

# Navigating the VDOE Website

June 16, 2016 **Transcript**

## **(INTRODUCTION)**

[00:00:08] Good afternoon. My name is Sharon Acuff, specialist for Marketing and Related Clusters in the Office of Career and Technical Education at the Virginia Department of Education. Welcome to the first of 15 video streaming training sessions on career and technical education programs and initiatives for the 2016-2017 school year.

[00:00:28] Our first video streaming session for the upcoming school year will be “Navigating the Virginia Department of Education Website.” I am very fortunate to have two of my colleagues from the Office of Communications, Division of Policy and Communications, at the Virginia Department of Education. Michelle Stoll, communications projects coordinator, on my left, and Emily Dursa, web services manager, on my right. Welcome ladies, and thank you for being here today. This session is offered to provide you with an overview of the Virginia Department of Education website and especially the career and technical education resources and services online.

## **(AGENDA)**

[00:01:10] Michelle and Emily will navigate you through the department’s web pages, and then I will present major information on the career and technical education section of the site. Thank you Michelle and Emily for being with us today. And now, I turn the presentation over to Michelle, who will talk you through the website, while Emily navigates from screen to screen.

## **(VIRGINIA DEPARTMENT OF EDUCATION HOME PAGE)**

[00:01:36]

I would like to spend the next few minutes showing you different features of the VDOE website and offer some tips to help you find what you need there.

## **(TOP BANNER)**

[00:01:44] Let’s start with the home page, located at [doe.virginia.gov](http://doe.virginia.gov). You’ll see two banners across the top of all VDOE webpages. The top banner – with a black background and white type – shows viewers that they are on an official Commonwealth of Virginia page. From this section, visitors may:

- Explore the Virginia.gov website;
- Search for particular agencies in Virginia government;
- Go directly to the Governor of Virginia’s website;
- Or do a keyword search of all Commonwealth of Virginia websites.

## **(VDOE BANNER)**

[00:02:23] The banner right beneath it has a dark blue background and VDOE logo. This lets visitors know they are on the official Virginia Department of Education website.

[00:02:36] This banner provides options for the display size of text on the screen, as well as a box for keyword searches of information on the VDOE website. It also includes a navigation tool, which we call the “breadcrumb menu.” By looking at the breadcrumbs on any page, users can trace the topic path that led them to the current page. Since we are on the VDOE home page now, the breadcrumb is “Home.”

[00:03:02] On the far right of the blue VDOE banner you’ll see the VDOE search box. The search engine has been recently updated to include tabs to help you refine your search.

[00:03:16] The “everything” tab provides information from all sections of our website and social media accounts. Or, you can use other tabs to search specifically within Superintendent’s Memos, images from our Flickr account, news releases or YouTube videos. For example, when you search for “Teacher of the Year,” results include webpages and videos from YouTube. You can also click on the individual tabs to view results specifically within Superintendent’s Memos, Flickr images, news releases and videos.

[00:04:04] For popular search terms, VDOE has provided recommended search results to help you locate relevant information to that topic. For example, when you search for “CTE,” you will see a separate search result box with a link and description. When you search for “cybercamps,” the recommended results include a group of relevant links related to the topic that you are searching for.

[00:04:34] If you need to return to the homepage, just click the banner image at the top of the page.

## **(DESIGN OF WEBPAGES ON THE VDOE WEBSITE)**

[00:04:43] Below the banners is the heart of the VDOE website. This portion of every VDOE webpage is divided into three columns.

- The left (blue) column is the top-level, main topics menu.
- The middle — and larger — column is the primary location for information on each page.
- The right narrow column is the subtopics menu.

## **(MIDDLE/PAGE CONTENT)**

[00:05:10] Since the majority of information is found in the center column, let’s start there.

[00:05:14] At the top of the home page, you will see two feature stories. These brief features provide timely information about a variety of things, such as teacher recognitions, education awareness and available classroom resources.

[00:05:32] Below the home page features, you will find a blue News and Announcements box. Here, you’ll find the most recent news releases from VDOE and educational news from the Governor’s Office.

