Pennsylvania Department of Education

Bureau of Career and Technical Education
Public Postsecondary Vocational Education (PPPVE) institutions
Final Draft Report

Institution: Schuylkill Technology Centers

Dates of On-site Review: July 30 – 31, 2013

Date of Report: September 16, 2013

The following report was compiled based on the self-study and site review of Schuylkill Technology Centers on July 30 & 31, 2013.

After a thorough review, and based on the input from the Institutional Accreditation Advisory Group, The Pennsylvania Department of Education is recommending an accreditation status of: Accreditation

FINAL DRAFT

Category A – Organizational Leadership:

The Standard…
The institution's leaders address the organization's values, purpose, focus, and performance expectations, as well as its focus on students and stakeholders, including student learning, faculty/staff, organizational learning, regulatory requirements, and public responsibilities.

The organization develops strategic plans including the vision, mission, and values, clear objectives, designs and implements specific action plans and performance expectations, and tracks Improvement towards the objectives.

	Quality Initiatives
a.	**Provides direction to the overall organization:**
1.	**Does the administrative team set and disseminate values, direction, and performance expectations? Is two-way communications ensured on these items? (List the names and job titles of the administrative team for the applicant institution.)** **Comments:** *Communication exists between Administration and the Adult Education program staff. Board meeting minutes include discussion regarding postsecondary education.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
2.	**What is the organization's official vision and mission that clearly reflects its overall purpose of existence and implies/includes PPPVE in its scope?** **Comments:** *Evidence shows clear Vision and Mission for PPPVE.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
3.	**Is the overall vision/mission and PPPVE services communicated to key stakeholders such as employers, public/community organizations, faculty/staff and adult students?**

	Comments: *The Vision and Mission Statement are communicated in various methods to include: flyers, brochures, website, etc.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
b.	**Establishes the future direction for PPPVE and implements the plan:**
1.	**Is your overall vision/mission and operations based on public/community needs and expectations of key customers and based on current data and information?** **Comments:** *Evidence shows programs are based on the needs of community.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
2.	**Does your strategic plan establish goals and objectives that include strategies for PPPVE? Are they timely and futuristic in scope?** **Comments:** *Board adopted postsecondary strategic plan in July 2013. Detailed strategic plan demonstrates strategies and steps for moving adult education forward in the upcoming years.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements..*
3.	**What are your PPPVE key strategic objectives, action plans, and timetables for accomplishing them?** **Comments:** *Newly adopted strategic plan shows timetables and accountability for each strategic goal.*

	Strengths: **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
4.	**What are your key measurements and performance indicators/targets that will identify successful completion, and are used to track the plan execution?** **Comments:** *Spreadsheets provided showing students' completion and credential data.* **Strengths:** **Opportunities for Improvement:** *Consider creating a standard tracking system/spreadsheet for the adult programs so that it is uniformly applied for all classes.* **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
c.	**Reviews the organization's performance:**
1.	**Do senior leaders ensure the school is meeting its fiscal budget and other accountabilities?** **Comments:** *Evidence provided shows that senior leaders ensure the accountability of the fiscal budget.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
2.	**Do senior leaders regularly review the school's progress to assure it is reaching its goals, objectives and PPPVE commitments, and to make revisions and take corrective action? What are some recent accomplishments?** **Comments:** *Regular reviews are evident.*

	Strengths: *Received grant from Labor and Industry in the amount of $902,270.00 to implement the "Pathways to Opportunity" project.* **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
d.	**Meets its regulatory requirements and public responsibilities:**
1.	**Do you comply with Board policies and procedures and ensure the institution maintains the public's trust in the integrity of the institution?** **Comments:** *Unsure if PPPVE employees and students are aware of Board policies.* **Strengths:** **Opportunities for Improvement:** *Ensure that all postsecondary employees are aware of board policies and procedures i.e. signing a paper stating that they have read and understand the Schuylkill Technology Center board policies and any penalties for violation of those policies.* **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
2.	**Is the institution conducting its operations in a fair and ethical manner and have evidence of following the state's ethical policies, practices, and civil rights compliance with particular attention to those factors affecting students and employees?** **Comments:** *Per Board Policy (#103 & #104) noted in file -- the Schuylkill Intermediate Unit #29 Executive Director is designated as the Compliance Officer but this role may be delegated as needed. This is in response to the Civil Rights recommendation, dated October 6, 2011.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*

