

**CAREER, TECHNICAL, AND AGRICULTURAL EDUCATION
FY2013 PERKINS COMPLIANCE REVIEW**

TEAM PROCEDURE

Purpose and Procedures

- To confirm the system's self assessment
- To confirm positive program activities
- To offer suggestions for further program improvement
- To review programs—not teachers, students, and administrators.
- To work in pairs to heighten validation of observations when visiting programs.

The Following Steps Are Presented As A Guide

INITIAL PREPARATION:

- Review the completed self-study document. Pay special attention to your assigned program area(s).
- Identify key points presented by the system administrator (and others) during the "System Review" presentation.

TOUR/PROGRAM VISIT:

- Meet with program instructors(s) and examine facilities/equipment. Talk with each instructor. Don't hesitate to clarify any questions you may have.
- Take "mental notes" of key items for Findings and/or Recommendation(s).
- Review documentation folders for each teacher.

REPORT WRITING:

- Return to the team meeting room and complete the outline of program findings.
- Be prepared to share your findings with the total team.
- Submit your written copy of findings from the assigned programs to the sub-team/team leader.

Focus Areas

- Daily Schedule
- Assistance from Department of Education, State Program Specialists, and Local Administrators
- School Improvement Model as supported by Student Achievement Data
- Pathway Completion
- Industry Certification
- Career Related Education Documentation
- Professional Association and Professional Development
- Student Organizations
- Safety Considerations in Classroom/Lab (work environment)
- Equipment and Supplies
- Reinforcement/Integration of Academics
- Service to Special Populations Students
- Advisory Committees and Industry Collaboration
- Non-traditional Enrollment
- Work-Based Learning
- Career Development