

Approved Program Evaluation

Chapter 339 VOCATIONAL EDUCATION STANDARDS

School Name:	Erie County Technical School
CIP Code:	47.0604
Program Name:	Automotive Technologies

Directions: All information should be given for the immediate past full school year. Information should be gathered by the administration with assistance by the instructor.

An * or “•” indicates one set of documents for the school.

Section 339.4 Program Approval

Academic and industry standards 339.4(b)(1), (4), (9)

- ☐ 1. [Identify specific technical standards that this program achieves to include the national or state standards against which they are benchmarked.](#)
- ☐ 2. [Identify specific Pennsylvania academic standards or anchor assessments \(i.e., math, language arts, science\) that this program achieves.](#)
- ☐ 3. [Identify specific career development standards and the national or state standards against which they are benchmarked.](#)
- ☐ 4. [Provide the program’s scope and sequence, which indicates academic and technical courses offered in each year of the program.](#)

High priority occupations 339.4(b)(2) and Instructional equipment (3)

- ☐ •1. [Provide current labor data that supports offering this program to include its place in the local, regional and state economic initiatives.](#)
- ☐ •2. [Provide program’s plan for updates of equipment and courseware to meet industry standards.](#)

Instructional time requirement 339.4(b)(5) and 339.22(a)(10)(i)

- ☐ 1. [Provide evidence that program length is a minimum of 360 hours annually.](#)
- ☐ 2. [Provide your course selection handbook to evidence minimum program length.](#)
- ☐ 3. [Provide examples of individual student schedules.](#)

Teacher certification 339.4(b)(6)

- ☐ 1. [Provide a copy of the teaching certificates or licenses for each instructor teaching classes in this program \(Chapter 49\).](#)
- ☐ 2. [Provide a copy of additional certifications that the instructor holds.](#)

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Resource material 339.4(7)

- ☐ 1. [List JOC/Board approved textbooks and/or additional reference materials used within this program.](#)
- ☐ 2. [List technology and software purchased for this program within the past full year.](#)

Support or special services 339.4(b)(8)

- ☐ 1. Describe the support services available to all programs.
 - ☐ [Identify pull-out opportunities for accommodation, remediation or enrichment.](#)
 - ☐ [Identify push-in services \(other professionals come into the classroom and reinforce instruction\) for accommodation, remediation or enrichment.](#)
 - » [Instructional Aides Schedule](#)
 - » [Mathematics Instruction](#)

Academic preparation 339.4(b)(9)

- ☐ 1. [Indicate prerequisites for admission to program.](#)
- ☐ 2. [Provide examples of student transcripts.](#)
 - » [Advanced Academics—2004-2005](#)

Articulation between secondary and postsecondary institutions 339.4(b)(10), and 339.22

- ☐ 1. [Describe dual enrollment opportunities for students in this program.](#)
- ☐ 2. [Provide copies of all current articulation agreements.](#)

Program sponsorship and involvement in Career and Technical Student Organizations 339.4(b)(11)

- ☐ 1. [Provide a roster of Career and Technical Student Organization members.](#)
- ☐ 2. [Identify partnerships with community businesses or organizations and indicate how they benefit this program.](#)

Joint planning with sending schools 339.4(b)(13)

- ☐ 1. [Provide minutes of the various advisory committees, including the Professional Advisory Committee and if applicable principal and guidance counselors' advisory committees.](#)
- ☐ 2. [Provide above advisory committee rosters, minutes, recommendations, and administration response or actions for the past two years.](#)

Accountability standards 339.4(d)(3)(i)

- ☐ 1. [Provide a brief description of the end-of-program assessment given.](#) Indicate the number of students who took the test. Indicate the number of students who earned:
 - ☐ [Pennsylvania Skills Certificates.](#) [As a Percentage](#)
 - ☐ [Industry skills certificates \(include certification title\).](#)
- ☐ 2. [Provide a copy or list of certifications issued by industry organizations.](#)
- ☐ 3. [Provide 8th and 11th grade PSSA academic achievement results.](#)
- ☐ 4. [Describe value-added assessments \(assessment over time that gives a longitudinal assessment of student achievement\).](#)
- ☐ 5. [Provide student attainment data of secondary school diploma or recognized equivalent.](#)
- ☐ 6. [Provide student placement and completion data.](#)

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- ☐ •7. [Provide nontraditional enrollment and completion data.](#)

Student objective 339.4(h)

- ☐ 1. Provide copies of student Educational and Occupational Objectives for a Student Enrolled in an Approved Vocational-Technical Program as updated annually.