3.	**Does the school review its policies, directives, and practices to ensure that they reflect the requirements of the applicable laws and regulations, and do not unfairly or negatively impact those constituents the institution serves?** **Comments:** *The Schuylkill Technology Center demonstrated regular review of board policies impacting students. One policy was updated/revised in May 7, 2012.* **Strengths:** **Opportunities for Improvement:** *Schuylkill Technology Center needs to identify the separation of secondary and postsecondary policies, directives and practices. If the policies, directives and practices fall under both categories, then it is stated as such.* **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*

Category B – Student, Stakeholder, and Public/Community Focus:

The Standard…
The organization determines requirements, expectations, and preferences of students, stakeholder, and markets. It builds relationships with students and community members and determines the key factors that attract students and partners to educational services and programs. It has formal methods for "listening and learning" from its constituents.

Each vocational program includes community involvement and promotes an understanding of the program's needs and accomplishments to the community. Each program has an active program advisory committee that is broadly representative of the business and industrial community it serves.

The institution responds to questions and complaints in a timely and efficient manner.

	Quality Initiatives
a.	**Involves the Community: There is an effective program involving community support and input with business, industry, community agencies, and special program advisory committees:**
1.	**List your key advisory groups that are in place including their area of focus.**

	Comments: *Schuylkill Technology Center has evidence involving community stakeholders. Occupational Advisory Committee members along with Workforce Investment Board members and their meetings are documented.* **Strengths:** *Executive director of IU, Diane Niederriter, is WIB member. Vocational director, Kurt Lynch, stresses the importance of Occupational Advisory Committees as evidenced in the email provided to all staff.* **Opportunities for Improvement:** *Occupational Advisory Committee membership list was adequate; however, participation by industry members must be improved. Minutes should show evidence of recommendations being discussed/ resolved. Consider developing a focus group with business and industry with adult education.* **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
2.	**Do you communicate and publicize your vision/mission, programs, and services available to adult students and the public?** **Comments:** *Communications were found through flyers, brochures, website, etc.* **Strengths:** **Opportunities for Improvement:** *Inform secondary parents of adult programs through mass email or easy connect telephoning. Semi-annual open house should include adult education.* **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
3.	**Do you ensure that printed materials and other media for communication to the public are presented in an accurate and ethical manner?** **Comments:** *Schuylkill Technology Center has printed materials and other media for communication are presented in an accurate and ethical manner.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*

4.	**Are program advisory committees used to encourage innovative teaching methods and program objectives/content that meet the needs of individual students for the current and future labor market and to incorporate new technologies?** **Comments:** *Evidence shows that the advisory boards are used to encourage innovative teaching methods and program objectives/content that meet the needs of individual students.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
5.	**Do you ensure there is an advisory committee that is formally organized, and meets at least once annually for each program that includes PPPVE students?** **Comments:** *Occupational Advisory Committee meeting minutes were in evidence and met at least once annually.* **Strengths:** **Opportunities for Improvement:** *Use a uniform Occupational Advisory Committee meeting template for all adult education programs.* **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
6.	**Do you ensure there are adequate records of advisory committee meetings? Do you track how they have been effective and where their input has been acted upon in sustaining and improving the quality of PPPVE?** **Comments:** *Evidence provided showed advisory committee meeting minutes however there is no consistent format as to how the meeting is conducted and recorded.* **Strengths:** **Opportunities for Improvement:** *Use a uniform Occupational Advisory Committee meeting template for all adult education programs.*

