

2020-21 CPPSA Updates



It is that time of year again, the time we all look forward to – PATHWAY APPLICATION SEASON!!!

It is finally time to update our career pathway applications again! I know this is an exciting time for all and I want to make the experience more enjoyable and less stressful. I have a few tips and practices that will save you time and frustration if you simply follow the easy step-by-step instructions. As always, please feel free to call me if your frustration level gets high, or better yet, don't wait that long! (785-296-3956 office, 785-626-0078 cell)

To start off, make sure you have the proper log on information and privileges that will allow you to complete the process. If you are new to the system, or an old hand, please follow the following steps: Go to <https://svapp15586.ksde.org/authentication/login.aspx> to log in to the authenticated applications web site.

If you are new click on the register button and fill out the required information. When you get to the applications list, scroll down and select Pathways. Choose the School Update, or ideally, choose District/Organization Update. Talk to your principal/superintendent ahead of time to determine what option works best for your school. The dist. /org option allows you to input the student data in June. Submit and contact your superintendent to approve you.

If you have logged in before you may need to update your password. Also check to see that you have School Update status or Dist. /Org Update status. If not, select the appropriate box. If you changed your status, contact your superintendent to approve your update.

Once you have access, select the Pathways option after log-in and you will be taken to the Pathways page. Select . Make sure the correct building is selected, the year 2020-21, then select . Use the pull down menu to select "edit" next to the pathway you want to update. If you do not have an "edit" option, then you do not have the correct authorization. You need School Update or Dist. /Org Update. If you are creating a new pathway, select the "create pathway" link below the "View/Filter" button.

LET'S GET STARTED!

There is a tool that allows you to select a box that says "no changes made". You may select this for any section that you do not make any changes to. Be sure to update your Articulation Agreement if you do not have a Statewide Agreement. Please update your goals as needed. The goal should be specific for the pathway and attainable in the next three years.

Step-by-step instructions follow.

Section I – Update form completer if new or different. Save

Section IIa – Update advisory committee members. You need at least 5 members that represent your pathway. If the same committee is used for all your ag pathways, make sure you have representatives for each pathway on the committee. Please designate a chair, vice-chair, and recording secretary.

Remember that the teacher and/or administrators cannot serve as officers. Save

Please update your goals as needed. The goal should be specific for the pathway and attainable in the next three years. IF IT IS A NEW PATHWAY, THEN MINIMAL GOALS ARE REQUIRED.

Section IIb – 3 year Improvement Plan. Provide at least one SMART goal for each component that will cover the next three years. Goals must be in the SMART goal format. **Example in red below.** For more information on SMART goals see the Advisory Committee Handbook.

http://www.ksde.org/Portals/0/CSAS/CSAS%20Home/CTE%20Home/Business_Industry/Advisory%20Committee%20Handbook%202017.pdf

3-Year Pathway Improvement Plan:	
Assess the pathway with your Advisory Committee using the Creating a Quality Pathway Rubric. After reviewing the identified components, list a minimum of one SMART goal (which includes specifics, measurement, attainability, realistic elements and timeline) for each component. Each goal’s timeline may span up to 3 years. For assistance, please see the <i>Advisory Committee Handbook</i> .	
COMPONENT	SMART GOALS <i>List a minimum of one SMART goal for each component. Goals should cover the required three years of the Improvement Plan. (2015-16, 2016-17, 2017-18)</i>
Partnerships – the cornerstone of a CTE program for student involvement in the community and workplace with local and regional businesses. Partnerships are also connections with all <i>educational partners</i> , who include other teachers, parents, the community, organizations, post-secondary institutions/faculty, and industry.	<i>EXAMPLE: Over the next three years, we will place at least 12 students in Internships in agriculturally related jobs in the community with the help of the Advisory Committee. We will follow-up with exit interviews for each student to determine effectiveness of the internship.</i>
Physical Environment – the CTE classroom, shop or lab setting where the instruction takes place. It should reflect the needs of the discipline, industry alignment, instructional methods and student needs.	
Professional Development – the continual, pathway-focused training and education required to keep (a) teacher(s) highly qualified. Teacher(s) are ultimately the individual(s) who ensure the other components of a quality pathway are in place consistent with the needs of the <i>educational partners</i> and continually improving.	
Instructional Strategies – the practices used to reach all students in a CTE pathway experience. These strategies enhance the learning experience through the implementation of research-based concepts and innovation.	

