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**Postsecondary Career and Technical Education Comprehensive Needs Assessment**

**Spring 2022**

# Background

The federal *Strengthening Career and Technical Education for the 21st Century Act* *(Perkins V)* provides resources to support educators in developing the academic knowledge and technical and employability skills of secondary and postsecondary education students enrolling in career and technical education (CTE) programming.

To qualify for funding, all local grantees must complete a **Comprehensive Needs Assessment** to evaluate their capacity to offer high-quality CTE programming and identify areas for improvement. As part of this process, you will be asked to rate CTE programs of study (POS) quality and alignment to labor market needs; review student performance in CTE programs; reflect on your progress in making CTE POS accessible to all students; and consider your success in recruiting, retaining, and training CTE educators.

It is expected that you will review and update the information entered into this Comprehensive Needs Assessment on an annual basis to ensure you make continued progress in strengthening CTE programming. You will be asked to submit an updated assessment in spring 2022. Additionally, results from the Comprehensive Needs Assessment will be incorporated into your **Local Application**, which describes how you plan to use federal funds to improve CTE instruction and student access to quality programs.

Staff from the District of Columbia, Office of the State Superintendent of Education (OSSE) have created this document to assist you in identifying gaps in your current CTE programming and strategies for addressing them. If you have questions about this assessment you may contact Richard Kincaid at [Richard.Kincaid@dc.gov](mailto:Richard.Kincaid@dc.gov) or 202-442-4008.

# Developing a Plan

Conducting your Comprehensive Needs Assessment will take several months to complete and must precede the development of your 2022-23 Local Application, which will begin in Spring 2022. Consider the following planning ideas to help jumpstart the process:

* *Select a core leadership team*. The leadership team will guide the needs assessment and application process and facilitate decision making. Team composition should reflect the characteristics of your service area and include those with in-depth knowledge of your CTE programs.
* *Articulate roles and responsibilities*. The assessment process will require that individuals address a range of issues, some logistical. Assign group members to set up meetings, develop agendas, lead discussions, gather materials, take notes, and determine decision points.
* *Create a project workplan and timeline*. Establish a list of the issues you will need to address and a workplan with deadlines for accomplishing individual tasks.
* *Gather data.* While OSSE will provide you with labor market and CTE program performance data, you may also wish to compile your own information. Determine what data is already available and identify what more you’ll need and where to get it.
* *Plan with your final application in mind*. Consider in advance how you might want to incorporate the results of your assessment into your Local Application. You’ll want to explain clearly what the assessment found and engage people in identifying gaps, completing root cause analysis, and developing goals to address identified gaps.

# Contents

This guide is intended to provide a framework to help you investigate the status of your CTE programming. It is organized into the following sections:

* **Section 1: Assembling a Stakeholder Team**
* **Section 2: Programs of Study (POS)**
* **Section 3: Labor Market Alignment**
* **Section 4: Equity and Access**
* **Section 5: Program Performance**
* **Section 6: Professional Development**
* **Appendix A: Perkins Performance Data**
* **Appendix B: Labor Market Information**

While you may choose to cover section topics in any order you wish, we encourage you to begin by assembling a stakeholder team to help structure this process.

**Section 1: Assembling a Stakeholder Team**

To ensure you consider diverse viewpoints, you should assemble a stakeholder team to assist in conducting your Comprehensive Needs Assessment. Federal statute requires representation in all categories listed below, except where indicated. Note that one person may fulfil more than one role and you may choose to have more than one representative in each category.

**Stakeholder Team Coordinator**

| **Site:** |  |
| --- | --- |
| **Contact Name:** |  |
| **Contact Phone #:** |  |
| **Contact Email:** |  |

**Considerations in Selecting Stakeholders**

* Recruit individuals who are knowledgeable about CTE in your site and influential in the field.
* Ensure that members understand the time commitment and are willing and able to attend all scheduled meetings.
* If you are unable to recruit a member to fulfill a required role you should keep a record of your outreach efforts to demonstrate that you acted in good faith.

**Stakeholder Team Responsibilities**

* Meet on a quarterly basis to track your site’s progress in improving CTE programming and make annual updates to this needs assessment.
* Review labor market information and student performance data to help inform educational programming decisions.
* Ensure that program offerings are responsive to community employment needs and aligned with regional employment priorities.
* Ensure that federal funds are used in a coordinated manner with other local resources.
* Help to communicate the importance of delivering high-quality CTE POS in your site and champion local efforts to achieve improvement goals.

