

# COLORADO COMMUNITY COLLEGE SYSTEM

## Office of Career & Technical Education

9101 E Lowry Blvd, Denver, CO 80230

### PROGRAM OBSERVATION REPORT

#### KEY

O.....Outstanding  
S.....Satisfactory  
NI.....Needs Improvement  
N/O.....Not Observed

School \_\_\_\_\_ Instructor(s) \_\_\_\_\_

Address \_\_\_\_\_ Phone: \_\_\_\_\_

Administrator \_\_\_\_\_ Observer \_\_\_\_\_

Observation Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

### INSTRUCTIONAL PROGRAM (1)

#### CLASSROOM

- \_\_\_A. Course Outline/Syllabus
- \_\_\_B. Lesson Plans
  - 1. Format
  - 2. Objectives
  - 3. Academic Crosswalks
- \_\_\_C. Instructional Delivery
  - 1. Students on Task
  - 2. Flexible/Adaptable
  - 3. Tempo
  - 4. Sequential Order
- \_\_\_D. Climate
  - 1. Welcome Environment
  - 2. Neat/Orderly
  - 3. Recognizable Routine
  - 4. Defined Behavioral Standards
  - 5. Professional Rapport
  - 6. CTSO Presence

#### LABORATORY INSTRUCTION

- \_\_\_A. Safety Practices/Standards
- \_\_\_B. Clean-up Procedures
- \_\_\_C. Skill Validation Record
- \_\_\_D. Evaluation of Student Progress

#### Class/Lab Management

- \_\_\_A. Realistic/Necessary
- \_\_\_B. Tactful/Appropriate
- \_\_\_C. School Compliant

#### INDIVIDUAL STUDENT FILE

- \_\_\_A. Student's Occupational Objective
- \_\_\_B. Student's Longtime Plan

### Work Based Learning(2)

- \_\_\_A. Student Records
- \_\_\_B. Relevance of Experience
- \_\_\_C. Supervision Reports
- \_\_\_D. Student Training Plans
- \_\_\_E. Opportunity Exists

### STUDENT ORGANIZATION /LEADERSHIP(3)

- \_\_\_A. Competencies Embedded in Curr.
- \_\_\_B. Program of Activities
- \_\_\_C. Constitution/Bylaws
- \_\_\_D. Enrollment vs Membership
- \_\_\_E. Participation
  - 1. District/State Competitive Events
  - 2. State/National Conferences
  - 3. Leadership Conferences

### PROGRAM FACILITIES(4)

#### PHYSICAL FACILITIES

- \_\_\_A. Adequacy
- \_\_\_B. Utilization
- \_\_\_C. Maintenance
- \_\_\_D. Safety Standards
- \_\_\_E. Floor Plans

#### INSTRUCTIONAL MATERIALS, BOOKS, EQUIPMENT & SUPPLIES

- \_\_\_A. Adequacy
- \_\_\_B. Utilization
- \_\_\_C. Statewide Resources

### COMMUNITY RESOURCES(5)

#### ADVISORY COMMITTEE

- \_\_\_A. Constitution/Operating Procedures
- \_\_\_B. Minutes of Meetings
- \_\_\_C. 51% Business and Industry
- \_\_\_D. Annual review of Program Data
- \_\_\_E. Engaged in Program Development & Direction
- \_\_\_F. Occupational Opportunity Analysis

#### Resource Management

- \_\_\_A. Community/School Public Relations
- \_\_\_B. Utilization of community resources/ individuals (Speakers, Coaches)

### GUIDANCE & COUNSELING

#### SPECIAL NEEDS (OCR)

- \_\_\_A. Program Accessibility
- \_\_\_B. Program Equipment Modification
- \_\_\_C. Utilization of Supplemental Services
- \_\_\_D. Lesson Plan Adaptations

#### ENROLLMENT

- \_\_\_A. Male \_\_\_\_\_
- \_\_\_B. Female \_\_\_\_\_
- \_\_\_C. Disadv. \_\_\_\_\_
- \_\_\_D. Minority \_\_\_\_\_
- \_\_\_E. Handicap \_\_\_\_\_

### PROFESSIONAL IMPROVEMENT(6)

- \_\_\_A. CACTE/Division Membership
- \_\_\_B. Summer In-service Attendance
- \_\_\_C. Professional Seminars

