

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

| <b>Template Items</b>   | <b>Evaluation Criteria and Description</b>  | <b>Excellent</b>  | <b>Meets the Standard</b>   | <b>Needs Some Improvement to Meet the Standard</b>   | <b>Needs Major Improvement to Meet the Standard</b>   |
|-------------------------|---|---|---|--|---|
| <b>Re-Accreditation</b> | <b>Did the program maintain accreditation?</b>  | The program was re-accredited, received commendations, and no citations/recommendations             | The program was re-accredited and received both commendations and citations/recommendations | The program was re-accredited and has several citations (recommendations for improvement)                      | The program was put on probation  |
| <b>Template Items</b>   | <b>Evaluation Criteria and Description</b>  | <b>Meets the Standard</b>   |   | <b>Needs Some Improvement to Meet the Standard</b>   | <b>Needs Major Improvement to Meet the Standard</b>   |
| <b>Re-Accreditation</b> | <b>Did the program make the required improvements in response to the major citations of the last re-accreditation report?</b> | 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 |
| <b>Template Items</b>   | <b>Evaluation Criteria and Description</b>  | <b>Meets the Standard</b>   |   | <b>Needs Improvement to Meet the Standard</b>  |   |
| <b>Advisory Board</b>   | <b>Did the program hold an annual advisory board meeting each year of the five-year cycle?</b>                                | 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         |   |

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|-----------------------|--|--|--|---|--|
| Advisory Board        | Did the program receive commendations /special mentions from the Advisory Board                                | <p align="center"><b>Meets the Standard</b></p> The program received commendations   |  | N/A   |  |
|                       | Did the program identify actions for improvement or recommendations based on feedback from the advisory board? | <p align="center"><b>Meets the Standard</b></p> The program was able to take actions or investigate the recommendations and received the needed support to proceed | <p align="center"><b>Needs Some Improvement to Meet the Standard</b></p> The program was not able to take actions or investigate because it did not get the support needed | <p align="center"><b>Needs Major Improvement to Meet the Standard</b></p> 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 | In the data table above, what does the regional labor demand data trend indicate?                              | <p align="center"><b>Excellent</b></p> Labor demand has an upward trend  | <p align="center"><b>Meets the Standard</b></p> Labor demand is projected to be flat   | <p align="center"><b>Needs Some Improvement to Meet the Standard</b></p> Labor demand is projected to decrease.   |  |

| Template Items                      | Evaluation Criteria and Description  | Excellent  | Meets the Standard                                  | Needs Some Improvement to Meet the Standard     | Needs Major Improvement to Meet the Standard               |
|-------------------------------------|--|--|---|---|--|
| <p><b>Regional Labor Demand</b></p> | <p><b>Describe the regional demand for labor in this sector. If the projected data trend shows an increase or decrease in labor demand, explain why.</b></p> <p><b>Narrative Criteria</b><br/>Narrative demonstrates...</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> An understanding of the trend</li> <li><input type="checkbox"/> Reason for the trend(s) are provided</li> <li><input type="checkbox"/> An understanding of the occupation(s)</li> </ul> <p><b>Definitions, Examples and Explanations</b><br/>Narrative reasons could reflect:</p> <ul style="list-style-type: none"> <li>• Shows an awareness of changes in the industry/occupation</li> <li>• Shows an awareness of legislative policy changes</li> <li>• New growth in the sector</li> <li>• Changes in demographics such as birth rates, new residents</li> </ul> | <p>The narrative exceeds expectations – the narrative could be used as an exemplar</p> | <p>The narrative includes all 3 of the criteria</p> | <p>The narrative includes 2 of the criteria</p> | <p>The narrative includes fewer than 2 of the criteria</p> |
| Template Items                      | Evaluation Criteria and Description  | Excellent  | Meets the Standard                                  | Needs Improvement to Meet the Standard          |  |
| <p><b>Regional Labor Supply</b></p> | <p><b>In the data table above, what does the regional labor supply data trend indicate?</b></p>  | <p>Labor supply has a downward trend</p>   | <p>Labor supply is projected to be flat</p>         | <p>Labor supply is projected to increase</p>    |  |

| Template Items               | Evaluation Criteria and Description  | Excellent  | Meets the Standard                                  | Needs Some Improvement to Meet the Standard     | Needs Major Improvement to Meet the Standard               |
|------------------------------|--|--|---|---|--|
| <b>Regional Labor Supply</b> | <p><b>Describe the regional supply for labor in this sector over the last five years. If the data trend shows an increase or decrease in supply, explain why labor supply increased or decreased or showed no change.</b></p> <p><b>Narrative Criteria</b><br/>Narrative demonstrates...</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> An understanding of the trend</li> <li><input type="checkbox"/> Reason for the trend(s) are provided</li> <li><input type="checkbox"/> An understanding of the regional output/supply</li> </ul> <p><b>Definitions, Examples and Explanations</b><br/>Narrative reasons could reflect:</p> <ul style="list-style-type: none"> <li>• Shows an awareness of the educational system in the region</li> <li>• Shows an awareness of legislative policy changes</li> <li>• Changes in occupation wages</li> <li>• Changes in demographics such as new residents</li> </ul> | <p>The narrative exceeds expectations – the narrative could be used as an exemplar</p> | <p>The narrative includes all 3 of the criteria</p> | <p>The narrative includes 2 of the criteria</p> | <p>The narrative includes fewer than 2 of the criteria</p> |
| Template Items               | Evaluation Criteria and Description  | Excellent  | Meets the Standard                                  | Needs Improvement to Meet the Standard          |  |
| <b>Regional Wages</b>        | <p><b>In the data table above, what does the wage data trend indicate?</b></p>   | <p>The occupational wage trend increased</p>   | <p>The occupational wage stayed flat</p>            | <p>The occupational wage trend decreased</p>    |  |