	Corrective Action Needed: **Staff Determination:** *Institution meets the requirements.*
b.	**Determines student and stakeholder satisfaction to attract, satisfy, retain, and increase PPPVE enrollment:**
1.	**Do you collect, summarize, and analyze input from students and stakeholders as related to PPPVE?** **Comments:** *Documents showed that Schuylkill Technology Center collected, summarized, and analyzed input student comments given in the end-of-course evaluations.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
2.	**Are there easy access methods for students and stakeholders to contact and communicate to appropriate authorities?** **Comments:** *Evidence shows that contact information is provided to stakeholders.* **Strengths:** **Opportunities for Improvement:** *Implement a published procedure for adult student communications and what services are provided including the affiliation, job title and address of each contact. Email addresses were provided but would change if/when staff changes. Detail given to refund and grievance policies should be provided in all publications.* **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
3.	**Do you ensure prompt feedback to the institution's students and stakeholders? What are your internal requirements for response time?** **Comments:** *Evidence showed prompt feedback to students and stakeholders.* **Strengths:**

	Opportunities for Improvement: **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
4.	**Do you collect and analyze complaints from students and stakeholders and take corrective action as appropriate? Is there a method to aggregate this information to determine the most frequent issues for actionable resolution?** **Comments:** *A grievance procedure is noted in the CDL/HEO/COMBO and Practical Nursing adult handbooks.* **Strengths:** **Opportunities for Improvement:** *The grievance procedures in the two handbooks are substantially different and should be aligned with one another.* **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*

Category C – Administration, Staff, Faculty and Support Services:

The Standard…
The organization has quality work systems, learning and motivation practices, and well-being procedures that support a climate conducive to performance excellence.

The organization has methods of selecting, developing and retaining administration, staff, faculty and support services that meet the needs of PPPVE.

All personnel have the appropriate education along with recent work experience that enables them to relate their instructional or other responsibilities to service, business or industrial methodology.

	Quality Results
a.	**Enacts workforce practices that enable all employees to achieve high performance:**
1.	**Does the institution have a sufficient number of administrative, faculty, and support personnel to provide the necessary support for PPPVE?**

	Comments: *Organizational chart shows a sufficient number of persons necessary to provide PPPVE.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
2.	**Are adequate custodial services made available to provide care and maintenance of buildings and grounds for the overall institution?** **Comments:** *Evidence shows adequate custodial services available to provide for PPPVE.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
3.	**Are the duties and responsibilities for each administrative, faculty and support staff employee clearly defined?** **Comments:** *Duties and responsibilities are clearly defined in the job descriptions.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
b.	**Builds a quality workforce:**
1.	**Are the requirements and skills needed by potential faculty and staff to provide quality PPPVE identified?** **Comments:** *Administration and staff hold the proper qualifications and skills to provide quality PPPVE.* **Strengths:**

	Opportunities for Improvement: **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
2.	**Do you ensure an effective system for recruiting, hiring, and retaining faculty and staff that are capable of delivering quality PPPVE?** **Comments:** *A system is in place for the recruiting, hiring and retention of faculty and staff.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
3.	**Are procedures for regular performance evaluation and effectiveness of all administrative, faculty and support employees including a feedback process for each employee accomplished?** **Comments:** *Procedures are in place for regular performance evaluation.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
c.	**Builds knowledge and skills, career development, for the administration, staff, and faculty:**
1.	**Does the institution have appropriate procedures for performance evaluation that identifies professional growth needs of all administration, faculty, staff and other key employees delivering or involved in PPPVE?** **Comments:** *The Schuylkill Technology Center has appropriate procedures for performance evaluation that identifies professional growth needs of all employees.* **Strengths:**

	Opportunities for Improvement: **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
2.	**Are professional development opportunities determined and made available to meet the goals and objectives of the programs taught by the respective teachers?** **Comments:** *Evidence provided shows that development opportunities are made available to teachers.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
3.	**Are the institution's employees informed about the Accreditation System of Institutions for Adult Education (ASIAE) and the process used by the accreditation site-evaluation team, as well as how to conduct the self-study?** **Comments:** *Evidence showed that the Schuylkill Technology Center staff was informed about the Accreditation System of Institutions for Adult Education (ASIAE).* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
4.	**Are competent and knowledgeable administration, staff and faculty selected, licensed, and qualified in their specific field?** **Comments:** *Certifications and licenses showed qualified administration, staff and faculty.* **Strengths:** **Opportunities for Improvement:**

