

Supervisors of Instructional Support Services Report

April 2018

Sandy Carr and Patrick Holland

Curriculum Development

DACUM Workshops – Our final DACUM workshop for the 2017-2018 school year is scheduled for the Art & Design for Business program on May 9, 2018. The Construction Trades DACUM report has been printed and sent to program panelists.

Curriculum Development – Due to the Business and Finance course, we asked all of our programs to use a toggling schedule for their curriculum. Five instructors have asked to revert to the regular sequence beginning next year. Instructors will make the necessary adjustments to the Scope and Sequence charts.

Formal Observations – Pat and Sandy have completed formal observations for nine instructors this year. We have seen great things happening in our classrooms!

Articulation – We have developed articulations agreements with PMI for six of our programs: Drafting & Design, Electronics, Electrical Engineering, Facility Maintenance, Metal Fabrication, and Precision Machining. We are asking for board approval for the attached agreements. Sandy also met with a representative from Mercyhurst University to review articulation agreements and to develop new agreements for our programs.

Special Education

We are happy to have Heidi Crane join our Instructional Aides team. Heidi has been shadowing with our Instructional Aides to learn the processes and procedures related to the Student Support Office.

NOCTI Testing - Thank you to our instructional aides who helped put together the NOCTI test supports for our senior students with disabilities. The aides that provided assistance are Jane Boyd, Heidi Crane, Analee Cree, Colleen Donaldson, Rosanne Gangemi, Melinda Jobczynski, Jessica Litz, Amy Nichilo, and Gina Zona.

Literacy

Thinking Ahead About Program Vocabulary - Once again we will be introducing our incoming students to the specific vocabulary of their future trades. Each of our lab instructors have put together 15 words they consider among the most important vocabulary terms students need to know in the first half of their sophomore year. We will send these terms out to our new students this summer and have them start thinking about the use and definitions for these words. Guesses and dictionary searches are encouraged! The end result is that students get a preview of the academic vocabulary used within their program of study. This is just one more way we can assist students in the mastery of vocabulary, which is vital to their existence in their program of study.