

2015-2016 HIGH QUALITY CHECK LIST

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

High Quality Standard	Standard Documentation	Items to Place in CAVIT Notebook
1.0 CURRICULUM AND INSTRUCTION		
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
2.0 PROGRAM SUPPORT		
2.1 Program uses an advisory committee formed specifically for the program with at least two business members present at two or more advisory committee meetings held from June 1, 2015 to March 31, 2016.	Copy of agenda and minutes from two or more program advisory committee meetings. The first meeting must be held during from June 1-December 31, 2015 and the second meeting must be held from January 1-March 31, 2016.	Copy of agenda and meeting minutes for each meeting held
2.2 Fully-functional CTSO with students participating in state or national leadership contests.	Listing of student, name of event, date, contest area and placing in a state or national competitive event (top 50% allowed). Prior approval must be received from CAVIT for participation in events outside of CTSO area. Recognition events are not allowed. Results allowed from May 1, 2015 to present.	Verification of student or team top 50% placing
2.3 A student satisfaction survey is completed in all courses on an annual basis.	A. Results from online student satisfaction survey. (CAVIT will mail out survey results prior to notebook submission.) B. One page reflection narrative on survey results	Student satisfaction results One page reflection narrative
3.0 WORKPLACE READINESS		
3.1 A percentage of students complete ADE proficiency assessments or obtain a certificate of completion showing all ADE standards mastered.	70% of the program completers meet/exceed the state's established pass score. Programs with no state CTE assessment in place are exempt from this standard.	CAVIT will verify program pass rate
3.2 Students complete at least two community-service/school-based/work-based learning activities during the current school year.	Write-up of two or more community service, school-based or work-based learning activities	Write-up of activities conducted
3.3 Students receive direct support through three or more functions with established business and industry partnerships during current school year.	Write-up of two or more partnership activities	Write-up of activities conducted
4.0 TEACHING STAFF		
4.1 Teacher participates in 20 hours of professional development outside all-district professional development on an annual basis.	Documentation of 20 hours of professional development obtained outside of district during April 1, 2015 to present. District provided training and work completed on behalf of the school does not count in meeting this standard.	Copies of professional development certificates or transcripts

Teachers: Upon attainment and documentation of **all HIGH QUALITY standards**, your program will be awarded an additional certificate and **continued CAVIT funding in 2016-2017**.