	Corrective Action Needed: **Staff Determination:** *Institution meets the requirements.*
5.	**Are employees trained to participate as key individuals in PPPVE programs and to fully understand the prerequisites, objectives, competencies, duties/tasks, and standards of their job assignment?** **Comments:** *Evidence showed that the Schuylkill Technology Center Practical Nursing program employees are trained to participate as key individuals in PPPVE programs and to fully understand the prerequisites, objectives, competencies, duties/tasks, and standards of their job assignment.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
6.	**Are adequate records available identifying the professional development experiences of its employees? (Examples: conferences, conventions, college courses, professional organization membership, in-services training, etc.)** **Comments:** *Records show professional development of PPPVE employees.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
d.	**Maintains a work environment conducive to the well-being of all employees and students:**
1.	**Does the institution maintain and improve workplace health, safety, security, and ergonomics that involve employees and students?** **Comments:** *Safety and Security are evident throughout the two campuses.* **Strengths:** **Opportunities for Improvement:**

	Corrective Action Needed: **Staff Determination:** *Institution meets the requirements.*
2.	**Is the level of employee and student well-being and satisfaction assessed? How are necessary Improvements determined and made that will improve the work environment and effectiveness of PPPVE?** **Comments:** *The Schuylkill Technology Center showed evidence of assuring the well-being of students and that the school addresses concerns submitted by staff and students.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
3.	**Does workplace preparedness ensure for emergencies or disasters?** **Comments:** *The Schuylkill Technology Center, governed by the Schuylkill County Intermediate Unit, has well established workplace preparedness to ensure for emergencies or disasters.* **Strengths:** *Schuylkill County has a Safe Schools Coalition Emergency Plan Guideline. Safety guidelines are also stated in the Postsecondary Student Handbook.* **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
4.	**Does the institution determine the factors that affect employee and student well-being and satisfaction and do they account for a diverse workforce?** **Comments:** *The Center provided evidence of evaluations to determine well-being and satisfaction, however; the feedback was sparse. The center did provide a plan for how they are working towards revamping the surveys and evaluations to get a better determination. These will need to be reviewed during the annual reports.* **Strengths:**

	Opportunities for Improvement: *Surveys and evaluations will be reviewed in annual reports.* **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
5.	**Does the institution adequately support the needs of its employees in the areas of services, benefits, and policies?** **Comments:** *The Schuylkill Technology Center adequately supports the need of its employees in the areas of services, benefits, and policies. Documentation demonstrated compensation plans for all employees.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*

Category D – Learning-centered Program Design and Delivery:

The Standard...

The institution has defined programs that impart knowledge and develop skills that are essential for success in meeting the students' pre-determined learning objectives and relate to vocational knowledge and skill requirements. Each program is properly planned and structured and is being implemented in an effective manner.

When needed, work-site learning and employability skills training are made available to students. All programs are appropriately supervised, aligned with regular classroom instruction, have a plan outlining the training activities, and meet the legal requirements. In addition, each program has a monitoring system that is fair and based upon identified criteria.

The teaching load varies with the program and is based upon the number and kinds of students, the specific skills to be taught, the size of the facility, and the method of instruction used. Reasonable enrollment limits are maintained in order to ensure that program objectives are met in an efficient and effective manner.

	Quality Initiatives
a.	**Establishes methods and opportunities for student learning:**
1.	**Is an occupational analysis done to determine the need for a program and to identify specific program objectives, content and duty/task lists for**

	each program? **Comments:** *Analysis is done through labor and industry and ONET. Objectives and duty task lists were provided and support the program.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
2.	**Is instruction directed toward appropriate and clearly formulated objectives with input from students, faculty, staff, public, community, employers, advisory groups and business and industry partnerships?** **Comments:** *Advisory minutes show review of curriculum.* **Strengths:** **Opportunities for Improvement:** *Have the Occupational Advisory Committee minutes of the CDL, Heavy Equipment and Combo mirror the Occupational Advisory Committee minutes for the Practical Nursing program.* **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
3.	**As a function of the specific program, are students assessed, including the necessary core academic skills? Are they given appropriate support or remediation, if applicable, to assure their success in the program they select?** **Comments:** *Evidence shows that remediation is given to adult students through the instruction and /or guidance counselor.* **Strengths:** **Opportunities for Improvement:** *Use Practical Nursing remediation model for other programs.* **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
4.	**Does the program design support the state-approved duty/task list and/or**