The hyperlinks take you to the specific and complete news releases. This blue box also includes a link to a complete library of VDOE news releases.

[00:05:58] Another section of the center column — located in a lavender box and labeled “Division Innovation” — highlights school divisions’ unique efforts to improve outcomes for students, promote efficiency, and support educators. Previous division innovations are archived on the Stories from Around the State page.

### **(LEFT NAVIGATION)**

[00:06:20] In the left-hand dark blue column on each VDOE webpage you will find, the top-level main topics listing. Everything on the VDOE website resides within one of these main topics. This menu is found on every page on the site. A click on any of the main topics listed here will take you to that topic section of the website. For example, if you are interested in finding out more about the members of the Board of Education, the duties of the board, or dates of upcoming meetings, click on the “Board of Education” topic in the left column. If you are looking for division or VDOE contact information, click on the “Education Directories” topic button in the main topic column.

[00:07:11] Below the Main Topics menu on the home page, you will also find links that allow you to view VDOE’s expenses; see how VDOE is organized; look at a map of the state that indicates the school divisions; or go to the state’s procurement website.

### **(RIGHT COLUMN)**

[00:07:30] On the VDOE home page, you will see in the right column a list of some of the most important or most-requested topics. Quick links are available for TeacherDirect, For Families & Students and For Military Families. On the TeacherDirect webpage, you will find a link to subscribe to receive weekly email notifications. If you have not already signed up to get TeacherDirect emails each Wednesday during the school year, I encourage you to do so.

[00:08:02] Below the quick links is the orange “How Do I Find?” box. The options listed here change, depending on the time of year or relevance. For those of you responsible for reporting data in school divisions, the list includes a hyperlink to the login page for SSWS.

[00:08:22] Below the “How Do I Find?” box, you’ll see links to VDOE’s social media accounts. Facebook and Twitter are VDOE’s most active social media platforms. Each platform is a little different, but the content overlaps to some extent. If you have not visited these pages, please check them out. Also, if you or your school or school division has a Facebook or Twitter page, don’t forget to share or tag VDOE with your good news or announcements. VDOE also has YouTube, Flickr and LinkedIn pages where you can view videos and photos and keep up with events. Lastly, the Social Media User Agreement is located on the VDOE website within Web Policies in the footer at the very bottom of the VDOE home page.

### **(FOOTER)**

[00:09:14] In the footer you will find a menu that includes our copyright information and other links to things such as Staff Contacts, our Statement of Non-discrimination and information about Freedom of

Information Act requests. If you click on the User Tips & Hints link, you will find a list of resources to further help you while you are on the VDOE website.

[00:09:41] The PDF entitled “Getting Around the VDOE Website” provides information on the site structure, website architecture, and logic. In addition to narratives describing the website logic, there is a detailed outline of topics and subtopics.

### **(INSTRUCTION)**

[00:10:00] OK, let’s assume you are a first-time visitor to our site in search of career and technical education information. Using the left main topic navigation, select the “Instruction” button.

[00:10:14] As on the home page, you will see the main topic menu on the left. You will also notice that Instruction is now highlighted with a black background to provide a visual navigation context. But if you look on the right, you will see something different from what appears in that position on the home page. Here you will find a subtopic menu specifically related to Instruction and the subject areas that are taught in our schools.

[00:10:41] The list starts with the four core subjects: English & Reading, Mathematics, Science, History and Social Science. Those are followed by other subjects taught in Virginia public schools. And as you can see, the first one there is Career & Technical Education.

[00:10:59] When you click on the “Career and Technical Education” button, you land on the Career and Technical Education-specific page. The left column includes the main topic menu, and Instruction is still highlighted with a black background indicating which section of the website you are currently in.

[00:11:18] In the center column, in addition to information concerning CTE, you can see items related to news and announcements in a blue box, professional development opportunities in a green box, and high-level CTE reports and resources.

[00:11:34] The right menu includes CTE-specific subtopics. Let’s take a closer look at the right subtopic menu for CTE. The topic section includes the major CTE subject areas. Following that is a list that links to Instructional Support options. And below the Instructional Support listing is a section linking to Administrative Support tools. The beige section includes supplementary links to items that may be of interest to someone visiting the CTE section.

