**Illinois Program of Study Expectations**

The Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) calls for states to create secondary-to-postsecondary sequences of academic and career technical (CTE) coursework that lead students to attain a postsecondary degree, or industry-recognized certificate or credential.

Specifically, Perkins IV mandates that Programs of Study (POS), at a minimum:

* Incorporate and align secondary and postsecondary education elements;
* Include academic and CTE content in a coordinated, non-duplicative progression of courses;
* Offer the opportunity, where appropriate, for secondary students to acquire postsecondary credits; and
* Lead to an industry-recognized credential or certificate at the postsecondary level, or an associate or baccalaureate degree.

**A *program of study* is a structured sequence of academic and career and technical education courses that lead to a postsecondary-level credential (United States Department of Education, Office of Vocational and Adult Education, 2010)**

Cluster: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pathway: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program of Study with 6 digit CIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partnership Team (Postsecondary Perkins or PCCS Grantee): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Potential Credentials Earned within the Program of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Overview**

The **Illinois Programs of Study Expectations Tool** is designed to be an interactive instrument to help educational partners ensure they are meeting both the federal Program of Study requirements AND the high standards set in Illinois. It is intended to guide a Partnership Team - or an internal self-review team - through the various Expectations and quality indicators.

The intended audience for this tool is primarily those educational partners funded by Perkins, Title I and Perkins, Title II. This includes:

* Partnerships for College and Career Success;
* Education-for-Employment Regions;
* High schools;
* Community Colleges

The tool is organized around the **six** **guiding principles for implementation and evaluation of Programs of Study.** These principles are intended to as­sist stakeholders in the implementation and evaluation of Pro­grams of Study. The guiding principles foster systems thinking and change at all levels of education, especially the second­ary and postsecondary levels. They are based on research and promising practices that support systemic reform, educational change, and continuous im­provement.

**Using the Tool**

Each page of the tool highlights a different guiding principle. The user is asked to consider the specific principle and associated “*design elements*” in order to make a determination of overall “Expectations.” To simplify and expedite this effort, the principle/design elements have been grouped together based on similar characteristics. The “*Evidence*” column demonstrates the possible ways the design element can be achieved. The “*Examples of Acceptable Supporting Material*” column provides examples of materials that can used to verify implementation.

The tool includes the following items:

* POS Principle and Description
* Related Office of Vocational and Adult Education (OVAE) POS Components
* Associated Perkins IV POS Requirements (from the federal law)
* Related POS Design Elements
* Evidence
* Examples of Acceptable Supporting Material
* Status

**Determining Status**

Ultimately, the Partnership Team is asked to determine whether or not the POS project complies with the various compliance items ***and*** if the project has achieved any or all of the quality items. It requires significant knowledge of the POS being analyzed, and the Illinois POS approach in general. This is not a simple task, and it cannot be accomplished without a significant investment of time and resources to examine the entire scope of the project.

**Next Steps – Formulating a Problem Statement – already completed as part of the FY12 Postsecondary Perkins Grant submission**

After a thorough review has been completed, it is critical that the result be carefully considered by the Partnership Team and/or any relevant stakeholders. A facilitated conversation amongst the Partnership Team can help begin the process of formulating a Problem Statement as developed in (FORM Y).

A problem statement is a clear, concise description of a specific problem(s) or opportunity for improvement to be addressed by the Partnership Team. The Problem Statement will be used to assist the Partnership Team in focusing work to be completed in regards to the Programs of Study selected for continuous quality improvement, keeping the team on track during the effort, and using the information gathered to validate the effort worked toward delivering an outcome that assists in providing solutions to the overall Problem Statement.

The Problem Statement will be developed for each Partnership Team based upon work completed as part of the Illinois Program of Study Expectations Tool and addresses those areas specifically in which the team feels additional work or emphasis will need to be accomplished. This documentation will be acknowledged in the “Status” column of the Illinois Program of Study Expectations Tool as “Working Towards.”

