

Career, Technical, and Agricultural Education Program Review FY2010 Checklist

- Use timeline as guide for program review process
- Review materials used by team members during program review visit:
 - o *Team Review Procedures*
 - o *Team Member Summary Report*
- Review sample agenda and use as guide for your review process.
- Share Program Review Improvement Plan template with CTAE teachers and discuss the action plan process with technical assistance being provided by Regional Coordinators and State Staff during the second semester of the school year.
- Provide professional learning for staff to complete self-study document. Consider submitting a proposal through the local system coordinator and awarding PLU credit as a summer activity (i.e., 1 PLU as 10 contact hours). You may use Perkins funds to pay stipends.
- Your Regional Coordinator is available to provide a technical assistance “prior” to the program review and include your Regional Coordinator in local professional learning sessions with teachers and staff.
- Based on the CTAE Division (GaDOE) creating the program review teams, be aware of these team size guidelines: (1) an average ratio of 2 team members for 3 program areas per high school; (2) a maximum of 2 team members for a middle school with 4 program areas; (3) a school chair for each school; and (4) a system chair for the entire review process. **Here is an example:**

System Chair: 1 person

High School Team (6 program areas): Middle School Team (4 program areas):

High School Chair:	1 person	Middle School Chair:	1 person
High School Team:	4 people	Middle School Team:	1 person

TOTAL NUMBER: 8 people

Note: This serves just as a guide -- in some cases the number of team members could be a ratio of 2 team members for 2 program areas per high school. Also, in some cases, the middle school chair will complete the visit without additional team members.

- Know that you will be provided with the names of team members approximately one (1) week prior to the program review date.
- Submit Self-Study Documents to your Regional Coordinator as attachments via email no later than **three (3) weeks prior to visit.**
- Keep meal arrangements simple with soft drinks and coffee in the team “work room” and provide a lunch for the team members.
- Email to Regional Coordinator following attachments:
 - Program Review Agenda
 - SECTION A
 - SECTION B (all **high school** program areas together)
 - High School MASTER SCHEDULE
 - High School Enrollment Profile (Exhibit A)
 - SECTION C (all **middle school** program areas together)
 - Middle School MASTER SCHEDULE
- Submit only ONE Section B program area if there are multiple teachers in the program.
- Complete and submit MASTER SCHEDULES for middle school and high school teachers (Sections B and C) as an Excel document.
- Compile documentation for the ELEVEN system-level items in Section – A, and place documents in labeled folders or notebook for review by the system chair.** In addition, include a membership roster of your system level advisory committee and minutes for the past two years.
- Have Work-based Learning student folders for **all program areas** available to be reviewed by system chair and/or team members.
- Youth Apprenticeship Coordinator (WBL program) should be present at program review for an interview by system chair. Note: All work-based learning coordinators will be interviewed and student records will be reviewed.
- Make short oral or PPT presentation (5-10 minutes) to team at beginning of visit as overview and platform for Q and A time with team members.
- Serve as team member for two reviews (small, medium, large systems) if possible prior to undergoing own school system visit.
- Make written directions available to sub-chair/team members if they are responsible for traveling to different middle and high schools. Chauffeuring services for complicated routes are greatly appreciated by team members!

- Include the JROTC program in the “walk-through” during the team tour, but not in Self-Study since the military program is not supported by Perkins funds or evaluated by GaDOE.
- TBA: Systems with Office of Civil Rights (OCR) and Program Review visits will require a modified schedule with times and procedures to be determined and communicated at a later date to selected school systems.*
- Budget travel reimbursement for team members as part of FY10 Perkins IV grant. Use \$200.00 per team member as an estimate. Make travel reimbursement forms available to team members, provide instructions for completion at the **beginning** of the meeting during the system overview, and collect forms at the **conclusion** of the program review. Instructions to team members should include reminders about the following:
 - Follow state guidelines for travel reimbursement (mileage and daily meal allowances)
 - Submit hotel/motel tax exemption form at check-in to avoid personal responsibility for payment of tax.
- Watch for updates and follow-up communication (via email, website, and telephone) from State Staff as plans are finalized for the FY10 program review process.
- Seek technical assistance from appropriate Regional Coordinator on an individual basis as needed:
 - Roy Rucks (rrucks@doe.k12.ga.us) – Northern Region
 - Nancy Bessinger (nbessinger@doe.k12.ga.us) - Central Region
 - Brenda Merchant (brmercha@doe.k12.ga.us) – Southern Region