

Carver Career & Technical Education Center

Institutional Advisory & Occupational Advisory Committee Handbook

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Welcome to CCTEC--Carver Career and Technical Education Center

Thank you for agreeing to serve as a member of a program Occupational Advisory Committee or on the Institutional Advisory Committee. Industry, educational, and community partners like you make all the difference in our ability to fulfill our mission and train students for work in their chosen field. Together we will engage in one of the most exciting adventures of all – changing people’s lives for the better as they gain new knowledge, skills, and abilities for a bright future for themselves and their families.

As an advisory committee member, you **advise** us and ensure that our curriculum meets the industry standards and our students are equipped with the professional skills you seek in your employees. You **assist** by providing our instructors and students’ opportunities to share the highest quality applied learning through hands-on skill development in classrooms and shops that have state-of-the-art equipment and materials. Through your industry and community networks you also **advocate** for CCTEC by sharing the programming news and achievement of our students to key stakeholders in your networks.

As a member of an advisory committee at CCTEC you will learn about the excellent career and technical education we provide and the success of the students who train at CCTEC and go on to be your employees. This handbook is designed as a resource to assist you in your work as an advisory committee member.

We appreciate your donation of time, talents and resources to our programs and our students, and look forward to working with you as we prepare the future of West Virginia’s workforce.

Lisa Dorsey, Principal
CCTEC – Carver Career and Technical Education Center

About CCTEC

CCTEC is one of two postsecondary public career and technical training centers in Kanawha County and delivers a wide range of training opportunities for anyone wanting to learn. Carver was established in 1970, and its mission is to provide certificates, short-term education, and associate degrees to the students of the Kanawha Valley. It was the first vocational school in the state of WV. Carver has twice been recognized as a WV School of Excellence and as a "Best School in the Nation" by REDBOOK magazine. Carver teachers are certified by the WV State Department of Education, and all have actual work experience in the field in which they are teaching.

CCTEC operates under the statutory and regulatory authority of the West Virginia Department of Education, as provided by the West Virginia Legislature, and under the direction of Kanawha County Schools.

Programs and courses are competency-based and offer industry-approved certifications and/or licenses in addition to a CCTEC certification. CCTEC students attend full time programs for up to 24 months, spending 30-35 hours per week in class. Each of the training programs offer a variety of delivery systems including classroom instruction, lab exercises, hands on shop and on-site work, externships and clinical site visits. With a small student to instructor ratio, CCTEC students have access to instructors and the support necessary for success in their chosen training program.



CCTEC postsecondary programs are accredited through the Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325 Atlanta, GA 30350

Vision and Mission Statements

Vision

The vision of Carver Career and Technical Education Center is to build a successful future one skill at a time.

Mission

The mission of Carver Career and Technical Education Center is to provide educational programs to equip secondary and adult students with the skills for employment, career advancement, and continued education while partnering with employers to meet evolving industry standards.

POSTSECONDARY PROGRAMS

- Aesthetics
- Barbering 1200
- Cosmetology
- Culinary Arts
- ECCAT
- Electrical Technician
- Massage Therapy
- Respiratory Therapy A.S.
- Surgical Technology
- Veterinary Technology A.A.S.

SECONDARY PROGRAMS

- Advanced Medical Preparedness
- Agricultural Science
- Automotive Technology
- Baking and Pastry
- Carpentry
- Collision Repair Technology
- Dental Assisting
- Electrical Technician
- Entrepreneurship
- Firefighting & Emergency Services Management
- Graphic Design
- Marketing Management
- Multimedia Publishing
- Natural Resources
- Plumbing
- ProStart Restaurant Management
- Robotics & Industrial Robotics
- Sports Medicine
- Therapeutic Services
- Welding

Objectives for Training Programs

Carver Career and Technical Education Center has three major objectives for our training programs. They are:

- To help students develop the job skills and knowledge that will enable them to get jobs.
- To help students prepare for college or other postsecondary education and training.
- To help employed adults keep up-to-date in their field and to develop new skills for advancement and promotion.

TRAINING PROGRAM COMPONENTS

Each of Carver Career and Technical Education Center's training programs is made up of the following components:

OCCUPATIONAL KNOWLEDGE:

Students will study subject matter knowledge through classroom instruction methods such as discussion, lectures, small/large groups, and laboratory assignments.

OCCUPATIONAL PERFORMANCE SKILLS:

Students will develop related performance skills through Simulated Workplace practices and hands-on applications with actual work performed according to industry standards and the Simulated Workplace Protocols

COMPUTER TECHNOLOGY:

KCS has provided all secondary students with an Apple iPad. Adult programs have well-equipped classroom technology. Students can learn valuable technology skills that will enhance their employability.

