



Kansans **CAN**

# CTE Coordinator Training

July 31, 2019

Kansas leads the world in the success of each student.

# Overview

Definitions

Kansas CTE Pathways

Funding Sources

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Teacher  
Quality

Program Management

Stakeholder Input

Data Collection

## Resources

Website  
Guidance

Pathway Handbook

Advisory  
Committee  
Handbook

Work Based  
Learning Rubric

Career Advising  
Handbook

## Student Data Management

Pathways Data System and  
CPPSA

KIDS Data System

KCCMS

Considerations: *Communication & Systems of organization*

# Definitions to Know

**COMPETENCY PROFILE**— A list of competencies to direct technical knowledge and/or skill attainment through Pathway courses. Can be used as a default reporting tool for student status determination (below)

**CTE PARTICIPANT STATUS**— A student who has earned **(.5)** but less than **two** secondary level credits in a single career and technical education (CTE) pathway

**CTE CONCENTRATOR STATUS**—A student who has earned **two** or more secondary level credits in a **single CTE pathway**, with those credits within **any combination of two levels** AND has met at least **70% proficiency** on the **technical skills** across those 2.0 credits through several technical skill measures (avg % of letter grades OR passing an end-of-course assessments or projects OR avg % on competency profiles, etc )

**CTE COMPLETER STATUS**—A student who has completed a minimum of **three** secondary level credits in a **single CTE pathway**, with at least **two** of those credits being a combination of **technical and application level courses**, **and** earning an industry recognized, comprehensive **certification** or passing a third-party, end-of-Pathway **assessment**

# Definitions to Know

## **SPECIAL POPULATIONS --**

(A) individuals with disabilities;

(B) individuals from economically disadvantaged families, including low-income youth and adults;

(C) individuals preparing for non-traditional fields;

(D) single parents, including single pregnant women;

(E) out-of-workforce individuals;

(F) English learners ;

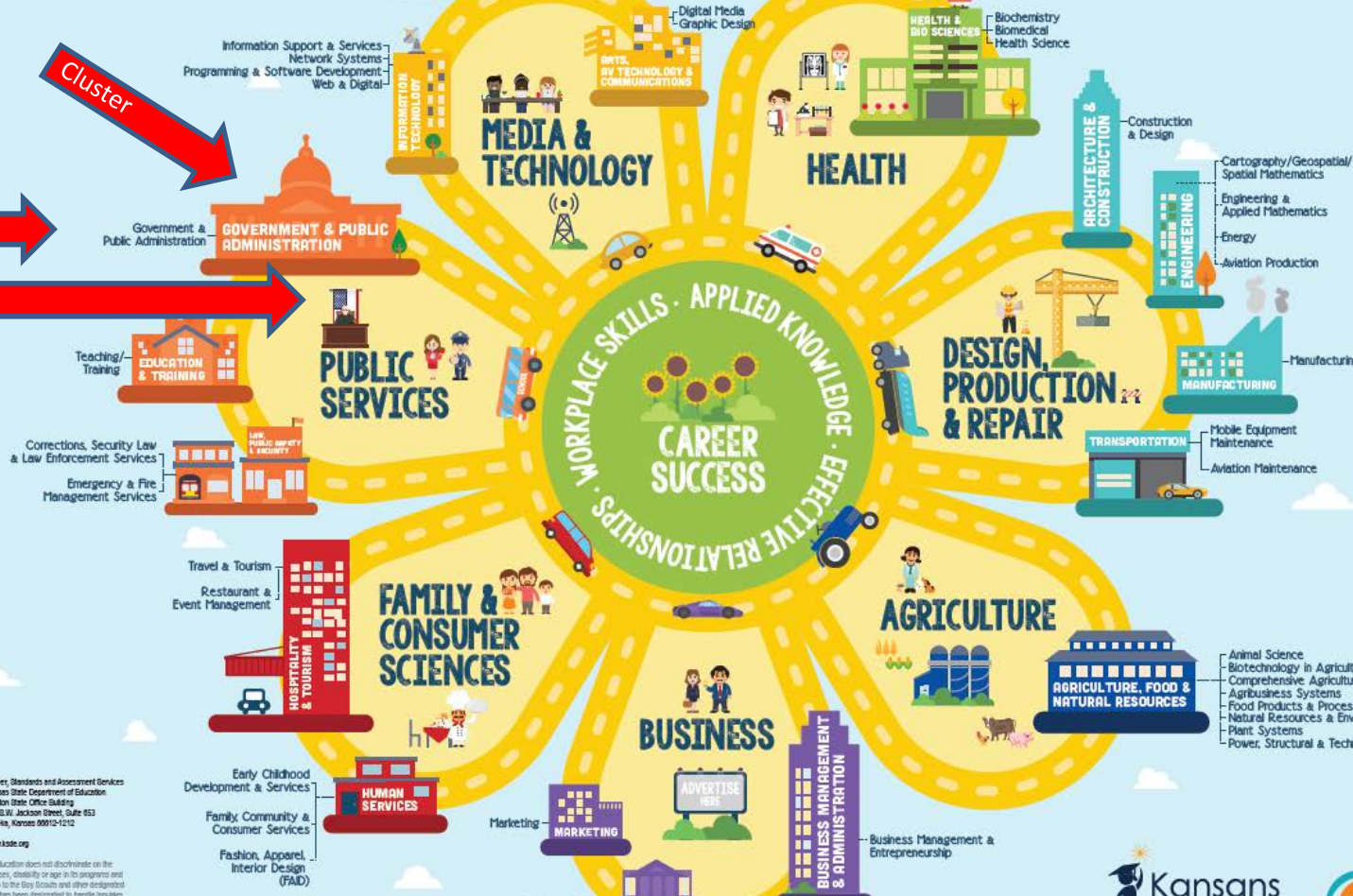
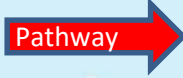
(G) homeless individuals