	guidelines for the instructional program? **Comments:** *Evidence shows alignment to state/industry guidelines.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
5.	**Does instructional planning provide sufficient opportunity for students to experience career and technical learning leading to knowledge, skills and competencies needed for employment and meeting the pre-determined needs of individual students?** **Comments:** *Assessments shown follow industry guidelines for Practical Nursing and CDL Programs.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
6.	**Is each student given the opportunity and encouragement to become actively involved in leadership, personal development, and positive concept of self and others, and to attain problem solving and communication skills as part of their learning experience?** **Comments:** *Students are given the opportunity to attain problem solving skills, communication skills, personal development and leadership skills while enrolled in Schuylkill Technology Center adult programs.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
7.	**Is a planning and delivery system documented and in place that allows all students to be engaged in effective learning and doing?**

	Comments: *Credit/Clock hour chart is in compliance with PPPVE Accreditation Guidelines.* **Strengths:** *Employer interview: Employer is pleased with 22 year partnership and student engagement in learning within the Clinical Experience in Practical Nursing program.* **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
8.	**Are the courses, as well as the faculty, harmoniously integrated with other instructional programs and/or subject areas?** **Comments:** *Employer interview validates that content taught in the Practical Nursing program is integrated during the clinical experience* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
9.	**Are resources other than school faculty, such as employers and community partners, used to support and/or teach knowledge and skills to the PPPVE students?** **Comments:** *Evidence shows that resources are used for the Practical Nursing program.* **Strengths:** **Opportunities for Improvement:** *Need to use the same model for other adult education programs.* **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
10.	**Does the institution incorporate current and new technology in the design and delivery of its programs in a timely manner?** **Comments:** *The institution provides current and relevant technology in all of*

	the adult education programs. **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
b.	**Provides opportunities for work-site learning:**
1.	**Does each student have the opportunity to participate in work-site learning when appropriate to the program?** **Comments:** *Work site learning is available to adult students.* **Strengths:** **Opportunities for Improvement:** *Work with co-op coordinator to see how to increase the number of adults utilizing the co-op program.* **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
2.	**Are there signed records indicating the condition of the student/employer relationship during the work-site learning experience including the student, teacher, employer and others as necessary?** **Comments:** *Evidence shown was in compliance; signed records were presented.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
3.	**Are the work-site learning objectives documented and a plan outlining the training activities maintained that is based on validated industry standards and approved/authorized by the provider and the school?** **Comments:** *Practical Nursing Program worksite objectives and learning guide for clinical experience was in evidence. Worksite Orientation materials are provided by the industry partner in the Practical Nursing Clinical component of*

	the program. **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
4.	**Is the work-site learning process properly monitored by the instructor? Is there involvement of the instructor with the employer and are there written evaluations?** **Comments:** *Documentation presented shows written evaluation is given.* **Strengths:** **Opportunities for Improvement:** *Work with co-op coordinator to see how to increase the number of adults utilizing the co-op program.* **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
c.	**Uses methods for monitoring and tracking student learning:**
1.	**Is an efficient and effective student learning tracking system for monitoring and documenting individual student progress in place? Does it accurately reflect student achievement during and at the end of the course?** **Comments:** *There is a current tracking system in place, however; it is not efficient. The institution has purchased a new tracking system to be in effect starting July 1, 2013.* **Strengths:** **Opportunities for Improvement:** *New tracking system will be monitored in Annual Reports to insure it is efficient and effective.* **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
2.	**Is a well-defined and written grading system in use and shared with each student at the initial startup of the course?**

	Comments: *Well defined grading system is in place.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
3.	**Are clear measures used such as grades, tasks completed, competencies reached, objectives met, occupational skills achieved, knowledge learned, etc. What measures or combination of measures are used and do they accurately reflect student results?** **Comments:** *Measure is in evidence, however; they are not clear. The newly purchased software should help to make things clearer.* **Strengths:** **Opportunities for Improvement:** *New tracking system will be monitored in Annual Reports to show clear measures.* **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
4.	**Is there evidence that the students' attainment of objectives is measured by an evaluation system that includes both school based and, when appropriate, work-site based performance?** **Comments:** *Objectives are measured through completed task grids which were shown for all programs.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
5.	**Are students effectively assessed using oral, written and other performance methods?** **Comments:** *Various methods are used to assess students.* **Strengths:**