# Stakeholder Team Members

Use this template to identify members of your Stakeholder Team. While you are only required to have one representative for each category, complete the additional lines provided if you wish to engage multiple participants. All the participant categories listed are **required** in *Perkins V* unless noted with an asterisk (\*).

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Affiliation** |
| Secondary CTE Teacher |  |  |
|  |  |
|  |  |
| Postsecondary career guidance, advisor, or academic counselor |  |  |
|  |  |
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| Postsecondary CTE administrators |  |  |
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| Postsecondary instructional support/paraprofessional |  |  |
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| Postsecondary CTE faculty |  |  |
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| Postsecondary administrator |  |  |
|  |  |
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| Local Workforce Development board member |  |  |
|  |  |
|  |  |
| \*Regional Economic Development organization member |  |  |
|  |  |
|  |  |
| Local business & industry representative |  |  |
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| **Role** | **Name** | **Affiliation** |
| Student |  |  |
|  |  |
|  |  |
| Representative of special population groups1 |  |  |
|  |  |
|  |  |
| \*Secondary career guidance and advising professional |  |  |
|  |  |
|  |  |

1 See definitions for identification of special population groups.

**Section 2: Programs of Study (POS)**

The District of Columbia has established guidelines to support local providers in creating and offering postsecondary CTE POS. Postsecondary POS are designed to have students enroll in and successfully complete CTE industry certifications, career certificates, and degree programs that are aligned to secondary POS, industry needs, and high-skill, high-wage, and/or in-demand careers.

A high-quality, locally developed CTE POS:

* *Is based on labor market information*—programs are designed to prepare students for employment in high-wage, high-skill, and in-demand careers.
* *Offers non-duplicative, sequential coursework—*content is aligned across courses to offer students progressively more advanced knowledge and skills.
* *Incorporates industry-validated and OSSE-approved standards—*curriculum and instruction are targeted on the academic, technical, and employability skills that employers value.
* *Provides work-based learning experiences—*placements aligned with OSSE’s WBL framework and course-level standards offer students a context for applying classroom learning.
* *Includes dual enrollment or early college programs—*articulation agreements provide for high school students to earn credit before graduating.
* *Lead to an industry-recognized credential*—award of a recognized industry credential or certificate that has value in the workplace or an associate or baccalaureate degree.

***MATERIALS TO REVIEW***

* + **Documentation of approved course sequences**
  + **Curriculum standards for academic, technical, and employability skills**
  + **Descriptions of dual/concurrent enrollment programs, and data on student participation**
  + **Articulation and credit transfer agreements**
  + **Work-based learning agreements**
  + **Data on student retention and transition to postsecondary education within the POS**
  + **Data on Career Technical Student Organizations (CTSOs)**
  + **Data on student credential attainment**

## Activity 2.1: Taking Stock

Complete the following chart for each CTE POS offered within your site in the 2020-21 school year.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Program of Study name** | **Number of participants in 2020-21** | **Number of concentrators\* as of 2020-21** | **WBL option exists (Y/N)** | **Dual enrollment exists (Y/N)** | **Industry certification exists (Y/N)** | **CTSOs exist (Y/N)** |
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\*A CTE concentrator is a student who earned at least 12 credits within a CTE POS or completed a program of fewer than 12 credits or the equivalent, in total.

Based on your information entered above, consider the following questions.

* *Are students participating in CTE POS in relatively similar numbers? Achieving concentrator status at similar rates?*
* *Do the CTE POS listed offer all the components of a high-quality program?*
* *What information is missing and why?*

## Activity 2.2: Assessing Program Quality

Based on a review of the CTE POS currently offered at your site, rate the extent to which you agree or disagree with the following statements.

| **Rating** | **Strongly Agree** | **Agree** | **Neither Agree nor Disagree** | **Disagree** | **Strongly Disagree** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| All POS offered at our site prepare students for employment in high-skill, high-wage, in-demand jobs. |  |  |  |  |  |  |
| All program offerings are aligned and articulated across secondary and postsecondary education. |  |  |  |  |  |  |
| All programs incorporate relevant academic, technical, and career readiness/employability skills. |  |  |  |  |  |  |
| Articulation and/or dual enrollment opportunities exist in every CTE program of study. |  |  |  |  |  |  |
| The majority of students who begin coursework in a program of study go on to become CTE concentrators. |  |  |  |  |  |  |
| All programs offer students an opportunity to earn a relevant industry-recognized credential. |  |  |  |  |  |  |
| WBL opportunities exist in every CTE POS. |  |  |  |  |  |  |
| All CTE POS classrooms and labs are equipped to current business and industry standards. |  |  |  |  |  |  |
| Feedback from business and industry partners are incorporated in the design of each POS. |  |  |  |  |  |  |
| CTE students have equal access to participate with in a CTSO aligned to the area. |  |  |  |  |  |  |

## Activity 2.3: Reflection

Based on your program ratings above, consider the following questions.