EMPLOYABILITY SKILLS:

Students will participate in employability training also mandated by Simulated Workplace Protocols, such as; interviews, developing a portfolio that includes a resume, a letter of application, certifications, etc.

SAFETY:

Students will learn to use tools and equipment in a safe and correct manner. Safety instruction is an integral part of each training program.

BASIC SKILLS:

Students will be tested early in the school year to determine if they need help with basic skills. Carver employs teachers to assist technical students in developing good basic math, reading, science, communication skills, and locating information.

LEADERSHIP SKILLS:

Students will develop leadership skills through participation in a student organization. These skills teach how to become a team leader and a team player and are supported by Simulated Workplace Protocols.

About the CCTEC Advisory Committees



Purpose

CCTEC has two types of advisory committees, the Institutional Advisory Committee and Occupational Advisory Committees. Established in accordance with the Council on Occupational Education (COE) accreditation standards they provide an invaluable service to establish firm linkages between West Virginia's employers and CCTEC. In addition, CCTEC strives for quality programming and seeks advice, advocacy and assistance beyond accreditation standards from these key stakeholder groups.

Members of the CCTEC advisory committees bring expertise and resources to CCTEC to enable the programs to provide up to date equipment and curricular materials that prepare students for employment in a chosen industry. During times where support and advocacy is needed, advisory committee members are asked to access their networks to share information on student achievement and emphasize the necessity for the type of programming and services offered at CCTEC. Both types of committees are vital to the success of CCTEC and each has a different purpose with members having differing roles and responsibilities.

According to the COE requirements, the Institutional Advisory Committee is composed of at least three persons with a majority being external to the institution; meets at least once annually, keeps minutes to document activities, recommendations and meeting attendance; and is used to provide community involvement in maintaining a relevant mission of the institution. The Institutional Advisory Committee focuses on the long view and promotes the growth and success of the institution, supports continuous quality improvement, and expands networks of knowledge and influence essential to navigating opportunities and challenges.

The Occupational Advisory Committees are appointed for each program to ensure that desirable, relevant and current practices of each occupation are being taught. These committees consist of a minimum of three members external to the institution who have expertise in the occupational program; represents the geographical service area covered by the program at each meeting; has at least three external members who meet these criteria present at each meeting (two physically present); meets at least once annually (usually twice); three internal members (can be current or past students); and keeps typed minutes to document its activities, recommendations; and meeting attendance and demographic information for each member. The Occupational Advisory

Committees bring their expertise to advise CCTEC programs on the training and other needs of the students to meet the expectations of the employers and the State of West Virginia.

In addition, members of the advisory committees may be involved in these activities:

- Identify or verify occupational competencies as program outcomes
- Recommend level of skill/proficiency and core abilities required for program completion
- Assist in recruitment and placement of students
- Offer work-based activities, apprenticeship and internship opportunities to program students
- Recommend equipment selection
- Advocacy efforts to create public awareness of CCTEC programs through public hearings, letter writing and legislative activities
- Sponsor tours/field trips for students and externships for instructors; classroom presentations
- Identify and share knowledge of trends for strategic and program planning purposes
- Judge in-house skills competitions



Institutional Advisory Committees

Institutional Advisory Committee Roles and Responsibilities

According to the COE accreditation handbook, Standard One: Institutional Mission, the institution has an organized and functional Institutional Advisory Committee that meets the following requirements:

- Is composed of at least three persons with a majority being external to the institution;
- Meets at least once annually, if serving only in an institutional advisory capacity;
- Is used to provide community involvement in maintaining a relevant mission for the institution
- Ensure minutes are kept to document activities, recommendations, and meeting attendance; minutes will include:
 - Regular or special meeting
 - Time and location of the meeting
 - Names of those in attendance in person and online plus others that might be in attendance
 - Actions taken by the committee and discussion items
 - A record of all actions taken by the committee including votes

- Resolutions and motions in full
- Record of the disposition of all matters which the committee considered but did not take action
- The records of the committee shall be open to inspection to the public at the office of the job placement coordinator during regular business hours.

Additional responsibilities of the Institutional Advisory Committee members:

- Review and advise on issues involving the annual strategic plan; provide external analysis and recommendations for opportunities and threats to the CCTEC strategy
- Consult with the CCTEC principal on all measures that concern the school in which the Institution Advisory Committee has a role
- Suggest the establishment or elimination of training programs based on a statewide economic perspective

Membership

Members are recommended by faculty, staff, and by current members of the committee. Members may be added from time to time to represent organizations who are key partners and may be added or removed upon request of the members of the Institutional Advisory Committee.