	Opportunities for Improvement: **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
d.	**Maintains processes for providing student support:**
1.	**Are well-defined course descriptions reviewed with each student at the beginning of the course that reflect the overall objectives of the course and, is it explained how the course content relates to occupational skills?** **Comments:** *Overall objectives are reviewed with student before start of program.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
2.	**Do recruitment materials offer a broad range of career opportunities and are students provided equal opportunities to participate an all activities regardless of race, color, national origin, age gender, or disability?** **Comments:** *Mission statement and non-discrimination statement are included in recruitment materials.* **Strengths:** **Opportunities for Improvement:** *Print advertising reviewed shows a generic approach to target audience when advertising adult programs; suggestion is to target non-traditional audiences in adult programs.* **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
3.	**Are admissions policies and guidelines clearly stated, published, and made available to all PPPVE students prior to enrollment that include such items as: prerequisites for enrollment, expectations for successful completion of a course, the type of report/feedback or grading system used, individual help/coaching available during the course, ethical responsibilities of the student, and the type of certificate, certification, diploma, degree, received, etc.**

	Comments: *Admission policies are clearly stated within the student handbooks. Polices are reviewed with each candidate before entrance into the program.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
4.	**Where applicable, are enrollment and class sizes in compliance with state standards?** **Comments:** *Evidence provided shows that enrollment and class size are in compliance with state standards.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
5.	**Does the institution inform students of the cost of the program and of any required equipment and supplies?** **Comments:** *The student handbook clearly states the cost of the programs to include any additional costs. This is also reviewed with the student prior to entrance into the program.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
6.	**If financial aid is available, is information about it provided to each individual?** **Comments:** *Financial Aid information is addressed in the Financial Aid Handbook and document Appendix B: Breakdown of student and method of tuition. Student interview revealed that financial aid information and assistance*

	on site was available. **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
7.	**Does the institution ensure that qualified advisers counsel PPPVE students on how and where to find jobs and assist in placement in occupations related to the students' training and life experience?** **Comments:** *Co-Op, guidance counselors and staff help counsel students in finding employment.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
e.	**Credit hour policies**
1.	**How does the institution define a credit hour based on the credit/hour conversion?** **Comments:** *Chart is in compliance with PPPVE Accreditation Guidelines.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
2.	**How does the institution approximate the amount of work for a credit hour based on learning outcomes and verifiable achievement?** **Comments:** *Chart is in compliance with PPPVE Accreditation Guidelines.* **Strengths:** **Opportunities for Improvement:**

	Corrective Action Needed: **Staff Determination:** *Institution meets the requirements.*
3.	**How does the institution separate the number of hours for direct instruction, lab, and out-of-class work?** **Comments:** *Chart is in compliance with PPPVE Accreditation Guidelines.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*

Category E – Learning-centered Facilities and Equipment:

The Standard…
The availability and proper use of instructional equipment is evident in conducting quality occupational training. Adequate equipment, materials, supplies, reference texts, teaching resources, audiovisual aids, automation, etc. are made available for instructional purposes. Teachers use a variety of instructional materials and methods in accordance with student needs and the objectives of the program.

Physical facilities provide adequate space and utilities in classroom and laboratory areas that are safe and promote quality instruction as related to the program's objectives. Both instructional and non-instructional areas such as storage, restrooms, and offices are adequate for the number of students and staff. Special consideration is given to meeting the needs of students with disabilities as well as providing for the special needs of co-educational classes.