PLANNING

Local advisory committee 339.13

- ☐ •1. [Provide Local Advisory Committee roster, recommendations and administration response or actions for the past five years.](#)

Occupational advisory committee 339.14

- ☐ 1. Provide Occupational Advisory Committee roster, recommendations and administration response or actions for the past five years. **(See OAC Notebook)**
- ☐ 2. Indicate that OAC memberships have been approved by the JOC/Board (Chapter 4).
- ☐ 3. Indicate that OAC membership is a majority business/industry composition. **(See OAC Notebook)**

Minutes 339.15

- ☐ 1. Provide copies of the official minutes of the advisory, occupational advisory and administrative committee meetings for the past five years. **(See OAC Notebook)**

CURRICULUM

Admissions 339.21

- ☐ *1. [Describe how your admissions policy and procedure are unlimited and non-discriminatory.](#)
- ☐ *2. [Describe how recruitment program exemplifies freedom from occupational stereotypes.](#)
- ☐ *3. [Describe how guidance personnel provide necessary information so students can make informed decisions.](#)
- ☐ *4. [Describe selection and appropriate program placement procedure.](#)
- ☐ *5. [Provide a copy of the appeal process if a student is denied admissions.](#)
- ☐ *6. [Describe how the program instructor participates in an IEP process.](#)

Program content 339.22

- ☐ 1. [Provide the occupational analysis used to determine student competencies.](#)
- ☐ 2. [Provide a course outline, syllabus, or competency list for each of the courses listed on this program's program approval submission. Include performance objectives where appropriate.](#)
- ☐ *3. [Document program alignment with Classification of Instructional Program \(CIP\).](#)
- ☐ 4. [Show that planned instruction includes integration of academics, career development and technical curricula.](#)
- ☐ 5. [List work-based learning opportunities that students in this program participate in during the last full year.](#)

Vocational education safety 339.23

- ☐ •1. [Identify the goals of your safety instruction and describe how it is presented.](#)
- ☐ 2. [Indicate how program policy and safety measures have been developed and implemented.](#)
- ☐ 3. Provide evidence that class enrollment is appropriate to laboratory size.

Cooperative education 339.29

- ☐ •1. [Show alignment with the Pennsylvania Department of Education \(PDE\) guidelines.](#)

Student organizations 339.30

- ☐ •1. [Provide a copy of the charters between the national organization and the school entity.](#)
- ☐ •2. [Describe opportunities for students to participate in the community to include service learning, CTSO projects, job shadowing, or mentoring.](#)
 - » [Work Experience Reports—2004-2005](#)

*GUIDANCE

Plan 339.31

- ☐ *1. [Describe the assistance provided to students to establish a career plan.](#)

Services 339.32

- ☐ *1. Describe the assistance provided to students for transition to work and postsecondary opportunity.
- ☐ *2. Describe this program's process for informing and involving instructors and parents.
- ☐ *3. Provide a sampling of student career plans.
- ☐ *4. [Provide student orientation procedures.](#)

PERSONNEL

Certification 339.41

- ☐ *1. [Provide a copy of the professional certificates or licenses for each administrator and any additional personnel overseeing the CTE programs \(Chapter 49\).](#)
 - » [Support Staff Certificates](#)
- ☐ *2. [Provide a copy of the in-service plan that ensures professional personnel will keep up with the technology and remain current with practices and standards of their professional areas.](#)
 - » [Staff Development Survey—2004-2005](#)

FACILITIES

Learning environment 339.51 and Contemporary equipment 339.53

- ☐ 1. [Provide evidence to show that equipment is comparable to industry standards.](#)
- ☐ 2. Provide evidence to show that facilities are comparable to industry standards.
- ☐ •3. [Provide equipment budget with designation of local, state and federal funds.](#)