We ask that the Partnership complete the following:

1. Identify the top (3) problem(s)/opportunities for improvement in which the team deems most relevant to explore based upon the information gathered in the completion of the Illinois Program of Study Expectations Tool.
2. Formulate a (1 to 3) sentence problem statement for specific item outlined by the team in need of improvement or identified as an opportunity for improvement that is most urgent and relevant to the team right now.
3. Complete related questions associated with the problem/opportunity for improvement as outlined in Form ( Y )

This Problem Statement will ultimately maximize the strengths of the POS, overcome identified barriers and enhance student success in the region. This in turn is an effective way to launch a coordinated continuous quality improvement process.

| **POS Principle 1: Leadership, Organization and Support***Programs of Study are developed, supported, and led with guidance from collaborative partners.***OVAE POS Components: #1 Local Policy Development, #2 Partnerships** |
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| **Perkins IV POS Requirements** | **Design Elements** | **Evidence** | **Examples of Acceptable****Supporting Materials** | **Status** |
| **A CTE Program of Study must include the following:**A. Secondary and postsecondary education elements;B. coherent and rigorous content;C. a sequence of courses that is coordinated and non-duplicative;D. a sequence of courses that align sec and postsecondary education;E. the opportunity for secondary students to earn postsecondary credit;F. the attainment of a postsecondary credential or certificate | 1. Leadership supports:
	1. authentic collaborative partnerships
	2. shared decision making
	3. a collaborative culture
	4. aligned vision, mission and goals
 | **MINIMUM EXPECTATIONS** * Partnership Advisory Committee is established and active
* Partnership Advisory Committee includes key secondary and postsecondary educational partners
* Partnership operates under a signed MOU
* Joint secondary and postsecondary advisory committee developed in selected POS
	+ Includes industry representation

**QUALITY EVIDENCE*** Statement of partnership vision, mission and goals
	+ short term
	+ long term
* Partnership operates under published rules that support collaboration
* Strategic, operational, fiscal, and communication plans aligned with P-20 educational system
 | * Letters of commitment and support from key stakeholders (sample attached)
* Partners named (institutions and individuals)
* Contact information documented in POS self-assessment (sects 1 & 2)
* Partnership meeting schedule and minutes
* Operational rules for Partnership
* Completed section 1 & 2 of POS self-assessment (Module 1 & 2)
* Developed and completed Pathways to Results Charter
	+ or comparable form
* Developed timeline for major decisions
* Published vision, mission and goals
 | ⁬ ABOVE⁬ MEET⁬ WORKING TOWARDS |
| 1. Leadership establishes:
	1. memorandum of understanding
	2. joint secondary and postsecondary advisory committee developed to support POS
 | * Formal MOU among partners based on section 1& 2 of the POS self-assessment
* Advisory committee members named
* Meetings scheduled
* Minutes available
* Roles and responsibilities delineated
 | ⁬ ABOVE⁬ MEET⁬ WORKINGTOWARDS |
| 1. Leadership commits to providing:
	1. tangible and intangible resources
	2. technical assistance and technology to support POS
 | **C MINIMUM EXPECTATIONS*** Technical Assistance to support POS is included in annual planning

**QUALITY EVIDENCE*** Fiscal support/contributions of partners documented
 | * Annual plans documents resource commitment of partners
* Technical Assistance plan is developed (sample attached)
 | ⁬ ABOVE⁬ MEET⁬ WORKINGTOWARDS |

| **POS Principle 2: Access, Equity and Opportunity***Each and every student has access to equitable educational opportunities and services that enable their success.***OVAE POS Components: #1 Local Policy Development, #8 Guidance Counseling and Academic Advisement** |
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| **Perkins IV POS Requirements** | **Design Elements** | **Evidence** | **Examples of Acceptable****Supporting Materials** | **Status** |
| **A CTE Program of Study must include the following:**A. Secondary and postsecondary education elements;B. coherent and rigorous content;C. a sequence of courses that is coordinated and non-duplicative;D. a sequence of courses that align sec and postsecondary education;E. the opportunity for secondary students to earn postsecondary credit;F. the attainment of a postsecondary credential or certificate | 1. Partnership provides:
	1. services supporting underserved, under-represented, and special populations students
	2. appropriate support services to promote student success
	3. programs and support services that are universally designed to promote success
	4. access to networks and resource
	5. services that reflect learners’ and their families’ perspectives/interests
2. Partnership assists:
	1. all learners to overcome educational gaps and barriers
	2. students to overcome barriers to initial entry or re-entry
 | **MINIMUM EXPECTATIONS** * Partnership uses data for program planning and improvement
* Services offered to support underserved, underrepresented and special populations students
* Information and resources are disseminated to counselors and faculty

