



# Department of Career and Technical Education

## Team Evaluation

*“Providing Technical Assistance for Program Improvement”*

### ***Purpose:***

- a. Commitment to quality ND Career and Technical Education Programs
- b. Federal Carl Perkins Legislation
- c. ND State Board for Career and Technical Education Policy

### ***Evaluation Process:***

- a. Self-Program Evaluation/Review-every five years
- b. On-Site Evaluation/Review consists of:
  - i. Overview of Program Standards/Self Review with Instructor
  - ii. 15-minute Exit Review with Instructor, Administration & Supervisor

*The review will consist of:*

1. **Commendations**- Strengths of the program
  2. **Suggestions**- Opportunities that can improve the program
  3. **Recommendations**-Requirements to fulfill the intent of the law/policy
- c. On-line Survey – Participants response for the overall process
  - d. Within 30 days the School/Institution will receive a written report from the Department of Career and Technical Education
  - e. If a program area(s) received “Recommendations,” The School/Institution completes a “Plan of Action” within 90 days from the issuing date of written report to the Department of Career and Technical Education.

### ***Evaluation/Program Review Team:***

- a. 10-12 per year
- b. 5-year rotation
- c. Staff Select Schools (through a ranking process)
- d. School/Institutional Categories
  1. Postsecondary
  2. Career and Technical Centers
  3. Comprehensive High Schools (Four or more Occupational Programs)
  4. Three or less Occupational Programs
  5. Non-occupational (3 or less)