PROGRAM APPROVAL / RE-APPROVAL MEETING
Thursday, October 13, 2011
2:20-2:55

AGENDA

I. PROGRAM APPROVAL / RE-APPROVAL PROCESS:

A. SELF STUDY:
   1) PROGRAM REVIEWER, ADMINISTRATION, INSTRUCTOR(S)
   2) FOCUS: SEVEN PROGRAM ELEMENTS
      a) Curriculum
      b) Teacher Certification
      c) Technical Assessment
      d) Employability Profile
      e) Work-Based Learning (Internship/Clinical)
      f) Post-Secondary Articulation
      g) Program Information (How do students/parents/public know about your program?)
   3) REQUIRES SUMMARY REVIEW DOCUMENT

B. INTERNAL REVIEW: DIVERSE GROUP OF (10-14) STAKE HOLDERS
   1) INSTRUCTOR(S) PRESENTATION
   2) FOCUS: SEVEN PROGRAM ELEMENTS
   3) REVIEW FINDINGS OF SELF STUDY – MAKE RECOMMENDATIONS FOR IMPROVEMENT
   4) REQUIRE'S SUMMARY REVIEW DOCUMENT
   5) RECOMMENDATION TO BE PASSED ON TO EXTERNAL REVIEW TEAM

C. EXTERNAL REVIEW: DIVERSE GROUP OF (10-14) STAKE HOLDERS
   1) INSTRUCTOR(S) PRESENTATION
   2) REVIEW FINDINGS OF INTERNAL REVIEW – MAKE RECOMMENDATIONS FOR IMPROVEMENTS
   3) FOCUS: SEVEN PROGRAM ELEMENTS
   4) REQUIRE'S SUMMARY REVIEW DOCUMENT
   5) RECOMMENDATION TO BE PASSED ON TO HFM B.O.E.

D. HFM BOCES B.O.E. REVIEW: PROPOSAL TO HFM BOARD OF ED TO APPROVE SUMMARY REVIEW & SUBMIT APPLICATION TO SED FOR PROGRAM APPROVAL / RE-APPROVAL:
   1) BOARD REVIEWS SUMMARY DOCUMENT IN ADVANCE OF BOE MEETING
   2) PRESENTATION BY PROGRAM REVIEWER: (PREPARER OF SUMMARY DOCUMENT) BOE QUESTIONS REGARDING PROCESS.
3) CTE PROGRAM INSTRUCTOR(S) MAY ATTEND TO PROVIDE SUPPORT BUT NOT REQUIRED TO ATTEND.
4) REVIEW FINDINGS OF EXTERNAL REVIEW
5) FOCUS: SEVEN PROGRAM ELEMENTS
6) APPROVE PROPOSAL & FORWARD APPLICATION TO SED FOR FINAL PROGRAM APPROVAL / RE-APPROVAL

E. NYSED REVIEW OF APPLICATION:
1) SED REVIEWS APPLICATION
2) FOCUS: SEVEN PROGRAM ELEMENTS DOCUMENTATION.
3) ADDITIONAL DATA REQUIRED:
   a) Number of students who completed in last 5 years
   b) Number of students who received special ed. services (IEP’s & 504))
   c) Number of students who took tech assessment
   d) Number of students who passed tech assessment.
   e) Number of students who received tech endorsement
   f) Number of students who completed work-based learning (internship).
   g) Type of work-based learning experience.
   h) Full complete name of tech assessment with any DOL or DOT serial number. (Copy directly from test)
   i) Rationale for selecting this test.
   j) Name of vendor & or consortium that developed test.
   k) Copies of all teacher certifications who teach this program.
4) SED APPROVES APPLICATION OR MAY ASK FOR ADDITIONAL INFORMATION.

II. PROCESS WHEN SEEKING INTEGRATED ACADEMIC CREDIT.

A. ACADEMIC INTEGRATION INSTRUCTOR PRESENTATION: PRIOR TO THE INTERNAL REVIEW MEETING:
1) IN THE PRESENCE OF THE PROGRAM REVIEWER & ADMINISTRATOR, THE ACADEMIC INSTRUCTOR REVIEWS THE ACADEMIC CONTENT CURRICULUMA WITH TWO ACADEMIC TEACHERS (FROM DIFFERENT COMPONENT SCHOOLS) WHO ARE CERTIFIED IN THE AREA FOR WHICH A UNIT OF ACADEMIC INTEGRATED OR SPECIALIZED CREDIT IS SOUGHT.
2) COMPONENT ACADEMIC INSTRUCTORS DO A CLASSROOM OBSERVATION WHERE ACADEMIC INTEGRATION IS AN INTEGRAL PART OF THE CTE PROGRAM DELIVERY.
3) ACADEMIC INSTRUCTORS COMMENT AND MAKE RECOMMENDATIONS FOR IMPROVEMENT AND DETERMINE TO:
   a) APPROVE OR NOT APPROVE ACADEMIC UNIT OF CREDIT.
   b) FORWARD TO INTERNAL REVIEW TEAM FOR CONSIDERATION.
4) A SUMMARY REVIEW IS REQUIRED AND IS REFERENCED THROUGHOUT THE PROCESS. ACADEMIC INSTRUCTORS MAY ATTEND INTERNAL/EXTERNAL REVIEW TO PROVIDE SUPPORT.