Getting Ready for Program Approval—The "Why" and the "How"

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- This session will be recorded for your review later, and for those unable to attend today's webinar in-person

- Hold all questions until the end of the webinar (including no questions in the Chat)

- Attending today or watching the recording is the REQUIRED PREREQUISITE for participating in the "Part 2" training specific to each program area (i.e., AFNR, Business/Marketing, FCS, HSE, T&I, WBL, and Service Occupations)

Today's Agenda

- The "Why"—What is the purpose of "Program Approval"?

- Bucket 1 vs. Bucket 2

- Funding Tied to Program Approval

- MDE Resources for Program Approval

- No, Really…What is CTE?

- Official District Application Form—Priority Tabs

- Dates for Program Specialist Trainings with Teachers

- Conclusion and Questions

Spring – Teachers and Administrators attend training, work on Program Approval spreadsheet, and gather evidence for application submission

Beginning June 1st Districts can start submitting Program Approval applications to MDE

FINAL DATE for submitting Program Approval materials to MDE is November 1st

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The "Why"—The Purpose of Program Approval

- Program Approval renewals are conducted on a five-year cycle basis to **validate the rigor and alignment of CTE courses** to:

  - Statutory requirements

  - Workforce needs (CLNA, DEED/Labor Market Data)

  - State Frameworks and/or National Standards

  - Perkins expectations for CTE (including Programs of Study)

  - Program alignment/coordination with postsecondary and workforce partners

- **<u>CTE Levy—State funds</u>**
  - "Maintain and sustain programs"

- **<u>Perkins—Federal funds</u>**
  - "Innovation"—research and development
  - Equipment, curriculum, and professional development resources
  - Tied to the Comprehensive Local Needs Assessment (CLNA)

- Bucket 1 = Program Approval; maintaining eligibility for CTE Levy and federal Perkins funding

  - Applications due NO LATER than November 1, 2023

  - Processing completed (approve or deny) by January 31, 2024

- Bucket 2 = Continuous Improvement (required in statute)

  - Activities that take place over the next five years

  - Stronger and more aligned programs/courses by next renewal cycle

- Verifying CTE program eligibility

- Maintaining access to CTE funding

- Compliance

- Meeting minimum requirements (not necessarily "perfect" programs, but meeting all requirements)

- Continuous improvement
  - Analyze student performance indicator data
  - Analyze workforce needs data and alignment of current program to meeting needs
  - Teacher professional development
  - Curriculum development (revise existing courses, create new courses)

- Stronger, more rigorous programs
  - Fewer standalone "introductory" courses
  - More sequences of courses that move to intermediate and advanced levels
  - Move student enrollment from participants to concentrators
  - Increase opportunities for WBL and industry credentials

- Program Approval website—Table C: **(demo)**

  - Required licenses

  - Program and course codes

  - Sample course descriptions

- Program Support pages—Minnesota Frameworks:

  - Performance indicators and benchmarks that identify each course

  - Performance indicators and benchmarks to which curriculum design/course delivery (and syllabus) should align

- Database of Approved Programs

  - Current listing of approved programs, courses, and codes

- Career (center of the wheel) and Technical (six career fields and pathways) Education

  - Focusing ONLY on career preparation/career and college readiness or ONLY on technical skills is NOT CTE

- Validating rigor and alignment of courses through Program Approval process **will require ACTIVE participation of teachers** in each CTE program area

  - TEACHERS should attend Part 2 training delivered by Program Specialists (or with part of a team that includes an administrator)
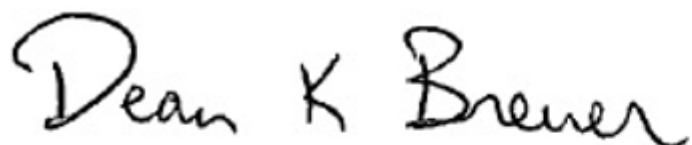
- This spreadsheet is your **official application to the Minnesota Department of Education.**

- Syllabi and other evidence documents you submit **are also part of your official application.**

- **YOUR application should reflect YOUR program—**copying language from other districts, templates, etc. **should be avoided**

- Program Approval form **(demo)** on [MDE Program Approval website](#)
  - Directions Tab has all the answers!! (To Left of Tab 1 Cover Sheet) **(demo)**

Superintendent Approval REQUIRED!!

MDE CANNOT PROCESS PROGRAM APPROVAL SUBMISSIONS WITHOUT SUPERINTENDENT SIGNATURE AND INITIALS:

- Tab 1: Superintendent Signature

    - Superintendent signature (OR individual holding a 000110 license) is REQUIRED—MDE cannot begin to process submission without it

- Tab 1: District Contact Person(s)

  - Who should MDE contact if there are questions about the courses, program design, syllabi, advisory committee, etc. in your application?

