

## **Program Assessment**

Program assessment is a process of evaluating programs using established criteria for the purpose of continuous program improvement. However, it is not the sole measure of program success. Class enrollment, placement rates, completion rates, etc., also are indicators. The instrument used for the assessment process contains standards indicative of quality programs. (See *Program Assessment* <http://kytech.ky.gov/programassessment.htm>.)

Each item is scored as 4,3,2,1, 0 or N/A based upon specific criteria. Documentation to support the score for each item must be maintained by the program teacher. Standard thirteen (13) on national industry standards is the only standard that can be marked N/A if industry standards have not been set for a program area. The score for the assessment will be calculated by totaling the rating for each item and dividing by the total number of items excluding N/A's.

Teachers are responsible for completing the assessment instrument for their program and providing the necessary documentation to support the ratings. Teachers will prepare a Self-Assessment Program Assessment Rating Summary Sheet and submit it to the Principal. (See *Program Assessment*.) It is the Principal's responsibility to review the documentation and verify the ratings. The Principal shall keep the summary sheet on file in the school office and return a copy to the teacher. Scores shall be submitted to the Program Assessment Branch, 500 Mero Street, Frankfort, KY 40601, by June 15. All program assessment and corresponding documentation must be kept on file at least two (2) years. Each program is subject to periodic review by an assessment team composed of university educators, OCTE staff, KCTCS representatives, and local business community members.

Details regarding the program assessment process may be found at the following link:

<http://www.kytech.ky.gov/programassessment.htm>.

### **REQUEST FOR NEW PROGRAMS**

A signed request for new programs requires the following information and must be submitted with an approved cover sheet. The request must be forwarded to the Office of Career and Technical Education. (See *Forms, Request for New Program Checklist and Request for New Program Form*)

A description of the scope of the proposed program should include:

- Narrative description of the proposed program, including completion codes, program completion designation and length of program;
- Course listings with course descriptions; and
- Task lists for each new course developed with industry and advisory board/steering committees input for each new course.

New program requests that closely resemble programs already developed within the Kentucky TECH curriculum may be recommended to program committees to determine if they could be accommodated by some modification of the present program. If the program already exists in the Kentucky TECH System, individuals must submit copies of existing course descriptions. Any school applying to add to an existing program should submit an application for review and approval to the Director, Division of Secondary Education and Technical Training.

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### REQUEST FOR NEW PROGRAMS (CONTINUED)

Justification for the program shall include:

- Industry survey
- Demand data – Figures to be included for projected local, state, and national demand for trained workers in the occupational area. The source of the data must be indicated. Additional statements of support from employers and other outside agencies also should be included.
- Supply data – Also to be included are a description of interest in the program, the source of potential students and other training sites available in this field and their locations. A student survey may be used to collect data for interest in the program.

Implementation of the program:

- Facility needs – How much space will be needed? Where is space available? Are modifications required to existing space?
- Equipment needs – A list of required new equipment needed and/or existing equipment that can be used and sources of new/used equipment shall be included.
- Personnel needs – Qualifications of personnel needed; to be stipulated if new or existing position(s) are involved.
- Resources needed – Calculations of anticipated costs for facility acquisition or renovation, equipment, and personnel, including anticipated start-up costs and continuing program costs. Expected sources shall be identified to meet anticipated financial needs (local, state, federal, fees, etc.).

When a request for a new program is received in the Office of Career and Technical Education, the program area consultant shall verify that all required documentation and signatures are included. If all documentation is included and the program need is justified, the request will be forwarded for the appropriate approval signatures.

Upon approval of the Request for New Program, the school Principal will be notified. **Approval of a new program does not mean that funding is approved.**

If a new school is involved, requirements, guidelines, and checklists will be established for opening the school.

### FLAGGING PROGRAMS

The Office of Career and Technical Education is responsible for serving the technical education needs of students and business and industry. When a program no longer meets the needs of students and business and industry, it may be necessary to close the program and explore the possibility of opening a new one.

The Associate Commissioner/designee will establish an Enrollment Review Committee comprised of Area Technology Center principals and representatives from the Office of Career and Technical Education. The Committee shall be responsible for the review of the flagging process, making recommendations for process changes, and assembling as needed by the Associate Commissioner/designee.

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### **FLAGGING PROGRAMS (CONTINUED)**

The Principal of each school shall report enrollment in the fall of each school year through the Kentucky Tech Enrollment Database. Student to Teacher Ratio (STR) will be determined through the data collected in the database. A program with a STR of 12.5 or less will be flagged for closure.

The Associate Commissioner/designee will notify the Principal and teacher by certified letter that the program has been flagged for closure. Once a program has been flagged, procedures for closing programs will be implemented.

