

6/18/2015

2015 -2016 Training Series for Administrators Session 2: June 18, 2015 **Transcript** Navigating the CTE Resource Center Web site

INTRODUCTION

(00:00)

Good afternoon. My name is Anne Rowe, Coordinator for Curriculum and Instruction in the Office of Career and Technical Education Services at the Virginia Department of Education. Welcome to the second of 14 video streaming training sessions on career and technical education programs and initiatives for the 2015-2016 school year.

(00:27)

The goals of these training sessions are to provide sustained professional development on the responsibilities of the CTE administrators, to identify resources, and to provide support throughout the year. This information is probably most needed by new CTE administrators, but we welcome and encourage the participation of ALL CTE administrators and others who work with career and technical education.

(00:56)

A message was previously sent to administrators that included the materials needed for today's session and a link to the dates and topics for all 14 sessions for 2015-2016. All sessions will be provided by video streaming from 1:30 to no later than 3 p.m. on the announced dates, and all sessions will be recorded and archived for availability on the VDOE Office of CTE Services Web site. We hope you will use these recorded sessions as a reference and possibly for training locally and/or at regional directors' meetings. We count on you to share this information with all CTE educators.

(1:50)

Today's session on ***Navigating the CTE Resource Center Web Site*** is offered to provide you with an overview of the CTE Resource Center resources and services online. An agenda, handouts, and an evaluation link are available on the Web site on the Professional Development Web page where our CTE presentations are archived.

(2:20)

After this presentation, please access the professional development link at the top of the CTE home page to obtain the evaluation link. We would greatly appreciate your input so that we can improve these sessions. The evaluation also will be posted online with the recorded presentation so that you may access that at any time.

(2:45)

Let's get started. Today's portion on the CTE Resource Center Web site is presented and produced by Robin Jedlicka, one of the writer-editors at the CTE Resource Center. Robin will navigate you through the Center's Web page resources.

CTE RESOURCE CENTER WEB SITE

(3:06)

Virginia's CTE Resource Center is a grant-funded program offering research, curriculum development, and in-service opportunities for both teachers and administrators. Many of our resources, which are all available free-of-charge, can be accessed through our Web site: cteresource.org. The purpose of this video is to help you navigate our Web site, making it easy to access these resources and utilize them in your own classrooms. [Cteresource.org](http://cteresource.org) offers everything from assisting the Virginia Department of Education in the development of curriculum frameworks, to instructional resources, to information on certifications, student organizations and competitions.

(3:54)

Let's begin by taking a look at our homepage. Across the top, you'll see seven links that will connect you to the larger sections of information on our Web site. "About" is our homepage where you'll find information on the center, special initiatives and projects, and our latest publishings, such as the updated curriculum frameworks that were just published at the beginning of June. Under *Recently Archived*, you'll find all sorts of information: Workplace Readiness, new credentials, news stories regarding CTE education, and so forth...

(4:30)

The yellow navigation bar on the left-hand side of your screen serves as your *table of contents* throughout the Web site. Here, you can see that our "About" page includes a link to our mission, along with our most recent annual report. If you click "Contact," you will be provided with list of our staff, including links to our e-mail addresses, along with additional contact information, should you have questions or need to get in touch with us. We also welcome visitors and encourage you to come by our office. We're centrally located off Broad Street on Bremono Road in Henrico County. Clicking "Location" will take you to a Google map for specific directions to our center.

(5:18)

Now, let's move to the next link at the top of our page, which is Verso. Verso is an important link for CTE educators, so we'll spend the most time navigating through this particular tab. This is Virginia's Education Resource System Online. Here, you will find all of our course frameworks, our task competency lists, and all related information. Every Virginia CTE course that carries a state course code is included here in VERSO with a task list and other information outlining *what to teach* for each CTE course in Virginia. Now let's look at *how to get* that information.

