**Career and Technical Education Program Review Template Evaluation Rubric**

| **Template Items** | **Evaluation Criteria and Description** | **Excellent** | **Meets the Standard** | **Needs Some Improvement to Meet the Standard**  | **Needs Major Improvement to Meet the Standard** |
| --- | --- | --- | --- | --- | --- |
| **Outcomes of the Last Accreditation Report** | Did the program maintain accreditation? (Box 1, 2, 3 and 5) | The program was reaccredited, received commendations, and no citations/recommendations  | The program was reaccredited and received both commendations and citations/recommendations | The program was reaccredited and has several citations (recommendations for improvement) | The program was put on probation  |
| **Findings of Last Re-accreditation Report** |  Did the program make the required improvements? (Box 4) | The program was able to take actions to improve and received the needed support to take the actions  | The program was not able to take actions to improve because it did not get the support needed from the college | The Program had the needed support to take actions but did not act or is limited in direction from the accreditor to take actions |
| **Advisory Board** | 1. Did the program hold an annual advisory board meeting each year of the five-year cycle?
2. Did the program submit the advisory board meeting minutes each year of the five-year cycle? Did the program include the web address/link to the online minutes?

(Box 6) | Yes the program held an annual meeting of the advisory board and submitted the minutes | No, the program did not hold an annual meeting of the advisory board and/or did not submit the minutes |
| **Commendations from the Advisory Board** | Did the program receive commendations from the Advisory Board(Box 7) | The program received commendations | N/A | N/A |
| **Recommendations from the Advisory Board** |  Did the program act on or investigate the recommendations made by the Advisory Board?(Box 8 and 9) | The program was able to take actions or investigate the recommendations and received the needed support to proceed. | The program was not able to take actions or investigate because it did not get the support needed  | The Program had the needed support to take actions but did not act or is limited in direction from the advisory board to take actions |
| **Regional Labor Demand** | What does the 5 year labor market demand data trend indicate?(Question 1 under Forecasting Data) | Labor demand has an upward trend | Labor demand is projected to be flat  | Labor demand is projected to decrease. |
| **Regional Labor Demand** | **Narrative Criteria**Narrative demonstrates…1. An understanding of the trend
2. Reason for the trend(s) are provided
3. An understanding of the occupation(s)

**Definitions, Examples and Explanations**Narrative reasons could reflect:* Shows an awareness of changes in the industry/occupation
* Shows an awareness of legislative policy changes
* New growth in the sector
* Changes in demographics such as birth rates, new residents

(Box 10) | The narrative Exceeds expectations – the narrative could be used as an exemplar | The narrative includes all 3 of the criteria | The narrative includes 2 of the criteria  | The narrative includes fewer than 2 of the criteria |
| **Regional Labor Supply**  | What does the pipeline data trend indicate?(Question above Box 11) | Labor supply has a downward trend | Labor supply is projected to be flat  | Labor supply is projected to increase |
| **Regional Labor Supply**  | **Narrative Criteria**Narrative demonstrates…1. An understanding of the trend
2. Reason for the trend(s) are provided
3. An understanding of the regional output/supply

**Definitions, Examples and Explanations**Narrative reasons could reflect:* Shows an awareness of the educational system in the region
* Shows an awareness of legislative policy changes
* Changes in occupation wages
* Changes in demographics such as new residents

(Box 11) | The narrative Exceeds expectations – the narrative could be used as an exemplar | The narrative includes all 3 of the criteria | The narrative includes 2 of the criteria | The narrative includes fewer than 2 of the criteria |
| **Regional Trend for Occupation Wages** | What does the occupational wage trend indicate?(Question above Box 12) | The occupational wage trend increased | The occupational wage stayed flat  | The occupational wage trend decreased |
| **Regional Trend for Occupational Wages** | **Narrative Criteria**Narrative demonstrates…1. An understanding of the trend
2. Reason for the trend(s) are provided
3. An understanding of the occupational trends

**Definitions, Examples and Explanations**Narrative reasons could reflect:* Shows an awareness of legislative policy changes
* Demand/supply for the workers in the occupation
* Changes in the scope of practice and occupational responsibilities
* Changes in technology

(Box 12 – Elaine and team will follow up) | The narrative Exceeds expectations – the narrative could be used as an exemplar | The narrative includes all 3 of the criteria | The narrative includes 2 of the criteria | The narrative includes fewer than 2 of the criteria |
| **Program 13.5 Unit CTE Course Completion Rate** | What does the data trend indicate about the number of students completing 13.5 units each year for the last 5 years within your program?(Questions above Box 13) | The number of students completing 13.5 units increased over the 5 year period | The number of students completing 13.5 units stayed flat over the 5 year period | The number of students completing 13.5 units decreased over the 5 year period |
| **Program 13.5 Course completion** | **Narrative Criteria**Narrative demonstrates…1. An understanding of the trend
2. Reason for the trend(s) are provided
3. Reasons include items within department control

