

Region 29

2023-24 Calendar of CTE CIP Self-Review Uploads

Directions: All Region 29 programs identified as part of the 20% Monitoring Schedule for 2023-24 are required to follow the provided CIP Self-Review Calendar. Label all files appropriately with the current school year, e.g., 23-24 *Instructional Delivery Model*. Be sure to keep digital copies of all documentation for a minimum of 5 years at the local school/district.

CIP Self-Review Upload Reminders

- Only one instructor should work in the CIP Self-Review portal at a time. Multiple people signed in and working under the same PSN at the same time may result in the loss of files.
- Be sure to click Edit to modify/upload your CIP Self-Review.
- When logging in for the first time during 2023-24, ensure the school year on the Manage Contacts page indicates 2023-2024. If not current, contact the help desk - MDE-GEMS@michigan.gov.
- Save and remove copies of previous year's documentation before uploading 2023-24 documentation. Documentation must be kept on file in the district for a minimum of 5 years.
- All files must be saved in PDF format before uploading.
- Ensure all files are uploaded to the correct CIP Self-Review area and page section.
- Be sure to review uploaded files in the portal before signing out to ensure the appropriate files were saved.

Remove incorrect files before uploading replacement files. Be sure to give the updated file a different name.

***Guidance, samples, and templates are available at <https://tinyurl.com/WRESA-CIPSR> ***

Email questions and concerns to: CIP_Self-Review@resa.net

**October
16**

Manage Contacts

- Complete the Primary Instructor section.
- Complete the Administrator's Information section.

C01

Program Teacher Certification

- Indicate "How Many Teachers Instruct on this PSN."
- All teachers of record names, PIC numbers, and type of certification must be indicated in the CIP Self-Review portal.
 - If a postsecondary instructor is teaching a CTE course in the high school building, they must possess an Annual CTE Authorization (ACA).
 - If a postsecondary instructor is teaching a CTE course on the postsecondary campus, no ACA is required. Identify the college in the CIP Self-Review portal.
- **Upload** applicable current professional state licensures (not teacher certification)
- **Upload** applicable current industry certifications

C04

Program Delivery: Curriculum and Instruction

- **Upload** completed CIP-specific Gap Analysis/Curriculum Alignment (include plan of improvement, when applicable). **Be sure to complete column L of the spreadsheet. (Follow the directions on the shared drive)**
- **Programs that have transitioned to competencies do not have to complete a Gap Analysis.**
- **Upload** syllabi*** for each course in the CTE program. Syllabi must include:
 - All teachers of record
 - Current school year and school name
 - Description and duration of the course
 - Academic and technical skills, laboratory and hands-on learning, work-based learning,

	<ul style="list-style-type: none"> and student leadership ○ Outline with topics aligned to segments/competencies ○ Special features of the course (i.e., academic credit, postsecondary linkage, credentials, off-site delivery, WBL, safety training, CTSO) ○ Q and Z courses must have standards written above and beyond the 12 segments and competencies. • Upload completed Instructional Design Form (See Template on Google Drive) <ul style="list-style-type: none"> ○ Fill in all fields (including school name, program, school Year, CIP Code, PSN) ○ Include all teachers of record ○ Include both course names and numbers ○ Segments and competencies can only be selected once. Choose where the topic is introduced or covered greatest.
November 20	<div style="background-color: #2c4e64; color: white; text-align: center; padding: 5px;"> C07 Equity and Access </div> <p><u>Room Arrangement</u></p> <ul style="list-style-type: none"> • Upload invoices of purchases to improve accessibility (for all new applicable purchases) • Upload photos of all classrooms and labs demonstrating access and equity. Descriptive captions are required. <p><u>Classroom Environment, Curriculum, and Materials</u></p> <ul style="list-style-type: none"> • Upload photos of classroom displays/posters illustrating cultural and gender diversity in the CIP Code related workplace/field. Images of students do not meet the criteria. Descriptive captions are required. *** <p><u>Program Recruitment Material</u></p> <ul style="list-style-type: none"> • Upload recruitment materials/brochures, the district Equal Opportunity compliance statement must appear on all recruitment materials*** • Upload applicable program applications and prerequisites • Upload documentation that the district policy/procedure for enrolling students in CTE programs supports access and equity