* *For each statement with which you disagreed or disagreed strongly, consider what led you to assign this rating. Specifically, are there particular programs or program components that require attention? List them below.*
* *What strategies might you use to address this situation?*

**Section 3: Labor Market Alignment**

Ideally, most CTE POS offered within your site will prepare students to enter high-skill, high-wage, in-demand occupations. To help you identify these fields, OSSE has collected labor market information about employment levels and trends, wages and earnings, and projections of future employment needs in the Washington metropolitan region. These data are provided in Appendix A.

To ensure that federal funds are used to drive the development of high-quality, equitable, and impactful programs that align with workforce needs, *Perkins V* introduces the terms “size,” “scope,” and “quality.” OSSE has defined these as follows:

* ***Size*** *means the quantifiable evidence, physical parameters, and limitations of each program such as courses within the approved sequence, amount of available resources, number of staff involved, and the average number of students served each year that relate to the ability of the program to address all student learning outcomes.*
* ***Scope*** *means the curricular parameters and limitations of each program such as the ability of a curriculum to cover the full breadth of its subject and maintain continuous relevance to the modern workplace. Qualifiers include course content, range of offerings within each sequence, ability to fully simulate the appropriate workplace environment, number of work skills and competencies taught, etc.*
* ***Quality*** *is the measure of how successfully each program is able to teach all enrolled students all workplace standards, competencies, and skills necessary for them to practice careers within their chosen field after graduation, while at the same time supporting a high level of student performance in core academic areas and skills. Mechanisms are in place to ensure high-quality programs align with current workplace standards, practices, and competencies.*

In this section, you will consider whether the size, scope, and quality of CTE programming within your site is aligned with current and projected labor market needs and, if not, what strategies you might adopt to address this shortcoming.

***MATERIALS TO REVIEW***

* + **Current CTE POS offerings**
  + **Labor market information provided by OSSE (Appendix B)**
  + **Input from local business and industry representatives**

## Activity 3.1: Taking Stock

Complete the following chart for each CTE PSO offered at your institution in the 2020-21 school year.

|  |  |  |  |
| --- | --- | --- | --- |
| **CTE POS** | **Extent of alignment to regional growth industries\*** | **Does LMI data indicate a need for this program? (Y/N)** | **Evidence** |
|  | None Strong  Weak Full |  |  |
|  | None Strong  Weak Full |  |  |
|  | None Strong  Weak Full |  |  |
|  | None Strong  Weak Full |  |  |
|  | None Strong  Weak Full |  |  |
|  | None Strong  Weak Full |  |  |
|  | None Strong  Weak Full |  |  |
|  | None Strong  Weak Full |  |  |
|  | None Strong  Weak Full |  |  |
|  | None Strong  Weak Full |  |  |

\* Alignment rating definitions: **None**: No alignment with local labor market or industry needs; **Weak**: Some alignment, but it may not cover all skills needed for particular occupations/industry areas; **Strong**: Aligns to high-wage, high-skill, in-demand sectors, but was not developed in consultation with local business and industry; **Full**: Aligns to high-wage, high-skill, in-demand industry sectors, and was developed together with representatives for local business and industry.

## Activity 3.2: Assessing Program Alignment to Labor Market and Industry Needs

Based on your review of labor market data and the CTE POS currently offered at your site, rate the extent to which you agree or disagree with the following statements.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly disagree** | **Disagree** | **Neither agree nor disagree** | **Agree** | **Strongly agree** | **Evidence** |
| Our CTE POS prepare learners for **current** high-skill, high-wage and in-demand industry sectors in the region. |  |  |  |  |  |  |
| Our CTE POS prepare learners for **emerging** high-skill, high-wage and in-demand industry sectors in the region. |  |  |  |  |  |  |
| Educators review workforce and economic data annually to assess the size, scope, and quality of programming. |  |  |  |  |  |  |
| The size of CTE program enrollments match projected job openings in the region. |  |  |  |  |  |  |
| Educators collaborate with local employers to ensure CTE POS address workforce skill needs. |  |  |  |  |  |  |
| Graduates of our CTE POS find work in their industry of choice/training. |  |  |  |  |  |  |
| Graduates of our CTE POS thrive in the workplace. |  |  |  |  |  |  |

