# Accreditation Guidelines

# for

# Oklahoma Public Postsecondary

# Career and Technology Education

**Standards Approved October 15, 2015**
**Last Assessment Format Update May 2021**
**(Part of 2023 Guidelines)**

# Self-Assessment Application

The self-assessment application should be concise. **Start each section with the rubric question in bold, followed by the explanation**. Key processes, evidence, and results should be explained within the main narrative. **See Appendix D for possible narrative items for all standards.** All results data shall include citations. Examiners will note documentation as well as a listing of individuals/groups to interview needed for verification/clarification prior to the onsite review. A clear and accurate self-assessment application will help the examiners assess the statements made by the educational institution.

## Application
- ✓ Limited to a 5-page technology center overview and a 75-page application
- ✓ Must be submitted electronically by July 15th of the year scheduled for an onsite visit in the school's accreditation cycle

## Assessment Rubric

| Level of Achievement | Description | Score |
|---|---|---|
| Not Met | Methods and practices are not identified or implemented, are not regularly evaluated for improvement, and/or are characterized by activities. Goals are poorly defined.<br><br>Results that are important to the institution for the respective quality standard are missing, not used, or randomly reported. No sources cited. | 1 |
| Below Standard | Methods and practices are identified but are not implemented, are beginning to be evaluated, and there is some early coordination among personnel and work groups. Strategy and goals are identified but do not address key methods and practices.<br><br>Results that are important to the institution for the respective quality standard are reported and tracked over time, however adverse trends are observed and/or poor performance levels are observed. Some sources cited. | 2 |
| Meets Standard | Methods and practices are identified and implemented, are regularly evaluated, and there is coordination among personnel and work groups. Methods and practices align to key strategy and goals of the organization.<br><br>Results that are important to the educational institution's quality standards are reported. Results are tracked over time and good performance levels are observed. Few adverse trends are observed. All sources cited. | 3 |
| Above Standard | Methods and practices are identified and are fully implemented, are repeatable and are regularly evaluated for improvement, lessons learned from improvement are shared, and there is consistent coordination among personnel and work groups. Methods and practices align to key strategy and goals of the organization.<br><br>Results that are important to the educational institution's quality standards show beneficial trends over time with good-to-excellent performance levels. Results align to the organization's strategic goals and objectives. All sources cited. | 4 |
| Exceeds Standard | Methods and practices are identified and are fully implemented, are repeatable and are regularly evaluated for improvement, lessons learned from improvement are shared, and there is consistent coordination among personnel and work groups. The organization seeks and achieves efficiencies across units through analysis, innovation, and the sharing of information and knowledge. Methods and practices align to key strategy and goals of the organization.<br><br>Results that are important to the educational institution's quality standards show beneficial trends over time with excellent performance levels. Results align to the organization's strategic goals and objectives. All sources cited. | 5 |

# Directions

Rating – To complete the self-assessment, carefully read each quality standard that follows. The technology center overview is not rated. For each question within the quality standards, the examiner should indicate if the standards are met for accreditation by marking the appropriate boxes in the columns to the right. The numbers on the application rubric indicate the following:
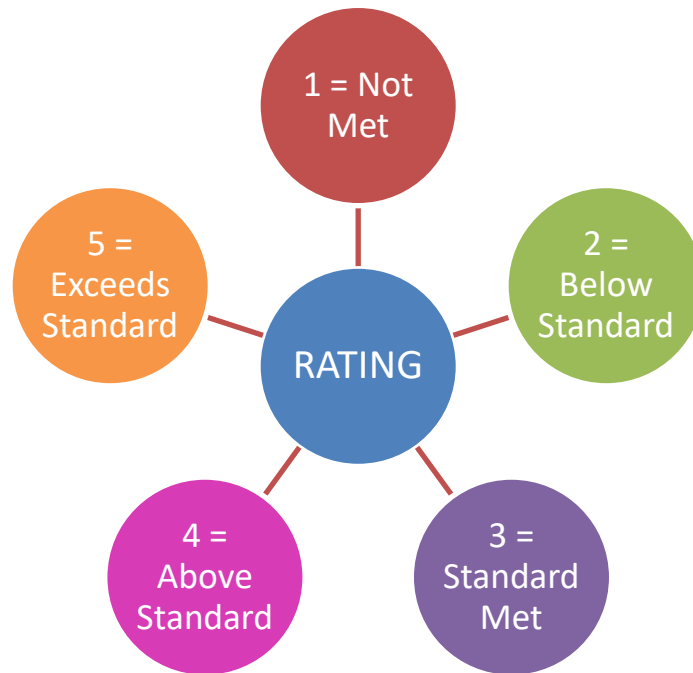


Other quality standards are assessed by marking "Met" or "Not Met."

To determine if a whole standard is met, the examiner will:

- Total and then divide the ratings in the column on the right to find the average points. The average rating needs to be at 3.0 or above.
- All "Met/Not Met" statements must be met.

*The technology center will be required to complete a corrective action plan if the average rating is below 3.0 and/or there are any "Not Met" statements. This could result in probationary status or loss of accreditation.*

# Technology Center Overview

The technology center overview provides a framework for understanding the educational institution.

| | |
|---|---|
| **Description and Situation** *(The goal is to set the context for the educational institution.)* <br> **What are key technology center characteristics and its strategic situation?** | |
| **Questions** | |
| **a. Environment** | |
| **(1)** | What are the instruction and training offerings and support services? *(List all full-time program offerings and business and industry training and services provided and delivery method(s) in addition to other support services provided to customers/stakeholders such as guidance, financial aid, etc.)* What is the relative importance of each to success? What mechanisms are used to deliver the instruction and training offerings and support services? |
| **(2)** | What are the technology center's mission, vision, and values? What are its core competencies, and what is their relationship to the mission? |
| **(3)** | What is the technology center's personnel profile? What recent changes have been experienced in personnel composition or needs? What are <br> • personnel segments, <br> • the educational requirements for different personnel segments, and <br> • key drivers that engage personnel in achieving the mission and vision? <br> What are the organized bargaining units (union representation, if applicable)? What are the institution's special health and safety requirements? |
| **(4)** | What diversity is reflected in the technology center district? |
| **(5)** | What are the major facilities, technologies, and equipment? |
| **(6)** | What is the regulatory environment under which the technology center operates? What are the key applicable occupational health and safety regulations, accreditation, certification, or registration requirements, industry standards, environmental, financial, and instruction and training, and support services regulations? |
| **b. Relationships** | |
| **(1)** | What is the organizational structure and governance system? What are the reporting relationships among the governance board, leadership and administration, and the *Career*Tech system, as appropriate? |
| **(2)** | What are key market segments – students, business and industry, other customer/stakeholders, as appropriate? What are their key requirements and expectations for the instruction and training offerings, support services, and operations? What are the differences in these requirements and expectations among market segments – students, business and industry, other customers/stakeholders? |
| **(3)** | What are the key partners and collaborators and what role do they play in the technology center? What role do these individuals/organizations play in contributing and implementing innovation at the institution? |
| **c. Competitive Environment** | |
| **(1)** | What is the technology center's competitive position? What is the relative size and growth in the education sector or the markets served? Who would be considered as the technology center's competitors? |
| **(2)** | What key changes, if any, are affecting the technology center's competitive situation, including changes that create opportunities for innovation and collaboration, as appropriate? |
| **(3)** | What key sources of comparative and competitive data are available from within the education sector? What key sources of comparative data are available from outside the education sector? What limitations, if any, affect ability to obtain or use this data? |
| **d. Strategic Context** | |
| **(1)** | What are the key strategic challenges and advantages in the areas of instruction and training, support services, personnel, operations, and societal responsibilities? |
| **e. Performance Improvement System** | |
| **(1)** | What are the key elements of the technology center's performance improvement system(s), including processes for evaluation and improvement of key organizational projects and processes? |

