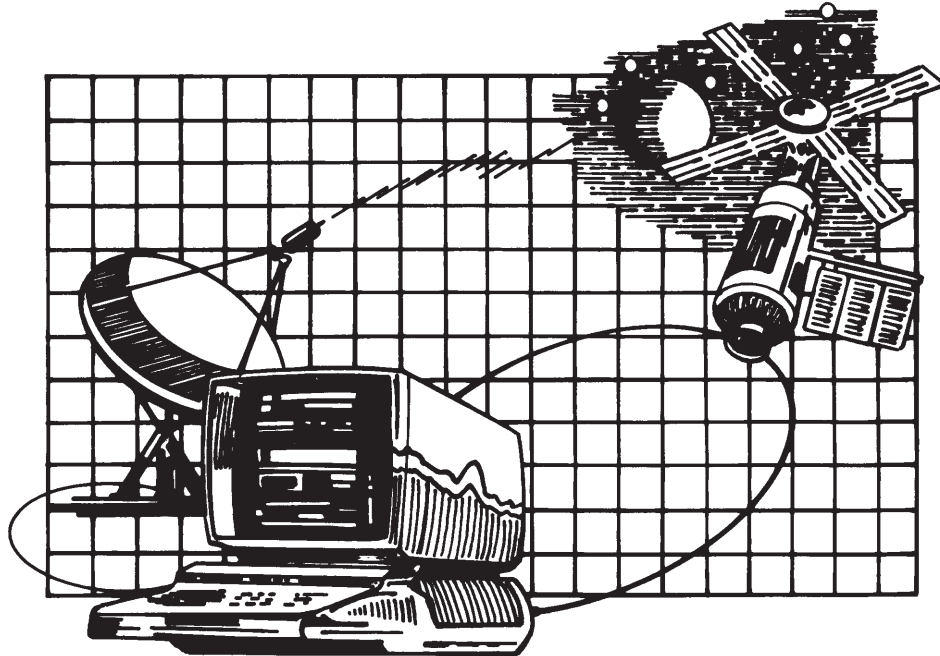


Summary Evaluation for Technology Engineering/TechConnect

REVISED
July 2008



School _____

Date of Report _____

Program _____

Teacher _____

Evaluator(s) _____

*career*tech

The Oklahoma Department of Career and Technology Education uses this instrument to evaluate Technology Engineering/TechConnect programs according to the program standards approved by the State Board of Career and Technology Education.

INTRODUCTION

The Summary Evaluation Questionnaire was developed to assist in evaluating the instructional processes of career and technology education programs. It is designed for use by both the local teacher in conducting a comprehensive self-evaluation and by an external evaluation team. The questionnaire is divided into 11 sections, corresponding to the 11 standards of quality program operations. These standards or “best practices” have been endorsed by the State Board of Career and Technology Education.

Each standard is followed by a series of rating scale questions or Quality Indicators that further define the standard. Some questions are identified as State Board Rules, and these questions must be met in order to meet the standard. The Quality Indicators may vary among occupational divisions due to unique considerations within those divisions. The sum total ratings of the State Board Rules and Quality Indicators below each standard will serve as a measure of the standard. The rating of each standard and the corresponding narrative section will be recorded and reported in the final evaluation report.

DIRECTIONS

Evaluators using this instrument should strive to rate the Quality Indicators for each program evaluated in relationship to the standards. Comparing one program with another may result in distorting evaluative information and is highly discouraged.

Questionnaire Rating

To complete the questionnaire, carefully read each standard and the Quality Indicators that follow. Questions related to State Board Rules are enclosed in a shaded area and are grouped at the beginning of each standard. For each question, the evaluator should indicate if the State Board Rules are **met** or **not met** by marking the appropriate box in the column on the right.

- Met
- Not Met

All other Quality Indicators are assessed by circling the appropriate rating in the column on the right. The numbers on the rating scale indicate the following:

Exceeds Standard	5 = Outstanding 4 = Above Minimum Standard
Meets Standard	3 = Meets Minimum Standard
Falls Below Standard	2 = Below Minimum Standard 1 = Poor (Major Improvement Needed)

Suggested Activities for Evaluators

For each standard, there is a suggested list of documents to review or activities to perform as the evaluator rates the standard. The evaluators should use these suggestions as a guide but not as a limitation in reviewing the program.

Scoring Totals (Evaluators Only)

To determine if a standard is met, the evaluator should:

1. Determine if all State Board Rules are met.
2.
 - a. Sum the ratings in the column on the right to find the total points.
 - b. Compare the Total Points to Minimum Points Required to Meet the Standard as stated at the end of the standard.
 - c. If any questions were not applicable, use the chart at the end of the standard to determine the Minimum Points Required to Meet the Standard. (The Total Number of Questions Rated should include the questions related to State Board Rules.)

Example

Sum the ratings in the preceding columns 45 Total Points

In order to meet the standard, all State Board Rules must be met and the total points must equal or exceed 36 points.

If any questions are not applicable, the chart below can be used to determine the total points needed to meet the standard. (The Number of Questions Rated should include the questions related to State Board Rules.)