## Activity 3.3: Reflection

Based on your responses above, consider the following questions:

* *Which of your current CTE POS offerings do not appear to meet the size, scope, and quality needs of the associated industry sector?*
* *What strategies might you use to improve programming alignment to labor market conditions (e.g., improvements to existing programs, addition of new POS, sunsetting of outdated ones)?*

**Section 4: Equity and Access**

All students should have access to high-quality CTE programming. To support educators in building equitable programs, *Perkins V* directs educators to assess the participation and outcomes of students based on their demographic characters, including gender and race-ethnicity. The legislation also identifies a subset of special population students who are at relatively high risk of school failure. Educators are expected to ensure that these students have the necessary supports to succeed.

**Special Population Students**

* Individuals with disabilities
* Individuals from economically disadvantaged families, including low-income youth and adults
* Individuals preparing for non-traditional fields
* Single parents, including single pregnant women
* Out-of-work individuals
* English language learners
* Individuals experiencing homelessness
* Youth who are in or have aged out of the foster care system
* Migrant students
* Youth with a parent in active military duty
* Youth with a parent who is a member of the armed services or on active duty

This section will help you *to assess* whether all students have equitable access to CTE programming; *identify obstacles* that might lead to diminished access to or gaps in educational performance for special population students; and *brainstorm strategies* to ensure special populations students participate in CTE programs that will prepare them for high-skill, high-wage, in-demand careers.

***MATERIALS TO REVIEW***

* + **Data on CTE participation and performance by special population students**
  + **Enrollment data in CTE POS by different student groups**
  + **Program promotional materials**
  + **Recruitment materials targeted on special population students**
  + **School counseling activities for special population students**
  + **Educational services offered to special population students**
  + **Data on participation in CTSOs by special population students**
  + **Input from educational stakeholders in your school and community**

## Activity 4.1: Taking Stock

Complete the following table to document the percentages of those participating in CTE POS at your site for the 2020-21 school year.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Gender** | | **Race-ethnicity** | | | | | | |
| **Program of Study** | **Percent Male** | **Percent Female** | **Percent American Indian or Alaska Native** | **Percent Asian** | **Percent Black or African American** | **Percent Hispanic/ Latino** | **Percent Native Hawaiian or other Pacific Islander** | **Percent White** | **Percent Two or More Races** |
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| **Percent Enrollment in Site** |  |  |  |  |  |  |  |  |  |

\* Note: A student may belong to more than one special population group. Record all students who meet the criteria, which may mean some are double counted.

Based on your information you entered above, consider the following questions.

*Are students participating at relatively similar rates in each CTE POS offered based on gender and race-ethnicity?*

*Within each CTE POS, is the percentage of students participating roughly equivalent to the percentage enrolled?*

Complete the following table to document the percentages of special population students participating in CTE at your site for the 2020-21 school year.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Program of Study** | **Percent with Disabilities** | **Percent Low Income** | **Percent Non-trad** | **Percent Single Parents** | **Percent Out of Work** | **Percent English Learners** | **Percent Homeless** | **Percent in Foster Care** |
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| **Percent Enrollment in Site** |  |  |  |  |  |  |  |  |

Based on your information you entered above, consider the following questions.

*Are special population students participating at relatively similar rates in each CTE POS offered?*

*Within each CTE POS, is the percentage of special population students participating roughly equivalent to the percentage enrolled?*

## Activity 4.2: Assessing Program Equity and Access

Based on a review of the CTE programs of study currently offered at your site, rate the extent to which you agree or disagree with the following statements.

| **Rating** | **Strongly Agree** | **Agree** | **Neither Agree nor Disagree** | **Disagree** | **Strongly Disagree** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| CTE POS are promoted to all students in an unbiased, inclusive, and non-discriminatory manner. |  |  |  |  |  |  |
| Students who have been traditionally underrepresented, including by gender, race, and ethnicity, and special population status, are actively recruited into CTE programs of study. |  |  |  |  |  |  |
| Career guidance is offered to all CTE POS participants in a manner that is inclusive and non-discriminatory. |  |  |  |  |  |  |
| Measures are taken to avoid discrimination on the basis of subgroup or special population status. |  |  |  |  |  |  |
| Measures are taken to help all students overcome obstacles to success. |  |  |  |  |  |  |
| Effort is made to eliminate barriers to extended learning experiences, such as work-based learning and CTSO participation. |  |  |  |  |  |  |
| All students have access to career guidance that is comprehensive, equitable, and unbiased. |  |  |  |  |  |  |
| All students have access to career planning materials and career pathways programs that align to high-skill, high-wage, in-demand occupations. |  |  |  |  |  |  |