# 1 – Leadership and Administration

| 1.1 | **Leadership and Administration** *(The goal of this item is to identify key aspects of leaders' and administrators' responsibilities, to create an educational institution that is successful now and in the future.)* <br> **How do leaders and administrators lead the technology center?** | | | | | | **Avg Score** |
|---|---|---|---|---|---|---|---|

| **Questions** | | | | | | | |
|---|---|---|---|---|---|---|---|
| **a. Mission, Vision, and Values** | | | | | | | |
| **(1)** | How do leaders and administrators set the technology center's vision and values? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How do leaders and administrators demonstrate commitment to legal and ethical behavior? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(3)** | How do leaders and administrators build an educational institution that is successful now and in the future? | 1 | 2 | 3 | 4 | 5 | N/A |
| **b. Communication and Organizational Performance** | | | | | | | |
| **(1)** | How do leaders and administrators communicate with and engage all personnel, students, business and industry, and other customers/stakeholders? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How do leaders and administrators create a focus on action that will achieve the technology center's mission? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(3)** | How do leaders and administrators engage students in the self-assessment process? (writing the self-assessment application) | 1 | 2 | 3 | 4 | 5 | NA |

## Met/Not Met Statements

*Senior leadership and administration provide direction to the overall organization.*

___ Met

___ Not Met (area of deficiency, corrective action plan required)


*Senior leadership and administration ensure that students are engaged in the self-assessment process.*

___Met

___Not Met (area of deficiency, corrective action plan required)


## Additional Comments

| 1.2 | **Governance and Societal Responsibilities** *(The goal of this item is to evaluate key aspects of the governance system, including the improvement of leaders and the leadership system. It also asks how the educational institution ensures everyone in the organization behaves legally and ethically, how it fulfills its societal responsibilities, and supports its key communities.)* | | | | | | |
|---|---|---|---|---|---|---|---|
| | **How is the technology center governed and how are societal responsibilities fulfilled?** | | **Avg Score** | | | | |

**Questions**

**a. Organizational Governance**

| (1) | How does the educational institution ensure responsible governance? | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|
| (2) | How is the performance of leaders and administrators, including the superintendent and governance board, evaluated? | 1 | 2 | 3 | 4 | 5 | N/A |

**b. Legal and Ethical Behavior**

| (1) | How are public concerns, related to law, regulatory, and accreditation compliance, with instruction and training, support services, and operations anticipated and addressed? | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|
| (2) | How is ethical behavior promoted and ensured in all interactions? | 1 | 2 | 3 | 4 | 5 | N/A |

**c. Societal Behavior**

| (1) | How does the technology center consider societal well-being and benefit as part of strategy and daily operations? | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|

**Met/Not Met Statements**

*The institution is operating within the Oklahoma CareerTech Rules.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*Senior leadership and administration are operating in a legal and ethical manner.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution meets regulatory requirements and public responsibilities.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

**Additional Comments**

| 1.3 | **Strategy Development and Implementation** *(The goal is to strengthen overall performance, competitiveness, and future success through the deployment of strategies to achieve goals.)* | | |
|---|---|---|---|
| | **How does the technology center develop and implement strategy?** | | **Avg Score** |

**Questions**

**a. Strategy Development Process**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **(1)** | How does the technology center district conduct strategic planning? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How does the strategy development process stimulate and incorporate innovation? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(3)** | How is relevant data collected and analyzed to develop information for the strategic planning process? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(4)** | What are the technology center's key processes (examples may include enrollment, instruction, training, marketing, human resources, finance, partner relationships, and organizational effectives)? | 1 | 2 | 3 | 4 | 5 | N/A |
| **b. Strategic Objectives** | | | | | | | |
| **(1)** | What are the technology center's key strategic objectives and timetable for achieving these objectives? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How do strategic objectives achieve appropriate balance among varying and potentially competing institutional needs? | 1 | 2 | 3 | 4 | 5 | N/A |
| **c. Action Plan Development and Deployment** | | | | | | | |
| **(1)** | What are the technology center's key short- and long-term action plans? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How are action plans deployed? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(3)** | How does the technology center ensure that funding and other resources are available to support the achievement of action plans while meeting current obligations? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(4)** | How does the technology center ensure that professional development aligns to short- and long-term strategic goals and objectives and action plans? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(5)** | What key performance measures or indicators are used to track the achievement and effectiveness of action plans? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(6)** | For these key performance measures or indicators, what are performance projections for the technology center's short- and long-term planning horizons? | 1 | 2 | 3 | 4 | 5 | N/A |
| **d. Action Plan Modification** | | | | | | | |
| **(1)** | How does the technology center establish and implement modified action plans if circumstances require a shift in plans and rapid execution of new plans? | 1 | 2 | 3 | 4 | 5 | N/A |

## Met/Not Met Statements

*The institution has a strategic planning process that supports continuous improvement.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*Goals and objectives are aligned to the technology center's mission and vision and are regularly monitored.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*There is alignment between the educational institution's strategic plan and Oklahoma CareerTech's strategic plan and performance measures.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution systematically reviews its performance.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

**Additional Comments**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **1.4** | **Leadership Results** *(The goals of this item are to demonstrate: (1) the extent to which the organization is fiscally sound, ethical, and socially responsible and (2) how it communicates this information to students, business and industry, and other customers/stakeholders.)* <br> **What are the technology center's performance results?** | | | | | | | | **Avg Score** |

**Questions**

**a. Leadership, Governance, and Societal Responsibility Results**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **(1)** | What are the results for leaders' and administrators' communication and engagement with personnel, students, business and industry, and other customers/stakeholders? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | What are the results for governance accountability? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(3)** | What are the legal, regulatory, and accreditation results? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(4)** | What are the results for ethical behavior? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(5)** | What are the results for societal responsibilities and support of its key communities? | 1 | 2 | 3 | 4 | 5 | N/A |