Total Number of Questions Rated	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Minimum Points Required to Meet Standard	36 Pts.	33 Pts.	30 Pts.	27 Pts.	24 Pts.	21 Pts.	18 Pts.	15 Pts.	12 Pts.	9 Pts.	6 Pts.	3 Pts.	All Must Be Met	

Based upon the Quality Indicators, which reflect State Board Rules and factors influencing the quality of the career and technology education program, this standard is **Met** **Not Met.**

PROGRAM STANDARDS FOR THE EVALUATION OF CAREER AND TECHNOLOGY PROGRAMS

STANDARD 1	Instructional Planning and Organization
STANDARD 2	Instructional Materials Utilization
STANDARD 3	Qualified Instructional Personnel
STANDARD 4	Enrollment and Student/Teacher Ratio
STANDARD 5	Equipment and Supplies
STANDARD 6	Instructional Facilities
STANDARD 7	Safety Training and Practices
STANDARD 8	Advisory Committee and Community Relations
STANDARD 9	Leadership Development
STANDARD 10	Coordination Activities (N/A)
STANDARD 11	Student Accounting and Reports

INSTRUCTIONAL PLANNING AND ORGANIZATION

STANDARD ONE

The instructional program should be designed to impart knowledge and develop preoccupational skills that are essential for success in meeting the students' occupational objectives. There should be evidence that each instructional unit has been properly planned and organized and is being implemented in a sequential manner. The program should implement a fairly administered grading system that is based upon identified criteria.

The course of study for each *CareerTech* program shall include both theory, exploratory and foundational skills lessons along with other supplemental learning activities that will serve to guide the program. In addition, the course of study shall be integrated and organized in such a manner as to effect an overall well-balanced program of instruction.

QUALITY INDICATORS

QUESTIONS TO WHAT EXTENT:	SUGGESTED ACTIVITIES	
<p>1. Does the instructional planning and organization provide adequate opportunity for exploratory experience (shadowing, career search, employability skills) for each student to develop the necessary skills and competencies needed for employment?</p> <p>COMMENTS:</p>	<p>Review the annual instructional plan.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>
<p>2. Is instruction directed toward appropriate and clearly formulated objectives related to Career Clusters, with input from partnerships such as tech centers, other high school CareerTech programs, community, business and industry, local administration?</p> <p>COMMENTS:</p>	<p>Review program objectives and minutes from meetings.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>
<p>3. Does the instructional program encourage the elimination of bias and stereotyping?</p> <p>COMMENTS:</p>	<p>Review instructional content for instruction that encourages the elimination of bias and stereotyping. Review program brochures.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>
<p>All Quality Indicators marked with a screen must be met in order to meet the standard.</p>		

INSTRUCTIONAL PLANNING AND ORGANIZATION

STANDARD ONE (Continued)

QUALITY INDICATORS

QUESTIONS

TO WHAT EXTENT:

SUGGESTED

ACTIVITIES

<p>4. Is a five-year strategic plan in place that is revised annually and that provides strategies to address curriculum/technology updates, instructional materials, professional development, equipment and supplies acquisition, budget development, facility renovation, advisory committee utilization, and TSA student chapter development?</p> <p>COMMENTS:</p>	<p>Review strategic plan, dates, and revisions.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>
<p>5. Does curriculum provide students with daily hands-on experience in the accepted technology-based areas of Technology Engineering/TechConnect, related to Career Clusters?</p> <p>COMMENTS:</p>	<p>Review and observe laboratory learning activities.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>

NA = Not Applicable
 1 = Poor
 2 = Below Standard
 3 = Meets Standard
 4 = Above Standard
 5 = Outstanding

<p>6. Does curriculum integrate standards into the lessons or units (PASS, National Standards for Technology Literacy, National Science and Math Standards)?</p> <p>COMMENTS:</p>	<p>Review standards being utilized.</p>	<p>NA 1 2 3 4 5</p>
<p>7. Is a well-defined course description or syllabus on file that reflects the teaching of career exploration foundational and employability skills, and was a copy given to each student at the beginning of the course and shared with parents?</p> <p>COMMENTS:</p>	<p>Review course description or syllabus.</p>	<p>NA 1 2 3 4 5</p>

INSTRUCTIONAL PLANNING AND ORGANIZATION

STANDARD ONE (Continued)

QUALITY INDICATORS

NA = Not Applicable
 1 = Poor
 2 = Below Standard
 3 = Meets Standard
 4 = Above Standard
 5 = Outstanding

QUESTIONS

TO WHAT EXTENT:

SUGGESTED ACTIVITIES

<p>8. Is a well-defined grading system in use, and was a copy given to each student? Is a minimum of two grades per week being recorded? COMMENTS:</p>	<p>Review grading system.</p>	<p>NA 1 2 3 4 5</p>
<p>9. Does the instructor have access to individual student files containing the assessment of student's interests, abilities, and special needs, and is the information used appropriately to direct effective student learning? COMMENTS:</p>	<p>Review student assessment files.</p>	<p>NA 1 2 3 4 5</p>
<p>10. Is there evidence of integrating and/or teaching basic skills through appropriate partnerships with other academic areas, particularly math and science? COMMENTS:</p>	<p>Review lesson plans to determine how basic skills and academics are integrated into the instruction. Review articulation agreement.</p>	<p>NA 1 2 3 4 5</p>
<p>11. Is evidence of students completing plans of study, career portfolios, and job shadowing on file? COMMENTS:</p>	<p>Review documentation and materials.</p>	<p>NA 1 2 3 4 5</p>
<p>12. Is there evidence that the students' attainment of objectives is measured by an appropriate evaluation system (including rubrics)? COMMENTS:</p>	<p>Review grading policy.</p>	<p>NA 1 2 3 4 5</p>
<p>13. Is the curriculum enriched with related resources (audiovisuals, guest speakers, field trips, technology center visitations, other community resources, program visits and community service projects)? COMMENTS:</p>	<p>Review lesson plans to identify resources used to supplement curriculum.</p>	<p>NA 1 2 3 4 5</p>