(H) youth who are in, or have aged out of, the foster care system; and

(I) youth with a parent who is a member of the armed forces; and is on active duty

# KANSAS CAREERS

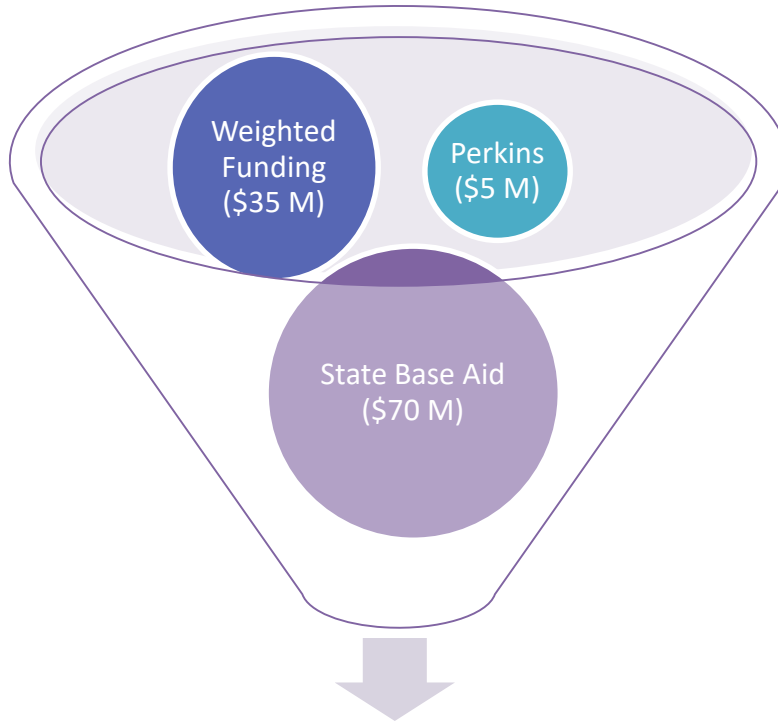
FIELDS • CLUSTERS • PATHWAYS



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Funding for Pathways

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Pathways Data System and CPPSA

