

**CAREER, TECHNICAL, AND AGRICULTURAL EDUCATION  
FY2010 PROGRAM REVIEW**

**TEAM REVIEW PROCEDURE**

**Purpose and Procedures**

- To confirm the system's self assessment
- To confirm positive program activities
- To offer suggestions for further program improvement
- To review programs—not teachers, students, and administrators.
- To work in pairs to heighten validation of observations when visiting programs.

**The Following Steps Are Presented As A Guide**

*INITIAL PREPARATION:*

- Review the completed self-study document. Pay special attention to your assigned program area(s).
- Identify key points presented by the system administrator (and others) during the "System Review" presentation.

*TOUR/PROGRAM VISIT:*

- Meet with program instructors(s) and examine facilities/equipment. Talk with each instructor. Don't hesitate to clarify any questions you may have.
- Take "mental notes" of key items for commendation(s) and/or recommendation(s).

*REPORT WRITING:*

- Return to the team meeting room and complete the outline of program findings.
- Be prepared to share your finding with the total team.
- Submit your written copy of findings from the assigned programs to the sub-team/team leader.

**Focus Areas**

- Daily Schedule
- Assistance from Department of Education, State Program Specialists, and Local Administrators
- School Improvement Model as supported by Student Achievement Data
- Curriculum Development/Revision/Articulation
- Industry Certification and Program Standards
- Career Related Education Including Procedures and Documentation
- Professional Development within Program Area
- Student Organizations
- Safety Considerations in Classroom/Lab (work environment)
- Equipment, Materials, and Facilities
- Reinforcement/Integration of Academics
- Service to Special Populations
- Advisory Committees and Industry Collaboration
- Enrollment Profile, Equity, Recruitment
- Career Development