Number and composition of members

For a broader representation of stakeholders from the area, CCTECs policy is that the Institutional Advisory Committee shall consist of not less than 6 members; a minimum of 3 internal and 3 external. Of these external members, at least two members will be industry representatives; one member will be from the community. External members of the committee may not be employed by CCTEC.

Selection of members

The faculty and staff of CCTEC shall develop a process for selecting members of the Advisory Committees. Members in each Advisory will assist in the selection, nomination, and election of chairpersons for each committee.

Resignation, removal, and replacement of members

A member who wishes to resign shall notify the instructor and Principal of CCTEC of the effective date of the resignation. Filling vacancies may be based on recommendations from the committee through the instructor or the principal and will be appointed for the duration of the unexpired term. Members who fill vacancies mid-term may be eligible for reappointment to the committee when the term expires without penalty.

Conflict of Interest

In any instances where a conflict of interest may arise, a member is expected to disqualify themselves from voting on the issue in question.



Officers

The officers of the Institutional Advisory Committee shall consist of a Chairperson, and Secretary and such other officers from among the membership of the Institutional Advisory Committee that is considered necessary. Election of officers shall be done annually at the first regular meeting of the committee. It shall be the duty of the Chairperson, working in collaboration with the CCTEC principal, to orient newly appointed members prior to the first meeting after appointment.

Meetings

Frequency of meetings

The Institutional Advisory Committee is required to meet once per year; however, we may elect to meet twice per year.

Quorum

A simple majority of the Institutional Advisory Committee shall constitute a quorum. In order for a motion to pass, a majority vote of the quorum must occur.

Terms of service

Regular members appointed to the Institution Advisory Committee shall serve one-year terms, with terms beginning and ending with the school year. Typically, this will occur from August to June each year. Members may choose to continue in their elected roles if a majority of members vote in their favor.



Amendments to Policy

Amendments or additions to this policy handbook may be proposed by any member. For a proposed amendment or addition to be acted on at a regularly scheduled meeting, it must be presented to the principal in writing prior to the meeting to allow inclusion on the agenda and distribution with the agenda materials five days before the meeting.

Amendments or additions to policy require final approval of the Institutional Advisory Committee and chairpersons of the Occupational Advisory Committees.

CCTEC Staff Roles and Responsibilities serving the Institution Advisory Committee

The CCTEC principal shall be the executive officer of the Institutional Advisory Committee and will:

- Prepare meeting agendas, and prepare and provide informational materials and reports in support of the agenda or as requested by the committee at least five days prior to a meeting.
- Ensure meetings are staffed for logistics and meals.
- Provide talking points for advocacy efforts that support legislative initiatives, fund raising efforts, and other institutional initiatives.

- Ensure the documentation of minutes to include:
 - Regular or special meeting designation
 - Time and location of the meeting
 - Names of those in attendance in person and online plus others that might be in attendance
 - Actions taken by the committee and discussion items; a record of all actions taken by the committee including votes; resolutions and motions in full
 - Record of the disposition of all matters which the committee considered but did not take action
- Keep the records of the committee open to inspection to the public at the office of the job placement coordinator during regular business hours.



Occupational Advisory Committees

Member Responsibilities and Opportunities

According to the COE accreditation handbook, Standard Two Educational Programs Section C (9) Occupational advisory committees are appointed for each program to ensure that desirable, relevant, and current practices of each occupation are being taught. Each occupational advisory committee:

- Consists of a minimum of three members external to the institution who have expertise in the occupational program;
- At least 3 internal members of the organization (can be current or past students);
- Represents each geographical service area covered by the program at each meeting;
- Has at least three external members who meet these criteria present at each meeting (with at least two members physically present and one virtually present);
- Meets at least once annually; and
- Keeps typed minutes to document its activities, recommendations, meeting attendance and demographic information for each member.
- Review, at least annually, the appropriateness of the type of instruction (such as lecture, laboratory, work-based instruction, and/or mode of delivery) offered within each program to assure that students gain competency with specific skills required for successful completion of the program, including:

- Job-related health, safety, and fire prevention are an integral part of instruction;
- To develop skill proficiency, sufficient practice is provided with equipment and materials similar to those currently used in the occupation;
- All instruction is effectively organized as evidenced by syllabi, lesson plans, competency tests, and other instructional materials;
- The institution uses a systematic, objective and equitable method of evaluating student achievement based on required competencies.
- Ensure work-based activity agreements are current, specify expectations for all parties and ensure the protection of students.
 - Each work-based activity has a written instructional plan for students that specifies the particular objectives, experiences, competencies, and evaluations that are required;
 - Each written instructional plan for each work-based activity designates the on-site employer representative responsible for guiding and overseeing the students' learning experiences and participating in the students' written evaluations and that all work-based activities conducted by the institution are supervised by a designated employee possessing appropriate qualifications.



