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***Mrs. Amy Stewart, Superintendent***

***Mr. James Evers, Director***

To: G. Weber

Date: October 17, 2023

From: J. Evers

RE: CIP 11.0901

At the May 24, 2023, Information Technology Occupational Advisory Committee meeting, the OAC began to discuss the idea of switching CIP codes from 15.1202 to 11.0901. The committee questioned the relevance of the 15.1202, especially regarding the PA NOCTI test associated with that CIP code. They felt it did not meet the current needs of industry. They felt the performance objectives and required skills were related to technology more than 15 years out of date.

Based on information gathered during the 2022/2023 Integrated Learning Conference held in State College, PA, Scott Burroughs believes neither PDE or NOCTI have any interest in updating this curriculum or test.

The committee reviewed and discussed CIP 11.0901 – Computer System Networking and Telecommunications. The committee discussed that Seneca Highlands, Erie County and Mercer are all using 11.0901. Bradford and Crawford County are still using 15.1202. The committee asked Mr. Burroughs to follow up with Seneca Highlands, Erie County and Mercer instructors to gain their feedback on this CIP.

At the October 5, 2023, OAC meeting, the committee again discussed the need to change CIP codes. They made the recommendation to being the process of changing the CIP to 11.0901. Administration met with Scott Burroughs (instructor) and Randy Bussell (OAC chairperson) to review their rationale.

Rationale for Change:

1. Current NOCTI used for 15.1202 is out of date. Students do not receive instruction on various components of the task grid until just prior to the testing window because the skills are no longer relevant.
2. More relevant tasks from 11.0901 are provided throughout the program.
3. NOCTI testing for 11.0901 is more up to date and relevant than 15.1202.
4. More articulation agreements are available through the 11.0901 CIP code.
5. No financial commitment is required by the district for this change.
   1. No additional equipment is required for this change.
   2. No updated textbook or on-line resources are required.
6. Instructor certification will either be concurrent or easily obtainable by the instructor.

In order for this change to occur, the WCCC will need to complete the following steps:

1. Obtain two letters of support from local industry (REQUESTED).
2. Obtain a letter of support from the Workforce Development Board (REQUESTED).
3. Develop a Professional Advisory Committee to determine feasibility (COMPLETED).
4. Develop an Occupational Advisory Committee (COMPLETED – using existing committee).
5. Obtain WCSD support (purpose for this memo).
6. Conduct Occupational Analysis with OAC (COMPLETED).
7. Develop a Safety Plan (COMPELTED - Use existing plan).
8. Develop Industry Standards (COMPLETED).
9. Determine NOCTI test to be used (COMPLETED).
10. Develop a Planned Instruction (IN PROGRESS)
11. Develop an Equipment list (NOT NEEDED).
12. Secure Articulation Agreements (IN PROGRESS).
13. Determine how Special Education needs will be met (COMPLETED).
14. Develop a non-discriminatory policy (COMPLETED).
15. Obtain instructor certification (IN PROGRESS).
16. Incorporate Guidance Plan (COMPLETED).
17. Complete CATS submission (IN PROGRESS).

In summary, the only requirement to move forward with this change is to obtain WCSD support of the change. All other components are either completed or in progress.

Once complete and approved by PDE, Administration will work with Mr. Mineweaser on updating all scheduling requirements (course request forms, E-school course catalog and E-school schedules). No real changes in the scheduling process will be necessary.

Administration will update the WCCC website to reflect the change.

The goal is to have the CIP code change approved and in place for the 2024/2025.