INSTRUCTIONAL PLANNING AND ORGANIZATION

STANDARD ONE (Continued)

QUALITY INDICATORS

NA = Not Applicable
 1 = Poor
 2 = Below Standard
 3 = Meets Standard
 4 = Above Standard
 5 = Outstanding

QUESTIONS

TO WHAT EXTENT:

SUGGESTED ACTIVITIES

<p>14. Has the instructor formed partnership activities with the elementary school, technology center, programs in high school, higher education, and other business and industry? COMMENTS:</p>	<p>Discuss implementation plans with instructor.</p>	<p>NA 1 2 3 4 5</p>
<p>15. Does the instructor maintain a plan for professional development in the content area, technology, instructional management, e-learning, iCAT, and PDC? COMMENTS:</p>	<p>Review instructor's professional development plan.</p>	<p>NA 1 2 3 4 5</p>

Sum the ratings in the preceding columns _____ Total Points

In order to meet the standard, all State Board Rules must be met and the total points must equal or exceed 30 points.

If any questions are not applicable, the chart below can be used to determine the total points needed to meet the standard. (The Number of Questions Rated should include the questions related to State Board Rules.)

Total Number of Questions Rated	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Minimum Points Required to Meet Standard	30 Pts.	27 Pts.	24 Pts.	21 Pts.	18 Pts.	15 Pts.	12 Pts.	9 Pts.	6 Pts.	3 Pts.	All Must Be Met				

Based upon the Quality Indicators, which reflect State Board Rules and factors influencing the quality of the career and technology education program, this standard is **Met** **Not Met.**

INSTRUCTIONAL MATERIALS UTILIZATION

STANDARD TWO

The availability and proper utilization of instructional materials is considered essential to conducting quality *CareerTech* training. Schools offering such programs shall ensure that adequate amounts of such materials, including state instructional materials, audiovisual aids, reference texts, competency profiles, etc., are made available for instructional purposes. *CareerTech* teachers shall utilize a variety of instructional materials and methods in accordance with student needs and the goals and objectives of the training program.

QUALITY INDICATORS

QUESTIONS TO WHAT EXTENT:	SUGGESTED ACTIVITIES	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 1. Have program assistance or other funds been utilized for the purchase of instructional materials? </div> COMMENTS:	Review budget. Review inventory.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 2. Do the instructional materials support the Oklahoma Pass Skills and National Standards for Technology Literacy guidelines for the instructional program? </div> COMMENTS:	Review instructional materials.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 3. Are instructional materials adapted to meet individual needs, interests, and rates of learning? </div> COMMENTS:	Review materials to determine how they have been adapted.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met

NA = Not Applicable
 1 = Poor
 2 = Below Standard
 3 = Meets Standard
 4 = Above Standard
 5 = Outstanding

4. Is there a filing system in place? COMMENTS:	Observe filing system.	NA 1 2 3 4 5
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All Quality Indicators marked with a screen must be met in order to meet the standard.

INSTRUCTIONAL MATERIALS UTILIZATION

STANDARD TWO (Continued)

QUALITY INDICATORS

NA = Not Applicable
 1 = Poor
 2 = Below Standard
 3 = Meets Standard
 4 = Above Standard
 5 = Outstanding

QUESTIONS

TO WHAT EXTENT:

**SUGGESTED
ACTIVITIES**

<p>5. Is appropriate instructional technology such as Web access, computer software, CD-ROM/DVD, eLearning, videos, and reference materials used to enhance instruction? COMMENTS:</p>	<p>Review inventory.</p>	<p>NA 1 2 3 4 5</p>
<p>6. Are career opportunities and employability skills training materials available, and are they being utilized? COMMENTS:</p>	<p>Review materials.</p>	<p>NA 1 2 3 4 5</p>
<p>7. Does the program maintain, utilize, and share an up-to-date copy of Career Assessment software? COMMENTS:</p>	<p>Observe date of the version of Career Assessment software being used in the program.</p>	<p>NA 1 2 3 4 5</p>

Sum the ratings in the preceding columns Total Points

In order to meet the standard, all State Board Rules must be met and the total points must equal or exceed 12 points.

If any questions are not applicable, the chart below can be used to determine the total points needed to meet the standard. (The Number of Questions Rated should include the questions related to State Board Rules.)

Total Number of Questions Rated	7	6	5	4	3 2 1
Minimum Points Required to Meet Standard	12 Pts.	9 Pts.	6 Pts.	3 Pts.	All Must Be Met

Based upon the Quality Indicators, which reflect State Board Rules and factors influencing the quality of the career and technology education program, this standard is *Met* *Not Met*.

QUALIFIED INSTRUCTIONAL PERSONNEL

STANDARD THREE

Selecting, developing, and retaining instructional staff who are competent to meet the needs of career and technology training is vital to the success of the program. Realizing that occupational instruction is unique in education, all instructors shall have an adequate general education along with recent work experience that will enable them to relate their instruction to business or industrial methodology. As evidence of proper preparation, all *CareerTech* teachers shall meet or exceed state certification requirements and will hold a current teaching certificate appropriate to their subject area. In addition to these minimums, all *CareerTech* instructors should continuously strive to upgrade their skills and knowledge by meeting recertification requirements and attending professional improvement meetings, state conferences, etc.

