

Supervisors of Instructional Support Services Report

January 27, 2005

Submitted by Pat Holland and Jan Kennerknecht

1. As we move forward in our implementation of the ECTS Quality Action Plan, we are looking at the population of students we are recruiting from our sending schools. The most efficient and cost-effective methods of recruiting and *appropriately placing* students in our programs are current concerns. A survey which focused on recruiting and application procedures was mailed in November to guidance counselors from our eleven sending schools. Ten completed surveys were received back (59% response). The purpose of the survey was to identify the following:

- Counselors' evaluation of our current recruiting practices
- Counselors' ideas for improving recruiting practices
- Counselors' feedback of how they go about the application process

The results of this survey have been shared with Dr. Jackson and members of our administrative staff. Results will be shared with all staff members so that we can work together toward our goal of looking for ways to attract students who have the prerequisite characteristics to succeed in our programs. The survey form and the data analysis from this survey are available in the Supplemental Information link.

2. Jan has been working with several instructors, developing individualized learning packets for student use. Packets include an activity to improve reading skills, technical content, use of the Internet, and are related to both national skills standards and PA Academic Standards. A sample learning packet is available for viewing in the Supplemental Information link.
3. We have prepared a Duty/Task List for the proposed Natural Resources and Environmental Sciences (NRES) program. The CTE Resource Center of the Virginia Department of Education provided much information as we tried to develop an outline to meet regional needs. The list of competencies is available for viewing in the Supplemental Information link.
4. We are now meeting with the instructional assistants to take a look at the direct services we provide to our special needs population. We want to be able to see what is working and what can be changed to be more effective.
5. We are also meeting with our instructors to identify the specific reading practices that they are using in their vocational program. This is being done as a follow up to the reading training that we provided in August.