Navigating the 2-Year Curriculum Cycle for CTE Programs

Presented by
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CTE program review is required every two years (Ed Code §78016), in accordance to established program review practices at each District College. In addition to the established program review elements, the review process must include at a minimum, but is not limited, to the following:

- Current viability of the CTE program
- Continuing market relevance of CTE
- Demonstration of student completion
- Demonstration of student success in state or regional licensure, or comparable examinations
- Continuing review by Advisory Committee identifying skills and competencies needed in the local workforce.
- Demonstration of student success in obtaining employment
Program Review

- Curriculum Review, Program Evaluation
- Student Learning Outcomes
- PPDR
- Program/Discipline Accreditation Reports

Five-step Program Analysis Process:

1. Document program results in terms of Key Performance Indicators that show Student Learning Outcomes (such as enrollment, retention, skill attainment, GPA, completions, local survey results, employment and transfer)
2. Analyze documented Key Performance Indicators to discover differences in performance and understand components of student success
3. Identify Root Causes of differences in performance
4. Select best solution strategies...consult Effective Practices
5. Pilot solution strategies 1st...evaluate...then implement those that work

Program Planning

- Resource Review and Allocation
- Environmental Scans
Moorpark College Approach

- Institutional Effectiveness Report
- Program Plans
- Labor Market Scans
- Minutes of Advisory Committee Meeting
- Student Surveys
- Industry Surveys / Focus Groups
- Anecdotal Information
Moorpark Curriculum Approach & Process

- Program Modification for Review
- Reviewing the program holistically
- Creating a copy of the existing program
- Reviewing course blocks and program goals
- Uploading State required supporting documentation into “Attached Files” in CurricUnet
- Tech Review/Curriculum Approval
- State Submission
Required Supporting Documentation for State Submission to Validate CTE programs:

- **Narrative** (PLO’s/SLO’s): Includes Program Goals and Objectives and program/course sequencing in table format.

- **Labor Market Information** (LMI)/Data & Analysis (Program Planning): Current labor market information and analysis, or other comparable information showing jobs are available for program completers within the college’s local service, or that job enhancement or promotion justifies the proposed curriculum.

- **Advisory Committee Recommendations** (Program Planning): Including (1) a list of advisory committee members, (2) minutes of committee meetings highlighting the action approving program, or stating program recommendations, and (3) a description of how program design aligns with committee recommendations.
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We have electronic copies of the CTE Supporting Documentation for State Submissions for you to fill out, with forms and table examples. These will be sent to you in a follow-up email after today’s meeting, along with today’s informational slides, and they will also be downloadable from the Curriculum Resource Page: http://www.moorparkcollege.edu/faculty-and-staff/curriculum-committee/resources

THANK YOU FOR ATTENDING! IF YOU HAVE ANY QUESTIONS PLEASE CONTACT:

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