[00:12:10] Finally, the right menu provides contact information indicating who provides the information on this particular page. It includes hyperlinks leading visitors to VDOE staff contacts who can help answer their questions. The contacts on each page are specific to the program information on the same page.

[00:12:32] That’s a quick overview of VDOE’s website and how to navigate the CTE section. And now, I’m going to turn it over to Sharon for detailed information related to navigation within the CTE pages.

[00:12:47] Michelle and Emily have just shown you how to get to the CTE main page. Now it would be a good idea to bookmark it! Also, before you leave this site, please click the “home” link and bookmark the main VDOE page as well.

[00:13:01] Michelle and Emily have also already reviewed News & Announcements, and the Professional Development sections of our pages. These two sections are particularly important for you to view on a regular basis. This is our best source to keep you informed of what is going on in CTE.

[00:13:20] Now let’s continue down the main CTE page. You will see in the flash box, the current R U Ready Magazine Student Spotlights by Career Cluster. These change annually to match the current issue of the magazine. You will see Sample Academic and Career Plans of Study. We’ll talk about this in greater detail later.

[00:13:44] The CTE Performance Trends: Career and Technical Education (CTE) actively partners with business and industry to design and provide high-quality, dynamic programs to meet current, emerging, and projected labor market needs. Here are three performance trend fliers that are good promotional tools.

- [00:14:05] The first one, Virginia’s Credentialing Initiative, provides a snapshot of the number of industry credentials earned by students in career and technical education over the past several years.
- [00:14:18] Virginia’s Credentialing Performance Trends, the one in the center, connects the value of earning industry credentials and degrees with fulfilling employer needs in high-wage, high-skill, and high-demand jobs.
- [00:14:32] And the last one, Virginia Career and Technical Education: Program Highlights 2013-2014, summarizes statewide demographics and student performance.

These three fliers will be updated very soon. You are encouraged to develop local performance trend fliers similar to these for distribution in your school division.

### **(RIGHT NAVIGATION BAR)**

[00:14:57] Now, let’s talk about the right navigation bar. As Michelle mentioned, the right bar serves as the table of contents for the CTE pages. We will be reviewing what is on the CTE navigation bar. You can link to any of the program areas by using the navigation bar.

[00:15:17] The first main section provides the CTE instructional program areas. We will go into the Agricultural Education program today, but each of the program links will provide the same type of information that you will see in Agricultural Education.

### **(AGRICULTURAL EDUCATION)**

[00:15:36] Note at the top of the page News & Announcements and Professional Development that relate to Agricultural Education. To the right of the screen you will see a Career Clusters box: Within each cluster, there are multiple career pathways that represent a common set of skills and knowledge necessary to pursue a full range of career opportunities within that pathway. Career Clusters that relate to instruction in Agricultural Education are shown in the blue box. When you click on each of those links, you get the description and the pathways included.

[00:16:16] The strategic review report represents a culmination of state and national research and extensive input from stakeholders. It provides recommendations for preparing students for success in many of the agricultural-related careers that exist now and in the future which are critical to the economic vitality of the commonwealth.

[00:16:41] Instructional Resources gives you a list of courses revised for implementation for the upcoming school year. Very soon this information will be updated to reflect the revised courses for 2016-2017.

[00:16:58] The Agricultural Education Course Listing gives all the courses with course codes that are available in this program area.

[00:17:07] The Essential Competency List for Agricultural Education is a list that is generated by the CTE Resource Center for each course taught under this program area.

[00:17:20] The Administrative Planning Guide for Agricultural Education includes information to help local school divisions plan and schedule instructional programs. The APG is organized by career clusters, with a complete listing of courses, concentration sequences, and credentials available to students as they plan for career entry and continuing education. Users may access course information by cluster or by searching for specific courses or certifications.

[00:17:54] Industry Credentialing takes you to the Industry Credentialing home page on the website, and we will cover this page more in depth later.