**QUALITY EVIDENCE*** POS partners engage in formal, purposeful reviews of past efforts and effective practices.
* Counselors and faculty are engaged to help identify specific recruitment and retention strategies
* POS partners complete an equity scorecard for selected POS.
* Civil Rights Self-Assessment
 | * Notes/minutes/materials from review of past efforts and effective practices
* Notes/minutes/materials from data review efforts
* proxy measures and data sets are identified (*if necessary)*
* copy of completed equity scorecard
* voluntary compliance plan developed as a result of the formal civil rights review
* Special Populations program guides
* Notes/minutes/materials from meetings with counselors and faculty delineated
* Results from reviews of past efforts, including:
	+ recruitment and retention strategies for special populations and underserved student populations.
	+ examination of equity and outcomes data by race/ethnicity, and by special population group
	+ examination of postsecondary access and transition data by race/ethnicity and special population group
 | ⁬ ABOVE⁬ MEET⁬WORKINGTOWARDS |
| 1. Partnership clearly defines special populations subgroups for accurate reporting
 | **MINIMUM EXPECTATIONS** * Compliant definitions are established for all Partnership members

**QUALITY EVIDENCE*** Spec pops data is used for program improvement.
 | * Special Populations program guides reflect the established compliant definitions
* Notes from planning meetings indicating use of data
 | ⁬ABOVE⁬MEET⁬WORKINGTOWARDS |

| **POS Principle 3: Alignment and Transition***Principle Statement: Education and training providers, with input from business and industry, enhance alignment that facilitates student preparation and transition through the educational pipeline.***OVAE POS Components: #2 Partnerships, #6 Course Sequences, #7 Credit Transfer Agreements** |
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| **Perkins IV POS Requirements** | **Design Elements** | **Evidence** | **Examples of Acceptable****Supporting Materials** | **Status** |
| **A CTE Program of Study must include the following:**A. Secondary and postsecondary education elements;B. coherent and rigorous content;C. a sequence of courses that is coordinated and non-duplicative;D. a sequence of courses that align sec and postsecondary education;E. the opportunity for secondary students to earn postsecondary credit;F. the attainment of a postsecondary credential or certificate | 1. The POS curriculum:
	1. consists of aligned and non-duplicative secondary and postsecondary elements
	2. includes a coherent sequence of courses that may lead to a baccalaureate degree.
	3. is aligned with relevant educational, state, and industry standard/certifications
 | **MINIMUM EXPECTATIONS** * Sequence aligned with Illinois Learning Standards
* Sequences are coordinated and non-duplicative
* Completers are prepared to attain a postsecondary credential, certificate or Associate degree
* Dual credit agreement
* Evidence of alignment efforts aimed at reducing remediation

**QUALITY EVIDENCE*** Sequences are aligned with industry standards
* Completers are prepared to attain a baccalaureate degree or higher
 | * Coordinated non-duplicative sequences of courses
* Opportunities for dual credit
* Determine entry and exit points within the sequence
* Advisory council meeting materials, including:
	+ Discussions with industry partners
	+ Sequencing decisions
* Dual credit/postsecondary credit options
* Documentation on how sequence is designed to reduce remediation
	+ Alignment of secondary-postsecondary academic outcome
* Curriculum mapping notes/materials
* Student-centered materials discussing:
	+ Postsecondary options
	+ Career options
 | ⁬ ABOVE⁬ MEET⁬ WORKINGTOWARDS |
| 1. The POS allows for
	1. multiple entry and exit points
	2. stackable credentials.
	3. students to build and/or increase their “college knowledge” in order to make informed decisions
 | **MINIMUM EXPECTATIONS** * Sequence demonstrates evidence of curricular mapping