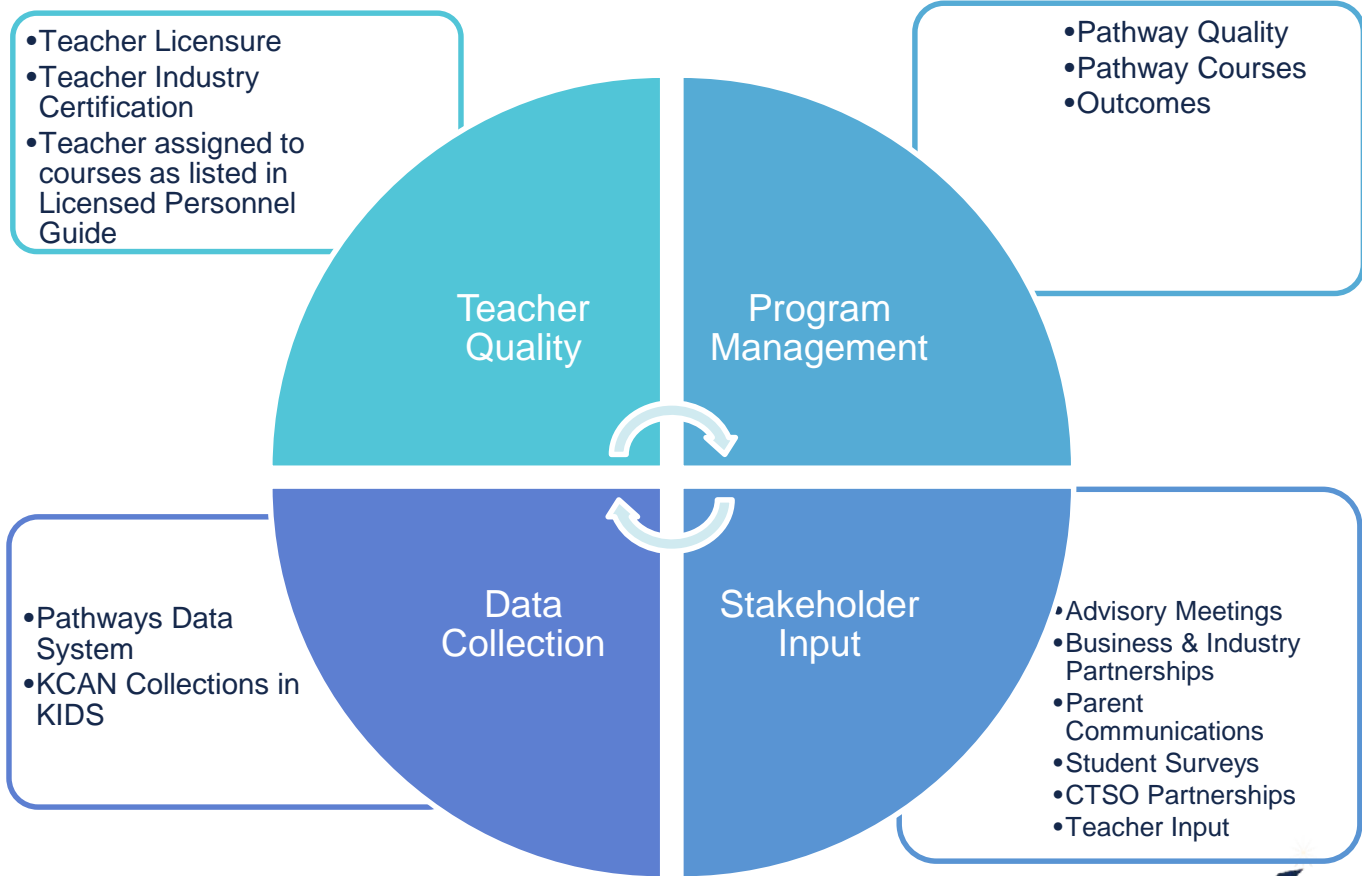
KIDS Data System

KCCMS

Considerations: Communication & Systems of organization



# CTE Coordinator Concerns





# Teacher Quality

- Teacher Licensure
- Teacher Industry Certification
- Teacher assigned to courses as listed in Licensed Personnel Guide
- Teacher retention and professional development

# Program Management

## Pathway Quality

- Resources and Equipment support instruction
- Facilities are adequate and comparable to industry standards
- Course outlines and lesson plans align to competencies
- Quality data collection and tracking system in place

# Program Management

## Pathway Courses

- Course sequence meets state pathway guidelines
- Course codes align correctly in KCCMS
- All courses are taught at the local level
- Dual Credit courses are coded accurately
- Competency Profiles are available for teacher's use
- Students are exposed to 21<sup>st</sup> Century Skills (all CTE classes)
- Application level Courses include Work Based Learning, allowing students exposure to all aspects of industry



# Program Management

- Program Outcomes:
  - Industry recognized Certifications
  - Pathway aligns and articulates to a post secondary opportunity
  - A comprehensive Pathway Assessment is offered
  - Accurate student data collection