| Template Items                        | Evaluation Criteria and Description  | Excellent   | Meets the Standard  | Needs Some Improvement to Meet the Standard                                   | Needs Major Improvement to Meet the Standard        |
|---------------------------------------|--|---|---|---|---|
| <b>Regional Wages</b>                 | <p><b>Describe the regional trend for wages in this sector over the last five years. If the data trend shows an increase or decrease in wages, explain why the regional wages increased, decrease or showed no change.</b></p> <p><b>Narrative Criteria</b><br/>Narrative demonstrates...</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> An understanding of the trend</li> <li><input type="checkbox"/> Reason for the trend(s) are provided</li> <li><input type="checkbox"/> An understanding of the occupational trends</li> </ul> <p><b>Definitions, Examples and Explanations</b><br/>Narrative reasons could reflect:</p> <ul style="list-style-type: none"> <li>• Shows an awareness of legislative policy changes</li> <li>• Demand/supply for the workers in the occupation</li> <li>• Changes in the scope of practice and occupational responsibilities</li> <li>• Changes in technology</li> </ul> | 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 |
| Template Items                        | Evaluation Criteria and Description  | Excellent   | Meets the Standard  | Needs Improvement to Meet the Standard  |   |
| <b>Program 13.5 Course Completion</b> | <b>In the data table above, what does the data trend indicate about the number of students completing the 13.5 CTE units each year in the last five years within your program?</b>   | 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 |   |

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|--|--|--|---|---|--|
| <p><b>Program 13.5 Course Completion</b></p> | <p><b>If the data trend shows an increase or decrease, explain why the number of students increased or decreased in completing the 13.5 CTE units.</b></p> <p><b>Narrative Criteria</b><br/>Narrative demonstrates...</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> An understanding of the trend</li> <li><input type="checkbox"/> Reason for the trend(s) are provided</li> <li><input type="checkbox"/> Reasons include items within department control</li> </ul> <p><b>Definitions, Examples and Explanations</b><br/>Narrative reasons could reflect:</p> <ul style="list-style-type: none"> <li>• Culturally relevant pedagogy and/or curriculum</li> <li>• Scheduling</li> <li>• Instructional modality of the program course(s) delivery</li> <li>• CTE labor market data</li> <li>• Industry trends</li> <li>• Outreach Initiatives</li> <li>• Hiring Practices</li> </ul> | <p>The narrative exceeds expectations – the narrative could be used as an exemplar</p> | <p>The narrative includes all 3 of the criteria</p> | <p>The narrative includes 2 of the criteria</p> | <p>The narrative includes fewer than 2 of the criteria</p> |
| <p><b>Graduate Employment Rates</b></p>      | <p><b>What does the graduate employment rate indicate for certificate/degrees completers (e.g., Within one year after Community College Completion)?</b></p>   | <p>Employment rate is 100% to 90%</p>  | <p>Employment rate is 89% to 80%</p>                | <p>Employment rate is 79% to 70%</p>            | <p>Employment rate is less than 69%</p>                    |

| Template Items | Evaluation Criteria and Description  | Excellent  | Meets the Standard                                  | Needs Some Improvement to Meet the Standard     | Needs Major Improvement to Meet the Standard               |
|----------------|--|--|---|---|--|
|                | <p><b>Describe the graduate employment rate trend for both certificates and degrees. If the projected data trend shows an increase or decrease, explain why.</b></p> <p><b>Narrative Criteria</b><br/>Narrative demonstrates...</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> An understanding of the trend</li> <li><input type="checkbox"/> Reason for the trend(s) are provided</li> <li><input type="checkbox"/> Reasons include items within department control</li> <li><input type="checkbox"/> An understanding of the industry and student support services for employment</li> </ul> <p><b>Definitions, Examples and Explanations</b><br/>Narrative reasons could reflect:</p> <ul style="list-style-type: none"> <li>• Culturally and occupationally relevant pedagogy and/or curriculum</li> <li>• The curriculum and course materials are current</li> <li>• Instructional modality of the program course(s) delivery</li> <li>• Good relationships with industry partners</li> <li>• Understanding of hiring rates within the occupation</li> <li>• Knowledge of job postings and hiring rate</li> <li>• Understanding of student support services</li> <li>• Understanding of the soft skills needed within the occupation</li> </ul> | <p>The narrative exceeds expectations – the narrative could be used as an exemplar</p> | <p>The narrative includes all 4 of the criteria</p> | <p>The narrative includes 3 of the criteria</p> | <p>The narrative includes fewer than 3 of the criteria</p> |