QUALITY INDICATORS

QUESTIONS TO WHAT EXTENT:	SUGGESTED ACTIVITIES	
<p>1. Does the teacher hold certification/appropriate credentialing in his/her specific field?</p> <p>COMMENTS:</p>	<p>Review teaching certificate/credential and/or resumé.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>
<p>2. Does the teacher attend summer conferences, conventions, college courses, required professional improvement meetings, and other sources of training?</p> <p>COMMENTS:</p>	<p>Review the instructor's technological and professional growth activities for the past year.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>
<p>3. Has the instructor developed and utilized methods to ensure that counselors and administrators are familiar with the goals, objectives, activities, prerequisites, enrollment guidelines, etc., of the program?</p> <p>COMMENTS:</p>	<p>Review procedures used for informing counselors and administrators about the program.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>
<p>4. Has the instructor employed ethical practices and professional conduct while working with students, parents, and program-related organizations and events?</p> <p>COMMENTS:</p>	<p>Identify the instructor's professional and ethical practices that influence the program.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>

All Quality Indicators marked with a screen must be met in order to meet the standard.

QUALIFIED INSTRUCTIONAL PERSONNEL

STANDARD THREE (Continued)

QUALITY INDICATORS

NA = Not Applicable
 1 = Poor
 2 = Below Standard
 3 = Meets Standard
 4 = Above Standard
 5 = Outstanding

QUESTIONS

TO WHAT EXTENT:

SUGGESTED ACTIVITIES

<p>5. Are other school personnel utilized to meet the needs of students and programs? COMMENTS:</p>	<p>Review personnel available and discuss use of these services by the students.</p>	<p>NA 1 2 3 4 5</p>
<p>6. Does the instructor work harmoniously with other faculty to integrate his/her instructional program with other subject areas? COMMENTS:</p>	<p>Review procedures used to integrate instructional program with other subject areas.</p>	<p>NA 1 2 3 4 5</p>
<p>7. Does the instructor maintain membership in related professional organizations? COMMENTS:</p>	<p>Review resumé or list of instructor's professional organization memberships.</p>	<p>NA 1 2 3 4 5</p>
<p>8. Are teaching behaviors supported by the criteria for effective schooling? COMMENTS:</p>	<p>Interview the instructor and students to determine instructional effectiveness.</p>	<p>NA 1 2 3 4 5</p>

Sum the ratings in the preceding columns _____ Total Points

In order to meet the standard, all State Board Rules must be met and the total points must equal or exceed 12 points.

If any questions are not applicable, the chart below can be used to determine the total points needed to meet the standard. (The Number of Questions Rated should include the questions related to State Board Rules.)

Total Number of Questions Rated	8	7	6	5	4 3 2 1
Minimum Points Required to Meet Standard	12 Pts.	9 Pts.	6 Pts.	3 Pts.	All Must Be Met

Based upon the Quality Indicators, which reflect State Board Rules and factors influencing the quality of the career and technology education program, this standard is *Met* *Not Met*.

ENROLLMENT AND STUDENT/TEACHER RATIO

STANDARD FOUR

The teaching load (student/teacher ratio) will vary with the program, contingent upon the number/kinds of students to be served, the specific skills to be taught, the size of the facility, and the method of instruction to be used. However, reasonable enrollment limits must be maintained in order to ensure that program objectives may be met in an efficient and effective manner. Unless otherwise specified, program enrollment limits shall be maintained in each program in accordance with the state operations and procedures requirements.

QUALITY INDICATORS

QUESTIONS

TO WHAT EXTENT:

SUGGESTED

ACTIVITIES

<p>1. Are enrollment, class sizes, and classroom instruction time in compliance with the State Board of Career and Technology Education guidelines? (Maximum 24 students per class period.)</p> <p>COMMENTS:</p>	<p>Review enrollment by classes for past three years. Check class sizes.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>
<p>2. Do recruitment materials offer a broad range of career opportunities, and are students provided equal opportunities to participate in all activities regardless of race, color, national origin, gender, or disability?</p> <p>COMMENTS:</p>	<p>Review recruitment materials. Review the classifications of students enrolled in the program according to race, gender, disability, etc.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>

- NA = Not Applicable
- 1 = Poor
- 2 = Below Standard
- 3 = Meets Standard
- 4 = Above Standard
- 5 = Outstanding

<p>3. Are efforts made to articulate students to other educational programs according to their interests and abilities/aptitudes?</p> <p>COMMENTS:</p>	<p>Discuss articulation plans.</p>	<p>NA 1 2 3 4 5</p>
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All Quality Indicators marked with a screen must be met in order to meet the standard.

ENROLLMENT AND STUDENT/TEACHER RATIO

STANDARD FOUR (Continued)

QUALITY INDICATORS

NA = Not Applicable
 1 = Poor
 2 = Below Standard
 3 = Meets Standard
 4 = Above Standard
 5 = Outstanding

QUESTIONS

TO WHAT EXTENT:

SUGGESTED ACTIVITIES

<p>4. Do all students meet the necessary prerequisites prior to enrollment in Technology Engineering/TechConnect? COMMENTS:</p>	<p>Review procedures for ensuring that students meet the prerequisites prior to enrollment.</p>	<p>NA 1 2 3 4 5</p>
<p>5. Are students being served only in the targeted grade levels 5-10 with emphasis placed on Grades 7 and 8 Exploratory and 9-10 Foundational? COMMENTS:</p>	<p>Review enrollment.</p>	<p>NA 1 2 3 4 5</p>
<p>6. Does the program align/articulate with academic courses and other occupational programs, specifically math, science, or STEM Cluster? COMMENTS:</p>	<p>Discuss curriculum alignment with instructor.</p>	<p>NA 1 2 3 4 5</p>

Sum the ratings in the preceding columns Total Points

In order to meet the standard, all State Board Rules must be met and the total points must equal or exceed 12 points.

