



Team Evaluation Checklist

NOTE: *Please have Administrators, CTE Directors and Instructors available for opening team meeting and exit reviews.

Facility Needs:

- _____ Meeting room for exit reviews, with adequate space for administrators, instructors and evaluation team members.
- _____ A room for the evaluation team members to use during the program evaluation process.

Please make the following resource materials available to evaluation team members:

If information is on website, please provide website address instead of making copies.

- _____ Program philosophy/mission statements/strategic plan
- _____ Goals and objectives for school/institution and programs
- _____ Curriculum information (including course outlines)
- _____ Advisory Board member list and advisory minutes
- _____ Policy manuals (student/faculty/board policy/safety)
- _____ Master Teaching Schedule
- _____ Registration guide

Please send the following materials to Michael Netzloff at Career & Technical Education, mnetzloff@nd.gov (Send ten days prior to scheduled evaluation.) If information is on website, please provide website address to him, or send as attachments instead of making copies.

1. _____ Enrollment Report Form
2. _____ A copy of the student policy on nondiscrimination
3. _____ A copy of the student policy on sexual harassment
4. _____ A copy of the faculty/staff policy on nondiscrimination
5. _____ A copy of the faculty/staff policy on sexual harassment
6. _____ Please include the school's/institution's/center's complaint procedures for faculty and students if not included in the above-listed policies.