

**Evaluation of Student Performance Section**

**Question Group Worksheets**

Model Process: FY2023-24 Comprehensive Local Needs Assessment

**Office of career technical education**

january 2022

**FY 2023-24 COMPREHENSIVE LOCAL NEEDS ASSESSMENT**

**MODEL PROCESS WORKSHEETS**

**FOR the**

**EVALUATION OF STUDENT PERFORMANCE section**

1. **DATA REPORTING SYSTEM AND PROCESSES**
2. **STUDENT PERFORMANCE**

**DATA REPORTING SYSTEM AND PROCESSES Question Group**

**Group Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Alternate Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Completion Deadline:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **FY2023-24 Comprehensive Local Needs Assessment Stakeholder List**  **DATA REPORTING SYSTEM AND PROCESSES QUESTION GROUP** | | | |
|  | **Intensity Level (Circle One): Low Med High** | | |
| Type | Name | Institution | Role |
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| **KEY TO STAKEHOLDER-TYPE COLUMN** | |
| 1. Postsecondary Perkins Grant Coordinator 2. Secondary Perkins Grant Coordinator 3. Teacher(s) – Secondary 4. Faculty – Postsecondary 5. Secondary Administration 6. Postsecondary Administration 7. Representatives of Special Populations (Homeless, Disabled, Foster Care, Military, English Learner) | 1. Career Counselor(s) 2. Academic Counselor(s) 3. Student(s) 4. Community 5. Business and Industry 6. Workforce Development 7. Parent(s) 8. Administrative/EMIS/Support 9. Other |

***Tip:*** *A Question Group Stakeholder Committee will have* ***at least*** *five members. More than one member of any stakeholder type is often appropriate – remember to include representatives of associate school districts and other community partners when possible.*

**Data/Information Considered/Shared with Stakeholder Group:**

1. Priority Focus Feedback Report (if any)
2. Mapped Answers from FY2021-22 CLNA (below)

**Stakeholder Engagement Strategy**

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **√** | **Step** | **Target Completion Date** |
| **Action Type: Sharing data/information with stakeholders** | | | |
| H |  | Staff downloads, prints and masks data and sends it to stakeholders for their review before meeting |  |
| H – M |  | Staff prepares report(s)/summaries and sends it/them to stakeholders before meeting |  |
| M – L |  | Staff prepares answers to questions and sends to stakeholders |  |
| M |  | Staff prepares survey to send to stakeholders |  |
| L |  | Staff prepares answers to questions and staff drafts Root Cause Analysis (at least three staff members involved) |  |
| **Action Type: Stakeholder Engagement** | | | |
| H – M |  | Stakeholders attend in-person meeting(s) to discuss data/reports and provide input for draft answers and Root Cause Analysis |  |
| H – M |  | Stakeholders engage in virtual meeting(s) to discuss data/reports and staff-prepared draft answers |  |
| M – L |  | Stakeholders receive staff-prepared work products and respond via email to reports, surveys and staff-prepared draft answers and/or Root Cause Analysis (minimum five working day turnaround) |  |
| **Action Type: Compilation of Input** | | | |
| H |  | Answers to questions and Root Cause Analysis completed in real time, during meeting with stakeholders |  |
| H - M |  | Staff takes notes at meetings and staff (or team) develops answers and Root Cause Analysis after meeting |  |
| M – L |  | Staff reviews surveys, emails and other input, and drafts answers and/or Root Cause Analysis |  |
| **Action Type: Coming to Closure** | | | |
| H – M |  | In-person or virtual meeting(s) held to discuss/finalize staff-prepared answers and Root Cause Analysis |  |
| M – L |  | Stakeholder Group provides “final” comment on staff drafts by email |  |
| L |  | Root Cause Analysis prepared by at least three staff together |  |
| **Action Type: Community Accountability** | | | |
| H |  | Briefing on final Comprehensive Local Needs Assessment provided in-person or virtually with all stakeholders given an opportunity to attend |  |
| H – M |  | Staff prepares and distributes summary of all stakeholder comments |  |
| H–M-L |  | Copy of final Comprehensive Local Needs Assessment emailed to all Stakeholders |  |

1. **What internal systems and processes are in place to ensure accurate and clear data reporting to Education Management Information System and/or Higher Education Information System (e.g., work-based learning, special populations, technical skill and post placement)?**