If any questions are not applicable, the chart below can be used to determine the total points needed to meet the standard. (The Number of Questions Rated should include the questions related to State Board Rules.)

Total Number of Questions Rated	6	5	4	3	2 1
Minimum Points Required to Meet Standard	12 Pts.	9 Pts.	6 Pts.	3 Pts.	All Must Be Met

Based upon the Quality Indicators, which reflect State Board Rules and factors influencing the quality of the career and technology education program, this standard is **Met** **Not Met.**

EQUIPMENT AND SUPPLIES

STANDARD FIVE

Proper equipment and adequate supplies must be made available to support the *CareerTech* program. Schools offering such programs shall provide funds for equipment and supplies in accordance with acceptable standards and at a level to assure quality occupational education. Equipment selected should be representative of the grade and type used by business and industry and must meet or exceed all appropriate safety standards.

QUALITY INDICATORS

QUESTIONS TO WHAT EXTENT:	SUGGESTED ACTIVITIES	
<p>1. Are the quantity and quality of equipment (and training stations) adequate to support the individual, group, and classroom needs of the largest class of students?</p> <p>COMMENTS:</p>	<p>Observe the equipment (and training stations) in relation to students' study needs.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>
<p>2. Is there an established budget/funds equal to or above the program assistance monies designated for the program being used to purchase equipment and supplies that are representative of those used in business and industry? Are all program assistance funds being utilized to support the program?</p> <p>COMMENTS:</p>	<p>Discuss the availability of funds for updating and upgrading equipment. Review purchase orders.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>
<p>3. Is a current inventory of trainers, equipment, and tools on file and updated annually?</p> <p>COMMENTS:</p>	<p>Review equipment inventory.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>
<p>4. Are there procedures and sufficient funds available for new technologies, Career Cluster implementation, replacement and/or immediate repair of malfunctioning trainers, equipment, and tools?</p> <p>COMMENTS:</p>	<p>Discuss repair of malfunctioning equipment. Identify equipment that needs to be replaced or repaired. Review long-range plan and/or budget.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>

All Quality Indicators marked with a screen must be met in order to meet the standard.

EQUIPMENT AND SUPPLIES

STANDARD FIVE (Continued)

QUALITY INDICATORS

NA = Not Applicable
 1 = Poor
 2 = Below Standard
 3 = Meets Standard
 4 = Above Standard
 5 = Outstanding

**QUESTIONS
 TO WHAT EXTENT:**

**SUGGESTED
 ACTIVITIES**

<p>5. Is equipment available and updated annually to support the latest instructional technology and instructional delivery of the program? COMMENTS:</p>	<p>Observe equipment and review recommendations made by advisory committee to determine if it simulates that used in industry.</p>	<p>NA 1 2 3 4 5</p>
<p>6. Is the program adequately equipped to meet the training needs of all students enrolled in the program? COMMENTS:</p>	<p>Observe equipment available for use by students.</p>	<p>NA 1 2 3 4 5</p>

Sum the ratings in the preceding columns Total Points

In order to meet the standard, all State Board Rules must be met and the total points must equal or exceed 6 points.

If any questions are not applicable, the chart below can be used to determine the total points needed to meet the standard. (The Number of Questions Rated should include the questions related to State Board Rules.)

Total Number of Questions Rated	6	5	4 3 2 1
Minimum Points Required	6	3	All Must

Based upon the Quality Indicators, which reflect State Board Rules and factors influencing the quality of the career and technology education program, this standard is *Met* *Not Met*.

INSTRUCTIONAL FACILITIES

STANDARD SIX

Physical facilities for *CareerTech* programs shall include adequate space and utilities in classrooms and laboratories that provide for safe and orderly instruction to meet program's objectives. Both instructional and non-instructional areas, including storage areas, restrooms, and offices, shall be adequate for the number of students and staff using such areas. Special consideration shall be given to meeting the needs of students with disabilities as well as providing for the special needs of co-educational classes.

QUALITY INDICATORS

QUESTIONS TO WHAT EXTENT:	SUGGESTED ACTIVITIES	
<p>1. Are the size of the facility and number of training stations adequate to ensure safety and quality education and training in relation to the program's objectives?</p> <p>COMMENTS:</p>	<p>Observe the size of the classroom and training stations.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>
<p>2. Have the facilities been properly maintained to provide an environment conducive to learning and working?</p> <p>COMMENTS:</p>	<p>Observe maintenance of the facility in terms of painting, repair work, etc.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>
<p>3. Are facilities barrier-free to accommodate students with disabilities?</p> <p>COMMENTS:</p>	<p>View facilities for special features or modifications to accommodate students with disabilities.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>

NA = Not Applicable
 1 = Poor
 2 = Below Standard
 3 = Meets Standard
 4 = Above Standard
 5 = Outstanding

<p>4. Are the facilities arranged in such a manner as to maximize instructional function, supervision, class control, and student safety and simulate an industry environment as appropriate?</p> <p>COMMENTS:</p>	<p>View all facility components for suitability in carrying out instructional objectives and supervision.</p>	<p>NA 1 2 3 4 5</p>
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All Quality Indicators marked with a screen must be met in order to meet the standard.