[00:18:04] And the last one under this heading, Equipment Resource Guide – See Equipment for CTE Programs, is a listing of all of the approved equipment for CTE courses. Again, we will cover this much more in depth later.

[00:18:19] Notice the video. Throughout the program pages and other sections of the CTE portion of the website, you will see either program or Career Cluster videos or pictures of former successful CTE students. You are encouraged to share your success stories with our office so that they can be highlighted on the website as well.

[00:18:43] Career and Technical Student Organizations (CTSO) that relate to Agricultural Education are here – FFA – and the work-based learning link, which we will review in more depth later.

[00:18:56] At the bottom of the page are the Additional Resources section. This includes such things as the calendar of events for the school year, licensure endorsement requirements for the program area, and a link to the Career Planning Guide.

[00:19:14] And lastly, a link to the Virginia CTE Agricultural Education Listserv. If you are not on any of the Virginia CTE Program Listservs, contact each program area specialist to be added. There is a link on each program page that takes you to the email address for the specialist.

## **(INSTRUCTIONAL SUPPORT)**

[00:19:34] Now, the second main section of the navigation bar is entitled Instructional Support. And the first one we'll look at here is Career Clusters.

[00:19:50] Career Clusters help students investigate careers and design their courses of study to advance their career goals. A full description of Career Clusters is provided on the page and the box on the top right-hand side directs you to a sub-navigation bar that takes you to each of the 16 clusters. First, let's take a look at the Information Technology Career Cluster page.

### **(INFORMATION TECHNOLOGY CAREER CLUSTER PAGE)**

[00:20:19] Many of the Career Clusters have videos posted on them. These would be especially good to show in your divisions to get students interested in a particular cluster.

[00:20:30] The R U Ready student spotlights on the right side of the page are archived for the last three years. Just below this is the Data Snapshot page. Let's take a look at that right now.

[00:20:45] This information has been prepared for each of the 16 Career Clusters and could be very helpful in your division in explaining the emphasis of a specific Career Cluster.

[00:20:58] Now, let's look at the Employment Projections for 2012 to 2022. This section gives you a brief description of what the employment projection is for this decade, along with a chart of occupations with this cluster and details about median wage, projected employment, level of education needed, and how many were employed in these occupations in 2012. This fall, this section will be updated to show 2014-2024 data.

[00:21:35] The Career Cluster Planning section highlights the Administrative Planning Guide, which we've spoken about before.

[00:21:43] Next is the Academic and Career Plans of Study. This section provides Information and tips for instructional leaders, administrators, counselors, and teachers for creating a career pathway academic and career plan of study for the Information Technology cluster. Also included here is a Checklist for Developing Career Cluster Plans of Study.

[00:22:07] Next is the Sample Academic and Career Plans of Study. Let's look at Web and Digital Communications site. This plan outlines what courses are needed at middle and high school, recommended certifications and credentials, CTSO organizations, and work-based learning opportunities suggestions. At the end of the plan, postsecondary information needs to be provided for students in this pathway.

[00:22:39] Let's continue on down the page and look at Cluster Analysis Document for Virginia. This is a report for Education, Employment, and Earnings: Analyzing Data from Information Technology.

[00:22:54] Nontraditional Careers: Occupational and Employment Information is the current research to employment and information on occupation supply and demand. Information is available in two formats: a summary brief and a detailed report.

[00:23:12] And lastly on this page are resources specific to Information Technology cluster.

## **(MAIN CAREER CLUSTER PAGE)**

[00:23:19] Now let's go back to the main Career Cluster page and see what's included on that. You can navigate back to the main Career Clusters page by clicking on the Career Clusters icon at the top right of the navigation bar.

[00:23:36] In the Overview section, there is a PowerPoint that describes the integration of Career Clusters into the career exploration and preparation process in Virginia.

[00:23:48] Developing Academic and Career Plans of Study. For a complete listing of all of the 16 clusters and 79 pathways, you can click on the link Plans of Study and it will take you to a page that lists all 16 clusters and all 79 pathways. And this is a convenient link to get to all of these at one time.

