting Technology/Technician and Bookkeeping, CIP 52.0401 Administrative Assistant and Secretarial Science, General and CIP 52.1801 Sales, Distribution and Marketing Operations, General - Provide evidence of sponsorship or involvement, or both, in Career and Technical Student Organizations (CTSOs). Evidence includes student rosters from the CTSO or charter agreements between the school entity and the CTSO.	This recommendation was presented in the 2005 audit. The School Board passed a supplemental pay for the position. CTE meet the recommendation for two years. It was posted and not filled in each subsequent year. It will be posted yearly.	Director/Principal will work with the Human Resource Office to post this position yearly	August/Sep tember 2011				
13.1 CIP 12.0508 Institutional Food Workers, CIP 15.1301 Drafting and Design Technology/ Technician, General, CIP 46.9999 Construction Trades, Others, CIP 47.0603	The CTE holds a yearly October dinner meeting with 200 members coming together for 14 shops. The teachers are encouraged to meet as needed	Director/Principal will establish the fall meeting Teachers will establish the spring meeting	Yearly in October and April/May				

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Autobody/Collision and Repair Technology/ Technician, CIP 47.0604 Automobile/Automotive Mechanics Technology/ Technician, CIP 52.0302 Accounting Technology/ Technician and Book-keeping, CIP 52.0401 Administrative Assistant and Secretarial Science, General, CIP 52.1801 Sales, Distribution and Marketing Operations, General,-Provide documentation of meetings of Occupational Advisory Committee (OAC) for each program or cluster of related programs. The OAC must meet twice each year.	throughout the year. There will be an established protocol to have an April/May meeting. The spring meeting will be initiated by the instructor and can be in the day or evening.						
15.3 All CIPs - Provide documentation that performance objectives consist of the conditions under which program tasks will be performed (materials and supplies provided), a description of program tasks, and the standard for how well the tasks shall be performed.(POS task lists - http://www.portal.state.p	Warren County School District provides six professional development days throughout a school year. The plan will be to develop a workable chart with a defined rubric.	Director will facilitate Instructors will design	September 6, 2011				

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a.us/portal/server.pt/community/programs_of_study/7686/framework/679310).							
15.4 All CIPs - Provide documentation that performance objectives have been recommended by the Occupational Advisory Committee. Except CIP 15.0303 Electrical, Electronics and Communications Engineering Technology/Technician.	At the OAC meetings each instructor will review the competency lists and the group will discuss ways to assess mastery of the competencies in the work environment. Each performance objective will have levels of achievement. The chart and rubric will be reviewed at the POS's 2 nd meeting.	Instructors	November 30, 2011 or Spring of 2012				
15.5 All CIPs - Describe and provide documentation of student assessment based on performance standards.	The Instructors will meet with their OAC's yearly in October to review students competency portfolios, NOCTI scores for each shop area and the number of certifications earned by students	Instructors will place minutes of these meetings in their POS notebook and a copy will be placed in the office OAC minutes notebooks.	November 15, 2011 yearly				
15.6 All CIPs - Provide the industry-defined standards, certifications, regulations or licensing agreements demonstrated through	A plan will be developed to track student statistics. A five year plan will track scores for each shop area, the chart will list industry certifications available, certs earned, NOCTI scores and other	Guidance department	June 2012				

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industry assessment, industry credentials, industry certification, license or State assessment and provide the number of students who have earned industry credentials/certifications. http://www.portal.state.pa.us/portal/server.pt/community/instructional_resources/7392/industryrecognized_certifications_for_career_and_technical_education_programs/507887	relevant assessments						
16.1 CIP 12.0508 Institutional Food Worker, CIP 47.0604 Automobile/ Automotive Mechanics Technology/Technician, CIP 15.1202 Computer Technology/Computer Systems Technology, CIP 46.9999 Homeland Security, Law Enforcement, Firefighting and Related Protective Services, Other - Provide documentation of how safety education, consisting of safety practices, accident	Director/Principal will develop a template with the requested documentation. Each shop will be expected to establish their safety unity integrating the requested documentation	Director/Principal will facilitate during the August 2011 in-service. Instructors will design the integration into the curriculum.	September 30, 2011				

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prevention, occupational health habits, and environmental concerns have been integrated into the instruction and practices in this CIP.							
16.2 CIP 46.9999 Construction Trades, Other - Describe the equipment guards and personal safety devices that are in place and used.	Instructor and Maintenance Supervisor and the core of his OAC will review all equipment safety requirements. Instructor will prepare documentation that guards are in place.	Instructor Core OAC members Maintenance Supervisor	June 2011.				
16.3 CIP 12.0508 Institutional Food Workers, 47.0604 Automotive Mechanics, 47.0603 Autobody/ Collision, CIP 43.9999 Homeland Security, CIP 15.0303 Electrical, Electronics - Provide documentation that class enrollment is safe relative to classroom or laboratory size and number of workstations.	Square footage of all rooms will be charted. Enrollment figures will be determined after Feb. 2011 scheduling	Director/Principal Director of Buildings and Grounds Guidance	August 2011				
16.4 CIP 48.0501 Machine Tool Technology/ Machinist - Provide	Survey of physical space Personal property	Director of Buildings and Grounds	February 25, 2011				

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evidence that workstations are barrier-free, assuring accessibility and safety under applicable regulations.	of instructors will be removed.	Director/Principal CTE Instructor					
16.6 CIPs 12.0508 Institutional Food Worker, CIP 47.0604 Automobile/Automotive Mechanics Technician, CIP 15.1202 Computer Technology/Computer Systems Technology, CIP 48.0508 Welding Technology/Welding, CIP 46.9999 Construction Trades, Other - Describe the storage of materials and supplies according to 34 Pa. Code Part I (Department of Labor and Industry) and how safety practices meet State and Federal regulations. (34 Pa. Code http://www.pacode.com/secure/data/034/partI/toc.html)	Director of Buildings and Grounds and the Director/Principal of CTE will review the four shops in question and relate it to the State and Federal regulations. A chart will be developed to determine if storage is appropriate or how shop instructor will downsize supplies to fit the regulations	Director of Buildings and Grounds Director/Principal CTE Instructors	Review in June 2011, Complete by December of 2012.				
19.1 CIP 47.0603	16.6 and 19.1 A chart designating	Director/Principal of CTE	Review in June 2011				

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Autobody/Collision and Repair Technology/ Technician, CIP 46.9999 Homeland Security, Law Enforcement, Firefighting and Related Protective Services, Other, CIP 12.0508 Institutional Food Workers, CIP 15.1202 Computer Technology/Computer Systems Technology, and CIP 47.0604 Automotive/Automotive Mechanics Technology/Technician, - Provide evidence to show that shop laboratory size is adequate as required by State licensing boards, accreditation providers and industry certification standards and take into consideration the recommendations of the Occupational Advisory Committee.	usable square footage will be designed. Enrollment limits will be established and Board approved	Instructor with support of core OAC members	Complete by September 30, 2011				
19.2 CIP 47.0603 Autobody/Collision and Repair Technology/ Technician, CIP 46.9999 Homeland Security, Law Enforcement, Firefighting and Related Protective Services,	16.6, 19.1, 19.2, Map and Chart will be designed	Director of Buildings and Grounds, Director/Principal of CTE, Pre-engineering instructor, and senior student	Review in June 2011 Complete June 2012				

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Other, CIP 12.0508 Institutional Food Workers, CIP 15.1202 Computer Technology/Computer Systems Technology, and CIP CIP 47.0604 Automotive/Automotive Mechanics Technology/Technician- Provide evidence that the number of students assigned to this CIP is not greater than the number of workstations available.							