INSTRUCTIONAL FACILITIES

STANDARD SIX (Continued)

QUALITY INDICATORS

NA = Not Applicable
 1 = Poor
 2 = Below Standard
 3 = Meets Standard
 4 = Above Standard
 5 = Outstanding

QUESTIONS

TO WHAT EXTENT:

**SUGGESTED
ACTIVITIES**

<p>5. Is the storage space functional and sufficient for instructional materials, supplies, equipment, and projects of the program? COMMENTS:</p>	<p>Observe storage space.</p>	<p>NA 1 2 3 4 5</p>
<p>6. Is adequate office space provided that contains a computer, printer, software, telephone, desk, file cabinets, Internet link, and other necessary equipment? COMMENTS:</p>	<p>Observe office space.</p>	<p>NA 1 2 3 4 5</p>
<p>7. Can the present facility be changed/adapted to accommodate a change in the direction of curriculum or to accommodate other modifications in equipment, safety, etc., due to the impact of changing technology? COMMENTS:</p>	<p>Observe facility.</p>	<p>NA 1 2 3 4 5</p>
<p>8. Is a cleanup wash basin readily available to students? COMMENTS:</p>	<p>Observe wash basin.</p>	<p>NA 1 2 3 4 5</p>
<p>9. Is a sign identifying the building/laboratory center provided in the main approach to the facility as well as other highly visible locations? COMMENTS:</p>	<p>Observe entry. Observe placement of sign(s).</p>	<p>NA 1 2 3 4 5</p>

INSTRUCTIONAL FACILITIES

STANDARD SIX (Continued)

Sum the ratings in the preceding columns _____ Total Points

In order to meet the standard, all State Board Rules must be met and the total points must equal or exceed 18 points.

If any questions are not applicable, the chart below can be used to determine the total points needed to meet the standard. (The Number of Questions Rated should include the questions related to State Board Rules.)

Total Number of Questions Rated	9	8	7	6	5	4	3 2 1
Minimum Points Required to Meet Standard	18 Pts.	15 Pts.	12 Pts.	9 Pts.	6 Pts.	3 Pts.	All Must Be Met

Based upon the Quality Indicators, which reflect State Board Rules and factors influencing the quality of the career and technology education program, this standard is Met Not Met.

SAFETY TRAINING AND PRACTICES

STANDARD SEVEN

Due to the nature of *CareerTech* training and related employment, student safety and safety training are considered essential to quality program operations. Schools offering *CareerTech* programs shall ensure that safety features in the instructional facilities and equipment are properly implemented and maintained. In addition, adequate lighting, temperature, and ventilation shall be provided to ensure a safe and healthy learning environment. The Occupational Safety and Health Administration (OSHA) standards shall be used to guide the implementation and maintenance of environmental health and safety features.

CareerTech teachers shall ensure that safety training is incorporated into the instructional content of the training program. Student safety practices shall also be encouraged and continuously monitored by the teacher.

QUALITY INDICATORS

QUESTIONS TO WHAT EXTENT:	SUGGESTED ACTIVITIES	
<p>1. Is safety instruction planned, presented, demonstrated, and practiced by the teacher in instructional and laboratory activities?</p> <p>COMMENTS:</p>	<p>Review safety instructional units being taught. Observe laboratory processes.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>
<p>2. Has a safety check been conducted to ensure a safe educational environment?</p> <p>COMMENTS:</p>	<p>Check facility and equipment for appropriate safety features. (Safety checklist, signs, etc.)</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>
<p>3. Have appropriate measures been taken to protect the students and instructor from contamination resulting from injury or while treating an injury, including instructor training and health safety equipment?</p> <p>COMMENTS:</p>	<p>Review program health/safety equipment and training for compliance with OSHA standard 29 CFR 1910.1030 and Universal Precautions.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>

All Quality Indicators marked with a screen must be met in order to meet the standard.

SAFETY TRAINING AND PRACTICES

STANDARD SEVEN (Continued)

QUALITY INDICATORS

NA = Not Applicable
 1 = Poor
 2 = Below Standard
 3 = Meets Standard
 4 = Above Standard
 5 = Outstanding

QUESTIONS TO WHAT EXTENT:	SUGGESTED ACTIVITIES	
<p>4. Are appropriate safety tests indicating 100 percent accuracy on file for each student? COMMENTS:</p>	Check student files.	NA 1 2 3 4 5
<p>5. Are the classroom, laboratory, and storage areas arranged to emphasize safety? COMMENTS:</p>	Observe the instructional facilities and equipment for appropriate health, comfort, and safety features.	NA 1 2 3 4 5
<p>6. Does the instructional facility provide adequate heat, light, ventilation, dust control, and noise control to provide a safe environment conducive to learning? COMMENTS:</p>	Check facilities for proper heating, lighting, noise level, and ventilation.	NA 1 2 3 4 5
<p>7. Are student safety tests retained on file to verify that appropriate training has taken place? COMMENTS:</p>	Review student safety tests.	NA 1 2 3 4 5
<p>8. Do the equipment and facilities meet the minimum safety criteria of the Technology Engineering and TechConnect division? COMMENTS:</p>	Review the equipment and facilities for safety guards, lock-out/tag-out, etc.	NA 1 2 3 4 5
<p>9. Is a safety awareness form provided in order to obtain parental/guardian approval? COMMENTS:</p>	Review student files.	NA 1 2 3 4 5

SAFETY TRAINING AND PRACTICES

STANDARD SEVEN (Continued)

Sum the ratings in the preceding columns _____ Total Points

In order to meet the standard, all State Board Rules must be met and the total points must equal or exceed 18 points.