[00:24:13] Last, we have Resources. The R U Ready and Career Ready? magazine Elevate Your Learning, which is the current version, is distributed to all sophomores at Virginia's public schools and can help high school sophomores choose the right option to excel in their chosen career paths. The magazine highlights the 16 Career Clusters by showcasing Virginia students and includes career tips, tools, and resources.

[00:24:42] Parents: How to Connect Student Learning to Careers is a middle school parent resource. This brochure is designed for parents to engage with their children about career planning and development.

[00:24:55] The R U "College and Career" Ready or NOT? – A Teaching Companion is a teaching companion to the R U Ready? magazine which offers lesson plans for nine articles and the 16 Career Clusters.

[00:25:10] The Virginia Education Wizard is a comprehensive career and college planning website that provides students with the ability to assess their skills and explore associated Career Clusters. They can find specific occupations in demand, and the top employers within the local area and other regions of Virginia, as well as explore public and private colleges and universities throughout Virginia. They can even build résumés and prepare for interviews on this site.

[00:25:42] The Career Planning Guide is a searchable online resource to help students determine the most effective CTE courses of study based on a student's career goals.

[00:25:53] The Virginia Career VIEW provides career development resources and activities for Virginia residents from kindergarten through eighth grade.

[00:26:04] Trailblazers is created by the staff at the Demographics and Workforce Section of the Weldon Cooper Center for Public Service at the University of Virginia. It is an online resource to help teachers, administrators, and school divisions to meet the federal Perkins grant mandates in order to qualify for federal Perkins grants. In addition, this site provides useful new employment projections, data, and research that is being continuously published.

[00:26:34] In the Other Resources category, we have two links: Know How Virginia and the National Career Clusters Framework.

## **(CTE HOME PAGE)**

[00:26:45] Now, let's go back to the CTE home page, and you can navigate there by clicking on Career & Technical Education link at the top of the navigation bar. The next category under Instructional Support is CTE Programs and Initiatives.

[00:27:07] On this page, we have the CanDo Project, which is a web-based data system to help school divisions keep track of student performance on CTE competencies. If you are not a part of this system and would like to be, contact Glenda Lewis at the CTE Resource Center and she will guide you through the setup. Also included here are High Schools That Work, Virginia Automotive Youth Education Partnership, Project Lead the Way, and Jobs for Virginia Graduates. You may click on each of these links for additional information about these subjects.

## **(CTE RESOURCE CENTER)**

[00:27:48] The next subject in Instructional Support section is the CTE Resource Center. The next video streaming session will navigate you through this webpage, so I will not take time to review it with you today, but this is where you can obtain all your curriculum competencies, descriptions, frameworks, and more.

## **(CAREER AND TECHNICAL STUDENT ORGANIZATIONS)**

[00:28:15] The next one that we are going to look at is the CTSOs, career and student organizations. CTSOs enhance career and technical education in Virginia through the co-curricular network of programs, business and community partnerships, and leadership experiences at the school, state, and national levels. CTSOs provide Virginia students with opportunities to apply academic, technical, and employability knowledge and skills necessary in today's workforce. Over 64,000 Virginia students are served through the eight CTSO organizations. In the center of the page, the individual CTSO links will take you to the Virginia CTSO organization, and once there, there is a link to each national organization within that section as well.

[00:29:11] Let's take a look at DECA. This includes a description of the organization, the membership, when the state and national conference dates are and the locations of each, and the national DECA website.

[00:29:29] So we scroll down the page. You will see the rest of the CTSOs, and below that, you will see a list of benefits of CTSOs. And under Additional Resources there is a summary of all the Virginia CTSOs flier, which provides a short description of all the CTSOs, membership data for each, and the Virginia and national webpage URLs.

[00:29:58] Next, we're going to look at Cybersecurity. This is a new page that has just gone live last week. In the News and Announcements box, you will find the downloadable cybersecurity research paper, as well as a link to give you details of each of the 32 CyberCamps being held this summer. There is a short list of top cybersecurity occupations included in the table shown, but for a longer list you can click on the link there just below the title and you will see a much more extensive list of the top occupations in the cybersecurity area.

