General Information

External Review Committee Meeting
Date: December  (Directly follows the Industry Partner Brunch)

An external review is a requirement for Program Approval and Program Reapproval

To accomplish this, an external review committee meeting is held. External participants review the recommendations of the Self Study and the actions taken, and also make additional recommendations. Barry Tech staff members, who are directly involved in the program under review and who attended the internal review meeting, also attend this meeting.

The Barry Tech administrator presents a brief description of the SED Approval Process, the role of the External Committee, and the meeting objective—program improvement. The CTE teacher discusses all aspects of curriculum, i.e. CTE content, student projects, WBL, post secondary education articulations and academic Integration. Participants contribute to the discussion. Minutes are taken and recommendations for program enhancement and improvement are noted.

The curriculum supervisor, CTE program teacher and WBL teacher coordinator develop the list of people to invite. The letter is sent from the curriculum supervisor’s office.

External Participants include but are not limited to

- District Administrators
- Educators
- At least two district academic faculty members from each academic area that is being considered for academic credit (the meeting between CTE faculty and district academic faculty has been held on a different day due to logistical issues. Be sure to add their names to the external review committee members list for the SED application)
- Labor
- Business/Industry
- Community
- Post Secondary

Refer to Section 3, External Review, of Implementation Guide for the complete description.
November 24, 2009

Dear Dr. O'Connor:

Thank you for agreeing to participate in the external review meeting for our Physical Therapy Aide Program

The External Review Committee meeting is scheduled for December 4th at 11:30am. It will begin after the Annual Industry Advisory Recognition Brunch.

This meeting is a critical component of the New York State Education Department's program approval process. Recognition by the State Education Department signifies that the Career and Technical Education program offers a high caliber education for the students. Graduates who meet the eligibility requirements will receive the honor of Technical Endorsement stamped onto their Regents Diploma. Also, because of the rigor of the academics imbedded into the curriculum, academic credit is also available to our students.

Our goal is to graduate students who can successfully transition either into the world of work or onto higher education. Although our teachers are experts themselves, they rely on you to lend your expertise in this endeavor.

Included with this letter are the Units of Instruction, which list the topics taught, and the Proficiency and Employability Profiles, which delineate the skills taught. At the meeting we will discuss them and solicit your comments and suggestions about their relevance to current practice.

We are proud to say that graduates from Barry Tech are equipped with the tools to be successful whether they go directly into the work force or continue onto post secondary education. Your contribution to their success is commendable and much appreciated.

We look forward to speaking with you.

Very truly yours,

Rosemary Belevich, Assistant Principal
(516) 622-6804 or e-mail to rbelevic@mail.nasboces

rb/Program approval 09-10 External Review folder
Statement of Confidence
School Year ()

Following a comprehensive review of the (name of Program) offered at Barry Tech,
I recommend program (approval or re-approval) by the New York State Education Department.

The curriculum content is rigorous and complete. It addresses current industry trends, standards and practice and it reflects a solid integration of academics. In addition, the students are provided with a variety of work based learning opportunities. They graduate with the knowledge and skills that prepare them for success whether they enter the work force or continue on to post secondary education.

Signature

Position/Title

Recommendations


Student Project
School Year (----)

I have participated in the consortium that designed and or reviewed the student projects for

(NAME PROGRAM)

The student project is rigorous and relevant to practice. Its component parts include written, performance and oral presentation. Research is evident and there is a strong element of academic integration.

I am confident that it is a comprehensive project that encompasses the full scope of learning taught throughout the two year program.

Print Name______________________________________

Signature________________________________________

Position/Title____________________________________

Work Place_______________________________________

3/2010db
External Review Meeting
Date

External Review Committee Attendees:           Title

Program Review:

CTE Teacher:

Facilitator:         Curriculum Administrator

Minutes:
The facilitator begins the meeting by greeting the attendees, thanking them for their time and input. Facilitator gives a brief description the Program Approval Process, what this review is all about, and what their contribution is to the approval of this program.

CTE teacher takes the lead in describing the program.
Focus is placed on CTE curriculum content, Student Projects, WBL, Post Secondary Articulations and Academic Integration. Recommendations for program improvement from participants are solicited.

(Give a summary of what each person contributes.)
**Be sure to record all recommendations with the name of the person who made them.

Meeting ended:

Respectfully Submitted by
December 8, 2009

Mr. Jim Hayes  
Apprentice Coordinator Local 7  
Empire State Regional Council of Carpenters  
270 Motor Parkway, Department B  
Hauppauge, New York 11788

Dear Mr. Hayes:

Thank you for attending the External Review held on December 4, 2009. The purposes of the meeting were to discuss the programs under review, to make recommendations, and also endorse the programs as meeting the State Education Department requirements for program approval.

The Construction Trades Program was presented.

Your participation as an Apprentice Coordinator for Local 7 was much appreciated. By your insightful questions and comments, you contributed to a stimulating discussion. You demonstrated the value you place on Career and Technical Education.

On behalf of the administration, faculty and staff at Barry Tech, I thank you for your continued support of our programs. We believe that Barry Tech provides students with an excellent education that prepares them to be successful, whether they choose to enter the workforce directly or to continue their education. We are pleased that you agree.

Very truly yours,

Rosemary Belevich  
Assistant Principal
This letter is a REQUEST TO SIGN the statement of confidence for people who do not make the external review meeting

December 16, 2009

Dr. Vinod Somareddy
Reddy Care Physical Therapy, P.C.
475 Northern Blvd. Suite 11
Great Neck, N.Y. 11021

Dear Dr. Somareddy:

Thank you for agreeing to review the material related to the Physical Therapy Aide curriculum and student projects. Hopefully you will agree that the information we sent to you represents a high caliber curriculum. Please call Dr. Michelle Fattore with any questions or comments. We welcome your input. If your schedule permits, you are also invited to visit the class, look at the entire curriculum and meet with Dr. Fattore.

Included in the packet are two forms, the Statement of Confidence and the Review of Student Projects. We are seeking New York State Approval for the PTA program. These forms are a required component of the State Education Department Approval Process.

Thank you for your support.

Yours truly,

Dr. Michelle Fattore, D.C.
Teacher/PTA Program
(516)622-6800
e-mail # mfattore@mail.nasboces.org

Rosemary Belevich, Assistant Principal
(516)622-6804
e-mail # rbelevic@mail.nasboces.org

Nassau BOCES Department of Career and Technical Education-Barry Tech