

**Supervisors of Instructional Support Services Report**  
**October 2016**  
**Sandy Carr and Pat Holland**

**Program Accreditation/Certification**

The self-study documents for the American Culinary Federation Foundation (ACFEF) Recertification were submitted for review. The site visit is scheduled for December 6 and 7, 2016.

**NOCTI**

NOCTI pre-testing for our seniors was completed. Thanks to Remle Moyak, our NOCTI site coordinator, and all staff members that helped to complete the testing. Test reports have been distributed to the faculty. Faculty members are using the data from the pre-test and the data from last year's testing to complete NOCTI Action Plans.

**Special Education**

On Friday, September 30, 2016, Lisa Sorensen hosted our high school guidance counselors. In our discussion with them we thanked them for all of their support in transitioning our new students with special needs into our building. We discussed the importance of communication and thanked them for helping letting us know some of the individual needs of our students.

Pat and Sandy completed the IEP reviews with the faculty. Meetings were held with each instructor to discuss the needs and the progress of our special needs students.

**Literacy**

Many of our instructors are expanding their efforts with having their students improve their technical writing. With the support of our part time reading coach, our instructors are challenging our students with even more technical writing and making these writings more like they will see on the job.