

Supervisors of Instructional Support Services Report
September 2018
Sandy Carr and Pat Holland

Curriculum Development

Curriculum – Instructors received the current Program of Study task list for their program. A team of instructors will meet to look at the current Curriculum Audit rubric and suggest improvements to the process.

NOCTI Testing– Pre-tests have been ordered and the testing dates are scheduled for September 27 and September 28. Instructors have been presented with calendar templates for their NOCTI preparation calendars. Programs that have a 93% average of students scoring competent or advanced on the NOCTI test for the past two years will be exempt from preparing a NOCTI preparation calendar. The instructors of programs that fall below that average will prepare plans targeted to improve a performance or written area from last year's results or an area from this year's pre-NOCTI test results. The 2017-2018 NOCI final report has been included in the attachments.

Articulation Review – Many of our programs have new task lists for their Program Of Study. As of the date of this report, the state-wide articulation agreement list has not been updated.

Special Education

Sandy and Pat have met with instructors to review the IEP's and 504 plans of their students. We will finish up with these sessions on October 4.

We have attended many parent meetings for new and returning students. Our instructors have taken an active role in helping identify the specific needs of our students with disabilities with the Appointy System. Our goal is to provide the direct supports that our students need. We strive to be more efficient in diagnosing the supports needed by our students and then scheduling our instructional aides to administer needed services.

Literacy

We have been approved for the Technical Assistance Program (TAP) to work with Dr Heather Moshetta from the Allegheny IU. We will continue working with our instructors to further implement "The Collins Writing Approach". The Collins approach focuses on the different types of writing that are done in business and industry. Our instructors have utilized this approach with great success and we hope to further enhance this practice with Dr. Moshetta's assistance.