**QUALITY EVIDENCE*** POS is part of a larger “stackable” curriculum
* Informing students of postsecondary and career options is infused into the POS
 | ⁬ ABOVE⁬ MEET⁬ WORKINGTOWARDS |
| 1. The POS is supported by:
	1. Articulation agreements
	2. Data-sharing agreements
 | **MINIMUM EXPECTATIONS** * POS based on articulation
* POS uses relevant local data

**QUALITY EVIDENCE*** Articulation agreements are regularly reviewed/updated
* Dual credit agreement(s)
 | * articulation agreements in POS
* Data sharing agreements in place
* Articulation review schedule
* Dual Credit options in POS
 | ⁬ ABOVE⁬ MEET⁬ WORKINGTOWARDS |

| **POS Principle 4: Enhanced Curriculum and Instruction***Curriculum and pedagogy involve rigorous and relevant instruction that enhances learning and enables students to attain academic and technical standards and credentials.***OVAE POS Components: #9Teaching and Learning Strategies** |
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| **Perkins IV POS Requirements** | **Design Elements** | **Evidence** | **Examples of Acceptable****Supporting Materials** | **Status** |
| **A CTE Program of Study must include the following:**A. Secondary and postsecondary education elements;B. coherent and rigorous content;C. a sequence of courses that is coordinated and non-duplicative;D. a sequence of courses that align sec and postsecondary education;E. the opportunity for secondary students to earn postsecondary credit;F. the attainment of a postsecondary credential or certificate | 1. The POS curriculum includes:
	1. Integrated academic and technical content
	2. career exploration, development and guidance throughout the educational system
	3. involvement from business, industry and community partners
	4. dual credit opportunities in CTE and/or academic courses
	5. multiple measures of assessments
	6. rigorous foundation of CTE and academic content
 | **MINIMUM EXPECTATIONS** * Academic core curriculum offered as part of POS
* Support for academic integration integrated into the grant plan
* Dual Credit options associated with POS
* POSAdvisory Committee includes key business/industry partners
* Supportive career exploration offered to POS students
* Assessment results connected with grant planning
* Cross-curricular meetings

**QUALITY EVIDENCE*** Professional development offered to faculty to help expand integrated learning
* Institutional researchers engaged in the POS process
* College and Career Readiness Standards utilized
 | * Sample lesson plans and syllabi that includes problem based learning
* Professional development materials supporting academic integration
* Professional development materials supporting career exploration
* Dual credit/articulation agreements/materials
* Work-Based Learning materials
* Evidence of cross-curricular meetings
* Advisory council roster/meeting materials
* Notes/minutes/materials from data review efforts
* proxy measures and data sets are identified (*if necessary)*
* copy of completed equity scorecard
* voluntary compliance plan developed as a result of the formal civil rights review
 | ⁬ ABOVE⁬ MEET⁬ WORKINGTOWARDS |
| 1. The POS curriculum and pedagogy are designed to:
	1. reduce the need for remedial/developmental education
	2. develop, improve or expand the use of technology
 | **MINIMUM EXPECTATIONS** * Alignment of academic/CTE content
* Technology plan developed by relevant stakeholders

**QUALITY EVIDENCE*** Professional development offered on enhanced learning though technology
 | * Notes from alignment meetings/workshops
* Technology plan elements
* Professional development materials supporting technology
 | ⁬ ABOVE⁬ MEET⁬ WORKINGTOWARDS |