[00:30:48] Next to this at the top of the page are the Career Clusters that are most associated with the cybersecurity area. Also there is a box showing the emerging careers. As each of the occupations is expanded, a description is given for each.

[00:31:11] At the bottom of the page are many resources that will prove helpful. There's a General Resources category, as well as resources listed by Career Cluster.

[00:31:27] Next, let's go to Equipment for CTE Programs. The first two sections define and clarify equipment for CTE laboratories as they are applicable to funding. The third section contains lists of equipment eligible for funding by program area. Also, please note that the first link is applicable to all program areas. For example, computers would be in the first link—you will not find them listed over and over again in each program area. If a piece of equipment that is necessary to meet the state course competencies is not listed, you may send a request to purchase that equipment to the appropriate CTE cluster specialist. And once that approval is given, please save that approval for future use. The last items on this page are the reimbursement forms needed to request funding for purchases in your division.

### **(GOVERNOR'S HEALTH SCIENCES ACADEMY)**

[00:32:28] The Governor's Health Sciences Academy is the next topic. These are programs designed to expand options for students' health science literacy and other critical knowledge, skills, and credentials that will prepare them for high-demand, high-wage, and high-skills careers in Virginia. Each academy is a partnership among school divisions, postsecondary institutions, and business and industry. There are currently nine academies, and a map is available to show the locations and give you details about each of the academy programs. This page provides information on how to establish an academy, as well as student requirements, academy goals, and resources.

### **(GOVERNOR'S STEM ACADEMY)**

[00:33:23] The Governor's STEM Academies are programs designed to expand options for the general student population to acquire STEM literacy and other critical skills, knowledge, and credentials that will prepare students for high-demand, high-wage, and high-skill careers in Virginia. Again, this page provides information on how to establish an academy as well as student requirements, academy goals, and resources. Having been established longer, STEM academies are currently 23 in number, and they are also map-linked as to location with details included for each academy program.

[00:34:02] One of the beneficial resources available to STEM academies and all teachers are the monthly STEM briefs that provide information, resources, and a networking vehicle to support the STEM Academy. A list of these for the past three years are at the bottom of the page.

### **(INDUSTRY CREDENTIALING)**

[00:32:28] Industry credentialing. The path to industry certification high school industry credential program was developed to encourage more students to work toward the selected industry credential or state license while pursuing a high school diploma. On this page, you will see:

- A definition of the types of credentials;

- A section on information regarding the Board-approved credentials and the recently Board-approved credential list for students;
- A section for teacher industry credentials as a result of approved bills in the General Assembly in 2014 and 2015;
- How Credentials Work for Student-Selected Verified Credits;
- Data on Industry Credentialing in Virginia. This summarizes statewide demographics and student performance—both the data snapshot flier as well as the data collected from local school divisions through the data collection process are included on school report cards.
- Resources for High School Industry Credentialing;
- Information on NOCTI Assessments;
- Previous Years Archived Board-Approved Lists; and
- Previous Years Archived Teacher-Eligible Industry Credentialing Assessments Lists.

### **(MICROSOFT IMAGINE ACADEMY PROGRAM)**

[00:35:55] Next is the Microsoft Imagine Academy Program. Classroom and online learning, hands-on labs, and access to hundreds of courses, books, and cutting-edge resources are available for Microsoft Imagine Academy-participating high schools. These resources help prepare students for student certification that can help them earn college credits and enhance their résumé with credentials recognized by employers around the world. This page includes:

- The annual goal of student credentials earned with monthly updates, as well as the actual data from previous years, beginning with 2012-2013;
- Advantages for Students;
- Advantages for Teachers;
- How to get started with the Academy program;
- Resources; and on the right-hand side
- Student and school division spotlights.

### **(WORK-BASED LEARNING)**

[00:37:00] Work-based learning is a school-coordinated, coherent sequence of on-the-job experiences that are related to students' career goals and/or interests, and are based on instructional preparation and performed in partnership with local businesses, industries, or other organizations in the community. Work-based learning enables students to apply classroom instruction in a real-world business or service-oriented work environment. This page includes two guidance documents:

- The *Work-Based Learning Guide* is the implementation guide that focuses on the seven types of work-based learning in Virginia. It includes Virginia regulations and guidelines for the administration of WBL and provides training materials for teacher-coordinators. School divisions should use this guide to implement WBL offerings.
- The *^* is the report that describes an initiative to reassess and revitalize the WBL opportunities offered in Virginia for CTE students.