**b. Strategy Implementation Results**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **(1)** | What are results for the achievement of institutional strategy and action plans? | 1 | 2 | 3 | 4 | 5 | N/A |

**Met/Not Met Statements**

*The institution reports levels of performance.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution reports trends of performance.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

**Additional Comments**

# 2 – Instruction & Training

| 2.1 | Instruction and Training *(The goal of this item is to review all instruction and training programs – full-time, BIS, ACD, BES, Dropout Recovery, TANF, Adult Basic Education – offered by the technology center.)* <br> **How does the technology center obtain information related to student/client learning and achievement?** | | | | | | **Avg Score** |
|---|---|---|---|---|---|---|---|

| **Questions** | | | | | | | |
|---|---|---|---|---|---|---|---|
| **a. Instructional Planning and Organization** *(This should emulate the program and training offerings in the technology center district)* | | | | | | | |
| **(1)** | How is a program/course plan of instruction developed to support learning objectives? <br> • How are program/course outcomes determined and measured? <br> • How does the instructional planning and organization provide adequate opportunity for all students/clients to develop the necessary knowledge, skills and competencies needed for postsecondary education and/or employment? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How does the technology center ensure each student/client has the opportunity to participate in training-related work-based experiences? <br> • How are student/client work-based objectives developed, implemented, and evaluated to ensure student/client progression and skill attainment? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(3)** | How does the technology center ensure students/clients have the opportunity to attain industry-recognized certifications/licenses, credentials, and other outcomes that demonstrate the skills needed to meet industry-accepted standards? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(4)** | How does instruction recognize and minimize bias and stereotyping? <br> • How is instruction adapted for accommodations and/or modifications? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(5)** | How does the technology center ensure instruction and training is monitored for quality? <br> • How are enrollment and class sizes determined? <br> • How is effectiveness monitored? <br> • How are revision decisions made and implemented? <br> • How is continuous improvement implemented? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(6)** | How are client-specific (BIS, BES, Dropout Recovery, TANF, and/or Adult Basic Education) instruction and onsite visits conducted and monitored, as applicable? | 1 | 2 | 3 | 4 | 5 | N/A |
| **b. Resources and Materials** | | | | | | | |
| **(1)** | How are instructional resources, technology, and supplies provided to support the learning objectives of the program/course and meet the needs of students/clients served? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How do instructional resources and supplies meet the needs of students/clients with disabilities needing additional accommodations and/or modifications? | 1 | 2 | 3 | 4 | 5 | N/A |
| **c. Leadership Development** | | | | | | | |
| **(1)** | How do the career and technical student organizations (CTSOs) align with the desired student outcome? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How are CTSOs marketed to students? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(3)** | How are CTSOs integrated into the curriculum? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(4)** | How does the technology center encourage and support participation/leadership opportunities throughout their district? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(5)** | How does the technology center encourage and support participation/leadership opportunities beyond the local level? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(6)** | How does the technology center ensure student organizations and members employ ethical practices and professional conduct while participating in organized activities and events? | 1 | 2 | 3 | 4 | 5 | N/A |

| **(7)** | How does the technology center ensure student organizations develop and carry out their CTSO Programs of Work? | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|

*The institution is teaching programs/courses approved by ODCTE.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution provides opportunities for work-based learning.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution's local CTSOs chapters are in good standing with the state and national organizations.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution's programs afford students the opportunity to participate in appropriate leadership and/or student organization(s) aligned to the desired student outcome.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

**Additional Comments**

| **2.2** | **Student Learning Results** *(The goal of this item is to demonstrate quality and value of instruction, training, and services that enable students, business and industry, and other customers/stakeholders be successful.)* <br> **What are the technology center's performance results?** | **Avg Score** |
|---|---|---|

**Questions**

**a. Instruction and Training Results**

| (1) | What are the results for learning and customer service processes designed to meet the needs of students, business and industry, and other customers?  (examples – full-time programs, BIS, ACD, BES, Dropout Recovery, TANF, and Adult Basic Education) | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|
| (2) | What are the results for Career and Technical Student Organizations (CTSO) student involvement? | 1 | 2 | 3 | 4 | 5 | N/A |

*The institution reports levels of performance.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution reports trends of performance.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

**Additional Comments**

# 3 – Support Services

| 3.1 | **Student Support** *(The goal of this item is to review support services available to students at the technology center, including career guidance and advisement, academic integration, and job placement.)* <br> **How does the technology center obtain information about academic and career guidance and advisement?** | | | | | | **Avg Score** |
|---|---|---|---|---|---|---|---|

| Questions | | | | | | | |
|---|---|---|---|---|---|---|---|
| **a. Career Counseling and Advisement** | | | | | | | |
| **(1)** | How does the technology center assess appropriate placement within instruction and service offerings? <br> • How is this information communicated? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How does the technology center ensure all students have an updated individual career plan and/or Perkins program of study on file that is reviewed regularly? <br> • What is included on a student's individual plan? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(3)** | How does the technology center ensure effective transition to advanced credentialing or postsecondary studies? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(4)** | How does the technology center ensure equitable access to support services and provide responsive services? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(5)** | How does the technology center collaborate with partner schools regarding student information (examples – IEPs, 504s, health plans, credentials/certificates, etc.)? | 1 | 2 | 3 | 4 | 5 | N/A |
| **b. Academic Integration and Enhancement** | | | | | | | |
| **(1)** | How does the technology center ensure academic credit courses adhere to state/federal legislation/guidelines annually? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How do career and technology education instructors develop strategies for integrating academics and other essential skills into program instruction? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(3)** | How do the instructors assist in determining goals and selecting materials and instructional aids used for integrated academic skills development? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(4)** | How do students understand the purpose for integrating academic instruction into their career preparation training? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(5)** | How do students receive academic instruction through a variety of delivery methods/systems? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(6)** | How does the technology center assist students in preparing for student organization academic skills demonstrations/competitive events, industry credential exams, high school equivalency testing/end of instruction exams, certification exams, college admissions testing, and/or access to community instructional resources? | 1 | 2 | 3 | 4 | 5 | N/A |
| **c. Placement** | | | | | | | |
| **(1)** | How does the technology center assist students in learning about current trends in the labor market and in developing job search skills? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How does the technology center ensure all students have access to postsecondary education and training options? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(3)** | How is interaction with business and industry (outside of on-the-job training – OJT), postsecondary, and military representatives incorporated into student training experiences? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(4)** | How does the technology center inform students of placement opportunities, including job openings, military, and scholarship information? <br> • Is job search assistance, including referral services, accessible to all students? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(5)** | How are all students informed and provided assistance following program completion to support job placement, refine search strategies/skills, and develop retention skills for continuing employment? | 1 | 2 | 3 | 4 | 5 | N/A |

| Met/Not Met Statements |
|---|

*The institution provides the opportunity for career counseling and advisement services for all students.*

