



Office of Career and Technical Education

State Program of Study  
Work Plan

Focus Area	Action Steps	Responsible Party	Deliverable	Date Due	Notes
Create a State Program of Study	<b>Action Step #1:</b> Identify UDC-CC CTE programs that lead to an Associate Degree in at least one of the Sixteen Career Clusters and/or DC's Priority Career Clusters	CTE Staff – Dr. Tony Johnson	<b>Deliverable #1:</b> UDC-CC Career Cluster Alignment Matrix	11/30/16	
	<b>Action Step #2:</b> Review and compare the current Perkins funded secondary CTE Programs offered in the District of Columbia and/or create a new CTE Program of Study (POS) using the CTE POS Approval Matrix to articulate with UDC-CC.	CTE Staff – Dr. Tony Johnson	<b>Deliverable #2:</b> Create an evaluation tool that weighs and prioritizes CTE POS initiatives	11/30/16	The CTE Office will use the CTE POS requirements as stated in the CTE Policy and Procedures Manual
	<b>Action Step #3:</b> Select one UDC-CC CTE Program and one Secondary CTE Program that OSSE would negotiate an articulation agreement	CTE Staff – Dr. Tony Johnson	<b>Deliverable #3:</b> Identified postsecondary institution	11/30/16	Selection based on the CTE POS evaluation mentioned above and the review of the UDC-CC Associate Degree Programs
	<b>Action Step #4:</b> Gather the following documents in preparation for the meeting(s):	CTE Staff – Dr. Tony Johnson	<b>Deliverable #4:</b> Secondary Course Sequence syllabi,	11/30/16- 1/15/17	CTE Office will work in collaboration with secondary LEAs to retrieve this

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	syllabus for each course in the secondary LEA course sequence, faculty credentials, text books and technical skill assessment for each course being offered in that sequence		books, faculty credentials		information
	<b>Action Step #5:</b> Schedule meeting(s) with UDC-CC Office of Academic Affairs to review and negotiate the secondary to postsecondary articulation alignment	CTE Staff – Dr. Tony Johnson	<b>Deliverable #5:</b> OSSE/Postsecondary Institution Articulation Meeting(s)	1/15/17- 5/15/17	This step may require more than one meeting.
	<b>Action Step #6:</b> UDC-CC and OSSE sign the post-secondary school’s Articulation Agreement Form	UDC- Provost Tony Summers  Dean Marilyn Hamilton	<b>Deliverable #6:</b> Articulation Agreement	6/30/17- 7/30/17	
	<b>Action Step #7:</b> Announce and promote the State Program of Study for SY 2017-2018	CTE Staff – Dr. Tony Johnson	<b>Deliverable #7:</b> LEA Announcement in OSSE Look Forward as well as LEA emails	11/21/16 to 12/12/16	OSSE will begin raising awareness of the State Program of Study via various methods of communication including the LEA Look Forward, posting on OSSE’s website, etc.
	<b>Action Step #8:</b> Offer in-service training and information of the conditions and requirements to start and sustain and successful CTE POS at that LEA.	CTE Staff – Dr. Tony Johnson	<b>Deliverable #8:</b> In-Service Professional Development	8/30/17- 12/30/17	Provide information sessions and targeted technical assistance via webinars and one on one LEA meetings