If any questions are not applicable, the chart below can be used to determine the total points needed to meet the standard. (The Number of Questions Rated should include the questions related to State Board Rules.)

Total Number of Questions Rated	9	8	7	6	5	4	3	2	1
Minimum Points Required to Meet Standard	18 Pts.	15 Pts.	12 Pts.	9 Pts.	6 Pts.	3 Pts.	All Must Be Met		

Based upon the Quality Indicators, which reflect State Board Rules and factors influencing the quality of the career and technology education program, this standard is Met Not Met.

PROGRAM ADVISORY COMMITTEE AND COMMUNITY RELATIONS

STANDARD EIGHT

An effective and continuous program of community relations is necessary to maintain a close working relationship with business, industry, and other organizations and individuals, as well as to ensure that career and technology education is relevant to the needs of students. The purpose of a community relations effort is to inform the public of the program's operations and capabilities and to generate active participation in the development and implementation of the program's goals.

Each *CareerTech* program should actively strive to encourage community involvement and to promote a greater understanding of the program's needs and accomplishments. In addition, each *CareerTech* program shall have a formally organized program advisory committee that is broadly representative of the school community and of the business and industrial community it serves. Each local program shall maintain on file a list of the names and occupations of the advisory committee members and the minutes of each meeting.

QUALITY INDICATORS

QUESTIONS

TO WHAT EXTENT:

SUGGESTED ACTIVITIES

<p>1. Does the program's advisory committee meet as a group in scheduled meetings, maintain minutes of each meeting, and include recommendations for program improvement?</p> <p>COMMENTS:</p>	<p>Review minutes of recent meetings. Review action taken on previous committee recommendations.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>
<p>2. Does the advisory committee include representation from school administrators, counselors, local technology center representatives, parents, an academic teacher, another <i>CareerTech</i> teacher, appropriate business and industry persons, and a local program teacher? (The majority of the advisory committee members should be from other <i>CareerTech</i> programs.)</p> <p>COMMENTS:</p>	<p>Review program advisory committee membership.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>

All Quality Indicators marked with a screen must be met in order to meet the standard.

PROGRAM ADVISORY COMMITTEE AND COMMUNITY RELATIONS

STANDARD EIGHT (Continued)

QUALITY INDICATORS

NA = Not Applicable
 1 = Poor
 2 = Below Standard
 3 = Meets Standard
 4 = Above Standard
 5 = Outstanding

QUESTIONS
 TO WHAT EXTENT:

SUGGESTED
ACTIVITIES

<p>3. Are the recommendations from the advisory committee acted upon and/or incorporated into the curriculum and the results conveyed to all committee members?</p> <p>COMMENTS:</p>	<p>Review minutes of recent meetings. Review changes in curriculum and equipment as a result of committee recommendations.</p>	<p>NA 1 2 3 4 5</p>
<p>4. Are informative materials/meetings used to enlighten educators, parents, students, business and industry, and the general public concerning the Technology Engineering and TechConnect program?</p> <p>COMMENTS:</p>	<p>Review newspaper releases, brochures, posters, etc.</p>	<p>NA 1 2 3 4 5</p>

Sum the ratings in the preceding columns Total Points

In order to meet the standard, all State Board Rules must be met and the total points must equal or exceed 6 points.

If any questions are not applicable, the chart below can be used to determine the total points needed to meet the standard. (The Number of Questions Rated should include the questions related to State Board Rules.)

Total Number of Questions Rated	4	3	2	1
Minimum Points Required to Meet Standard	6 Pts.	3 Pts.	All Must Be Met	

Based upon the Quality Indicators, which reflect State Board Rules and factors influencing the quality of the career and technology education program, this standard is Met Not Met.

LEADERSHIP DEVELOPMENT

STANDARD NINE

Student leadership development activities are considered an integral part of the course of instruction in all *CareerTech* programs. Each student shall be afforded the opportunity to become an active member of an appropriate career and technology student organization. The leadership development activities associated with the student organization shall be directed and supervised by the local teacher with guidance from the local school administration and the state supervisory staff.

QUALITY INDICATORS

QUESTIONS TO WHAT EXTENT:	SUGGESTED ACTIVITIES	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 1. Is each student afforded the opportunity and encouraged to become an active member of the Technology Student Association (TSA) or other appropriate student organization? </div> COMMENTS:	Discuss membership development and recruitment.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 2. Are TSA/CTSO activities an integral part of the instructional program in the attainment and balance of the primary program objectives? </div> COMMENTS:	Discuss how TSA is incorporated into the instructional delivery system.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 3. Was each TSA/CTSO member provided the opportunity to attend and participate in local, state, and national leadership, career, and personal development activities? </div> COMMENTS:	Discuss how opportunities were offered to each member.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 4. Is the local TSA/CTSO chapter in good standing with the state and national organizations? </div> COMMENTS:	Verify that membership rosters, dues, and TSA reports are submitted on time.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met

All Quality Indicators marked with a screen must be met in order to meet the standard.