___ Met

___ Not Met (area of deficiency, corrective action plan required)

*The institution makes appropriate accommodations/modifications for all identified/self-disclosed students.*

___ Met

___ Not Met (area of deficiency, corrective action plan required)

*The institution ensures integration of math, reading, and communication skills instruction with all students' occupational skills training.*

___ Met

___ Not Met (area of deficiency, corrective action plan required)

*The institution provides the opportunity for all students in developing employability skills and provides placement assistance for postsecondary, military, or employment.*

___ Met

___ Not Met (area of deficiency, corrective action plan required)

**Additional Comments**

| 3.2 | **Communication, Marketing, and Engagement** *(The goal of this item is to capture meaningful information essential in building a more student-, business and industry, and other customer/stakeholder-focused culture that exceeds expectations and enhances loyalty.)* **How is information obtained from students, business and industry, and other customers/stakeholders and used to meet their needs and build relationships?** | **Avg Score** |
|---|---|---|

| **Questions** | | | | | | | |
|---|---|---|---|---|---|---|---|
| **a. Communication Groups & Methods** | | | | | | | |
| (1) | How are customer groups and market segments determined? | 1 | 2 | 3 | 4 | 5 | N/A |
| (2) | How does the technology center determine and implement methods and media appropriate for each targeted audience, to include individuals with disabilities, nontraditional students, English language learners, and minorities? | 1 | 2 | 3 | 4 | 5 | N/A |
| (3) | How do students, business and industry, and other customers/stakeholders seek information and support? | 1 | 2 | 3 | 4 | 5 | N/A |
| (4) | What is the technology center social media policy and how is it implemented? | 1 | 2 | 3 | 4 | 5 | N/A |
| (5) | How are procedures established and appropriate methods and measures used for communication with personnel? | 1 | 2 | 3 | 4 | 5 | N/A |

| (6) | What methods are used to educate faculty/staff regarding their role in the practice of effective communications and marketing? | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|
| **b. Relationships** | | | | | | | |
| (1) | How are relationships built and managed with students, business and industry, and other customers/stakeholders? | 1 | 2 | 3 | 4 | 5 | N/A |
| (2) | How are students', business and industry, and other customers'/stakeholders' complaints/concerns managed? <br> • How are formal complaint records maintained? | 1 | 2 | 3 | 4 | 5 | N/A |
| **c. Recruitment & Enrollment** | | | | | | | |
| (1) | How does the technology center ensure enrollment and class sizes are in compliance with ODCTE guidelines? | 1 | 2 | 3 | 4 | 5 | N/A |
| (2) | How are new secondary and adult students, business and industry, and/or clients actively pursued? | 1 | 2 | 3 | 4 | 5 | N/A |
| (3) | How does the technology center ensure that it serves a reasonable number and a representative cross-section of businesses in their district? | 1 | 2 | 3 | 4 | 5 | N/A |
| **d. Listening** | | | | | | | |
| (1) | How does the technology center listen to, interact with, and observe current students, business and industry, and other customers/stakeholders to obtain actionable information? | 1 | 2 | 3 | 4 | 5 | N/A |
| (2) | How does the technology center listen to potential students, business and industry, and other customers/stakeholders to obtain actionable information? | 1 | 2 | 3 | 4 | 5 | N/A |
| **e. Satisfaction and Engagement** | | | | | | | |
| (1) | How does the technology center involve students, business and industry, and other customer/stakeholders to determine satisfaction, dissatisfaction, and engagement with programs and services? | 1 | 2 | 3 | 4 | 5 | N/A |

## Met/Not Met Statements

*The institution maintains and evaluates annually a written communications and marketing plan that aligns with the technology center strategic plan.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution works with local business and industry to meet their needs.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution is working to increase and/or diversify its market.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution ensures appropriate personnel participate in local economic development meetings, chambers of commerce, or other organizations and share information gained to assist in meeting workforce needs.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution monitors satisfaction and dissatisfaction of students, business and industry, and other customers/stakeholders.*

| ___ Met |
|---|
| ___ Not Met (area of deficiency, corrective action plan required) |

*The institution uses student, business and industry, and other customer/stakeholder feedback to improve its services and brand recognition.*

___ Met

___ Not Met (area of deficiency, corrective action plan required)

*The institution has methods and processes to engage and improve student, business and industry, and other customer/stakeholder relationships.*

___ Met

___ Not Met (area of deficiency, corrective action plan required)

**Additional Comments**




| 3.3 | **Finance** *(The goal of this item is to determine what strategies have been implemented to improve financial accountability and ensure sound financial policies.)* **How does the technology center ensure fiscal accountability?** | **Avg Score** |
|---|---|---|

**Questions**

**a. Fiscal Accountability**

| (1) | How does the technology center ensure all of the personnel and operational line items necessary to run a department/program are budgeted and expended according to what was initially approved or approved with revisions? | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|
| (2) | How does the technology center ensure personnel have input into the development of the annual budget and expenditures? | 1 | 2 | 3 | 4 | 5 | N/A |
| (3) | How does the technology center control the overall costs of operations? | 1 | 2 | 3 | 4 | 5 | N/A |

**b. Financial Aid (ONLY Financial Aid Examiners Score 3.3b(1))**

| (1) | How does the technology center regularly reconcile and balance its Title IV financial aid expenditures and draw totals each fiscal year? | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|

**Met/Not Met Statements**

*The institution is operating within a balanced budget.*

___ Met

___ Not Met (area of deficiency, corrective action plan required)

*The institution follows its local purchasing policy.*

___ Met

___ Not Met (area of deficiency, corrective action plan required)

**Additional Comments**

| 3.4 | **Consulting and Assistance** *(The goal of this item is to capture meaningful information related to technical assistance requested/provided to support instruction and training and support services – ABM, BES, incubators, Bid Assistance – OBAN, SBM, SET, TANF.)* <br> **How does the technology center provide/receive consulting and assistance?** | | | | | | **Avg Score** |
|---|---|---|---|---|---|---|---|

**Questions**

**a. Consulting and Assistance**

| (1) | How are client-specific support services provided in consulting/assistance? | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|
| (2) | How are consulting/assistance provided to improve clients' ability to start/sustain a business or to bid for and perform successfully on government contracts? <br> • What other methods and resources are used to teach clients to start/sustain a business or bid for and perform successfully on government contracts? | 1 | 2 | 3 | 4 | 5 | N/A |
| (3) | How does the technology center ensure sufficient time and financial support for client visitation? | 1 | 2 | 3 | 4 | 5 | N/A |

**Additional Comments**

| 3.5 | **Support Services Results** *(The goal of this item is to evaluate the quality and value of support services that enable students, business and industry, and other customers/stakeholders achieve success.)* <br> **What are the technology center's performance results?** | | | | | | **Avg Score** |
|---|---|---|---|---|---|---|---|

