

CTE MONITORING PROCESS

PURPOSE:

- Assist local recipients with improving CTE programs of study
- Required under the Perkins Act, five year rotation in MD
- Provide a forum for discussing challenges and identifying solutions
- Discussion for change rather than a reprimand for what is lacking

PRIOR TO THE ON-SITE VISIT

SELF-ASSESSMENT TOOL

- Completed by the local recipient and sent to the CTE Regional Coordinator approximately four weeks ahead of the on-site visit
- Reviewed by the CTE Coordinator and sent to monitoring team members within a day or so.

MONITORING TEAM MEMBERS

- Consist of MSDE CTE staff, partners from MHEC, DLLR, DOC (formerly DBED), CTE Local Directors or central office staff, Community College Perkins Coordinators, or designee

CONFERENCE CALL:

- Takes place approximately two weeks prior to the on-site visit
- The self-assessment tool is reviewed
- Questions are generated from the self-assessment or other questions that the monitoring team members have

QUESTIONS:

- Compiled from the conference call
- Sent to the local recipient being monitored
- Sent to the monitoring team members so they know which question they are asking

CONVERSATIONS PRIOR TO THE ON-SITE VISIT

- CTE Regional Coordinator converses with the local recipient (CTE Director/Community College Perkins Plan Coordinator) to determine challenges or issues that have not been identified through the questions but should be brought up at the visit

ON-SITE VISIT

PARTICIPANTS:

- Local Recipients
- Superintendent or designee or College President or

designee

- Assistant Superintendent or Deans
- Representatives from: counseling, career advisement, student support services, special populations, CTE instructors, Local Workforce Investment Board, LAC Chair, PAC members, principals, CTE Director, Community College Perkins Coordinator, students, and others as appropriate

FORMAT:

- Local recipient members welcome the group
- Assistant State Superintendent sets the tone for the monitoring visit and what to expect (on-site is only one piece, a report is provided within several weeks)
- Local recipient presents a SWOT analysis and shares information about CTE programs
- Questions generated from the MSDE conference call with Monitoring Team members serve as discussion points during the visit.
- Monitoring Team members take notes of comments and answers to questions during the on-site visit in order to provide input into the report
- Any participant that has not had a chance to speak should be asked if they have any comments
- Assistant State Superintendent thanks the local recipient and the monitoring team members

DEBRIEFING

- A debrief is conducted at the end of each on-site monitoring visit with just the monitoring team members
- Format may be “round robin” or other to give all monitoring team members an opportunity to state a commendation and an upgrade to the overall CTE program

REPORT

- A report is sent within several weeks to the Superintendent/Community College President with a copy to the CTE Director/Community College Perkins Coordinator
- If findings or recommendations are made, contact information is provided for individuals to contact

FOLLOW-UP ACTIONS

- Findings must be addressed in the next submission of the CTE Local Plan for Program Improvement (Perkins Plan)
- Recommendations may be included in the next submission of the CTE Local Plan for Program Improvement

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