The plans need to be pathway specific. Do not discuss welders in an Ag Science Pathway plan. This should be a useful tool to you and your advisory committee for planning purposes and to present to

your administrators and board. The improvement plan should be a roadmap to help you make long term budget and activity plans with your board and administrators.

The following conditions must be met regarding the Advisory Committee Meetings:

- I agree the Advisory Committee met a minimum of twice between March 16th of last year and March 15th of the current year.
- I agree a quorum (1 member more than half of the voting committee members) was present at each meeting.
- I agree at each Advisory Committee Meeting the current status of the pathway was discussed, and the meeting centered on creating/updating the 3-year improvement plan to include the following: Partnerships, Physical Environment, Professional Development, Instructional Practices, and Student Outcomes.
- I understand Advisory Committee Meeting minutes are required to be kept locally for 5 years.

Make sure you click **SAVE!**

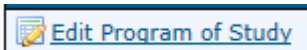
Section III – Select the courses you plan on teaching during the 2020-21 school year. Some of the pathways have had course modifications made. Please check the **2020-21 Pathway Design Sheets** to determine the best choice of courses for your program. <http://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/Content-Area-A-E/Agriculture-Food-Natural-Resources-CTE-Career-Cluster>. (KSDE Ag Ed website)

You may have additional courses in the pathway application that may not be taught next year, or in case you want to offer an additional course later.


If a course is not available to be selected in section III, or if you are adding a new course, it is possible that it was mapped incorrectly in KCCMS (Kansas Course Code Management System) or not approved based on credits/sequence. Contact your administrator to find out who in your building does the KCCMS inputting and check with them. Call me if you need assistance. All courses in a pathway must be mapped correctly in KCCMS prior to them showing up as available on the CPPSA.

You must select an Intro course and at least one technical level and one application level course to get a pathway approved. ***In the Comprehensive Agriculture Science Pathway ONLY you must select at least TWO Technical level courses for a pathway course total of four.*** If you teach a middle school ag course (68001), you may teach Ag Science (18002) as a funded course. *If you are teaching a middle school course, you may use course 18001 for the middle school course if it is at least a semester long so it will show up as a high school course on transcripts.*

Check the FFA box and click **SAVE!**

Section IV – Select  **Edit Program of Study** to make changes and update your Program of Study (POS). Under the **Agreements** tab either select one of the statewide agreements or upload an updated

agreement from your scanner or file. You will need an updated Articulation Agreement for this section, or you can use one of the Statewide (SW) agreements. If you have a statewide agreement and do not plan to change, you do not need do anything. Make sure your course offerings match the required courses on the agreement! Once you have an agreement in place, you may edit the POS if you wish. Make sure the courses you offer in Section III are listed in the POS in the proper location. Courses can be edited under the **Course Information** tab. *Make sure you have at least 3 – 4 courses listed in grades 13 and 14 that a student will take in the college/school you are articulating with.* These should not be just the articulated courses. Under the **Declarations** tab you can add certificates and assessments. At this time no assessments are required. Update the certificate list if needed by using the pull down menu. You may also type in additional certificates. The certificate should match with the pathway. If you have questions, call me!

After you are done, make sure you **save** each section, then go to the main menu on the left side bar and select . After clicking Submit/Print, check for errors. If there are errors, the bar at the top of the page will be red with the errors listed. If there are no errors, select

. **You must select Release for District Approval to complete the process.**

Notify your administrator that you have completed the process and have released the pathway application to the superintendent. I advise you to call the superintendent and follow-up to make sure they approve the application and send it on to KSDE. Sometimes this step gets overlooked.

Now you are done!! That wasn't so painful.

Please call for assistance if you run into snags. It is my job to help you get this correct and make the process easier. I do not have control over what has to be sent in, but I will help you all I can.

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