

## CTE Annual Assessment Checklist

The contents of this guide are not intended to replace the more nuanced information that appears at the LAC <https://spaces.pcc.edu/display/AALAR> and the TSA <https://www.pcc.edu/technical-skills-assessments/> web pages. All CTE SACs are encouraged to visit these sites and to contact their assigned coaches (see page 2) for assistance in planning and reporting this year's assessments.

Fall	<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan your SAC's assessment projects for the year; choose which one will be your focal assessment</li> <li><input type="checkbox"/> Administer TSAs as appropriate, if Perkins-funded</li> </ul> <p><b>By December 2, 2019</b>, submit the following item to <a href="mailto:learningassessment@pcc.edu">learningassessment@pcc.edu</a></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Multi-Year Plan (MYP) as-is or corrected as needed. Note: Each SAC's custom MYP is sent to its SAC chair in October. Accuracy is important as your Summary Data template (SDR) will be generated from this document.</li> </ul>
Winter	<ul style="list-style-type: none"> <li><input type="checkbox"/> Administer TSAs as appropriate, if Perkins-funded</li> <li><input type="checkbox"/> Administer this year's focal outcome assessment (recommended winter activity)</li> </ul>
Spring	<ul style="list-style-type: none"> <li><input type="checkbox"/> Administer TSAs as appropriate, if Perkins-funded             <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete TSA worksheet for 2019-20</li> </ul> </li> <li><input type="checkbox"/> Administer this year's focal outcome assessment (if not done in the winter)             <ul style="list-style-type: none"> <li><input type="checkbox"/> Norm your faculty scorers, if applicable to the type of assessment administered</li> <li><input type="checkbox"/> Score student artifacts, if applicable</li> <li><input type="checkbox"/> Analyze results of assessment</li> </ul> </li> <li><input type="checkbox"/> Complete CTE Annual Focal Outcome Assessment Report (use for Reassessments, too)</li> <li><input type="checkbox"/> Complete Summary Data Report (SDR) for <i>all</i> outcomes assessed this year, including focal outcome and those partially- or fully-assessed by TSAs. (Each SAC's custom SDR is sent to its SAC chair in January.)</li> </ul>
Summer	<p><b>By June 30, 2019</b>, submit to <a href="mailto:learningassessment@pcc.edu">learningassessment@pcc.edu</a>:</p> <ul style="list-style-type: none"> <li>• Summary Data Report</li> <li>• CTE Annual Focal Outcome Assessment Report with pertinent appendices. These documents will be posted on the public side of Spaces. Please do not send documents that would compromise future assessments or that contain names/IDs of assessed students or their faculty.</li> </ul> <p><b>By July 31, 2019</b>, submit to <a href="mailto:jwetzels@pcc.edu">jwetzels@pcc.edu</a> and to <a href="mailto:kcawley@pcc.edu">kcawley@pcc.edu</a>:</p> <ul style="list-style-type: none"> <li>• TSA data on official Excel spreadsheet with student G numbers</li> </ul>

v3.0 10/3/2019

### Checklist Legend:

CTE = Career-Technical Education

Focal Outcome = Year's assessment project chosen for LAC reporting (providing details on process and results)

LAC = Learning Assessment Council

MYP = Multi-Year Plan (custom-generated template for planning assessments of degree and certificate outcomes)

SDR = Summary Data Report (part of custom-generated MYP template)

TSA = Technical Skills Attainment (tests that measure attainment of program learning outcomes--required by the State of Oregon for all Perkins-funded programs)

## CTE Coaching Assignments for 2019-2020

SAC	Assessment Coach
Addiction Studies (AD)	Jacki Williams
Architecture (ARCH/INSP)	Magda D'Angelis-Morris
Auto Collision Repair (AM)	Josh Cary
Auto Service Tech (AM)	Marc Goodman
Aviation Maintenance Tech (AMT/UAS)	Josh Cary
Aviation Science (AVS)	Josh Cary
Bioscience Tech (BIT)	Josh Cary
Building Construction Tech (BCT)	Elizabeth Brewster
Business-CTE (BA)	Marc Goodman
Child & Family Studies (ECE/HEC/HUS)	Marc Goodman
Civil & Mechanical Engineering Tech (CMET)	Marc Goodman
Computer Information Systems (CIS)	Marc Goodman
Computer Aided Design & Drafting (CADD)	Linda Paulson
Criminal Justice (CJA)	Jacki Williams
Culinary Assistant (HR)	Linda Paulson
Dealer Service Tech (DST)	Elizabeth Brewster
Dental Assisting (DA)	Magda D'Angelis-Morris
Dental Hygiene (DH)	Magda D'Angelis-Morris
Dental Laboratory Tech (DT)	Magda D'Angelis-Morris
Diesel Service Tech (DS/EPG)	Elizabeth Brewster
Electronic Engineering Tech (EET)	Marc Goodman
Emergency Medical Services (EMS)	Jacki Williams
Exercise Science (EXS)	Magda D'Angelis-Morris
Facilities Maint/Appr/Trades (FMT/APR/ELT)	Elizabeth Brewster
Fire Protection Tech (FP)	Jacki Williams
Geographic Information Systems (GEO)	Magda D'Angelis-Morris
Gerontology (GRN)	Magda D'Angelis-Morris
Graphic Design (GD)	Marc Goodman
Health Information Mgt (HIM)	Jacki Williams
Interior Design (ID)	Magda D'Angelis-Morris
Landscape Tech (LAT/CSS/HOR)	Elizabeth Brewster
Machine Manufacturing Tech (MCH)	Marc Goodman
Management & Supervisory Devel (MSD)	Linda Paulson
Medical Assisting (MA)	Jacki Williams
Medical Laboratory Tech (MLT)	Jacki Williams
Microelectronics Tech (MT)	Josh Cary
Multimedia (MM)	Linda Paulson
Music & Sonic Arts/Creative Coding & Imm Tech (MUC)	Linda Paulson
Nursing (NRS)	Magda D'Angelis-Morris
Occupational Skills Training (OST)	Linda Paulson
Ophthalmic Medical Tech (OMT)	Jacki Williams
Paraeducator (ED)	Linda Paulson
Paralegal (PL)	Jacki Williams
Radiography/Medical Imaging (RAD/CTT/MRI)	Magda D'Angelis-Morris
Sign Language Interpretation (SLIP)	Linda Paulson
Veterinary Tech (VT)	Josh Cary
Welding (WLD)	Elizabeth Brewster