(5:59)

In 2012, this site was re-engineered to follow the national career clusters. There are 16 clusters, which you'll see list down this left-hand navigation bar. But, listed before those, you'll see "Across the Board" and "Career Connections" for those courses that don't fit naturally into one of the 16 clusters.

(6:22)

You'll see that if you click on one of the career clusters, you arrive at a long list of all the CTE courses that fall under that cluster. We encourage you to utilize the "search" feature at the top of the bar to simplify your search. This is helpful if you're unsure under which cluster, or

clusters, *your* course falls. The “search” option allows the system to show *you* where it resides. For example, if we type in “horticulture,” you can see that about half-a-dozen courses come up, meaning the word “horticulture” can be found in the title or somewhere in the course content. Simply click whichever course is the one you’re seeking and it will take you to the course information.

(7:08)

Another way to search for your course is by course code. If you happen to know the code, you can simply type it in to the search box to pull up your course.

(7:17)

Now, let’s go into an actual curriculum framework. Note that June is a pivotal month for the CTE Resource Center—at the beginning of the month we always post the task lists for the upcoming school year. *However*, just for the month of June, we also leave up the framework from the previous year to allow you to compare the frameworks. June is the only month in which the cross-over is available online.

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Now, as you take a look at this framework, the first thing you’ll see is a paragraph with specific notations on this course. Here, it’s explained that the tasks from the list that have been deemed *optional* will be bordered in blue, which you’ll see as we walk through the framework.

(8:01)

Next, notice that the information on the left-hand navigation bar has changed to serve as an excellent table of contents to help you navigate this curriculum framework.

(8:13)

The grading sheets on which to record student competency are available in Excel or Word files. The “Recommended Equipment” link will take you *out* to the Department of Education’s equipment list for this particular course.

(8:34)

And below those fall the nuts and bolts of your course... By clicking “Course Description,” you’ll find the duration, grade levels, prerequisites, a description of the course, and it will supply any special notations on the course. Here, you’ll see the cluster or clusters the course falls under, the credentials, and the concentration sequences. A concentration (or course) sequence is a combination of state-approved CTE courses (usually two courses). To find concentration sequences in the APG, which we’ll look at in a few moments, you simply look up the course you want to take and it will show several courses you can take to complete a concentration sequence. Students who finish a concentration are called *completers*.

(9:25)

Now, let’s move on to the task list. One feature of our course frameworks is the “expand all” option, which allows you to see *all* of the content below the task statement. To do this, you can click on “expand all,” just above Task #1. When you select “expand all,” you see every piece of information we have collected for this task. You may choose to see some or all of this information by clicking on the tabs across the top of the task list to *hide items*.

(10:00)

Note that after you click “expand all,” this is when you see the option to *print* this task list. Any of the tabs in white are highlighted, meaning that information will be included in the task list. If you don’t need all of the information, simply click the items you don’t need and then print. Again, only the highlighted tabs (in white) will be included in the printed material. If you wish to go back to the task list *only*, simply click “collapse all.”

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You will see that there are three categories, or “duty areas,” that appear in *every* CTE course task list in Virginia, at the top of the courses. These are *required*, and our list provides excellent resource materials to assist in the teaching of each. There is also a credential that assesses these 21 required skills.

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Below, instructional resources are listed, providing you with a minimum of *five* resources for *each* of the Workplace Readiness Skills. These resources include lesson plans, activities, or links to helpful related Web sites. These are excellent tools to help teachers develop their lessons.

(11:15)

While the task list may look just like that—a list—you can actually access helpful information pertaining to each by clicking on the task. Each task statement is more clearly defined by a *task definition*. Each also has its own “Process Skill Questions” which are *big picture* critical thinking questions for teachers to use with their students. The Standards of Learning correlations will also appear here, along with any other related standards, whether they be Student Organization Activities of National Educational Association Standards. Or, any industry standards that have been tied to particular tasks.