**Questions**

**a. Student Support**

| (1) | What are the technology center's response to students'/clients' needs? | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|
| (2) | What are the technology center's response to appropriate services administered to students/clients? | 1 | 2 | 3 | 4 | 5 | N/A |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **(3)** | What student/client participation and academic attainment is measured and reported to appropriate parties? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(4)** | What is the technology center's effectiveness of placement activities? | 1 | 2 | 3 | 4 | 5 | N/A |

**b. Communications and Marketing**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **(1)** | What are the student, business and industry, and other customer/stakeholder satisfaction and dissatisfaction results? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | What are marketplace performance results? | 1 | 2 | 3 | 4 | 5 | N/A |

**c. Customer/Stakeholder Engagement**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **(1)** | What are the student, business and industry, and other customer/stakeholder engagement results? | 1 | 2 | 3 | 4 | 5 | N/A |

**d. Finance**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **(1)** | What are the technology center's financial performance results? | 1 | 2 | 3 | 4 | 5 | N/A |

**e. Consulting and Assistance**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **(1)** | What are the performance results for provision of consulting and assistance to clients? | 1 | 2 | 3 | 4 | 5 | N/A |

## Met/Not Met Statements

*The institution reports levels of performance.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution reports trends of performance.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

**Additional Comments**

# 4 – Measurement & Analysis

| 4.1 | **Measurement, Analysis, and Improvement of Organizational Performance** *(The goal of performance measurement, analysis, review, and improvement is to guide process management toward the achievement of key organizational results and strategic objectives, anticipate and respond to rapid or unexpected educational institution or external changes, and identify best practices to share.)* <br> **How does the technology center measure, analyze, and then improve organizational performance?** | | | | | | **Avg Score** |
|---|---|---|---|---|---|---|---|

| **Questions** | | | | | | | |
|---|---|---|---|---|---|---|---|
| **a. Performance Measurement** | | | | | | | |
| **(1)** | How is data and information used to track daily operations and overall technology center performance? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How are customer and stakeholder feedback and market data information used? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(3)** | How does the technology center ensure the performance measurement system(s) can respond to rapid or unexpected educational institution or external changes? | 1 | 2 | 3 | 4 | 5 | N/A |
| **b. Performance Analysis and Review** | | | | | | | |
| **(1)** | How are the technology center's performance and capabilities reviewed? | 1 | 2 | 3 | 4 | 5 | N/A |
| **c. Performance Improvement** | | | | | | | |
| **(1)** | How are best practices shared in the technology center? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How is the technology center's future performance projected? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(3)** | How are findings from performance reviews used to develop priorities for continuous improvement and opportunities for innovation? | 1 | 2 | 3 | 4 | 5 | N/A |

## Met/Not Met Statements

*The institution measures and analyzes organizational performance.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution has a process for continuous improvement.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

## Additional Comments

| 4.2 | **Knowledge Management, Information, and Information Technology** *(The goal of this item is to identify strategies used by the technology center to improve organizational efficiency and effectiveness and stimulate innovation.)* <br> **How does the technology center manage institutional knowledge assets, information, and information technology infrastructure?** | **Avg Score** |
|---|---|---|

| Questions | | | | | | | |
|---|---|---|---|---|---|---|---|
| **a. Organizational Knowledge** | | | | | | | |
| **(1)** | How is organizational knowledge managed | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How are knowledge and resources used to embed learning in the way the educational institution operates? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(3)** | How are individualized personnel and professional development plans reviewed and monitored for effectiveness? | 1 | 2 | 3 | 4 | 5 | N/A |
| **b. Data, Information, and Information Technology** | | | | | | | |
| **(1)** | How does the institution verify and ensure the quality of organizational data and information? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How does the institution ensure the security of sensitive or privileged data and information? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(3)** | How does the institution ensure the availability of organizational data and information? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(4)** | How does the institution ensure that hardware and software are reliable, secure, and user-friendly? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(5)** | In the event of an emergency, how does the institution ensure that hardware and software systems and data and information continue to be secure and available to effectively serve students, business and industry, other customers/stakeholders, and organizational needs? | 1 | 2 | 3 | 4 | 5 | N/A |
| **c. Data Management** | | | | | | | |
| **(1)** | How is the information management system used to monitor and document student/client progress? <br> • What type of information management system is used? <br> • What information is collected, measured, monitored, reported, and stored in this system? <br> • How is it collected? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How are client files, reports, and onsite visits recorded and monitored annually? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(3)** | How are applicable department/program-specific records, plans of study, program plans, and/or work-based agreements recorded and maintained? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(4)** | How is inventory managed? | 1 | 2 | 3 | 4 | 5 | N/A |

## Met/Not Met Statements

*The institution keeps applicable student/employee information confidential and secure.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution maintains required data accurately and reports to appropriate entities in a timely manner.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

## Additional Comments

| 4.3 | **Measurement and Analysis Results** *(The goal of this item is to evaluate the management of data.)* <br> **What are the technology center's performance results?** | **Avg Score** |
|---|---|---|

| Questions | | | | | | | |
|---|---|---|---|---|---|---|---|
| **a. Organizational Performance** | | | | | | | |
| **(1)** | What are the results for performance measurement, analysis, and/or improvement? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | What are the results for organizational knowledge? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(3)** | What are the results for data, information, and/or information technology? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(4)** | What are the results for data management? | 1 | 2 | 3 | 4 | 5 | N/A |

## Met/Not Met Statements

*The institution reports levels of performance.*

\_\_\_ Met
\_\_\_ Not Met (area of deficiency, corrective action plan required)

*The institution reports trends of performance.*

\_\_\_ Met
\_\_\_ Not Met (area of deficiency, corrective action plan required)

**Additional Comments**

# 5 – Personnel

| 5.1 | **Environment** *(The goal of this item is to identify strategies and/or processes that the technology center uses to build an effective environment for accomplishing work and supporting personnel.)* <br> **How does the technology center build an effective and supportive environment?** | | | | | | **Avg Score** |
|---|---|---|---|---|---|---|---|

| **Questions** | | | | | | | |
|---|---|---|---|---|---|---|---|
| **a. Capability and Capacity** | | | | | | | |
| **(1)** | How are personnel capability and capacity needs assessed? How does the technology center ensure that staff are meeting their requirements? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How does the technology center recruit, hire, place, and retain new personnel? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(3)** | How does the technology center organize and manage its personnel? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(4)** | How does the technology center prepare personnel for changing capability and capacity needs? | 1 | 2 | 3 | 4 | 5 | N/A |
| **b. Workplace Environment** | | | | | | | |
| **(1)** | How does the institution ensure workplace health, security, and accessibility for technology center personnel? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How does the technology center support personnel in regards to services, benefits, and policies? | 1 | 2 | 3 | 4 | 5 | N/A |
| **c. Collaboration** | | | | | | | |
| **(1)** | How does personnel inform and collaborate with each other? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How does the technology center coordinate services and activities with partners through regularly planned informational meetings and correspondence? | 1 | 2 | 3 | 4 | 5 | N/A |

