

Continuing Program Reports – The Process

Continuing Program Reporting Required by 24:10:42:24



1. Procedure. Each continuing program is subject to an internal review annually to gauge its performance over the prior three years in the areas of enrollment, retention, and placement and all others deemed important by the institute. The Office of Curriculum, Career & Technical Education will conduct a risk analysis of all programs in the areas of enrollment, retention, and placement. The director encourages the review of all programs internally each year using the criteria outlined in the continuing program process. Standards and performance levels will be established by OCCTE and the technical institutes used to determine at risk programs. Summary data will be submitted annually by the technical institutes, and the Office of Curriculum, Career & Technical Education will conduct a risk analysis of all.



2. Reports. The director will review annual program continuation reports and the institute president's recommendation and plan of correction for a period of at least one year. After one year the director will review the progress towards the action plan goals and make a recommendation to the Board of Education to continue or not continue the program funding until such a time the programs risk level reaches acceptable levels or the program is discontinued.



3. Risk Assessment. Failure to meet one or more performance levels may result in a negative risk assessment and the director of the Office of Curriculum, Career & Technical Education may ask for a program review to be completed using the program continuation form. Falling below a watermark is an indicator and does not mandate a high risk rating. OCCTE utilizes three year historical documentation of performance indicators in assigning the risk level. A program must fall below at least two performance levels, or be systemically and significantly below a single watermark, to be assessed as at the high risk level.



4. Performance Measures. The performance levels will be reviewed and approved annually by OCCTE and the technical institutes. Continuing program performance levels will developed using Carl Perkins Final Agree Upon Performance Levels (FAUPL) as guidelines. Performance levels may be less than FAUPL benchmarks.

5. At Risk: Year One. A Continuing Program Report will be submitted each year a program is assessed to be at high risk. The first year a program is assessed at high risk, the technical institute president will review the program and in conjunction with the program's advisory board, approve a course of corrective action and steps as appropriate. The president may recommend the program no longer be funded. The president may also include any information on why the risk assessment should be changed and should specifically note in the report if they are challenging the risk assessment. If the risk level is adjusted, the new risk level will be reflected in the following year's report and the justification noted in assessments.

6. At Risk: Year Two. The second consecutive year a program is assessed at high risk, the technical institute president will submit a follow-up continuing program report, it will include a recommendation for the director of the OCCTE. All proposed recommendations and corrective courses of action must be approved by the director. The Secretary of Education and the Board of Education will be provided a copy of the report and director's actions.

7. At Risk: Year Three. The third consecutive year a program is assessed as high risk, the director of OCCTE will submit an updated continuing program report to the Secretary of Education and the Board of Education with his recommendations for the program. The recommendation may be to continue the program or discontinue the program. The director's recommendation will include parameters for reviewing and continuing approval of the program if the Secretary of Education and Board of Education approves continuing the program.



Technical Institute Program Continuation Review

*Required by Administration Rule 24:10:42:24

INSTITUTE: _____	
PROGRAM: _____	CONSECUTIVE YEARS UNDER REVIEW: _____
CAREER CLUSTER: _____	CIP CODE: _____
CURRICULUM APPROVING BODIES / DATE LAST APPROVED: _____	

Reporting Years	2008-2009	2009-2010	2010-2011
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A. Enrollment	_____	_____	_____
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Baseline: 12 students or 75% of capacity – Capacity for this program is: _____

Corrective Action Taken:

B. Retention	_____	_____	_____
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Baseline: (80% FAUPL 3P1 2007-2008-74.68%) Continuing Program Performance Level - **59.90%**

Corrective Action Taken:

C. Placement	_____	_____	
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Baseline: (80% FAUPL 4P1 2007-2008-98.14%) Continuing Program Performance Level- **78.51%**

Corrective Action Taken:

f. Other Resources available to the program:

i. Grants, partnerships, private support

g. Program budgets costs for the last three years:

F. Advisory Board Endorsement:

Does this program meet industry needs? Explain.

Are there other viable sources of technically skilled employees for this industry? Explain.

Should this program be continued? Explain.

G. Recommendations

Institute President's comments and recommendation:

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2010 - Technical Institutes 3 Year Continuation of Program Overview

Technical Institute	CC	CIP	Year 3 - At Risk - Program/Action
WDT	Human Services	512399	Disability Service Technician (Dipl)
			Action Taken: Program Discontinued
WDT	Archetecture & Construction	460201	Carpentry
			Action Taken: Program Discontinued
Technical Institute	Career Cluster	CIP	Year 2 - At Risk - Program/Action
STI	Business, Management & Administration	520301	Accounting (AAS)
			Action Taken: Continue program. "Student Success" initiatives will better prepare students for program of study.
WDT	Agriculture, Food & Natural Resources	10101	Agriculture Resource Tech (AAS)
			Action Taken: Discontinue current program. We will assess future program needs as demand dictates.

(STATE BOARD OF EDUCATION)