

Carver Career and Technical Education Center

2020-2025 Postsecondary Strategic Plan

Carver Career and Technical Education Center's strategic plan drives the future direction of the school. The strategic plan identifies objectives to be addressed and implemented over a five-year period.

The five-year strategic plan includes the following components: mission statement, vision statement, core beliefs and objectives of the institution. Action steps, professional development, funding sources, timelines for implementation, and ways of monitoring progress are outlined in the plan. All areas are reviewed annually. Administrators, Local School Improvement Council, Faculty Senate, and Institutional Advisory members share in the task of developing, updating and reviewing the plan each year. Selected members make up the Strategic Plan Committee.

The updated plan is presented to the LSIC, Institutional Advisory, and Faculty Senate for review and input. Suggested changes are reviewed and the plan is revised as needed. The yearly review process enables Carver Career and Technical Education Center to stay focused on its commitment to the community it serves by meeting the changing needs of business and industry.

Mission Statement

The mission of Carver Career and Technical Center is to provide certificate and short-term education programs designed to prepare secondary students from Kanawha County and adult students from Kanawha and surrounding counties for employment, career advancement, and/or continued education and to assist employers in meeting their employment and training needs.

Vision Statement

We envision Carver Career and Technical Education Center as a school with a physical facility well-equipped and organized to promote learning; with a staff committed to students and the learning process; that offers programs that are meaningful to world or work; that recruits students who are willing to learn, are active in the learning process, are proficient in the basic skills, and are well-trained and prepared for job placement; that graduates students who are successful, in demand, well trained, and employable; that maintains its status as a leader in technological training by meeting and exceeding industry standards; and that ensures that the Carver community, those with a vested interest in carver's programs, is represented, supportive and involved.

Core Beliefs

1. Student learners should exhibit the 21st century skills needed to be successful in today's workforce.
2. Students should acquire the knowledge base to continue their education after completion of their chosen technical program, if they desire.
3. Students will leave with the skills and knowledge to become productive members of today's workforce and community after completion of their career education.

Objective 1:

During the 2020-2025 school years, Carver Career Center will maintain a minimum benchmark of 60% Completion Rate.

Measurement of Objective 1:

Periodically analyze student data (grades/attendance etc.) to ensure progression towards completion.

<u>Strategies for achieving Objective 1</u>	<u>Timeline</u>	<u>Person(s) Responsible</u>	<u>Funding Source(s)</u>	<u>Monitoring Process</u>
Pre-Entrance Exam or Program Entrance Requirements.	January-April	Instructor	Students purchase pre-entrance exam test and pay application fee	Track data on the number of students meeting benchmark for passage and completing entrance requirements
Maintain Financial Aid disbursements, tuition fee updates, and communicate all reminders of payments needed, made accessible for students to view on their Schoology account	Ongoing from day of Registration	Financial Aid Secretary	Schoology is funded by the county	Students' response to getting payments made on time
Registration/Orientation	April for July Enrollment and December for January Enrollment	Instructor Financial Aid Secretary Clerk Assistant Principal	Students pay a registration and processing fee	Registration/Orientation attendees and how many students follow through to 1 st day of class.
Students are provided with the grading scale, rubrics, and syllabus	Beginning of academic year	Instructor	None Needed-covered in cost of course	Utilization of rubric for grading scale and syllabus
Monitor Student attendance to identify attendance issues. Students are informed of attendance expectations to remain in program.	Ongoing from 1 st day of school through graduation	Instructor Attendance Clerk Social Worker	None Needed-Schoology is provided by KCS	Track data on the number of students who do not complete the program due to attendance.
Provide students with course calendar for the entire program.	Ongoing from 1 st day of school through graduation	Instructor	None Needed-provided by KCS	Track Attendance data

Objective 2:

During the 2020-2025 school years, Carver Career Center will maintain a minimum benchmark of 70% placement rate for completing students.

Measurement of Objective 2:

Work with WorkForce West Virginia, local communities, and our Advisory Committee Members to place students in positions that align with their field of training.

<u>Strategies for achieving Objective 2</u>	<u>Timeline</u>	<u>Person(s) Responsible</u>	<u>Funding Source(s)</u>	<u>Monitoring Process</u>
Work in conjunction with WorkForce West Virginia and local business and industry professionals for placement in the area	June-July Annually	Instructor Job Placement Coordinator	None Needed	Track data on the number of positively placed students
Ensure that students complete their resume and portfolio for job interviews	June-July Annually	Instructor	None Needed- Schoolology is provided by KCS	Portfolio review by instructor/Schoolology gradebook & portfolio
Students will be informed of any job opportunities that come available in their program of study.	June-July Annually	Instructor Job Placement Coordinator	None Needed Data tracked on CPL	Track data and information on students that utilize job placement service and obtain employment
Students will participate in job interviews, job searches, and job resume writing.	Ongoing	Instructor	None Needed- Schoolology is provided by KCS	Student completion interviews, job searches, and resume writing (Schoolology Assignments/gradebook)
Students are given opportunity for internships and/or industry visits, visits from local business/industry professionals.	Ongoing	Instructor	None Needed	Track data on the number of students obtaining employment

Objective 3:

During the 2020-2025 school years, Carver Career Center will maintain a minimum 70% benchmark licensure exam pass rate for students entering a field where licensure is required.

Measurement of Objective 3:

Evaluation of the Annual Completer/Placement/Licensure Rates for adult programs.

<u>Strategies for achieving Objective 3</u>	<u>Timeline</u>	<u>Person(s) Responsible</u>	<u>Funding Source(s)</u>	<u>Monitoring Process</u>
Students will be provided study guides to prepare for licensure exam.	Ongoing throughout enrollment in program	Adult Education Instructor Job Placement Coordinator	None needed—covered in course costs	Track data on the number of students that pass the practice tests and licensure exam.
Students will participate in practice tests.	Ongoing throughout enrollment in program	Adult Education Instructor Job Placement Coordinator	None needed—covered in course costs	Track data on the number of students that pass practice tests.
Students will take the Licensure Exam if required for their program.	At the end of Program	Adult Education Instructor Job Placement Coordinator	Students pay for Licensure exam fees	Track data on the number of students that pass the Licensure Exam.

Professional Development

Professional development sessions will be created and scheduled throughout the school year to ensure that staff has the necessary training to accomplish each objective.

To accomplish Objective 1 (Completion) teachers learn through professional development:

- How to prepare students for a practice or licensure exam.
- Offer training sessions on how to use the LMS-Schoology to post assignments, grades, and attendance.

To accomplish Objective 2 (Placement) instructors will assist students with CTE Portfolio preparation/completion:

- Attending instructional sessions related to assisting students in completing their student portfolio.
- Collaborating with academic teachers to ensure completion of writing components within the portfolio.

To accomplish Objective 3 (Licensure) teachers help students prepare for exam(s):

- Preparing and offering Study Guides and practice tests for the exam(s).
- Aligning class instruction to Exam(s) by working with WVDE on program standards and NOCTI content.