



School:

Program:

Teacher(s):

Visit Date:

Team Chair:

Vice Team Chair:

KCTCS:

Business and Industry:

Area Supervisor/Contact:

Enrollment:

FTE:

Frankfort Staff:

Visiting Principal(s):

*Program Assessment Standards	Comments
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Standard 1: Curriculum

1A. Daily Lesson Plans (Visit Week)

- 1. KY Tech/KCTCS Title
- 2. KY Tech Task Number
- 3. KCTCS Number
- 4. Core Content
- 5. Skill Standards
- 6. Lesson Description
- 7. Week of Visit
- 8. Were lesson plans missing for more than one course?

1B. Daily Lesson Plans (30 Days)

- 1. KY Tech/KCTCS Title
- 2. KY Tech Task Number
- 3. KCTCS Number
- 4. Core Content
- 5. Skill Standards
- 6. Lesson Description
- 7. Prior To Visit
- 8. 30 Days (< 15 Not Met, 15-20 Marginal, >20 Met)
- 9. Were lesson plans missing for more than one course?

1C. Master Schedule

- 1. KY Tech/KCTCS Title
- 2. KCTCS Number
- 3. Master Schedule Aligns With Career Pathway. (2 or less courses missing or unaligned - Marginal. More than 2 - Not Met)

1D. Syllabi

- 1. KY Tech/KCTCS Title
- 2. KY Tech Course Description
- 3. Teacher Name
- 4. Text/Course Materials
- 5. KCTCS Number

6. Grading Criteria

- 7. Syllabi Align With Career Pathway. (2 or less Syllabi missing or unaligned - Marginal. More than 2 - Not Met)

1E. Curriculum Maps

- 1. All Curriculum Courses Taught During Semester
- 2. KY Tech/KCTCS Title
- 3. KCTCS Course Numbers
- 4. Core Content Standards
- 5. KOSSA Numbers
- 6. KY Tech Task Numbers
- 7. Description of Activities for Each Day/Week.

School:

Program:

***Program Assessment Standards**

Comments

Standard 2: Lesson/Unit Plans

- 2A. Technical Writing
 - A. First Writing Assignment
 - 1. Student's Work
 - 2. Student's Work
 - B. Second Writing Assignment
 - 1. Student's Work
 - 2. Student's Work
- 2B. Open Response
 - A. First Prompt/Rubric (Marginal if not in an assessment)
 - 1. Student's Work
 - 2. Student's Work
 - B. Second Prompt/Rubric (Marginal if not in an assessment)
 - 1. Student's Work
 - 2. Student's Work
- 2C. Integration
 - 1. Detailed Lesson/Unit Plan With Academic Integration
 - 2. First Student's Assessment (Marginal if work is not in an assessment)
 - 3. Second Student's Assessment (Marginal if work is not in an assessment)
- 2D. Unit Plan
 - 1. Unit At Least 5 Days
 - 2. Safety Instruction
 - 3. Technical Skills
 - 4. Employability Skills
 - 5. Problem Solving
 - 6. Teacher Name
 - 7. Unit Date in Current Cycle
 - 8. Objectives
 - 9. Learning Activities
 - 10. Tasks Covered
 - 11. Resources
 - 12. Evaluation of Students
 - 13. Written/Performance Assessments
 - 14. Core Content
 - 15. Kentucky Occupational Skill Standards
 - 16. Impact - Reflection - Refinement
 - 17. Accommodation for Special Populations

Standard 3: Student Achievement

- 3A. Reading (1S1K)
- 3B. Science (1S3K)
- 3C. Math (1S2K)
- 3D. Writing (On Demand) (1S4K)
- 3E. KOSSA/Industry Exams
- 3F. Program Certificates

School:

Program:

Standard 4: Student Recognition**

- 4A. In Classroom
- 4B. At Tech or High School
- 4C. At Assemblies/Awards
- 4D. By Business - Industry
- 4E. By District of Feeder Schools
- 4F. Other