LEADERSHIP DEVELOPMENT

STANDARD NINE (Continued)

QUALITY INDICATORS

QUESTIONS

TO WHAT EXTENT:

SUGGESTED

ACTIVITIES

<p>5. Does the student organization and each member employ ethical practices and professional conduct while participating in organized TSA/CTSO-related activities and events?</p> <p>COMMENTS:</p>	<p>Identify students' ethical practices and conduct while preparing for and participating in TSA-related activities and events.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>
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 3 = Meets Standard
 4 = Above Standard
 5 = Outstanding

<p>6. Are TSA chapter activities and meetings held regularly?</p> <p>COMMENTS:</p>	<p>Review minutes/newsletters of local chapter.</p>	<p>NA 1 2 3 4 5</p>
<p>7. Do the students participate in school and community service activities?</p> <p>COMMENTS:</p>	<p>Discuss TSA chapter involvement. Show articles, pictures of projects.</p>	<p>NA 1 2 3 4 5</p>
<p>8. Is the TSA chapter involved in developing and assisting with Career Cluster activities at the elementary school?</p> <p>COMMENTS:</p>	<p>Discuss TSA chapter involvement related to Career Clusters.</p>	<p>NA 1 2 3 4 5</p>

LEADERSHIP DEVELOPMENT

STANDARD NINE (Continued)

Sum the ratings in the preceding columns _____ Total Points

In order to meet the standard, all State Board Rules must be met and the total points must equal or exceed 9 points.

If any questions are not applicable, the chart below can be used to determine the total points needed to meet the standard. (The Number of Questions Rated should include the questions related to State Board Rules.)

Total Number of Questions Rated	8	7	6	5	4	3	2	1
Minimum Points Required to Meet Standard	9 Pts.	6 Pts.	3 Pts.	All Must Be Met				

Based upon the Quality Indicators, which reflect State Board Rules and factors influencing the quality of the career and technology education program, this standard is Met Not Met.

STUDENT ACCOUNTING AND REPORTS

STANDARD ELEVEN

Recognizing that the major objective of occupational education is the gainful employment of the student, a systematic program of job placement and follow-up is essential. As evidence of efforts to achieve this objective, each local educational institution shall maintain student enrollment, placement, and follow-up records on all students who have enrolled in *CareerTech* programs. These records must be maintained in accordance with divisional requirements and reported as requested to the Oklahoma Department of Career and Technology Education. Each *CareerTech* program purporting to train students for gainful employment shall assist program completers in job placement and maintain placement records.

In exploratory programs or in programs where students move from Program I to Program II, program completers should be assisted in continuing their occupational education or assisted in job placement. Enrollment, placement, continuing education, and follow-up records should be maintained for these programs.

QUALITY INDICATORS

QUESTIONS

TO WHAT EXTENT:

SUGGESTED

ACTIVITIES

<p>1. Are student enrollment, placement, follow-up, divisional, and TSA/CTSO reports correctly completed, maintained, and submitted by the due dates and in accordance with state and federal requirements?</p>	<p>Review enrollment, completion, and follow-up records. Check delinquent lists.</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>
<p>COMMENTS:</p>		

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 2 = Below Standard
 3 = Meets Standard
 4 = Above Standard
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<p>2. Is enrollment periodically updated throughout the school year in order to record/list new students and submitted in accordance with state and federal regulations?</p> <p>COMMENTS:</p>	<p>Compare grade book with enrollment reports.</p>	<p>NA 1 2 3 4 5</p>
<p>3. Does the teacher assist program completers in aligning their continuing education to a career pathway or career major?</p> <p>COMMENTS:</p>	<p>Review procedures for assisting program completers in continuing their education.</p>	<p>NA 1 2 3 4 5</p>

All Quality Indicators marked with a screen must be met in order to meet the standard.

STUDENT ACCOUNTING AND REPORTS

STANDARD ELEVEN (Continued)

QUALITY INDICATORS

NA = Not Applicable
 1 = Poor
 2 = Below Standard
 3 = Meets Standard
 4 = Above Standard
 5 = Outstanding

QUESTIONS
 TO WHAT EXTENT:

SUGGESTED
ACTIVITIES

<p>4. Does each student have an opportunity to compile a resumé, complete a job application, develop the plan of study, plan for future education, and prepare for a job search?</p> <p>COMMENTS:</p>	Review program objectives, lesson plans, etc.	NA 1 2 3 4 5
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Sum the ratings in the preceding columns _____ Total Points

In order to meet the standard, all State Board Rules must be met and the total points must equal or exceed 9 points.

If any questions are not applicable, the chart below can be used to determine the total points needed to meet the standard. (The Number of Questions Rated should include the questions related to State Board Rules.)

Total Number of Questions Rated	4	3	2	1
Minimum Points Required to Meet Standard	9 Pts.	6 Pts.	3 Pts.	All Must Be Met

Based upon the Quality Indicators, which reflect State Board Rules and factors influencing the quality of the career and technology education program, this standard is *Met* *Not Met*.

PROGRAM EVALUATION PROFILE

Instructor _____

Program _____

School _____

Date _____

Chairperson _____

		Standard Met	Standard Not Met*
STANDARD 1	Instructional Planning and Organization		
STANDARD 2	Instructional Materials Utilization		
STANDARD 3	Qualified Instructional Personnel		
STANDARD 4	Enrollment and Student/Teacher Ratio		
STANDARD 5	Equipment and Supplies		
STANDARD 6	Instructional Facilities		
STANDARD 7	Safety Training and Practices		
STANDARD 8	Advisory Committees and Community Relations		
STANDARD 9	Leadership Development		
STANDARD 10	Coordination Activities	N/A	N/A
STANDARD 11	Student Accounting and Reports		

**Refer to Specific Recommendations for Improvement*