[00:38:12] Details of each of the categories of WBL methods of instruction as well as a comparison chart are located here in the center page. Required WBL forms for career preparation methods are located here, as well as WBL optional sample forms for quick download.

[00:38:34] The bottom of the page has resources, so everything you need to operate a successful work-based learning program is included on this page.

### **(WORKPLACE READINESS SKILLS)**

[00:38:44] The last category in this particular section is Workplace Readiness Skills. In Virginia, extensive research was conducted on employer needs that led to all career and technical education courses incorporating Workplace Readiness Skills instruction. In response to the research to better prepare students to enter the workforce and be successful in their chosen careers, two documents are available here for download: The first, the 21 Workplace Readiness Skills, is a text sheet listing the 21 readiness skills. The other document is a poster that is downloadable to be displayed within the school division.

[00:39:31] Also included here are the three test domains and sample test questions for each, data for student performance since 2012-2013. This page provides helpful testing and professional development resources for download.

### **(ADMINISTRATIVE SUPPORT)**

[00:39:53] The third main section of the navigation bar is Administrative Support, and the first one we'll look at here is Program Administration & Management. This is the one of the major pages for CTE administrators. This page contains:

- [00:40:11] Administrative Planning. This link takes you to the Administrative Planning Guide (APG) which we've discussed several times today, a very important document.
- [00:40:21] Application for New Programs and/or Courses. School divisions can request VDOE approval of new CTE programs at any time of the year, but they must be approved prior to including any budget items in the Career and Technical Education Local Plan and Budget Application. There is a link here with directions for completing the application, as well as a PowerPoint working you through the entire process. Below this are links to assist administrators in obtaining labor market data that is required in the application.
- [00:40:57] CTE Course Listing is a link provided to all current CTE courses and related information listed by program area. This is the same information available in the appendices of the CTERS manual, which we will review shortly. Full course frameworks are available on the CTE Resource Center site.
- [00:41:21] Carl D. Perkins Career & Technical Education Act was reauthorized in 2006 – provides federal funds to increase focus on the academic achievement of career and technical education students, strengthens connections between secondary and postsecondary education, and improves state and local responsibility. Each spring the estimated state allocations under the Perkins Act are provided.
- [00:41:50] We have definitions here for special populations and nontraditional fields as referenced in the Perkins Act.

- [00:41:57] The Perkins Local Plan & Budget Application is the link for you to fill out with directions, and the current year's deadline are provided.
- [00:42:07] Requests for Reimbursement. We have links here for downloadable forms for that.
- [00:42:17] Federal Program Monitoring. These are forms and documents for the six-year cycle, the Federal Program Monitoring Review System Self-assessment Guidance Document, and the Federal Program Monitoring Review System Self-assessment for the current year.
- [00:42:37] We also have Regulations. These are regulations that govern CTE that were adopted by the Virginia Board of Education in 2011, became effective in December 2012, and were implemented on July 1, 2013. These include Regulations Governing Career and Technical Education, CTE Courses with maximum enrollment of 20 students. We have legislative updates, links to those, and we have Virginia Board of Nursing Regulations.
- [00:43:13] Data Collection & Reporting. There's a link for details for CTE data collection, the CTERS User's Manual, which is the manual that provides instructions for submitting all the reports that you will be doing for the year. There's a Career and Technical Education Financial Report, the CTEFR; this document gives instructions for data completion for that report.
- [00:43:40] And then, lastly, at the bottom we have the CTE Administrator Training & Professional Development Presentations. And for information about the 2015-16 Video Training Sessions, the video webinar also has other items listed on that page, such as Project Lead the Way, Workplace Readiness, and Work-Based Learning, as well as the current sessions that we did last year and the new ones that are coming for this year. So they are archived there for your reference when you need to fill out different reports that reference those particular videos.

