



Education for Employment Program Kalamazoo RESA

Program Review Instructions

The purpose of the **Program Review** is to supply valuable feedback from members of the business community. Members of the Program Advisory Committee volunteer to serve on a review team and conduct the program review. The Advisory Committee review team has volunteered their time to help improve EFE programs by viewing, first hand, results of the work being accomplished by EFE teachers and students. Reviews are an excellent opportunity for teachers to demonstrate the content, activities, and resources EFE programs provide students, employers, and the community. This is also a prime opportunity for teachers to explore the possibilities of future business/industry partnerships.

In preparation for an Advisory Committee Review, teachers and program review team members should become familiar with the **Advisory Committee Program Review Form** and work with the review team facilitator. Following is a brief summary of the form:

- ▶ **Part I** contains questions the Advisory Committee review team will ask teachers. Teachers have the opportunity to communicate their responses and provide additional information.
- ▶ **Part II** requires the review team to observe materials and tour the facilities. Teachers can assist by explaining the equipment and its condition, age and anticipated changes to equipment and facilities.
- ▶ **Part III** will be completed by the review team without the involvement of the teacher. It would be appropriate for the teacher and/or review team facilitator to arrange for a private place for the review team to discuss their findings and complete the review.
- ▶ **Part IV and V** contains questions the Advisory Committee review team will ask counselor(s) and a school administrator without the involvement of the teacher. It would be appropriate for the teacher and/or review team facilitator to arrange for a private place for the review team for these interviews. (For some off-site programs, this section may be optional depending on the circumstances.)

EFE SERVICE AREA CONTACT LIST

| <u>Districts Served</u> | <u>EFE Program Administrator</u> | <u>Phone & Fax Numbers</u> |
|---|----------------------------------|--------------------------------|
| Kalamazoo Central Loy Norrix Climax Scotts Schoolcraft | Cameron Buck | 250-9311 Fax 250-9301 |
| Galesburg Augusta Portage Central Vicksburg | Jason Luke | 250-9312 Fax 250-9301 |
| Comstock Gull Lake Parchment Portage Northern | Karen Robyn | 250-9310 Fax 250-9301 |



EDUCATION FOR EMPLOYMENT ADVISORY COMMITTEE PROGRAM REVIEW FORM

Name of Program Being Reviewed: _____

Operating School: _____ Location: _____

Program Instructor: _____

Date of Review: _____

REVIEW TEAM:

NAME/JOB TITLE

EMPLOYER

| NAME/JOB TITLE | EMPLOYER |
|----------------|----------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

GENERAL INFORMATION AND DIRECTIONS:

1. The primary purpose for the Education for Employment (EFE) Advisory Committee Program Review is to provide the school district and EFE with input and assistance for program improvement to better meet the needs of students and employers.
2. This form is divided into three parts: questions for the EFE instructor, reviewer observations, and reviewer comments and recommendations. Please answer all questions, listing additional comments or examples whenever appropriate.
3. An insert is included with this form listing potential questions for reviewers to ask the high school principal and guidance counselor(s).
4. Please return one copy of this document to the EFE facilitator of your Advisory Committee.
5. A copy will be provided to the appropriate high school building principal and EFE Administrator.

PART I. - REVIEW TEAM QUESTIONS FOR THE EFE INSTRUCTOR

- 1.. How do you promote your program to students, parents, and counselors?

2. How do you integrate academics (i.e. math, science, English, and/or social studies) into your instruction?

3. How are “employability skills” (how to get and keep a job) and “soft skills” (positive attitude, dependability, etc.) taught to students enrolled in this program?

4. How are business and industry resources used to support this program?

5. How do you incorporate work based learning experiences in your curriculum (ie. Co-op, internship, job shadowing, field trips, speakers, capstone experience, etc...)

6. How are you exposing students to post-secondary education in planning for their future? Is your program articulated with a post secondary institution and how is that information shared with students?

7. What type of support and accessibility do you have with your EFE Administrator and your high school principal?

8. How adequate is the annual operating budget for this program?

9. What is the greatest obstacle to students succeeding in this program?
10. Describe your participation in professional development related to your occupational area in the last three years. (Advisory committee members – Based on the instructor's response, do you have any PD suggestions?)
11. How do you stay current with business and industry trends?
12. How do you presently utilize your advisory committee? What can the advisory committee do to benefit your program in the future?
13. How many students have dropped your program this year and why?
14. Optional: (List any questions that the review team wishes to add)

PART II. - Review Team Observations (Please respond using your own judgment.)

Yes No Are equipment, tools, and supplies appropriate and in enough quantity to accomplish instructional objectives? **COMMENTS:**

Yes No Do facilities (layout, furnishings, equipment) meet current business/industry and safety conditions (i.e. adequate space, light, heating, and ventilation)? **COMMENTS:**

Yes No During your observation does the teacher emulate to the students a positive image appropriate for the occupational area? **COMMENTS:**

Please provide observations and/or comments on student work (ie. Portfolios, architectural drawings, simulations, art portfolios, projects, etc...)

PART III. - Review Team Comments and Recommendations

STRENGTHS:

WEAKNESSES:

RECOMMENDATIONS:

PART IV. – Questions for the High School Counselor

1. What is your best source of information about Education for Employment (EFE)?

2. Is communication with the EFE staff and teachers adequate?

3. What other classes might be offered by EFE?

4. How do you see the _____ EFE program supporting the goals of this high school?

5. What feedback do you get from students regarding the _____ EFE program?

6. How many students have you guided to the _____ EFE program this past year?

7. What does the counseling office do to assist students in selecting the _____ program?

8. Additional comments/questions?

PART V. – Questions for the High School Principal

1. How do you see this _____ Education for Employment (EFE) program supporting the goals of this high school?
2. How will the results of this Advisory Committee program review be used in the planning process to revise and improve the program?
3. Do you have adequate access to the EFE administrative staff?
4. What other classes might be offered by EFE?
5. What are the strengths/weaknesses of this _____ EFE program?
6. What are this _____ EFE program's demographics? Do they reflect the school/county population?
7. Additional comments/questions?