# Stakeholder Input

- Advisory Meetings
  - Active Advisory Committee members:
    - Three representatives from business/industry
    - An optional postsecondary representative
    - An optional current student
  - Two committee meetings required annually
- Business & Industry Partnerships
- Parent Communications
- Student Surveys
- CTSO Partnerships
- Teacher Input
- Pathway Improvement Plan is developed and updated every three years

# Data Collection

## Pathways Data System:

1. Follow Up Data
2. Student Data in Pathways (assigning and updating Pathways)

## KCAN Collection in KIDS has 2 CTE submissions:

1. All Certifications (whether or not it is incentivized Excel in CTE)
2. student course data (report what courses a student took)  
Ensure this has been done to populate student names into Pathways. You must be KIDS certified to enter this data.

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**Career Standards and Assessment Services (CSAS) Menu**

The following sub-menu can be used to navigate within the CSAS Team web pages.

[CSAS Home](#) | 
 [Content Area A-E](#) | 
 [Content Area F-L](#) | 
 [Content Area M-Z](#)

**CTE Table of Contents**

**16 Career Clusters:**

Description: Links to the 16 cluster webpages that contain cluster specific information, including links to the Course Competency Profiles and Employment Outlook Information.

**Business / Industry Partnerships:**

Description: This webpage gives information about Advisory Committees, including a link to the "Advisory Committee Handbook"; information on the Kansas Advisory Committee for Career & Technical Education (KACCTE); and links to CTE Wage & Employment Data for all 16 Career Clusters.

**Career & Technical Student Organizations CTSO's:**

Description: This webpage contains information about the eight KSDE supported CTSO's in Kansas with links to the individual webpage for each.


**Career Cluster Guidance Handbook:**

Description: The Career Cluster Guidance Handbook contains Course Design Sheets for all Kansas Career Cluster Pathways, the Kansas Career Clusters & Pathways Chart, the Pathway C.I.P. Codes, the chart of Pathway Crossover Courses, Kansas Career Clusters Terminology, and information on creating Program Improvement Plans with SMART Goals.

[Cluster Handbook - FY 18-19](#)  
[Cluster Handbook FY 2019-2020](#)

**Carl D. Perkins:**

This webpage provides links to information on Perkins Grants, Perkins Reserve Funds, Perkins Monitoring, **Non-traditional Pathways**, and Perkins Video Presentations.



**Career & Technical Education Quick Links:**

- [CTE Main Page](#)
- [CTE Table of Contents Page](#)
- [CTE Listserv Sign-up](#)
- [Kansas Civil Rights](#)
- [Authenticated Applications](#)



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# Resources

- Career Pathway Handbook
- Advisory Committee Handbook
- Job Shadow Toolkit
- Work Based Experience Portfolio and Employability Skills Rubric
- Kansas Work-Based Learning Personalized Learning Plan Guidance Document
- Kansas Career Advising Model: Advisor Guide
- CTE Consultant Contact Information
- K-PAC
- Guidance and Policies

# First Semester Timeline

August

- Student Data Management- Assign and Update (2018-2019) students to each Pathway. Due **8/15/19**
- Perkins Final Report due **8/31/19**

September/  
October

- Set Up Advisory Meetings (Content used in CPPSA)
- KCCMS: Update new courses offered for 2020-2021 by **2/1/20**.
- Plan for Pathway and Course changes for 2020-2021

November/  
December

- CPPSA opens for new pathways/ maintaining existing pathways for 2020-2021. **Closes March 1, 2020.**
- KCCMS: Update new courses offered for 2020-2021 by **2/1/20**
- Perkins progress reports **due 11/1/19**
- Perkins Equipment must be purchased or encumbered by **12/1/20**

# Second Semester Timeline

January/  
February

March/ April

May

- KCCMS: Update courses by **2/1/20** for new courses offered for 2020-2021
- Comprehensive Needs Assessment due **2/1/20**
- CPPSA remains open for applications for new pathways and maintaining existing pathways for 2020-2021. **Due March 1, 2020**

- Second FY 2020 Carl D. Perkins Grant Progress Reports are due **3/1/20**
- FY 2021 Perkins V Application posted **3/1/20**
- Deadline for Follow Up Data submission **4/1/20**
- Set Up Advisory Meetings (Content used in CPPSA)

- Perkins V Applications accepted 5/1-5/31. **Due 5/31**
- Pathways opens **5/15/20** to assign students to a pathway with status
- CTE Certification reporting (KIDS KCAN) **due 5/22/20**

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# Student Data Management



Pathways Data System and CPPSA

KiDS Data System

KCCMS



# Why do we report Pathways student data?

- Data is collected to support federal, state, and local accountability systems designed to assess the effectiveness of the funding recipients in achieving progress in Career and Technical Education.
- Student data is used to determine state performance levels on core indicators included in our State Perkins Plan.
- It's important to have a clear picture of CTE student achievement in the state so that, with fidelity, we can continue to justify **both** state and federal CTE funding.
- Student data should be used at the local level to drive Pathway improvement. That is what Perkins is all about!