### **(PROFESSIONAL DEVELOPMENT)**

[00:44:25] Now, the next thing we have is Professional Development, and this, actually, is the page I was referring to that has the two years of archived data and then also the other different things that we have that might be of interest to you at some point during the year. Basically, the goal of our sustained professional development is to help you identify resources and provide support throughout the school year. All CTE administrators are strongly encouraged to participate in these sessions. Many of the sessions, such as this one, also have benefit to teachers. They may be used for local professional development.

### **(STATISTICS AND REPORTS)**

[00:45:08] Statistics, Reports & Labor Market Data is our next page. This contains the CTE Performance Trends bulletin that we talked about that were on the CTE home page earlier.

[00:45:20] We've also talked about the Data Snapshots. This page will take you to the page that we were on earlier that showed you all 16 and all 79 pathways.

[00:45:35] Labor Market Data. This is particularly important because businesses are teaming up with secondary schools to create rigorous CTE programs that respond to the needs of local, regional, and

state labor markets. Find out which Top 15 Employers in your specific Local Workforce Investment Area employ the highest number of workers. Additionally, the list of Top 15 Employers is customized for each Virginia public school division within the LWIA.

[00:46:08] CTE Annual Performance Reports. We have things here concerning academic achievement, occupational competence, nontraditional career preparation, successful transition to careers and/or further education, employer/employee satisfaction with high school preparation, access and success for special populations. And the reports are listed here that go back to the early 2000s.

[00:46:41] Also included on this page is CTE Enrollment for middle and high school CTE programs, and the CTE Completer Follow-up Survey with a five-year response average rate.

### **(CTE RESOURCES)**

[00:46:56] The last section under Administrative Support is CTE Resources. On this page, you will find the Alpha CTE Administrators Directory that was just revised April 28, 2016. This directory includes: Administrators by division and regional technical centers, VDOE/CTE staff, CTSO specialists, Department of Corrections, Department of Juvenile Justice, and the Virginia School for the Deaf and Blind. Please send changes to 804-225-2052 or the inbox [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov).

[00:47:41] Also listed here are CTE Director's Memos for the last three years. CTE Newsletters, and I will show you one that is the one done in March. This is something that is sent out electronically to all CTE administrators and is a good quarterly newsletter that updates what's going on in CTE.

[00:48:10] Next we have CTE Promotional Information. There are three different links here that will give you additional general information on CTE.

[00:48:22] We have a For Educators site, and three things that would be important here would be the Occupational Outlook Handbook, the U.S. Department of Labor, and the U.S. Office of Career, Technical, and Adult Education.

[00:48:35] We have various CTE organizations listed next; links to all of those.

[00:48:42] Resources for students and, again, the CTE student organizations, which we have previously talked about and also has its own home page.

[00:48:57] Over to the right-hand side, there is a bar that says, "You May Also Be Interested In:." Some of the things that are particularly important here would be the Virginia Advisory Committee. We have a page specifically set up for those individuals who are helpful in helping us guide CTE in the commonwealth. Also of importance there would be – let me go back, one second to get back to where we were – would be the Carl D. Perkins Career & Technical Education Act, would be another helpful link. Civil Rights Laws, Academic & Career Plan, and Economics & Personal Finance. There are some other links here that we have talked about that we have visited on other pages that you could also access from this area as well.

[00:49:55] Down below is what we call the "Contact Us" box, and the information that we have been going over has been provided by the CTE office here and also the Special Education and Student

Services. You will also see a Staff Contacts link that will take you to contact information for Office of Career and Technical Education staff as well as other individuals in Special Education and Student Services.

[00:50:24] A special thank you to Michelle and Emily for giving us an overview of the Virginia Department of Education website. I know this information will prove very helpful to you for the 2016-2017 school year. A special thank you also goes to Chris Fillmore, producer for today's presentation.

Please join us for our next session on "Navigating the CTE Resource Center Website." Please consult the CTE video stream schedule for the specific date. Thank you for joining us today, and good afternoon!