  - Recommend districts consider listing BOTH an administrator and a lead teacher (names, phone, and email for both)

District Contact Person(s) (see notes):	Frank Anderson and Jeane Smith
Address:	123 Main School Avenue
City, State, Zip:	MNCity, MN 55555
Phone and Extension:	Frank: 218-222-3333; Jeane: 218-222-4444
E-mail:	fanderson@mncity.org and jsmith@mncity.org

MDE CANNOT PROCESS PROGRAM APPROVAL SUBMISSIONS WITHOUT SUPERINTENDENT SIGNATURE AND INITIALS:

- Tab 6: Superintendent Initials for All Statements of Assurance

  - Acknowledgement of requirements for accepting federal Perkins funds

  - Initials from Superintendent or licensed CTE Director (whomever signed Tab 1)

- Tab 3: Teacher Licensure

  - Teachers must have appropriate CTE license(s) or Out-of-Field Permissions (OFP) as identified on Table C (Complete columns A – F on spreadsheet)

  - **TIER 1, 2, 3, 4 AND OFP ARE ALL CONSIDERED "APPROPRIATE" CTE LICENSES!**

  - If application includes a work-based learning (WBL) program, review on Table C the teacher license requirements--they may be different than for teaching the "classroom courses" in your program!

- Tab 3: Teacher Licensure
  - START WORKING WITH PELSB EARLY if…
    - Teacher license/OFP will expire in June (before you submit your application)—submit ASAP after July 1 (new fiscal year). During summer, follow up with PELSB on status of new license or endorsement requests resulting from completion of Lakes Country alternative licensure program
    - New teachers hired spring/summer (make sure they have licenses/OFP needed)
    - Adding new programs that require additional licenses

- Tab 5: Advisory Committee

  - **50%+ of members MUST come from business/industry representing the career field areas developed in your program**

  - MUST provide for each person: contact info, employer, and professional title or role

  - Good to include postsecondary, HS admin, HS counselors—BUT they count as "education" members, not the "business/industry" members

  - Do NOT include the program teachers (…they do not "advise themselves"…)

MUST provide for each person: contact info, employer, and professional title or role

Current Employer	Professional Title/Role (e.g. Branch Manager, Auto Tech, Veterinary, Business Owner; non-profit, chamber of commerce member, parent, student; school administrator, teacher, special education personnel/ACTE-SPED)	Program Code (Column F, "4. District CTE Courses" worksheet) or Career Pathway Cluster Represented
TechReady	Administrative Support	140710--Information Tech
Ads4U	Digital Marketing Specialist	140710--Marketing, Advertising
Entrepreneur	Business Startup Owner	140710--Entrepreneurship
Target	Store Manager	140710--Management
RB Finance	Accountant, Auditor	140710--Accounting & Finance
World Tours	Tourism Promotion Specialist	140710--Hospitality & Tourism

- Completing the Program Approval form **(demo)** on [MDE Program Approval website](#)

- Required elements:

  - **Program Design (Tab 2):** Student leadership development, Career development, Safety

  - **CTE Courses (Tab 4):** content and outcomes aligned to Frameworks and/or standards

  - **Syllabi/Evidence:** documentation of how each course is delivering required elements

- **You will learn more about these required elements in the "Part 2" training with your program-area specialist!**

Important Timeline Considerations

- Spring: Work on Program Approval spreadsheet and syllabi (contact MDE or consortium director for help)

- Beginning **June 1**: Districts can begin submitting Program Approval materials to MDE (Specialists review during summer—they will email "Tab 1 Contacts" identifying any needed revisions)

- **For districts anticipating **teacher or course changes over the summer**, we recommend WAITING UNTIL FALL to finalize and submit****

- **Nov. 1, 2023**: FINAL DATE for submitting Program Approval docs to MDE

- MDE Checklist and Timeline document **(demo)**

Don't Forget to Attend "Part 2" Program Area Training

All trainings offered from 7:30-8:30 am AND 3:30-4:30 pm

- Health Science: April 25

- Business/Marketing: April 26

- Work-Based Learning: May 2

- Trade and Industry: May 3

- AFNR: May 4

- FCS and Service Occupations trainings will be pre-recorded*

Questions? Concerns?

CTE Supervisor: Michelle Kamenov 651-582-8434 michelle.kamenov@state.mn.us

Agriculture, Food, and Natural Resources: Zane Sheehan 651-582-8243 zane.sheehan@state.mn.us

Business, Marketing, and Information Technology: Dean Breuer 651-582-8603 dean.breuer@state.mn.us

Work-Based Learning: mde.cte@state.mn.us

Family and Consumer Sciences: Julia Henderson 651-582-8435 julia.henderson@state.mn.us

Health Science Education: Shelli Sowles 651-582-8403 shelli.sowles@state.mn.us

Trade and Industry: Tim Barrett 651-582-8677 timothy.barrett@state.mn.us