Standard 5: Postsecondary Links

- 5A. Career Pathway
 - 1. Graduation Requirements
 - 2. Courses Required for Certificates
 - 3. Identified Certificates, Diplomas and Degrees
 - 4. Postsecondary Courses for Bachelor's Degree
 - 5. Work Experience as Appropriate
 - 6. Industry Certification as Appropriate
 - 7. Identified Sample Occupations
 - 8. Typed on Career Pathway Form
 - 9. KY Tech Titles
 - 10. KCTCS Course Numbers
- 5B. First Secondary to Postsecondary Agreement
- 5C. First Postsecondary Transcript, Crosswalk or Roster
- 5B. Second Secondary to Postsecondary Agreement
- 5C. Second Postsecondary Transcript, Crosswalk or Roster

Standard 6: Perkins Performance Measures

- 6A. 1S1 - Academic Attainment (Reading - Federal)
- 6B. 1S2 - Academic Attainment (Mathematics - Federal)
- 6C. 2S1 - Technical Attainment
- 6D. 3S1 - Secondary School Completion
- 6E. 4S1 - Graduation Rates
- 6F. 5S1 - Placement
- 6G. 6S1 - Nontraditional Participation
- 6H. 6S2 - Nontraditional Completion

Standard 7: Program Area Safety

- 7A. Clean and Orderly Shop and Classroom
- 7B. Annual Safety Inspection
- 7C. Recommendations From 7B Implemented
- 7D. Accident Reports and Planned Prevention

**Standards 4, 9, 10 and 11 require documenting different activities.

*Documentation Key - Met - Marginally Met - Not Met

School:

Program:

***Program Assessment Standards**

Comments

Standard 8: Student Safety

- 8A. Safety Practices - Observed in Program Area
- 8B. Safety Tests
 - A. First Safety Test
 - 1. Dated
 - 2. Two Different Students
 - 3. Graded to 100%
 - B. Second Safety Test
 - 1. Dated
 - 2. Two Different Students
 - 3. Graded to 100%
- 8C. Monthly Inspections by Student Committee (Marginally Met if not the last two monthly inspections)
- 8D. Recommendations Implemented From 8C
- 8E. Written Policies - Posted in Program Area
- 8F. Safety Posters - Observed in Program Area
- 8G. Visual Warnings - Observed in Program Area
- 8H. Policies Signed by Student and Parent

Standard 9: Student Organizations**

- 9A. Participation in Technical Competition
- 9B. Participation in Leadership Competition
- 9C. Leadership Development Increase
- 9D. Meeting Minutes
 - 1. Date
 - 2. Time
 - 3. Members Present
 - 4. Discussions
 - 5. Decisions
 - 6. Plans
 - 7. Other Appropriate Information
- 9E. Program of Work
 - 1. Social Activities
 - 2. Public Relations
 - 3. Ways and Means
 - 4. Community Involvement
 - 5. Leadership Development
 - 6. Technical Skills Competition
 - 7. Leadership Skills Competition
- 9F. State/National Membership Increased
- 9G. Community Involvement

**Standards 4, 9, 10 and 11 require documenting different activities.

*Documentation Key - Met - Marginally Met - Not Met

School:

Program:

***Program Assessment Standards**

Comments

Standard 10: Public Relations**

- 10A. Live Work Completed On Site
 - 10B. Live Work Completed Off Site
 - 10C. Newspaper Articles
 - 10D. High School Publications
 - 10E. Serving on Program-Related Committees
 - 10F. Feeder District Publications
 - 10G. High School Course Descriptions Book
 - 10H. Presentation at Career Fairs/Civic Meetings
 - 10I. Presentation at Conferences
 - 10J. Community Service Project not in 9G
 - 10K. Business/Industry/Educational Publications
 - 10L. Web Pages
 - 10M. TV/Radio Spots
 - 10N. Open House
 - 10O. Orientation
 - 10P. Summer Camp
 - 10Q. Student/Parent/Counselor/Community Tour
 - 10R. Other
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Standard 11: Families/Community**

- 11A1. Donation to Program
- 11A2. Judging and/or Chairing Student Organization Event
- 11A3. Grant
- 11A4. Scholarship
- 11A5. Guest Speakers
- 11A6. Field Trip Related to Program
- 11A7. Chaperone
- 11A8. Mentor
- 11A9. Work-based Learning Coordinator
- 11A10. Other
- 11B1. Parent/Teacher Conference
- 11B2. Parent/Teacher Communication
- 11B3. Advisory Committee Member
- 11B4. Mentor
- 11B5. Guest Speaker
- 11B6. Chaperone
- 11B7. Other

**Standards 4, 9, 10 and 11 require documenting different activities.

*Documentation Key - Met - Marginally Met - Not Met #Name?