## Met/Not Met Statements

*The institution maintains adequate, qualified personnel to carry out its purpose.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution maintains a healthy, safe environment for all employees.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

## Additional Comments

| 5.2 | **Engagement** *(The goal of this item is identify systems used by the technology center to: foster high performance, address core competencies, accomplish action plans, and ensure technology center success now and in the future.)* <br> **How does the technology center engage personnel to achieve a high performance work environment?** | **Avg Score** |
|---|---|---|

**Questions**

**a. Engagement and Performance**

| (1) | How does the technology center foster an organizational culture that is characterized by open communication, high performance, and engaged personnel? | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|
| (2) | How are key drivers of personnel engagement determined? | 1 | 2 | 3 | 4 | 5 | N/A |
| (3) | How is personnel engagement assessed? | 1 | 2 | 3 | 4 | 5 | N/A |
| (4) | What is the technology center's personnel performance evaluation system? | 1 | 2 | 3 | 4 | 5 | N/A |
| (5) | How does the personnel performance evaluation system support high performance and engagement? | 1 | 2 | 3 | 4 | 5 | N/A |

**b. Personnel and Leader Development**

| (1) | How does the professional development system support the technology center's needs and the personal development of its personnel and leaders? | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|
| (2) | How is the effectiveness and efficiency of the professional development system evaluated? | 1 | 2 | 3 | 4 | 5 | N/A |
| (3) | How is career progression and succession planning managed for the technology center? | 1 | 2 | 3 | 4 | 5 | N/A |

**Met/Not Met Statements**

*The institution fosters an organizational culture that is characterized by open communication and engaged personnel.*

___ Met

___ Not Met (area of deficiency, corrective action plan required)

*The institution ensures that employees are evaluated on performance.*

___ Met

___ Not Met (area of deficiency, corrective action plan required)

*The institution complies with state/federally required professional development.*

___ Met

___ Not Met (area of deficiency, corrective action plan required)

*The institution supports development and professional growth for their employees.*

___ Met

___ Not Met (area of deficiency, corrective action plan required)

**Additional Comments**

| 5.3 | **Personnel Results** *(The goal of this item is to demonstrate how well the institution has been in creating and maintaining a productive, caring, engaging, and learning environment for all members of the technology center workforce.)* <br> **What are the technology center's performance results?** | **Avg Score** |

**Questions and Results**

**a. Personnel Results**

| **(1)** | What are the environment results? | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|
| **(2)** | What are the engagement results? | 1 | 2 | 3 | 4 | 5 | N/A |

## Met/Not Met Statements

*The institution reports levels of performance.*

\_\_\_ Met
\_\_\_ Not Met (area of deficiency, corrective action plan required)

*The institution reports trends of performance.*

\_\_\_ Met
\_\_\_ Not Met (area of deficiency, corrective action plan required)

**Additional Comments**

# 6 – Operations

| 6.1 | **Operational Effectiveness** *(The goal of this item is to identify strategies and processes used by the technology center to create value for students, business and industry, and other customers/stakeholders and to achieve current and future organizational success.)* <br> **How does the technology center design, manage, and improve key instruction and training, support services, and work group operations?** | **Avg Score** | | | | | |
|---|---|---|---|---|---|---|---|

| Questions | | | | | | | |
|---|---|---|---|---|---|---|---|
| **a. Program, Service, and Process Design** | | | | | | | |
| (1) | How are instruction and training offerings determined? | 1 | 2 | 3 | 4 | 5 | N/A |
| (2) | How are offerings aligned to the technology center's mission/vision? | 1 | 2 | 3 | 4 | 5 | N/A |
| (3) | How does the technology center ensure its programs/trainings are relevant to current labor market needs? | 1 | 2 | 3 | 4 | 5 | N/A |
| (4) | How are key instruction and training, support services, and work group requirements determined? | 1 | 2 | 3 | 4 | 5 | N/A |
| (5) | How are instruction and training, support services, and work groups designed to meet their requirements? | 1 | 2 | 3 | 4 | 5 | N/A |
| **b. Process Management** | | | | | | | |
| (1) | How do day-to-day operations ensure key instruction and training, support services, and work group committee requirements are met? | 1 | 2 | 3 | 4 | 5 | N/A |
| (2) | How are key support work groups determined? | 1 | 2 | 3 | 4 | 5 | N/A |
| (3) | How do work groups improve student/client learning, enhance performance, enrich core competencies, and increase effectiveness and efficiency? | 1 | 2 | 3 | 4 | 5 | N/A |
| **c. Innovation Management** | | | | | | | |
| (1) | How does the technology center engage in innovation? <br> • How is innovation identified? | 1 | 2 | 3 | 4 | 5 | N/A |

## Met/Not Met Statements

*The institution has identified its key work and support processes and their requirements.*

___ Met

___ Not Met (area of deficiency, corrective action plan required)

## Additional Comments

| 6.2 | **Community Partnerships and Involvement** *(The goal of this item is to ensure that business and industry and partner school input is included in the design and development of program and service offerings.)* <br> **How does the technology center ensure community involvement?** | **Avg Score** | | | | | |
|---|---|---|---|---|---|---|---|

| Questions | | | | | | | |
|---|---|---|---|---|---|---|---|
| **a. Engagement** | | | | | | | |
| (1) | How does the technology center actively support and strengthen its partner school communities? | 1 | 2 | 3 | 4 | 5 | N/A |

| (2) | How does the technology center engage in activities and/or partnerships in its key communities to benefit the school? | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|
| (3) | How does the technology center ensure every program area utilizes advisory committee input in program planning and continuous improvement? | 1 | 2 | 3 | 4 | 5 | N/A |
| (4) | How is technology center/instruction and training enriched by utilizing community resources? | 1 | 2 | 3 | 4 | 5 | N/A |
| (5) | How does the technology center ensure advisory committees represent a broad segment of business and industry in the program or communities served? | 1 | 2 | 3 | 4 | 5 | N/A |
| (6) | How do personnel maintain a working relationship with their applicable field and their business and industry advisory committee? | 1 | 2 | 3 | 4 | 5 | N/A |

## Met/Not Met Statements

*The institution ensures business and industry input through advisory committees.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

## Additional Comments

| **6.3** | **Facilities, Transportation, Equipment, Resources, and Materials** *(The goal of this item is to ensure the technology center uses effective operations in order to have appropriate and maintained facilities, transportation, equipment, resources and other needed materials.)* **How does the technology center ensure appropriate facilities and equipment are utilized?** | | | | | **Avg Score** | |
|---|---|---|---|---|---|---|---|