## Activity 4.3: Reflection

Based on your responses to the activities above, please answer the following questions:

* *What factors might cause some student subgroups or special populations to not participate in CTE POS?*
* *What strategies might you use to address this situation?*

**Section 5: Program Performance**

Federal law requires that you to collect data on the performance of CTE concentrators. The accountability indicators cover a range of outcomes to help you assess whether students are making educational progress, graduating, and making successful transitions into advanced postsecondary education and training or employment. These include:

**1P1: Postsecondary retention and placement**: The percentage of CTE concentrators who, during the second quarter after program completion:

* remain enrolled in postsecondary education
* are in advanced training, military service, or a national or international service program
* or are placed or retained in employment

**2P1: Credential, certificate, or diploma:**  The percentage of CTE concentrators who receive a recognized postsecondary credential during participation in or within one year of completing their POS

**3P1: Non-traditional program enrollment:** The percentage of CTE concentrators in CTE programs and programs of study that lead to non-traditional fields

To establish performance expectations, OSSE has set performance targets for each indicator based on an analysis of postsecondary data. All providers are expected to achieve the performance targets established for each indicator. Moreover, to ensure that all students make progress, you are expected to monitor the performance of student subgroups and special populations.

***MATERIALS TO REVIEW***

* **Appendix A contains performance data for the *Perkins V* indicators for your site, populated with information from the 2020-21 program year. Data provided include:**

**— Performance targets:** The institution-established performance goal for each indicator

**— Institutional performance:** Overall performance data for all students for each indicator

**—** **Site performance**: Performance data for students enrolled in your site for each indicator

**—**  **Student populations**: Disaggregated data for student subgroups and special populations

## Activity 5.1: Assessing Program Performance

|  |  |
| --- | --- |
|  | **List** |
| Looking at *overall performance*, on which indicators are you substantially exceeding\* the institutional performance target? |  |
| Looking at *overall performance*, on which indicators are you substantially underperforming\* the institutional performance target? |  |

\* Substantially exceeding or underperforming is defined as achieve an outcome that is at least 90 percent greater than or less than the institutional performance target.

# 5.1.A: Determining Root Causes

For each indicator for which you are substantially underperforming the institutional performance target, identify the possible factors that might affect student performance.

# 5.1.B: Finding Solutions

For each indicator that you identified in Activity 1A, brainstorm a set of strategies or activities you might undertake to improve performance.

## Activity 5.2: Assessing Student Performance

Using the data included in Appendix A, indicate whether students’ performance for each indicator substantially exceeds, meets, or substantially underperforms the performance target.

|  |  |  |  |
| --- | --- | --- | --- |
| **Population** | **Indicator** | | |
|  | 1P1 | 2P1 | 3P1 |
| **Gender** | | | |
| Males | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms |
| Females | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms |
| Non-binary | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms |
| **Race-ethnicity** |  |  |  |
| American Indian/Alaskan Native | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms |
| Asian | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms |
| Black or African American | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms |
| Hispanic or Latino | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms |
| Native Hawaiian or Pacific Islander | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms |
| White | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms |
| Two or more races | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms |
| **Special Populations** | | | |
| Individuals with disabilities | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms |
| Economically disadvantaged | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms |
| Students preparing for employment in nontraditional occupations\* | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms |
| Single parents | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms |
| Out of workforce | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms |
| English learners | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms |
| Homeless individuals | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms |
| Youth in or who have aged out of foster care | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms | Exceeds  Meets  Underperforms |

\* Nontraditional occupations are occupations for which individuals from one gender comprise less than 25% of the individuals employed in that occupation.

# Activity 5.2.A: Determining Root Causes

For each student subgroup or subpopulation that you identified as substantially underperforming the institutional performance target, identify the possible factors that might affect student performance.

# Activity 5.2.B: Finding Solutions

For each indicator in which you are substantially underperforming, brainstorm a set of strategies or activities you might undertake to improve performance.