	Quality Results
a.	**Acquires proper equipment, materials and adequate supplies and makes them available to support the instructional program objectives and to meet the needs of individual students:**
1.	**Are adequate funds made available for purchasing and replacing equipment, tools, materials and supplies in accordance with the institution's planning objectives and acceptable business and industry practices to ensure safe, quality and effective PPPVE?** **Comments:** *Adult Education budget shows line item for equipment to include*

	replacement. **Strengths:** *Schuylkill Technology Centers are to be commended for purchasing SIMS for their Practical Nursing students.* **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
2.	**Do the equipment, tools, materials and supplies meet the competency based instructional needs of the curriculum (e.g. hand tools, computers, computer software, audiovisual equipment, reference materials, and consumable materials).** **Comments:** *Evidence provided showed equipment lists for several PPPVE programs.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
3.	**Are the quality and quantity of training stations appropriate for the number of students being served?** **Comments:** *Appropriate training space was available for all PPPVE students.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
4.	**Is there an instructional equipment inventory management plan for maintaining equipment and replacing or disposing of obsolete equipment in place?** **Comments:** *Board Policy 704 covers the Maintenance/Replacement of Equipment.* **Strengths:**

	Opportunities for Improvement: **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
5.	**Does the institution acquire equipment, materials and supplies within a reasonable period of time to provide safe and quality education?** **Comments:** *Occupational Advisory Committee minutes for CDL/HEO and Practical Nursing programs discuss the five year plan for acquisition of equipment.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
6.	**Does the institution ensure that equipment and supplies meet appropriate safety requirements, that safety features are in place and that safety instruction is planned, presented, demonstrated and practiced by the instructor?** **Comments:** *All safety features are in place.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
b.	**Develops physical facilities, including instructional and non-instructional areas, that are adequate and provide for safe and quality instruction to meet the program objective:**
1.	**Are physical facilities established that include adequate space and utilities in classrooms and laboratories, and provide for safe and quality instruction to meet the program objectives?** **Comments:** *All adult programs are designed with adequate space for quality*

	adult learning. **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
2.	**Does the institution ensure that instructional and non-instructional areas, including storage areas, restrooms, and offices are adequate for the number of students and staff? Is space adequate for storing projects, student materials, cleanup, computers, telephones, and office equipment?** **Comments:** *All instructional and non-instructional areas to include storage areas are adequate for the number of adult students and staff.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
3.	**Does the institution ensure that facilities are adequate to meet the needs of students with disabilities as well as providing for the special needs of co-educational classes?** **Comments:** *Schuylkill Technology Centers complies with ADA regulations and any recommendations implied through the Civil Rights Audit.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
4.	**Does the institution ensure that physical facilities are adequately maintained as required for providing safe and quality instruction?** **Comments:** *Physical facilities are adequately maintained to provide safe and quality instruction.* **Strengths:**

	Opportunities for Improvement: **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*

Category F – Organizational Performance Results:

The Standard...

The overall performance of the organization and student learning results are tracked using key measures that lead to clear results for PPPVE. The results show that the organization is successful in meeting its mission/vision, goals, and objectives.

	Quality Results
a.	**Student learning and satisfaction results:**
1.	**What is the institution's current data that shows results in the areas of student learning such as grades, satisfactory completion, competencies completed, or Improvement in knowledge and skill for PPPVE students?** **Comments:** *Current data shows an increase in Practical Nursing pass rates. Schuylkill Technology Center continues to work to improve the quality of the program and the success of its students. Other programs show a steady line of completers and industry credentials earned.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
2.	**What is the institution's current information about attendance, dropout, and completion for the PPPVE programs?** **Comments:** *Current data shows quality programs in regards to attendance, dropout and completion data for Schuylkill Technology Center's adult programs.* **Strengths:**

	Opportunities for Improvement: **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
3.	**What is the institution's current information on the number of diplomas, certificates, degrees, etc. issued to students?** **Comments:** *Data shows a good ratio when comparing the number of completers and credentials earned with the number and students enrolled.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
4.	**What is the institution's current information on awards or recognition of special student achievement?** **Comments:** *Evidence was provided on awards/recognition of adult students* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
5.	**What are the institution's results from tracking the Adult Affidavit Program Registration and CATS?** **Comments:** *Previously, Schuylkill Technology Centers enrolled intergenerational students, however; due to the high school students having the first – right to occupy vocational seats, enrollments were decreasing. Also, although funding opportunities were available, most students did not qualify. Schuylkill Technology Centers made the decision to only enroll students in Adult only programs.* **Strengths:** **Opportunities for Improvement:**