### PROGRAM STATUS(7)

- \_\_\_A. VE-135 Data
- \_\_\_B. Teacher License
- \_\_\_C. Vocational Credential
- \_\_\_D. Program Approval
- \_\_\_E. Administrator Evaluation
- \_\_\_F. Five-Year Plan
- \_\_\_G. Articulation Opportunities

### PERSONAL ATTRIBUTES

- \_\_\_A. Motivated/Enthusiastic
- \_\_\_B. Organization
- \_\_\_C. Time Management
- \_\_\_D. Relationship Builder
- \_\_\_E. Personal Development Plan

## Measures of Success - Specific Criteria

1	<p>The competencies taught in the programs align with the program approval competencies and represent the Colorado Standards and Measures for career and technical education. The sub-recipient has implemented procedures to assure that career and technical education students are taught to the same challenging academic proficiencies as are taught for all other students. Courses offered match the courses listed in the most recent program approval/revisions file. The program and/or pathways are designed to prepare students for entry-level employment. The program and/or pathways prepare students for advanced education. (System community colleges only: The program is in compliance with the Common Course Numbering System.)</p> <p><u>Evidence: List of program competencies organized by standards and measures or national program certification. Copies of program brochures (if any). Review of course offerings or college catalogs. Completer and Placement trend data. Copy of national certification of program, if applicable.</u></p> <p><b>Findings:</b> <b>Corrections:</b></p>
2	<p>Approved career and technical education programs provide opportunities for student to participate in work-site based learning (i.e., co-op, internship, externship, apprenticeship, clinical-based, supervised experience) <u>Evidence: Interviews. Student records.</u></p> <p><b>Findings:</b> <b>Corrections:</b></p>
3	<p>Demonstrate how leadership skills are taught in each approved program. <u>Evidence: Interviews; curriculum; student membership list, facilities.</u></p> <p><b>Findings:</b> <b>Corrections:</b></p>
4	<p>Facilities are adequate to teach the competencies as described in the program approval. Agriculture, Trades and Industry, Cosmetology, or Alternative Cooperative Education (ACE) programs have copies of floor plans on file. The classroom or lab meets environmental safety standards such as: appropriate hazardous waste disposal, adequate ventilation, appropriate safety equipment, appropriate signage and warnings. <u>Evidence: On-site inspection of classrooms and labs. Floor plans. Interviews.</u></p> <p><b>Findings:</b> <b>Corrections:</b></p>
5	<p>Advisory committees are actively involved in programs. Advisory committee meets at least twice per year. <u>Evidence: Advisory committee minutes</u></p> <p>Advisory committee membership is relevant to community population. And, advisory committee is 51% business and industry. <u>Evidence: Advisory committee membership roster and attendance lists in minutes.</u></p> <p>Advisory committee minutes reflect evaluation of program, including review of program data. <u>Evidence: Advisory committee minutes.</u></p> <p>The eligible recipient monitors occupational outlook data to assure that programs supported by Perkins funds relate to occupational opportunities for students completing those programs. <u>Evidence: 5 year completion trends; interviews – describe research conducted to demonstrate occupational outlook data and how it is communicated to students.</u></p> <p><b>Findings:</b> <b>Corrections:</b></p>
6	<p>Effective professional development programs, systems, opportunities are in place for staff. <u>Evidence: Interviews. Account records. District/college policies/procedures.</u></p> <p><b>Findings:</b> <b>Corrections:</b></p>
7	<p>There is an appropriate credentialed instructor for each approved program. <u>Evidence: copies of credentials; CCCS credentialing office records/database.</u></p> <p>Teachers have copies of program approval. <u>Evidence: Interviews; inspection of copy.</u></p> <p>There is a document on file that describes the programs strengths and weaknesses, defines the program’s goals for the next five years, includes the results in the attainment of the program’s established benchmarks, and includes the concept of continuous improvement over the next five years. <u>Evidence: On-site inspection of the document.</u></p> <p>Articulation agreements are in place or will be in place by the time a student completes the program. <u>Evidence: Articulation agreements; alignment with common course numbering; minutes of articulation development meetings. Or advisory committee membership from articulated schools.</u></p> <p><b>Findings:</b> <b>Corrections:</b></p>

**Follow-up Action Implemented from Prior Visit**

**Specific Challenges & Improvement Areas Discussed**

**Recommendations**

**Mentor Follow-up**

**CCCS Follow-Up**

Instructor Signature/Date	Observer Signature/Date	Administrator Signature/Date