(11:58)

Once you scroll down past the required workplace readiness skills, you’ll see eight “All Aspects of Industry” task competencies. These eight industry-related tasks appear in every high school course task list. They are requirements of the Perkins Act, which is the federal act by which much of CTE is funded. These mandatory tasks are required at the federal level. Just like the other tasks, you may click each to find a definition, correlations, and helpful resources.

(12:30)

The next set of tasks—note that we still haven’t reached those specific to this course—are those that the Virginia Department of Education felt are “Addressing Elements of Student Life.” These appear in every CTE course and speak to leadership skills, internet safety, and student organization activities.

(12:53)

Now, we’ve reach the point where the actual task list specific to this course begins. You’ll immediately notice that the optional tasks are, again, bordered in blue, while the required tasks have no border. Deciding whether or not to teach optional tasks can be made at the local level,

along with decisions to add tasks you deem helpful to your students in your particular geographic region or school.

(13:18)

Now, the task lists differentiate a bit depending on which career cluster your course falls under. For example, courses in the Family and Consumer Science cluster have quite a few “Process Skills” questions which are also categorized into high-order thinking skills, and so forth.

(13:37)

Some courses have more correlations, while others, such as those in business and information technology, will include scenarios or problem-based activities to use in the classroom, depending on the nature of the course.

(13:53)

One addition to our Web site this year is the inclusion of our new *Infusion Units*. These units are composed of tasks, or *competencies*, that can be added to designated courses to enhance instruction. They are not mandatory. It is up to the teacher to decide whether to use them, and, if so, which tasks to include. Because of this, all of the tasks within each of the infusion units are marked “Optional.”

(14:19)

Currently, we offer four different infusion units which can all be accessed via our main page. For courses geared toward self-employment, consider our Entrepreneurship Infusion Unit. Our Green Building Infusion Unit is beneficial for courses in architecture and construction. Next, the Customer Service Infusion Unit offers instruction to help prepare students for the related certification. Lastly, the Cyber Security Infusion Unit provides instruction for courses related to information technology and online marketing. At the bottom of this page, you’ll find a link to a comprehensive list of designated courses for each of the infusion units.

(15:05)

The next top link, “APG,” is the Administrative Planning Guide. Note that Verso, APG, and the Career Planning Guide, which we’ll look at next, all derive their information from one larger database; so, these tabs are simply different applications of the same data, and you’ll pick your tab depending on what information you need to access.

(15:32)

In a sense, the Administrative Planning Guide functions much like a road map for all things CTE in terms of courses here in Virginia. The APG is not only a helpful source for CTE administrators, but also for both teachers and school counselors. We encourage you to share this information with those to whom it would be beneficial.

(15:53)

Again, the left-hand navigation bar has changed to help you move through the APG, and the search feature is again available to you. The APG User’s Guide is an especially helpful resource; the guide is a glossary of terms for all things CTE: from “credit,” to “diploma seals,” to “work-based learning.” At the bottom of the navigation bar, clicking on “Comments and Questions” offers contact information within the Department of Education, including who is

responsible for each of the career clusters. This is an extremely helpful page for both definitions and contact information, should you have any questions.

(16:37)

Now, when you click on your specific course in APG, you'll immediately be taken to the specifics of the course, much like in VERSO. You can see that Building Management I falls into the Hospitality and Tourism cluster, as well as the additional pathways it falls into within that cluster.

(16:57)

If you scroll down past the clusters on the navigation bar, you'll find *more* useful links. One is a list of industry credentials that have been approved by the Board of Education here in Virginia. Now, because state graduation requirements include an industry credential, it's important to know where these reside. Also, you will find information on different types of exams, such as Advanced Placement and International Baccalaureate, Pathway Plans of study from the Department of Education, and information on dual enrollment.

(17:30)

The APG is also a great tool to help you decide whether or not you want to offer a particular course at the local level.