| **POS Principle 5: Professional Preparation and Development***Comprehensive and continuous professional development that impacts teaching and learning is delivered to enhance the recruitment, preparation and retention of qualified instructional and administrative staff.***OVAE POS Components: #3Professional Development, #8 Guidance Counseling and Academic Advisement** |
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| **Perkins IV POS Requirements** | **Design Elements** | **Evidence** | **Examples of Acceptable****Supporting Materials** | **Status** |
| **A CTE Program of Study must include the following:**A. Secondary and postsecondary education elements;B. coherent and rigorous content;C. a sequence of courses that is coordinated and non-duplicative;D. a sequence of courses that align sec and postsecondary education;E. the opportunity for secondary students to earn postsecondary credit;F. the attainment of a postsecondary credential or certificate | 1. Professional development opportunities are coordinated with:
	1. teacher certification or licensing, in-service and pre-service learning
	2. needs assessment
 | **MINIMUM EXPECTATIONS** * Professional development is coordinated with other local reform initiatives/school improvement plans.
* Outcome of needs assessment utilized for planning and development
 | * Evidence of connections between professional development and local reform initiatives/school improvement plans
* Compiled Needs Assessment
* Evidence that professional development plan is based on needs assessment
* Professional development materials/curricula/attendance
* Best practices compilations
 | ⁬ ABOVE⁬ MEET⁬ WORKINGTOWARDS |
| 1. Professional development opportunities are comprehensive and instruction-focused in order to have an impact on classroom instruction.
 | **MINIMUM EXPECTATIONS** * Professional development plan is developed
* Coordinated professional development is offered to teachers, counselors and administrators

**QUALITY EVIDENCE*** Professional development is comprehensive and continuous
* Best practices from local, regional, state and national sources is shared with partners
 | ⁬ ABOVE⁬ MEET⁬ WORKINGTOWARDS |
| 1. Professional development opportunities are designed to:
	1. improve the quality of instruction
	2. maximize resources
	3. Share promising practices
	4. Support collaboration between secondary and postsecondary educators to encourage alignment and integration
 | ⁬ ABOVE⁬ MEET⁬ WORKINGTOWARDS |

| **POS Principle 6: Program Improvement and Accountability***Data are collected, shared, and utilized to improve outcomes and demonstrate accountability.***OVAE POS Components: #1 Local Policy Development, #2 partnerships, #3Professional Development, #4 Accountability and Evaluation Systems, #10 Technical Skill Assessment** |
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| **Perkins IV POS Requirements** | **Design Elements** | **Evidence** | **Examples of Acceptable****Supporting Materials** | **Status** |
| **A CTE Program of Study must include the following:**A. Secondary and postsecondary education elements;B. coherent and rigorous content;C. a sequence of courses that is coordinated and non-duplicative;D. a sequence of courses that align sec and postsecondary education;E. the opportunity for secondary students to earn postsecondary credit;F. the attainment of a postsecondary credential or certificate | 1. Programmatic activities are evaluated using multiple forms of assessment and measurement
 | **MINIMUM EXPECTATIONS** * Multiple assessment measures are utilized for program planning and improvement
 | * Notes/minutes/materials from data review efforts
* Notes/minutes/materials from LMI review efforts
* proxy measures and data sets are identified (*if necessary)*
* Copies of data sharing agreements
* Data dissemination guidelines
* Longitudinal data system procedures
* Gap analysis materials
* Notes/materials from Perkins data meetings
	+ Meetings include secondary and postsecondary partners
 | ⁬ ABOVE⁬ MEET⁬ WORKINGTOWARDS |
| 1. Data are used to:
	1. inform a culture of program improvement
	2. foster local improvement and regional development.
	3. inform program development and implementation with labor market data
 | **MINIMUM EXPECTATIONS** * Data is collected and used for annual planning and program improvement
* LMI is used for annual planning
* Data is provided by all educational partners
* Perkins performance data is reviewed by relevant partners

**QUALITY EVIDENCE*** Data is systematical collected from all relevant partners
* Data is systematical shared with relevant partners on an ongoing basis
* Longitudinal data is collected and used for annual planning and program improvement
* Data is used to perform gap analysis
 | ⁬ ABOVE⁬ MEET⁬ WORKINGTOWARDS |
| 1. A data collection system is developed with the capacity to:
	1. collect longitudinal data
	2. collect reliable and valid data at each educational level
	3. provide disaggregated and cohort based gap analysis on different student groups
	4. assist partnerships to set specific performance targets and establish measureable goals
 |