**You will enter Student Follow Up Data and Student Data Management into Pathways.**



# What do we collect?

- Pathway CTE Participants' data, AND
- **All CTE Concentrators' data including:**
  - Competency Percentage, or Average grade of Pathway courses, or Assessment Pass/Fail
  - Completer status for Concentrators Who Exited
  - Single Parent Status (if not entered in KIDS)
  - Follow-up Information for Concentrators Who Exited last year
  - All other information is taken from other reporting systems

# Data Management

- Planning for collection throughout the year is the **key**
  - Spreadsheet – example on the next slide
  - Teacher’s check out list - include student data for reporting
  - Using Pathways and KCCMS Reports
    - The Student Career Course Completion Report is a good tool for determining the students to assign to Pathways(Dependent on submission of KIDS KCAN data)
    - The Pathways Courses Report (Foundation for all reporting)

# Example of Spreadsheet to Gather Data

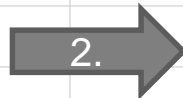
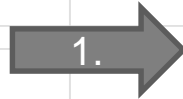
Last Name	First Name	Year	A/V Communications											Total for Pathway	Bio-Medical					Total for Pathway												
			Business Essentials	Design Fundamentals	Photo Imaging	Intermediate 2D Design	Advanced 2D Design	Marketing	21st Century Journalism	Digital Media Technology	Media & Public Relations	AV Production Fundamentals	Video Production: Broadcast Journal		Video Production: Creative Prod	Digital Media Design & Prod	Intermediate 3D Design	Advanced 3D Design	Blue print Reading		Emerging Tech in STEM (Intern)	Robotics	Biology II	Human Anatomy & Physiology								
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# Student Career Course Completion Report

Student Career Course Completion

District Number	District Number	Building Number	Building Name	Kids ID	Last Legal Name	First Legal Name	Gender	Current Grade Level	Pathway Title	Credits
D0101	Erie-Galesburg	0113	Erie High School			Craig		16	Power, Structural, & Technical Systems	3.5
D0101	Erie-Galesburg	0113	Erie High School			Carlos		16	Mobile Equipment Maintenance Pathway	3
D0101	Erie-Galesburg	0113	Erie High School			Aaron		16	Mobile Equipment Maintenance Pathway	2.5
D0101	Erie-Galesburg	0113	Erie High School			James Jr		16	Mobile Equipment Maintenance Pathway	2.5
D0101	Erie-Galesburg	0113	Erie High School			Will		16	Power, Structural, & Technical Systems	2.5
D0101	Erie-Galesburg	0113	Erie High School			Katlynn		16	Mobile Equipment Maintenance Pathway	2.5
D0101	Erie-Galesburg	0113	Erie High School			Katie		15	Animal Science	2.5
D0101	Erie-Galesburg	0113	Erie High School			Katie		15	Comprehensive Agriculture Science Pathway	2.5
D0101	Erie-Galesburg	0113	Erie High School			Craig		16	Animal Science	2.5
D0101	Erie-Galesburg	0113	Erie High School			Craig		16	Comprehensive Agriculture Science Pathway	2.5
D0101	Erie-Galesburg	0113	Erie High School			Craig		16	Mobile Equipment Maintenance Pathway	2



# Manual Data Entry or Upload of Student Data

- Student Data Management Checklist provides step by step procedures.
- Data Specifications for uploads are listed on the back of the Student Data Management Checklist.
- Student Follow Up Data can be either Manual Entry or Upload as well.
- The Downloadable Basic Enrollment Report will provide documentation of data submitted.

# Data Management Questions?

**Email the Pathways Help Desk at**

**[PathwaysHelpDesk@ksde.org](mailto:PathwaysHelpDesk@ksde.org) with any questions.**

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