TO:

FROM:

DATE:

SUBJECT: Self-Study Meeting for NYSED Program Approval

This year the (-------Program) is applying for NYSED Program Approval.

Please attend the Internal Review Meeting for this program.

Date: 
Location: 
Time:

The Internal Review is a self-study activity to examine program quality and identify program needs. It is an integral part of the NYSED program approval process.

Present at this meeting will be the faculty and staff who contribute their skill and talent to ensure that the Program offers students a rigorous education that prepares them for employment and post-secondary study.

At this meeting you will be asked to describe your specific contribution to the quality of the Program and, with your colleagues, you will assess each aspect of the program, identify program needs and offer recommendations for improvement.

The following agenda discussions are expected to provide evidence that the CTE program standards align with relevant academic standards and related business/industry standards and that the program offers the students the:

- opportunity to apply academic standards to real-world situations
- opportunity to earn college credit or advanced standing while still in high school
- work-based learning activities that demonstrate mastery of skills essential in the workplace
- preparation to achieve industry-based assessments and certifications

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