<p>December 18</p>	<p style="text-align: center;">C03</p> <p style="text-align: center;">Program Advisory Committee: Industry Experts Providing Input to Program <i>Refer to the Toolkit. Joint meetings should only be held among CIP Codes within the same Career Cluster and where there is an appropriate CIP Code connection. The advisory chair's industry affiliation must be applicable to all represented CIP Codes.</i></p> <p>Review to the Program Advisory Committee Toolkit <u>Membership Roster</u></p> <ul style="list-style-type: none"> • Upload Advisory Committee Membership Roster*** <ul style="list-style-type: none"> ○ Chairperson must currently hold a CIP related industry position ○ Membership majority must be CIP related business/industry partners ○ Postsecondary representative must be CIP related <p><u>Program Advisory Meetings – Meeting 1</u></p> <ul style="list-style-type: none"> • Provide documentation for the 1st of 2 required annual Advisory Committee meetings. Three (3) documents required. *** <ul style="list-style-type: none"> ○ Upload Typed Agenda ○ Upload Typed Sign-in Sheet - Attendees should match the Advisory Committee Membership Roster except for special guests ○ Upload Typed Minutes <ul style="list-style-type: none"> ▪ Must be detailed ▪ Identify all schools, CIP Codes, and PSNs represented <ul style="list-style-type: none"> ▪ If holding joint advisory meeting, minutes must reflect PSN specific discussion for each agenda item
<p>March 11</p>	<p style="text-align: center;">C08</p> <p style="text-align: center;">Secondary-Postsecondary Sequencing, Credentials, and Credit Agreements</p> <p><u>Secondary-Postsecondary Program of Study</u></p> <ul style="list-style-type: none"> • Upload Secondary-Postsecondary Program of Study*** aligned to all applicable credit agreements. The Program of Study must outline the secondary and post-secondary sequence of courses. <p><u>Current Credit Agreements</u></p> <ul style="list-style-type: none"> • Upload one of the following: <ul style="list-style-type: none"> ○ Program Articulation Agreement ○ Program specific contractual agreements regarding direct (transcript) credit ○ Program specific contractual agreements regarding concurrent/dual enrollment ○ Registered apprenticeship program agreement

<p>April 8</p>	<p style="text-align: center;">C02 Program Teacher Professional Development (PD) Refer to the CTE Teacher Technical Tool Kit</p> <ul style="list-style-type: none"> • Upload completed CIP Specific Professional Development Log*** documenting annual CIP Code specific professional development from the previous five-year period. <i>A separate log is required for each teacher of record.</i> • Upload official District Provided Professional Development (DPPD) Record or official district professional development agendas demonstrating PD participation for the current review year. <i>Staff/Team meetings do not satisfy this requirement.</i>
<p>May 3</p>	<p style="text-align: center;">C04 Program Delivery: Curriculum and Instruction</p> <ul style="list-style-type: none"> • Upload completed Safety Training template identifying *** <ul style="list-style-type: none"> ○ specific trainings ○ date and frequency ○ description <p style="text-align: center;">C05 Work Based Learning (WBL) <i>The goal is for students to have a variety of experiences along the WBL Continuum with ongoing interaction with business/industry partners. Student should have an appropriate Career Preparation or Career Training work-based learning experience.</i></p> <p>Refer to the Work-Based Learning Continuum Guide</p> <ul style="list-style-type: none"> • Upload completed Record of Work Based Learning template indicating activities specific to occupational area, include description, date, and frequency. *** <ul style="list-style-type: none"> ○ Career Awareness ○ Career Exploration ○ Career Preparation ○ Career Training ○ Youth apprenticeship • Upload completed training plan & agreement (one of each, when applicable). *** <i>See the WBL When Do I Need a Training Plan Agreement document on shared drive.</i> <p style="text-align: center;">C06 Student Leadership & Career and Technical Student Organizations (CTSO)</p> <ul style="list-style-type: none"> • Upload completed student leadership template. Activities must be related to the occupational area. Be sure to include activity descriptions, leadership positions, and dates/frequency. *** <ul style="list-style-type: none"> ○ Individual ○ Team Member ○ Project Manager/Committee Chair ○ Local Leader/Elected Officer Position ○ Community Leader/Regional, State, National Position

**May
17**

C03

Program Advisory Committee: Industry Experts Providing Input to Program

Program Advisory Meetings – Meeting 2

- Provide documentation for the 2nd required annual Advisory Committee meeting. Three (3) documents required. ***
 - **Upload** Typed Agenda
 - **Upload** Typed Sign-in Sheet - Attendees should match the Advisory Committee Membership Roster except for special guests
 - **Upload** Typed Minutes
 - Identify all schools, CIP Codes, and PSNs represented
 - If holding a joint advisory meeting, the minutes must reflect PSN specific discussion for each agenda item.

Facilities, Equipment, Materials, and Resources

- **Upload** completed CTE Program Inventory***

Must be reviewed annually by the Advisory Committee and reflected in meeting minutes.

- Equipment
- Technology
- Class set of textbooks with copyright dates
- Software with version
- Websites URLs (online learning resources)

C08

Secondary-Postsecondary Sequencing, Credentials, and Credit Agreements

Current Approved Perkins Recognized Credentials

- **Upload** documentation of state approved credentials completed and/or progression towards completion in the program ***

Additional Credentials (optional)

- **Upload** list of non-state approved credentials, with granting agency information ***

Consultants

Jason Evers 734.334.1503

Rhonda Turner 734-334-1527

Email questions and concerns to: CIP_Self-Review@resa.net

Scan the QR code to access guidance, samples, and templates or navigate to

<https://tinyurl.com/WRESA-CIPSR> ***

