

Supervisors of Instructional Support Services Report
June 2005
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Summer Curriculum Development Workshop

With funds from the 2004-2005 Innovative Learning and Workforce Development Grant, we worked with 17 of our instructors to update their programs. Our Phase I group (instructors who did not participate last summer) participated in a two week workshop from June 13th through June 24th. Activities included:

- Duty/Task List Revision
- Identification of National Skills Standards
- Identification of PA Academic Standards for Math
- Identification of types of reading done in the classroom and on the job
- Development of a Program Guide with Course Prerequisites
- Sequencing Courses into quarters of instruction
- Development of Course Syllabi

Phase II instructors (those who participated in the curriculum workshop last summer) worked for 40 hours over a three week period between June 15th and July 1st. Activities completed by the Phase II group included:

- Sequencing courses into quarters of instruction
- Development of 20 instructional plans that include an emphasis on 5 major areas (Use of Technology; Use of Reference Materials; Use of Resource Persons; Written or Verbal Presentations by Students; and Use of Reading Activities)
- Identification of PA Academic standards for Reading
- Identification of PA Academic standards for Writing
- Participation in a ½ day writing workshop designed to strengthen the use of writing in the classroom.

Special Education

School districts have been sending records regarding our incoming sophomores who have disabilities. We'll be reviewing these records over the summer to determine strategies for helping instructors meet the students' needs.