**Questions**

**a. Facilities**

| (1) | How does the technology center ensure the size of the facility is adequate to ensure safe and quality education and training? | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|
| (2) | How does the instructional facility provide adequate heat, light, ventilation, dust control, and noise control to provide a safe environment conducive to learning? | 1 | 2 | 3 | 4 | 5 | N/A |
| (3) | How does the technology center ensure adequate office, program, and storage space to meet industry quality and standard for which the instruction and training is preparing students/clients to enter? | 1 | 2 | 3 | 4 | 5 | N/A |
| (4) | How are the facilities properly maintained and arranged in order to provide a safe and conducive work and learning environment? | 1 | 2 | 3 | 4 | 5 | N/A |
| (5) | How are efforts made to provide barrier-free facilities that accommodate individuals with disabilities? | 1 | 2 | 3 | 4 | 5 | N/A |
| (6) | How does the technology center ensure that students/clients in instruction and training located away from the technology center campus (examples – offsite BIS training, distance education students) have access to the same services? | 1 | 2 | 3 | 4 | 5 | N/A |

**b. Transportation**

| (1) | How does the technology center provide for transportation needs? | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|
| (2) | How are transportation vehicles properly maintained and serviced? | 1 | 2 | 3 | 4 | 5 | N/A |

**c. Equipment**

| (1) | How is appropriate equipment chosen and maintained in proper working condition? | 1 | 2 | 3 | 4 | 5 | N/A |
|-----|----|----|----|----|----|----|----|
| (2) | How does the technology center ensure personnel and students/clients have access to necessary equipment and materials to complete their daily work? | 1 | 2 | 3 | 4 | 5 | N/A |
| (3) | How does equipment meet or exceed all appropriate safety standards? | 1 | 2 | 3 | 4 | 5 | N/A |
| **d. Resources & Materials** | | | | | | | |
| (1) | How are appropriate and up-to-date software, resources, and materials chosen and maintained? | 1 | 2 | 3 | 4 | 5 | N/A |

## Met/Not Met Statements

*The institution provides adequate facility size for all students/clients, programs, and services.*

___ Met

___ Not Met (area of deficiency, corrective action plan required)

*The institution acquires equipment, tools, and instructional resources to support all students/clients, programs, and services.*

___ Met

___ Not Met (area of deficiency, corrective action plan required)

**Additional Comments**

| 6.4 | **Safety, Security, and Emergency Preparedness** *(The goal of this item is to ensure the technology center uses effective operations that create a safe, secure workplace environment and utilization of emergency preparedness tactical processes and strategies.)* <br> **How does the technology center ensure effective management of technology center operations?** | **Avg Score** | | | | | |
|-----|----|----|----|----|----|----|----|
| **Questions** | | | | | | | |
| **a. Safety** | | | | | | | |
| (1) | How is a safe operating environment provided? **(6.4 a(1) Only Scored by Civil Rights/Safety Coordinator)** <br> • What appropriate safety features (fire extinguishers, electrical outlets, eye wash stations, vehicle lifts, etc.) are available in the facility(ies)? <br> • What are appropriate measures that can be taken to protect students/clients and personnel if a safety issue arises in classroom and laboratory settings? | 1 | 2 | 3 | 4 | 5 | N/A |
| (2) | How are safety deficiencies corrected? | 1 | 2 | 3 | 4 | 5 | N/A |
| (3) | How is program-specific safety planned, presented, demonstrated, and practiced by personnel in classroom and laboratory activities? | 1 | 2 | 3 | 4 | 5 | N/A |

| (4) | How does the technology center ensure that all personnel and students/clients demonstrate acceptable knowledge, attitudes, and behaviors related to health and safety practices? | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|

**b. Security**

| (1) | How does the technology center district ensure a secure operating environment? | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|

**c. Emergency Preparedness**

| (1) | How does the technology center prepare for disasters or emergencies? | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|

## Met/Not Met Statements

*The institution provides a safe environment.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution regularly monitors safety.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution complies will all federal/state mandates related to emergency preparedness.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

**Additional Comments**




| 6.5 | **Compliance** *(The goal of this item is to capture meaningful information to demonstrate the technology center is meeting its compliance requirements.)*<br><br>**ONLY scored by Financial Aid and Civil Rights Examiners.**<br><br>**How does the technology center obtain information related to educational equity, nondiscrimination, and adherence to policies and procedures?** | **Avg Score** |
|---|---|---|

**Questions**

**a. Educational Equity / Nondiscrimination – Civil Rights Examiners 6.5a(1-5)**

| (1) | How has the district satisfied the minimum requirements for notification of its nondiscrimination policy, designation of a coordinator of compliance activities, and publication of grievance procedures? | 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|---|---|---|
| (2) | How does the district ensure its facilities, instruction and training, and services are accessible and useable to individuals with disabilities? | 1 | 2 | 3 | 4 | 5 | N/A |
| (3) | How has the district taken steps to ensure that it does not discriminate in its personnel policies and practices? | 1 | 2 | 3 | 4 | 5 | N/A |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **(4)** | How does the district know recruiting, counseling, admissions, and instruction and training practices are effective in preventing discrimination? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(5)** | What diversity awareness training does the technology center provide for personnel and students/clients as well as sufficient additional support to meet the needs of special populations, minorities/ethnic groups, and non-traditional students/clients to encourage participation and completion in instruction/training and services? | 1 | 2 | 3 | 4 | 5 | N/A |
| **b. Policies and Procedures – Financial Aid Examiners 6.5b(1-12)** | | | | | | | |
| **(1)** | How does the technology center annually review and update policies and procedures based upon laws and regulations? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | How do the financial aid personnel participate in developing policies and procedures that may impact the administration of financial assistance programs or the technology center's eligibility to participate in these programs? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(3)** | How does the technology center develop, disclose, and disseminate appropriate consumer information for current/potential students who may participate in federal student aid (FSA) programs? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(4)** | How does the technology center satisfy the financial and administrative capability requirements for institutions participating in FSA programs as required in its program participation agreement (PPA)? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(5)** | How does the technology center ensure that district policies and procedures comply with the code of ethics (professional conduct) guidelines approved by the state board and there are policies and procedures in place for reporting and resolving alleged violations? ODCTE Rules 780:15-3-7-e | 1 | 2 | 3 | 4 | 5 | N/A |
| **(6)** | How does the technology center develop an appropriate policy for filing and resolving personnel, customer, and stakeholder complaints related to the operation of the school and the quality of its programs and complaints related to alleged violations of laws established to protect the rights of specified groups of individuals? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(7)** | How does the technology center develop a fair and equitable institutional refund policy in addition to adhering to FSA return requirements? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(8)** | How does the technology center implement appropriate procedures to account for campus-based funds (Federal Work Study, FSEOG) as well as any matching contributions? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(9)** | How does the technology center implement appropriate actions representing diligent enforcement of a Default Management Plan? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(10)** | How does the technology center accurately disclose entity names that accredit, approve, or license the school and/or its instruction and training offerings?<br>• How does the technology center allow customers and stakeholders to review this information? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(11)** | How does the technology center evaluate potential students who have neither a high school diploma nor equivalency for admission? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(12)** | How were students who were admitted as having the ability to benefit properly documented for Title IV financial aid purposes? | 1 | 2 | 3 | 4 | 5 | N/A |

