

## THINGS TO THINK ABOUT

### Administration

1. How do you involve the community and advisory groups in sustaining and improving the quality of programs?
2. How do you ensure that you are offering quality opportunities to your students?
3. How do you implement the school's clock hour policy to comply with federal regulations?
4. Do you have adequate funding and budgets for providing quality opportunities?
5. What key data and information do you collect/analyze and how are these results used to improve the school?
6. How do you sustain and improve the quality and performance of your employees, faculty, staff, and support personnel through development opportunities and performance evaluation?
7. What methods of communication do you use to inform the public and potential students of the programs and services available to them?
8. How do you use students and faculty to make changes/improvements in the overall operation of the school?
9. What are the current strengths and opportunities for improvement as related to your organization? Do you have a plan for pursuing changes and improvements?
10. Does your strategic plan establish goals and objectives that include strategies for career and technology education in a timely and futuristic scope?
11. How is administration regularly reviewing the school's progress to assure it is reaching its goals, Oklahoma *Carrer*Tech commitments, and to make revisions and take corrective action? What are some recent accomplishments?
12. How do you comply with Board policies and procedures and ensure the institution maintains the public's trust in the integrity of the institution?
13. Who do you work for? Are they satisfied with the job you're doing? How do you know?
14. How do you recruit, sustain, and improve the quality of your staff?
15. Other possibilities:

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**FT, BIS, ACD, & Short-Term Instructors**

1. How do you gather information for curriculum planning and the design, improvement, and implementation of work-based learning as related to occupational needs and standards? How do business and industry participate?
2. Is there a specific program advisory group for your program? Describe their involvement?
3. How does your program support community and broader area labor market needs?
4. How do you keep your course content up to date with the latest technology and employer expectations?
5. What objectives, standards, measures and tracking instruments do you use to ensure that you are providing quality learning and achievement for your students?
6. How are the work-site learning objectives documents and a plan outlining the training activities maintained that is based on validated industry standards approved/authorized by the provider and the school?
7. How do you break down your program into clock hours?
8. Is your program certified and/or recognized by industry, professional trade associations or state licensing agencies? What type of credential opportunity are the students working toward?
9. What are your current strengths and opportunities for improvement as related to your program? Do you have a plan for pursuing changes and improvements?
10. How is each student given the opportunity and encouragement to become actively involved in leadership, personal development, and positive concept of self and others, and to attain problem solving and communication skills as part of their learning experience?
11. What CTSO(s) is/are aligned with your program? Describe your students' involvement this CTSO.
12. How does instructional planning provide sufficient opportunity for students to experience career and technology learning leading to knowledge, skills and competencies needed for employment an meeting the pre-determined needs of individual students?
13. What is the student learning tracking system for monitoring and documenting individual student progress? Does it accurately reflect student achievement during and at the end of the course?
14. Other possibilities:

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**Student**

1. How would you describe your experience here at the school to another interested person?
2. Do you have a career plan and what assistance did you receive in developing it? Do you believe that you can achieve your learning outcomes within the hours assigned to your studies?
3. Do you feel challenged, are you learning appropriate knowledge and skills, and experiencing personal growth opportunities that are valuable to you currently and in the future?
4. Share your thoughts about the overall organization, structure, and planning as related to your learning experience?
5. Do you understand where you are in relationship to the course objectives and goals, i.e. your grade level or degree of success?
6. Were you given a course syllabus with an hour breakdown of your program?
7. Was it explained how this breakdown converts into credit hours?
8. How would you rate your level of satisfaction and explain why?
9. What are the current strengths and opportunities for improvement as related to your experience at the school? What are some changes you would make if you were in charge of the operation?
10. Other possibilities:

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## **Stakeholder**

1. How are you involved in helping the school set higher standards and offer higher levels of quality education for its students? For example: information about technology, course knowledge, skills, and content, equipment and supplies, teacher preparedness, etc.
2. How do you describe high achievement? What are your thoughts on how well the school is meeting these levels of quality achievement?
3. How important is it for the school to teach personal skills such as problem solving, team work, responsibility, leadership, etc.? What are your thoughts on how well the school is meeting these levels of education?
4. How are advisory committees formed and utilized by the technology center?
5. How are program advisory committees used to encourage innovation teaching methods and program objectives/content that meet the needs of individual students for the current and future labor market and to incorporate new technologies?
6. Describe the kind of service and assistance you receive in hiring students from the school? Your level of satisfaction?
7. Do you participate in a work-site program that is linked to the school? Describe your relationship with the school and your level of satisfaction?
8. What are the current strengths and opportunities for improvement as related to your relationship with the school? Do you have a plan and/or ideas for making changes and improvements?
9. How does the Board support the initiatives of the school? For example: the involvement of the community and advisory groups, the setting of standards and quality initiatives that are challenging, two-way communications, administration, faculty and funding to operate a quality institution, etc.
10. What tracking system do you use for gauging the success of the school, i.e. measurements, goals, and objectives?
11. How do you evaluate the overall level of satisfaction that the school is achieving its goals and objectives in career and technology education?
12. What are the current strengths and opportunities for improvement you feel should be mentioned? Do you have a plan and/or ideas for making changes and improvements?
13. Other possibilities:

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**Support Staff** - business managers, administrative assistants, maintenance/janitorial staff, transportation, safety coordinator, etc.

1. How are procedures for regular performance evaluation and effectiveness of all administrative, faculty and support employees including a feedback process for each employee accomplished?
2. How do you ensure competent and knowledgeable administration, staff, and faculty selected, licensed, and qualified in their specific field?
3. Are adequate records available identifying the professional development experiences of employees? (Examples: conferences, conventions, college courses, professional organization membership, in-services training, etc.)
4. How does workplace preparedness ensure for emergencies or disasters?
5. How does the institution adequately support the need of its employees in the areas of services, benefits, and policies?
6. How does the institution determine the factors that affect employee and student well-being and satisfaction and do they account for diverse workforce?
7. Are adequate funds make available for purchasing and replacing equipment, tools, materials and supplies in accordance with the institution's planning objectives and acceptable business and industry practices to ensure safe, qualify and effective career and technology education?
8. Is there an instructional equipment inventory management plan for maintaining equipment and replacing or disposing of obsolete equipment in place?
9. How does the institution ensure that equipment and supplies meet appropriate safety requirements, that safety features are in place and that safety instruction is planned, presented, demonstrated and practiced by all staff?
10. How does the institution ensure that physical facilities are adequately maintained as required for providing safe and quality instruction? How does the institution ensure that facilities are adequate to meet the needs of students with disabilities as well as providing for special needs?
11. How does the institution ensure that instructional and non-instructional areas are adequate?
12. What is the institution's current information about staying within budget and budge growth?
13. Other possibilities:

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**Support Staff** (2) - student services (counseling), communication & marketing, information technology, instructional coaches, academic center, testing proctors, financial aid, etc.

1. How do you assist students when they are initially pursuing or looking into a program such as evaluation of career aspirations, the objectives of the program, knowledge, skills, competencies they will learn, prerequisites, costs, materials/equipment they might need, length of program, financial aid available, etc.?
2. How do you help the student understand the relationship between program content and his/her future plans?
3. How do you help the student during his/her enrollment in a program?
4. What records and data do you collect for each student?
5. How do you evaluate the student's satisfaction with his/her educational experience?
6. How do you follow up with employers to determine their satisfaction with individuals they hired from the school's programs?
7. How does the technology center communicate information with you? What type of information is communicated to you? Is this an effective means of communication?
8. How do you ensure that printed materials and other media for communication to the public are presented in an accurate ethical manner?
9. How does technology center gather feedback, positive and negative, from stakeholders? What is done with this feedback?
10. What is the institution's current data that shows results in the areas of student learning such as grades, satisfactory completion, competencies completed, or improvement in knowledge and skills for students?
11. What is the institution's current information about attendance, dropout, and completion of programs/courses?
12. What is the institution's current information about new programs and program improvement?
13. What are your current strengths and opportunities for improvement as related to your counselor responsibilities? Do you have a plan for pursuing changes and improvements?
14. Other possibilities:

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