School:

Program:

***Program Assessment Standards**

Comments

Standard 12: Advisory Committee

- 12A. 2 Meetings with Agenda/Minutes, 3 B and I
 - 1. 2 Meetings with Agenda
 - 2. 2 Meetings with Minutes
 - 3. Three B and I Present
- 12B. One Additional Member Present
- 12C. Recommendations from 2 Meetings
 - 1. Recommendations from First Meeting
 - 2. Recommendations from Second Meeting
- 12D. Log of Contact with Advisory Members
- 12E. List of 7 Members/Titles (No titles - Marginal)
 - 1. Member 1
 - 2. Member 2
 - 3. Member 3
 - 4. Member 4
 - 5. Member 5
 - 6. Member 6
 - 7. Member 7

Standard 13: Industry Accreditation

- 13A. Certification Expired, but in place a year ago.
- 13B. Certification in Process at School Level
- 13C. Teacher Certified
- 13D. Program Certified

***Program Assessment Standards** **Comments**

Standard 14: Work-Based Learning

Senior Enrollment for Prior School Year Number Students Documented

Number Students Needed for a 4 Number Students Needed for a 3 Number Students Needed for a 2 Number Students Needed for a 1

Work-Based Learning Students 1 - 8

Student Number	Student Info	School Info	Program Info	Company Info	Time Frame	Tasks	Signatures	Employer Evaluation	Teacher Evaluation
<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Standard 15: Professional Growth

- 15A. PD Completed Previous School Year
25 Hours - KY Tech
24 Hours - Locally Operated
- 15B. PGP Includes Professional Development
- 15C. PGP Includes Technical Development
- 15D. PGP Aligns with PIP in Standard 16

School:

Program:

Standard 14: Work-Based Learning - Students 9 - 32

Student Number	Student Info	School Info	Program Info	Company Info	Time Frame	Tasks	Signatures	Employer Evaluation	Teacher Evaluation
<input type="checkbox"/>	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School:

Program:

***Program Assessment Standards**

Comments

Standard 16: Program Improvement Plan

- 16A. Biennium Program Improvement Plan, Signed
- 16B. CATS, KOSSA, Perkins and Advisory Committee (Found in previous standards.)
- 16C. Student Evaluations (Two evaluations for each course taught in the past year.)
- 16D. Program Assessment Team and Self Scores
- 16E. October Enrollment - STR 12.5 or Greater
- 16F. Program Improvement Plan Includes Goals From the School Continuous Improvement Plan
- 16G. Program Improvement Plan Aligns with Projected Program Budget
- 16H. Program Improvement Plan is Reviewed Semi-Annually using the Implementation and Impact Checklist (IIC) - The Two Most Current IIC are Provided

Standard 17: Technology

- 17A. Distance Learning (KET, KTLN, QUIA and ITV)
- 17B. Advanced Instructional Computer Peripherals
- 17C. Program-Based Software
- 17D. Program Related, Technologically Advanced Equipment
- 17E. Word Processing Software Used for Student Writing Assignment (Portfolio and Open-ended Responses)
- 17F. PowerPoint produced by Students as an Assignment
- 17G. PowerPoint Produced by Teacher or Vendor used to deliver Instruction
- 17H. Web Page to Communicate Program Information/Instruction
- 17I. Web-enhanced Instruction (Blackboard)
- 17J. Internet Research by Student
- 17K. Spreadsheet Produced as Student Assignment
- 17L. Other

*Documentation Key - Met - Marginally Met - Not Met