## Met/Not Met Statements – Scored by Civil Rights and Financial Aid

*The institution has satisfied the minimum requirements of nondiscrimination.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution ensures educational equity in relation to all potential students/clients within its service area.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution's facilities, instruction and training, and service offerings are accessible and useable to individuals with disabilities.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution annually updates policies and procedures.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution adheres to federal student aid (FSA) requirements.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

*The institution defines clock hours, equivalencies, or have a policy in place establishing minimum attendance for postsecondary students in accredited programs.*

___ Met
___ Not Met (area of deficiency, corrective action plan required)

**Additional Comments**

| 6.6 | **Operations Results** *(The goal of this item is to demonstrate technology center effectiveness and efficiency.)* **What are the technology center's performance results?** | **Avg Score** |
|---|---|---|

| **Questions** | | | | | | | |
|---|---|---|---|---|---|---|---|
| **a. Operations Results** | | | | | | | |
| **(1)** | What are the results for operational effectiveness? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(2)** | What are the results for community partnerships and involvement? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(3)** | What are the results for facilities, transportation, equipment, resources, and materials? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(4)** | What are the results for safety and emergency preparedness? | 1 | 2 | 3 | 4 | 5 | N/A |
| **(5)** | What are the results for adherence to policies and procedures? | 1 | 2 | 3 | 4 | 5 | N/A |

## Met/Not Met Statements

*The institution reports levels of performance.*

\_\_\_ Met
\_\_\_ Not Met (area of deficiency, corrective action plan required)

*The institution reports trends of performance.*

\_\_\_ Met
\_\_\_ Not Met (area of deficiency, corrective action plan required)

## Additional Comments

# 7 – System Impact

| 7.1 | Oklahoma CareerTech Statewide Benchmarks *(The goal of this item is to demonstrate performance results in alignment with the Oklahoma CareerTech's performance measures.)* **What are the technology center's overall performance results? (Please use charts, graphs and other forms of data illustration. This standard will be used to show trend data. DO NOT refer to other areas of the application in this standard. Use graphs in standard 7. Other areas of the application can refer to the data in standard 7.)** | | | | |
|---|---|---|---|---|---|

**Questions and Results**

| | | *Address 75% of the areas within each section* | *Address at least 50% the areas within each section* | *Address less than 50% the areas within each section* | *This is not a service offered by our district* |
|---|---|---|---|---|---|
| **a. Business/Educational Partnerships** | | | | | |
| *Please provide performance results for the following:* | | | | | |
| | K-12 Partnerships | | | | N/A |
| | Higher Education Partnerships | | | | N/A |
| | Advisory Committees | | | | N/A |
| | Executive Officer Network | | | | N/A |
| | Business Penetration | Exceeds | Meets | Develops | N/A |
| | Business and Industry Satisfaction Rate | | | | N/A |
| | Consulting Services | | | | N/A |
| | Incubator Services | | | | N/A |
| | Other* (please explain): | | | | N/A |
| **b. Career Awareness** | | | | | |
| *Please provide performance results for the following:* | | | | | |
| | OK CareerGuide Statistics | | | | N/A |
| | Individual Career Plans / Individual Career and Academic Plan (ICAP) / Perkins Programs of Study | | | | N/A |
| | Elementary Level Career Development Activities | | | | N/A |
| | Secondary (MS, JH, and/or HS) Career Development Activities | Exceeds | Meets | Develops | N/A |
| | Adult Career Development Activities | | | | N/A |
| | Exploratory programs (summer academies and camps, potential student tours, etc.) | | | | N/A |
| | Other* (please explain): | | | | N/A |
| **c. Educational Attainment** | | | | | |
| *Please provide performance results for the following:* | | | | | |
| | Competencies / Knowledge and Skills | | | | N/A |
| | Capacity | | | | N/A |
| | Retention/Completion | | | | N/A |
| | Academic Credit | | | | N/A |
| | Career & Technical Student Organizations | | | | N/A |
| | WorkKeys | Exceeds | Meets | Develops | N/A |
| | Prior Learning Assessments | | | | N/A |
| | Credentials/Certifications | | | | N/A |
| | Placement | | | | N/A |
| | Company Training by Geographic Area | | | | N/A |
| | Other* (please explain): | | | | N/A |

# Overall Rating Summary

| QUALITY STANDARD | ITEM | AVG SCORE | # MET | # NOT MET | STANDARD MET or NOT MET |
|---|---|---|---|---|---|
| | | | | | |
| **Leadership and Administration** | 1.1 Senior Leadership and Administration | | | | |
| | 1.2 Governance and Societal Responsibilities | | | | |
| | 1.3 Strategy Development and Implementation | | | | |
| | 1.4 Leadership Results | | | | |
| **Instruction and Training** | | | | | |
| | 2.1 Instruction and Training | | | | |
| | 2.2 Student Learning Results | | | | |
| **Support Services** | | | | | |
| | 3.1 Student Support | | | | |
| | 3.2 Communication, Marketing, and Engagement | | | | |
| | 3.3 Finance | | | | |
| | 3.4 Consulting and Assistance | | | | |
| | 3.5 Support Services Results | | | | |
| **Measurement and Analysis** | | | | | |
| | 4.1 Measurement, Analysis, and Improvement in Organizational Performance | | | | |
| | 4.2 Knowledge Management, Information, and Information Technology | | | | |
| | 4.3 Measurement and Analysis Results | | | | |
| **Personnel** | | | | | |
| | 5.1 Environment | | | | |
| | 5.2 Engagement | | | | |
| | 5.3 Personnel Results | | | | |
| **Operations** | | | | | |
| | 6.1 Operational Effectiveness | | | | |
| | 6.2 Community Partnerships and Involvement | | | | |
| | 6.3 Facilities, Transportation, Equipment, Resources, and Materials | | | | |
| | 6.4 Safety, Security, and Emergency Preparedness | | | | |
| | 6.5 Compliance | | | | |
| | 6.6 Operations Results | | | | |

| | | At least 75% of the areas addressed | At least 50% of the areas addressed | Less than 50% of the areas addressed | STANDARD MET or NOT MET |
|---|---|---|---|---|---|
| **System Impact** | 7.1 Oklahoma *Career*Tech Statewide Benchmarks | | | | |