

Consortia Operating Standards

The Ohio College Tech Prep Local Governing Board provides oversight for the local implementation of Perkins IV, Tech Prep Grant and ensures compliance with state policy.

STANDARD	I. FACILITATE STRATEGIC OPERATIONS		
Function	Planning for Strategic Operations	Collect Data	Collaborate with all Stakeholders
Supporting Activities	<ol style="list-style-type: none"> 1. Create internal and external planning documents in collaboration with all stakeholders 2. Craft and implement regional strategic action plans 3. Evaluate and revise the regional multi-year strategic action plans 	<ol style="list-style-type: none"> 1. Use data for reporting and decision making 2. Collect, organize, analyze and monitor student data; provide data to stakeholders 3. Determine appropriate regional student information data systems 4. Manage input of appropriate student data into HEI 5. Conduct research based on student data; make recommendations for changes in daily operations based on data 6. Determine a system of data collection and evaluation of data is used for program development and continuous improvement. 	<ol style="list-style-type: none"> 1. Promote collaboration among stakeholders, including economic development leaders in the determination of appropriate academic programs to meet the regional workforce development needs 2. Develop agendas and facilitate Tech Prep Consortia meetings including all stakeholders 3. Disseminate information to stakeholders 4. Determine a process to convene Tech Prep partner from the region to formulate POS/articulation agreements 5. The Tech Prep Director will serve as a liaison between the Governing Board and other agencies 6. Provide a venue for collaboration with all stakeholders to develop innovative delivery sites/models and blended college-high school instructional teams

STANDARD	II. MANAGE DAILY OPERATIONS		
Function	Facilitate Program of Study Development through collaboration	Provide Student Services	Conduct General Business Practices
Supporting Activities	<ol style="list-style-type: none"> 1. Design a process to facilitate the development of a Program of Study within the region, including, but not limited to; completion of the local articulation agreement templates; securing signatures, participation of postsecondary, secondary and adult partners in the development of POS, etc. 2. Assist postsecondary partners/adult partners with dissemination of services information including scholarships 3. Design a process for local program reviews. 4. Assure that all Tech Prep programs address the State approved Career Field Content Standards and the Academic Program Standards, including the Ohio Core. 5. Assure that all Tech Prep programs provide rigorous, relevant instructional activities that result in high academic achievement and technical skill development for all students. 	<ol style="list-style-type: none"> 1. Provide a venue for discussion among stakeholders as to best method to coordinate activities to assure college academic readiness 2. Identify the appropriate regional college planning and application services and provide a venue for collaboration of these services. 3. Identify and provide a system of appropriate services to assist non-traditional and special population students 4. Provide resources to assist with the coordination of academic assessment and intervention 5. Provide Assessment and intervention support services that result in academic success, matriculation to postsecondary education without remediation or to employment. 	<ol style="list-style-type: none"> 1. Employ Tech Prep consortium personnel 2. Supervise Tech Prep consortium personnel 3. Evaluate Tech Prep consortium personnel 4. Adhere to the College, as the fiscal agent, policies and procedures. 5. Develop Tech Prep consortium marketing plan 6. Maintain the Tech Prep consortia website
STANDARD	III. MANAGE CONSORTIUM FUNDING		
Function	Manage Grants	Manage Budgets	Leverage Resources

Supporting Activities	<ol style="list-style-type: none"> 1. Provide a process to insure that the CCIP Grant Application reflects the strategic goals, yearly. 2. Monitor and process grant budget expenditures 3. Review and insure completion of all required fiscal reports 	<ol style="list-style-type: none"> 1. Determine budget priorities, in collaboration with all stakeholders and the Tech Prep Director, yearly. 2. Develop and monitor budgets 3. Work with the Fiscal Agent to obtain budget approvals 	<ol style="list-style-type: none"> 1. Develop strategies to leverage resources through partnerships 2. Facilitate collaboration of activities with all other Perkins recipients
STANDARD	IV. ASSIST WITH COLLEGE TRANSITION SERVICES		
Function	Communicate with all stakeholders	Assess student technical and academic achievement	Provide Access
Supporting Activities	<ol style="list-style-type: none"> 1. Provide a formal communication system to provide information to assist students with transition into secondary CTE program, to assist students with transition into the postsecondary program of choice, to assist with college orientation activities such as campus visits, etc. 2. Provide systems for transfer of student records 3. Provide information to students and parents as to all the postsecondary options available to the student. 4. Sponsor Tech Prep awareness through student recognition activities 	<ol style="list-style-type: none"> 1. Assure academic readiness, through stakeholder collaboration and coordination with other Tech Prep activities 2. Provide access to academic assessment opportunities 3. Provide a system of student support and technical and academic intervention opportunities 4. Provide an alignment of work with College Success Centers to improve Tech Prep student retention 5. Provide an assessment program that includes multiple measures to assess student attainment of technical academic content standards. 6. Provide an assessment and student success program that will increase the number of students who matriculate to postsecondary as non-remedial. 	<ol style="list-style-type: none"> 1. Design a system that will assist all educational partners in the development and implementation of articulation agreements that assures alignment with other state educational initiatives such as CT2 and TAGs 2. Design and implement college transition strategies for target populations 3. Provide a system for the development of college bridging activities 4. Provide alignment with other state secondary and postsecondary educational initiatives that provides access to educational opportunities. 5. Develop a system that provides a pathway, opens access, for all students interested in preparing for a career in industry sectors requiring technical expertise can participate. 6. Provide a seamless education system that will assist the Tech Prep consortia in meeting student success targets in the following areas: <ol style="list-style-type: none"> i. Increase the number students who passed a course that qualifies for postsecondary credit, as reported in EMIS. ii. Increase the number of students obtaining a State or industry-

			<p>recognized certificate or license, as reported in EMIS.</p> <ul style="list-style-type: none"> iii. Increase the number of students enrolled in postsecondary education in the current year, as reported in HEI. iv. Increase the number of students enrolled in postsecondary education in the same field or major in the current field, as reported in HEI. v. Increase the number of students who completed their education and who are employed in a related field as reported in HEI. vi. Increase the number of students who have completed an AD degree, within four years, as reported in HEI. vii. Increase the number of students who have completed an BA degree, within six years, as reported in HEI
STANDARD	V. FACILITATE PROFESSIONAL DEVELOPMENT		
Function	Stakeholders	Educators	Staff
Supporting Activities	<ol style="list-style-type: none"> 1. Determine targeted professional development for all stakeholders. 2. Conduct research and development activities in the areas of instructional strategies and authentic learning projects to develop a professional development plan. 3. Provide a professional development calendar of events that includes opportunities for all secondary and postsecondary academic and technical faculty, administrators and counselors the opportunity to participate in ongoing professional development. <p>—</p>	<ol style="list-style-type: none"> 1. Provide a process by which schools can obtain assistance in obtaining instructional resources 2. Facilitate on-going collaboration of secondary/postsecondary instructional teams 3. Design a process to develop and support senior/capstone projects, to facilitate work-based experiences for Tech Prep students and to support Tech Prep student participation in external student competitions and organizations, through stakeholder input. 	<ol style="list-style-type: none"> 1. Provide the resources for teachers and Tech Prep personnel to present at state and national conferences, Participate in continuing education activities and to visit other CTP sites 2. Provide the resources to maintain membership in related professional organizations