	Corrective Action Needed: **Staff Determination:** *Institution meets the requirements.*
b.	**Public, community and employer satisfaction results:**
1.	**What is the institution's current data and information showing the levels of satisfaction or dissatisfaction?** **Comments:** *Student, faculty and employer surveys show satisfaction with the adult programs offered at Schuylkill Technology Centers.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
2.	**What is the institution's current data and information on enrollment, retention, student placement, and employer feedback?** **Comments:** *Schuylkill Technology Center's data shows adequate and quality feedback in regards to enrollment, retention, student placement and employer feedback.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
3.	**What is the institution's current data and information on student, faculty, and staff satisfaction and dissatisfaction?** **Comments:** *Student, faculty and employer surveys show satisfaction with the adult programs offered at Schuylkill Technology Centers.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed** **Staff Determination:** *Institution meets the requirements.*

c.	**Budgetary and operational results:**
1.	**What is the institution's current data and information about funding to the organization and grants to students?** **Comments:** *Schuylkill Technology Centers provide a variety of funding options to adult students.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** ***Corrective Action Response:*** **Staff Determination:** *Institution meets the requirements.*
2.	**What is the institution's current information about staying within budget and budget growth?** **Comments:** *The budget shows adequate funding and growth in regards to the adult education programs.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
3.	**What is the institution's current information about new programs and program improvement?** **Comments:** *Schuylkill Technology Centers continually works to fulfill workforce needs within the community by working with local business and industry and analyzing data through the PA Department of Labor and Industry.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*

4.	**What is the institution's information on net cost per student?** **Comments:** *Schuylkill Technology Centers provide a clear understanding to the student of the net cost per adult program offered.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
d.	**Administration, faculty, and staff satisfaction results.**
1.	**What is the institution's data and information showing the levels of satisfaction or dissatisfaction?** **Comments:** *Student, faculty and employer surveys show satisfaction with the adult programs offered at Schuylkill Technology Centers.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
2.	**What is the institution's data and information related to safety and overall well-being?** **Comments:** *Safety committee meeting minutes evidence the results of safety discussions and solutions.* **Strengths:** **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*
3.	**What is the institution's data on individual employee training and development?** **Comments:** *Schuylkill Technology Center offers all adult education instructors the opportunity for continuing education within their expertise.*

	Strengths: **Opportunities for Improvement:** **Corrective Action Needed:** **Staff Determination:** *Institution meets the requirements.*

FINAL DRAFT REPORT

Scoring in reference to the Standards:

Institution: _Schuylkill Technology Centers_____
Date: _____September 16, 2013_____

Standard/Category No. & Sub Category No.	Please list any possible strengths or opportunities for Improvement for each sub category.	Score
A - a	**Provides direction to the overall organization:**	2
A – b	**Establishes the future direction for PPPVE and implements the plan:**	2
A – c	**Reviews the organization's performance:**	2
A – d	**Meets its regulatory requirements and public responsibilities:**	2
B – a	**Involves the Community: There is an effective program involving community support and input with business, industry, community agencies, and special program advisory committees:**	2
B – b	**Determines student and stakeholder satisfaction to attract, satisfy, retain, and increase PPPVE enrollment:**	2
C - a	**Enacts workforce practices that enable all employees to achieve high performance:**	2
C – b	**Builds a quality workforce:**	2
C – c	**Builds knowledge and skills, career development, for the administration, staff, and faculty:**	2
C – d	**Maintains a work environment conducive to the well-being of all employees and students:**	2
D – a	**Establishes methods and opportunities for student learning:**	2
D – b	**Provides opportunities for work-site learning:**	2
D – c	**Uses methods for monitoring and tracking student learning:**	2

D – d	**Maintains processes for providing student support:**	2
D – e	**Credit hour policies**	2
E – a	**Acquires proper equipment, materials and adequate supplies and makes them available to support the instructional program objectives and to meet the needs of individual students:**	3
E – b	**Develops physical facilities, including instructional and non-instructional areas, that are adequate and provide for safe and quality instruction to meet the program objective:**	2
F – a	**Student learning and satisfaction results:**	2
F – b	**Public, community and employer satisfaction results:**	2
F – c	**Budgetary and operational results:**	3
F – d	**Administration, faculty, and staff satisfaction results:**	2

FINAL DRAFT