### **CLOSING PROGRAMS**

Procedures for closing a program with a vacant teacher position shall be as follows:

1. The Associate Commissioner's designee may recommend to the Associate Commissioner that a program be closed immediately.
2. The Associate Commissioner will make the final decision on program closure.
3. The Associate Commissioner/designee will notify the school Principal in writing of the official date for closure of a program or status for continuation.

Procedures for closing a program with a filled teacher position:

1. The Principal and teachers(s) of the school will receive a letter from the Associate Commissioner/designee indicating the program has an STR of 12.5 or less and is flagged for closure. The letter will provide information on establishing a Program Improvement Committee and the timeframe to meet goals for program continuation. The targeted closure date will be included.
  - a. Program Improvement Committee: When a program is flagged, the Associate Commissioner/designee will advise the school Principal to appoint and chair a Program Improvement Committee comprised of superintendent(s), high school principal(s), teacher(s), counselors, legislator(s), OCTE representative, and representatives from local business and industry to further evaluate the program and develop a plan for improvement to include a review of the program profile.
  - b. Timeframe: The Associate Commissioner/designee will notify the school of a decision to flag a program no later than December 30. The flag period will continue through May 1 of the next school year. For example: If a school is notified of a decision to flag a program in December 2014, the school will have until May 1, 2016 to increase enrollment to greater than 12.5 and meet the recommendations of the Program Improvement Committee.
  - c. Maintenance: If the program obtains a 12.5 STR following the flagging period, the program must sustain 12.5 STR for five (5) consecutive years. Should the flagged program not maintain 12.5 STR for five (5) consecutive years following the flagging period, the Associate Commissioner/designee, after consultation with the Program Improvement Committee, will make the final decision on program closure.

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#### **CLOSING PROGRAMS (CONTINUED)**

2. The Program Improvement Committee will monitor the improvement plan through the flagging and program closure timeframe, make a recommendation, and report on the progress of the program's improvement to the Associate Commissioner/designee by May 1 prior to closure. Meeting minutes of the Program Improvement Committee and the program advisory committee must accompany the report.
3. The Associate Commissioner/designee, after consultation with the Program Improvement Committee, will make the final decision on program closure.
4. The Associate Commissioner/designee will notify the school Principal and teacher(s) of the decision by mail by June 15. A multi-teacher program may be decreased by one (1) or more teachers.
5. If a Principal or teacher is subject to layoff due to a program closure, the layoff shall be in accordance with KRS 156. Certified staff members affected by a program closure may contact the KDE Human Resources division to find out their rights pursuant to KRS 156.

#### **FOLLOW-UP SYSTEM**

The follow-up system presently being used by the Office of Career and Technical Education began with the 1977-78 school year. The purpose of the system is to collect valid data to support requests pertinent to expansion, deletions, and/or additions of programs. While the system has been modified over the years, it still remains a very valid means of collecting data needed to make organized, well-planned decisions about the area technology centers' programs, services and activities.

The follow-up system is divided into the following components:

1. Initial follow-up,
2. Employer survey, and
3. Retention in program follow-up (postsecondary students only).

#### **INITIAL FOLLOW-UP**

- The initial follow-up shall begin in December and is to be completed in February of the appropriate year (approximately 6 months after the student completes or leaves). A computer-generated list of completers and/or leavers is available to each area technology center for completion of follow-up information.
- ATC staff is responsible for contacting students, either by letter, email, or telephone to determine their employment status. Students are coded according to the following:
  1. Military
  2. Employed in field related to training
  3. Employed in a field not related to training
  4. Unemployed (seeking employment)
  5. Pursuing additional education

**Program Assessment****INITIAL FOLLOW-UP (CONTINUED)**

6. Not in labor force/not pursuing additional education
  7. Status unknown
  8. Deceased
  9. Self-employed
  10. Apprenticeship
- Teachers shall collect information on the student's employer and hourly wages.
  - Information collected from the initial follow-up will be entered into TEDS (formerly VESIS).

**EMPLOYER SURVEY**

- Students coded as: **2 - Employed in a field related to training** or **3 – Employed, not related to training**, on the initial follow-up survey are used to complete the Employer Survey. A cover letter and survey instrument shall be sent to each employer after all initial follow-up surveys are returned. (*See Form, Employer Survey Form*)
- The employer shall be asked to rate the employee's performance in the following areas:
  - a. Technical Knowledge
  - b. Work Attitude
  - c. Overall Rating
  - d. Relative Preparation
- This information is entered in TEDS (formerly VESIS) to produce the employer survey results.

**RETENTION IN PROGRAM FOLLOW-UP**

Six (6) months after the initial follow-up survey, postsecondary students whose response was a positive placement are contacted again to see if there has been a change in their placement.

**REFERENCES:**

[KRS 158.645](#); [KRS 158.6451](#); [KRS 158.6453](#)

[705 KAR 003:141](#)

[705 KAR 004:231](#)

OCTE Home page for connections to Program Assessment:

<http://kytech.ky.gov/pa21standards.htm>

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