**Map from Tab A – Evaluation of Student Performance, Question 1 (partial)**

1. **How is the data reviewed and confirmed by all relevant parties?**

**Map from Tab A- Evaluation of Student Performance, Question 1 (partial)**

1. **Based on your analysis, what are the underlying root cause(s) that if addressed, would result in a positive impact on program quality?**

**Insert Root Cause Analysis**

**To what extent will the successful resolution of these issues, and/or building on these opportunities, contribute to the further strengthening of career technical education in our career technical planning district?**

Circle One

1 2 3 4 5 6 7 8 9 10 Uncertain

Low Medium High

**Student Performance Question Group**

**Group Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Alternate Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Completion Deadline:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **FY2023-24 Comprehensive Local Needs Assessment Stakeholder List**  **STUDENT PERFORMANCE QUESTION GROUP** | | | |
|  | **Intensity Level (Circle One): Low Med High** | | |
| Type | Name | Institution | Role |
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| **KEY TO STAKEHOLDER-TYPE COLUMN** | |
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***Tip:*** *A Question Group Stakeholder Committee will have* ***at least*** *five members. More than one member of any stakeholder type is often appropriate – remember to include representatives of associate school districts and other community partners when possible.*

**Data/Information Considered/Shared with Stakeholder Group:**

1. Priority Focus Feedback Report (if any)
2. Mapped Answers from FY2021-22 CLNA (below)
3. Appropriate masked data downloads from Perkins Local Needs Assessment system and/or Equity Lab PDF Report, as appropriate for each question
4. Studies/reports/analysis prepared by staff summarizing data or other information

**Stakeholder Engagement Strategy**

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| --- | --- | --- | --- |
| **Level** | **√** | **Step** | **Target Completion Date** |
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1. **For which, if any, of the federal accountability indicators is the district or institution’s student performance below the current district/institution federal performance target?**
   * 4 Year Graduation Report
   * 5 Year Graduation Report
   * Post Program Outcomes Report
   * CTPD Local Report Card Report
   * CTPD Quality Program Review Report
   * Equity Lab PDF Report

**Map from Part A – Evaluation of Student Performance tab, “Current Status” for Question 3 (partial)**

***To access current data relevant to this question, click “CTPD Local Report Card” link in question, then “Federal Performance Indicators” report. Indicators marked with a “N” should be recorded here. The district also received a February 16, 2022 email with a letter expressing those core performance indicators which were “not met” and for which a Performance Improvement Plan must be submitted. Use either source to answer this question.***

**Note: These indicators “not met” will be subject to a Program Improvement Plan**

1. **For each federal performance indicator, identify any disparities in student performance amongst special populations and subgroups when compared to all other students’ performance?** 
   * 4 Year Graduation Report
   * 5 Year Graduation Report
   * Post Program Outcomes Report
   * CTPD Local Report Card Report
   * CTPD Quality Program Review Report
   * Equity Lab PDF Report

**Map from Part A – Evaluation of Student Performance tab, “Current Status” for Question 3 (partial)**

***Data relevant to this question is found in the CTPD’s Equity Lab PDF***

1. **For each federal performance indicator, identify which special population(s) or subgroup(s) are performing below the federal target?** 
   * 4 Year Graduation Report
   * 5 Year Graduation Report
   * Post Program Outcomes Report
   * CTPD Local Report Card Report
   * CTPD Quality Program Review Report

Equity Lab PDF Report

**Map from Part A – Evaluation of Student Performance tab, “Current Status” for Question 3 (partial)**

***Data relevant to this question is found in the CTPD’s Equity Lab PDF***

1. **In which pathways is the district/institution performance below the current district/institution federal performance target?** 
   * 4 Year Graduation Report
   * 5 Year Graduation Report
   * Post Program Outcomes Report
   * CTPD Local Report Card Report
   * CTPD Quality Program Review Report

**Map from Part A – Evaluation of Student Performance tab, “Current Status” for Question 3 (partial)**

***Data relevant to this question is found in the CTPD’s Equity Lab PDF***

1. **Based on your analysis, what are the underlying root causes that if addressed, would result in a positive impact on student performance measured against federal performance targets?**

**Insert Root Cause Analysis**

**To what extent will the successful resolution of these issues, and/or building on these opportunities, contribute to the further strengthening of career technical education in our career technical planning district?**

Circle One

1 2 3 4 5 6 7 8 9 10 Uncertain

Low Medium High