**Definitions, Examples and Explanations**Narrative reasons could reflect:* Culturally relevant pedagogy and/or curriculum
* Scheduling
* Instructional modality of the program course(s) delivery
* CTE labor market data
* Industry trends
* Outreach Initiatives

Hiring Practices(Box 13) | The narrative Exceeds expectations – the narrative could be used as an exemplar | The narrative includes all 3 of the criteria | The narrative includes 2 of the criteria | The narrative includes fewer than 2 of the criteria |
| **Graduate Employment Rates** | What does the graduate employment rate for degrees indicate?(Questions above Box 14) | Employment rate is 100% to 90% | Employment rate is 89% to 80% | Employment rate is 79% to 70% | Employment rate is less than 69% |
| **Graduate Employment Rates** | What does the graduate employment rate for certificates indicate?(Questions above Box 14) | Employment rate is 100% to 90% | Employment rate is 89% to 80% | Employment rate is 79% to 70% | Employment rate is less than 69% |
| **Graduate Employment Rates****Box 14** | **Narrative Criteria**Narrative demonstrates…1. An understanding of the trend
2. Reason for the trend(s) are provided
3. Reasons include items within department control
4. An understanding of the industry and student support services for employment

**Definitions, Examples and Explanations**Narrative reasons could reflect:1. Culturally and occupationally relevant pedagogy and/or curriculum
2. The curriculum and course materials are current
3. Instructional modality of the program course(s) delivery
4. Good relationships with industry partners
5. Understanding of hiring rates within the occupation
6. Knowledge of job postings and hiring rate
7. Understanding of student support services
8. Understanding of the soft skills needed within the occupation

(Box 14) | The narrative Exceeds expectations – the narrative could be used as an exemplar | The narrative includes all 4 of the criteria | The narrative includes 3 of the criteria  | The narrative includes fewer than 3 of the criteria |
| **Strong Workforce Program Funding** | **Narrative Criteria (Box 15, 16, 17, and 18)**Narrative demonstrates…1. Did the program meet the goals and outcomes
2. Percentage of intended metrics that were positively impacted
3. Did it meet the baseline metrics and did the needle move in a positive direction on the intended metric(s)

**Definitions, Examples and Explanations**Narrative reasons could reflect:* Culturally relevant pedagogy and/or curriculum
* The curriculum and course materials are current
* Scheduling
* Instructional modality of the program course(s) delivery
* CTE labor market data

Industry trends |  |  |  |  |
| **Strong Workforce Program Metrics** | **Box 19****Narrative Criteria**Narrative demonstrates…1. An understanding of the trend
2. Reason for the trend(s) are provided
3. Reasons include items within department control

**Definitions, Examples and Explanations**Narrative reasons could reflect:* Culturally relevant pedagogy and/or curriculum
* The curriculum and course materials are current
* Scheduling
* Instructional modality of the program course(s) delivery
* CTE labor market data

Industry trends | The narrative Exceeds expectations – the narrative could be used as an exemplar | The narrative includes all 3 of the criteria | The narrative includes 2 of the criteria  | The narrative includes fewer than 2 of the criteria |
| **Perkins Program Funding** | **Narrative Criteria (Box 20, 21, 22, and 23)**Narrative demonstrates…1. An understanding of the trend
2. Reason for the trend(s) are provided
3. Reasons include items within department control

**Definitions, Examples and Explanations**Narrative reasons could reflect:* Culturally relevant pedagogy and/or curriculum
* The curriculum and course materials are current
* Scheduling
* Instructional modality of the program course(s) delivery
* CTE labor market data

Industry trends |  |  |  |  |
| **Perkins Program Metrics** | **Box 24 Narrative****Narrative Criteria**Narrative demonstrates…1. An understanding of the trend
2. Reason for the trend(s) are provided
3. Reasons include items within department control

**Definitions, Examples and Explanations**Narrative reasons could reflect:* Culturally relevant pedagogy and/or curriculum
* The curriculum and course materials are current
* Scheduling
* Instructional modality of the program course(s) delivery
* CTE labor market data

Industry trends | The narrative Exceeds expectations – the narrative could be used as an exemplar | The narrative includes all 3 of the criteria | The narrative includes 2 of the criteria  | The narrative includes fewer than 2 of the criteria |