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The next top link is the CPG, the Career Planning Guide. Note: VERSO and APG are educators' tools for teachers, administrators, and counselors. Now, the CPG is really for teachers and school counselors to use *with students*. It allows them to search areas of interest and leads them to related CTE courses offered here in Virginia. Using the CPG will help students discover available courses that can help them explore career paths that interest them. They can search by cluster *or* by academic emphases. If they find a course of interest to them, it's helpful if a school counselor can help look at the local level to see if those courses are offered. If students are searching on their own computers, they can save their findings to the "backpack" feature so they can come back to their selections easily.

(18:33)

When the students search by career clusters, they are provided with a short description of each career, along with any post-secondary preparations that may be required and a list of related CTE course offerings. Again, they can add these to their "backpack."

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When searching by academic emphases, students can click on subjects that interest them. They are then provided with a list of occupations that fall underneath that subject. They then click on the jobs that interest them to access the detailed information we just mentioned. CPG is a great tool to use in any unit on career exploration.

(19:24)

Now, we'll go through a quick run-down of what's available through our next top link, Services. The CTE Resource Center does offer in-service presentations on topics such as navigating our Web site and using our resources. If a school division is developing curriculum locally and would like to have one of the Center's editors review the materials being developed, we are happy to do so.

(19:47)

In addition, our facility provides a generous amount of meeting space, which we often utilize in our own curriculum development activities, and when working with technical panels and writing teams. So, if you are in need of a meeting space, just contact the center about hosting that meeting for you.

(20:06)

The center is also home to a library of resources; this library is specifically tailored to career and technical education. You will find resources for *broader* categories such as career readiness and career education, but you will also find resources for specific areas such as agricultural education or marketing. Our library now has an online catalog, so it's very easy to search for resources.

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In terms of loaning our materials, we operate differently than your typical lending library. We loan out our materials on a four-week basis. All services and materials are available free of charge to educators. The only cost that would be incurred would be that for postage if materials need to be mailed back to us.

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Our system will walk you through the requesting process. It will ask for your name, mailing address and so forth. With this process, the materials you find in our online catalog can be mailed directly to you. You don't need to actually visit the CTE Resource center to utilize our materials, though visitors are certainly welcome to come and utilize our library in person.

(21:16)

Now, if you look to the navigation bar under "Library," you'll see a category labeled "Featured Resources." Our staff includes a certified librarian who fields requests for information on specific topics. When she's seen repeated requests for similar topics, she's pulled them aside and placed them in the "Featured Topics" section. Here, we've already done the work for you, collecting what's available on each of these topics. Beyond what we have available in our own library, we provide links to additional helpful resources: everything from news articles, to lesson plans, to career information.

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The purpose of this last top link, "Links," is to make your internet searches easier and more streamlined. Our goal is to take out most of the leg work in getting you to the places you're trying to find. On the central menu you will find helpful tools related to CTE education. These are commonly utilized sources; some links take you back within our own site, while others take you out to other locations on the web, such as the DOE's state-recommended equipment lists.

(22:31)

Here, the navigation bar provides more commonly used tools for CTE educators, organized by categories such as "Career Resources" and "Classroom Lessons and Activities."

(22:45)

We hope this video will have you navigate our Web site and utilize the vast array of resources available to you. Should you have any questions or comments, we encourage you to contact the CTE Resource Center directly. Again, our contact information can be found on our homepage.

(23:04)

Thank you for your time, and for your contributions to Career and Technical Education in Virginia.

END NOTES:

(23:14)

All video streaming sessions will be archived on the Professional Development section on the CTE Web page. Please access the professional development link for the evaluation that is located on the presentation site.

(23:29)

If you are a new CTE administrator and are not receiving listserv message from our Office of Career and Technical Education, please send a message to cte@doe.virginia.gov and provide your contact information.

(23:53)

Recognitions:

A special thank you also goes to Robin Jedlicka, presenter and producer for the presentation. Planning team—Lolita Hall, George Willcox, and Sharon Acuff. Sharon is the coordinator for all the video streaming sessions.

(24:15)

Please join us on July 9 for the session on Health and Safety and Department of Labor and Industry Regulations.