## Activity 5.3: Other Considerations

The data you are provided reflect the performance of all students within your site. Unfortunately, aggregate data can hide considerable variation. As you think about strategies to improve performance consider the following questions:

* *How does program performance differ within programs of study? Might some programs be performing above or below the site average?*
* *Not all factors that affect student performance can be addressed by your staff. What other organizations or groups (e.g., employers, community-based organizations, parents) might you contact to support your improvement efforts?*
* *Given resource constraints, what might be the most efficient and effective approach to making change? Consider the relative size of your program enrollments and underlying employment opportunities to help target your improvement efforts.*

**Section 6: Professional Development**

Ultimately, the quality of your CTE programming depends upon the skills of your educator workforce. This includes postsecondary faculty, as well as institutional support staff, and career advisors. Staff also should reflect the diversity of the educational system in which they work.

***MATERIALS TO REVIEW***

* + **Data on faculty, staff, administrator, and advisor credentials, salaries, benefits, and demographics**
  + **Descriptions of recruitment strategies**
  + **Descriptions of retention strategies**
  + **Descriptions of professional development, mentoring, and externship opportunities**
  + **Data on educator participation in professional development, mentoring, and externships**
  + **Trend data on educator and staff retention in CTE areas**

## Activity 6.1: Review data on staff characteristics

Based on your review of staffing data, consider the following questions:

* Are all faculty teaching CTE programs adequately credentialed?
* In what subject areas is there a need to recruit more educators?
* How diverse are the staff? Do they reflect the demographic makeup of the student body?
* What processes are in place to recruit and onboard new faculty and staff? Are these processes efficient and effective, especially for individuals coming from industry?
* Are regular, substantive professional development opportunities offered to educators?
* What professional development offerings are most highly rated by participating staff?

## Activity 6.2: Assessing Recruitment and Professional Development Strategies

Based on your consideration of site data, rate the extent to which you agree or disagree with the following statements.

| **Rating** | **Strongly Agree** | **Agree** | **Neither Agree nor Disagree** | **Disagree** | **Strongly Disagree** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| Our staff diversity reflects the demographic makeup of the student body. |  |  |  |  |  |  |
| Our processes for recruiting and onboarding new faculty and staff are efficient and effective. |  |  |  |  |  |  |
| The faculty teaching our programs are adequately credentialed. |  |  |  |  |  |  |
| Faculty and staff are offered regular professional development opportunities. |  |  |  |  |  |  |
| Our program currently needs additional faculty and staff to offer high quality POS. |  |  |  |  |  |  |
| Counseling, and advisement professionals have access to up-to-date information and training about extended learning experiences, education and training options, and regional occupational trends. |  |  |  |  |  |  |

## Activity 6.3: Reflection

# 6.3.A: Determining Root Causes

*Which CTE positions or program areas have been the most challenging to recruit instructors and what factors contribute to making this a challenge?*

*What factors contribute to CTE faculty leaving the teaching force?*

*What factors make it difficult to provide professional development or externship experiences for CTE instructors?*

# 6.3.B: Finding Solutions

*What strategies might you adopt to improve CTE faculty and support staff recruitment?*

*What strategies might you adopt to improve CTE faculty and support staff retention?*

*What strategies might you adopt to expand professional development for CTE faculty and staff?*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Indicator** | | |
|  | 1P1 | 2P1 | 3P1 |
| **Performance Target** |  |  |  |
| **District-wide Institutional Performance** |  |  |  |
| **Your Site Performance** |  |  |  |
|  |  |  |  |
| **Gender** |  |  |  |
| **Males** |  |  |  |
| **Females** |  |  |  |
| **Nonbinary** |  |  |  |
| **Race-ethnicity** |  |  |  |
| **American Indian/Alaskan Native** |  |  |  |
| **Asian** |  |  |  |
| **Black or African American** |  |  |  |
| **Hispanic or Latino** |  |  |  |
| **Native Hawaiian or Pacific Islander** |  |  |  |
| **White** |  |  |  |
| **Two or more races** |  |  |  |
| **Special Populations** |  |  |  |
| **Individuals with disabilities** |  |  |  |
| **Economically disadvantaged** |  |  |  |
| **Nontraditional occupations** |  |  |  |
| **Single parents** |  |  |  |
| **Out of workforce** |  |  |  |
| **English learners** |  |  |  |
| **Homeless individuals** |  |  |  |
| **Youth in foster care** |  |  |  |