

## 2015-2016 EXCELLENT QUALITY CHECK LIST

In order to be eligible for continued CAVIT funding for 2016-2017, each of the following required standards must be met.

Excellent Standard	Standard Documentation	*Items to Place in CAVIT Notebook
<b>1.0 CURRICULUM AND INSTRUCTION</b>		
1.1 The syllabi are fully-developed and allow for students to participate in work-related activities.	Copy of each course syllabi	Copy of each syllabi
<b>2.0 PROGRAM SUPPORT</b>		
2.1 Program uses a fully-committed advisory committee with at least three business members from diverse career areas within the program field in attendance at three advisory committee meetings.	A. Recruit advisory committee membership from a variety of career areas within program field. Immediate family members do not count as one of the three participants under 2.1 standard. B. 1 <sup>st</sup> Meeting Activity-Complete <i>Proposed Event</i> form and submit to CAVIT for event approval <b>by October 1, 2015</b> . D. 2 <sup>nd</sup> Meeting Activity-Finalize activity including scoring rubrics and evaluators. E. 3 <sup>rd</sup> Meeting Activity-Review evaluation data and make recommendations for activity improvement.	Approved <i>Proposed Event</i> form  Minutes from 3 advisory meetings
2.2 Fully-functional CTSO with students placing in state or national contests.	Listing of student, name of event, date, contest area and placing in state or national competitive CTSO events ( <b>placing for state must be in top 5 or top 10 for nationals</b> ). Recognition events will not count. Clarify any event for approval prior to registration. Results allowed from April 15, 2015 to present.	Verification of student or team top 5 placing
2.3 An online student satisfaction survey is completed for all courses on an annual basis.	A. Results from online student satisfaction survey (CAVIT will mail survey results to teachers prior to portfolio submission.) B. One page reflection narrative of student survey results.	<i>SurveyMonkey</i> student satisfaction results  One page reflection narrative
<b>3.0 WORKPLACE READINESS</b>		
3.1 A percentage of students complete ADE proficiency assessments or obtain a certificate of completion showing all ADE standards mastered.	Programs testing 9 or less students-100% of the program completers meet/exceed the state's established pass score. Programs testing 10 or more students-90% of the program completers meet/exceed the state's established pass score. Teachers without ADE assessments in place must use industry certification or licensure results from outside agencies with preapproval from CAVIT.	No documentation needed. CAVIT will verify eligibility.
3.2 Students perform one fully-integrated, district created, unique program event that includes advisory committee participation during current school year.	Completion of one fully-integrated, district created, unique program event that includes advisory committee participation during the current school year. <b>Activity must be conducted by January 29, 2016.. Events previously used for Excellent Level must be <u>substantially modified</u> in 2014-2015 in order to be considered for approval.</b>	<i>Summary of Event</i> form Evaluation rubric w/ scores <i>SurveyMonkey</i> activity evaluation results
<b>4.0 TEACHING STAFF</b>		
4.1 Teacher participates in 20 or more hours of professional development outside of district on an annual basis.	Documentation of <b>20</b> hours of professional development obtained outside of district during April 15, 2015 to present. District provided inservice hours and volunteer work hours on behalf of the district will not count to meeting this standard.	Copies of professional development certificates or college transcripts
4.2 Teacher participates in the district's professional evaluation review.	Home school principal certifies teacher has met all of the district's professional evaluation performance goals. (CAVIT will contact principal to determine eligibility.)	No documentation required. CAVIT will verify eligibility.

*\*Failure to provide the required documentation under each standard, as well as, established deadlines will result in Excellent rating ineligibility.*

**2014-2015 Excellent Level Compensation – Calculated on Standard 3.1 Number of end-of-program students passing ADE CTE assessments AND meeting all Excellent level standards. Stipend Award: 1-2 Students \$200.00, 3-4 Students \$400.00, 5-7 Students \$600.00, 8-9 Students \$800.00 and 10+ Students \$1,000.00.**

**Teachers:** Upon attainment and documentation of **all Excellent standards**, your program will be awarded a banner for 2015-2016, a stipend will be provided to you by June 30, 2016, and your program will be eligible for **continued CAVIT funding in 2016-2017**. Teachers not meeting Excellent level will have their portfolio scored using the High Quality or Emerging level (whichever applicable) scoring rubric.