Membership

Accreditation standards require a minimum of three members external to the institution, however for a broader representation of occupations, regions and communities across the state, it is recommended that an occupational program advisory committee is comprised of at least 5-10 individuals. Consideration for the number of members should include:

- Number of jobs served by the program
- Size of the program
- Size of the community
- Organizations or businesses to be represented

Members for the committee are recommended by existing committee members, CCTEC instructors/staff, or individuals may request to participate on a committee. Program department heads make final recommendation to the principal or their designee for official appointments.

Program department heads ensure a broad representation on the committees from:

- Geographic locations served by CCTEC
- Occupational and industry experts
- CCTEC graduates who are currently employed in the

occupation

- Current students in the training program
- Supervisors and hiring agents from business and industry partners

Meetings

The occupational advisory committee shall meet at least once per year; however, may elect to meet twice per year, with at least two members physically present and one virtually present at each meeting.

Terms of Service

Occupational advisory committee members serve one-year terms that begin in August and end in June. Members have no set limit as to the number of consecutive terms they may serve.

CCTEC Staff Roles and Responsibilities serving the Occupational Advisory Committee

- Prepare meeting agendas, and prepare and provide informational materials and reports in support of the agenda.
- Ensure meetings are staffed for logistics, including meals and travel arrangements.
- Keep the Occupational Advisory Committee members informed on a regular basis of school operations and programs.
- Provide talking points for advocacy efforts that support legislative initiatives, fund raising efforts and other institutional initiatives.
- Ensure the documentation of minutes to include:
 - Regular or special meeting designation
 - Time and location of the meeting
 - Names of members in attendance in person and online including their business and the location of their main office or their location plus visitors who might be in attendance
 - Actions taken by the committee and discussion items; a record of all actions taken by the committee including votes; resolutions and motions in full
 - Record of the disposition of all matters which the committee considered but did not take action
- Keep the records of the committee open to inspection to the public at the office of the Job Placement Coordinator during regular business hours.



Appendix

Institutional Vision and Mission Statements

Vision

The vision of Carver Career and Technical Education Center is to build a successful future one skill at a time.

Mission

The mission of Carver Career and Technical Education Center is to provide educational programs to equip secondary and adult students with the skills for employment, career advancement, and continued education while partnering with employers to meet evolving industry standards.

Advisory Checklist

You no longer have to submit printed copies of your advisory meeting documents. However

Please name your file (do not use forward or backslashes)

ProgramOACMeetingDate

Ex. InstitutionalOACMeeting10.15.24

*****If using a template, be sure to click Make a copy first! Then be sure to fill out all necessary areas and delete the instructions and the items you are not using. (Those items are typically red).**

Please submit in this order

1. Agenda
2. Typed minutes that are **signed** by the chair & instructor
3. In the FALL only: Employer Verification Forms (must be from 3 different facilities and a person who can and will hire our students)
4. Attachments of any information you go over with your advisory (should also be noted in your minutes)(ex. Mission and Goals, Strategic Plan, Admission requirements, Equipment List, Curriculum CSSs, etc.) I have added much of that to the Advisory Handbook.
5. At Fall meetings you should have advisors fill out the [B&I Review](#).
The password is school

All items submitted should be compiled in PDF format

Revised in 7/2024

Meeting Agenda Template



Carver Career and Technical Education Center

4799 Midland Drive, Charleston, West Virginia 25306
Phone: 304-348-1965 Fax: 304-348-1938
carvercarecenter.edu

PROGRAM: _____ **Occupational Advisory Committee Meeting Agenda**

DATE: _____ **TIME:** _____

LOCATION: _____

Call to order

Documentation of Attendees (Roll Call)

Fall: Election of Chairperson

Approval of previous meeting minutes

Review/Approval of Mission and Vision Statements

Review/Approval of Program Mission and Vision Statements

Program update

Program Review / Evaluation / Revision

- Admission requirements & procedures
- Program content that is consistent with current industry practices and desired student learning outcomes
- Program length
- Program objectives
- Competency tests
- Learning activities
- Instructional materials
- Equipment
- Methods of program evaluation
- Level of skills and/or proficiency required for completion
- Workplace ethics
- Appropriate delivery methods for the subject matter being taught
- Job-related health, safety, and fire-prevention are an integral part of the program instruction.
- Review of Completer, Placement, & Licensure (CPL), Enrollment Data, Student Survey results, & curriculum meeting workforce demands

Resources available to instructors and Students

Review / Approval of Strategic Plan

Review / Approval of Health & Safety Plan

Employer Verification Forms (EVFs)

Other Business

Announcements / Concerns

Adjournment

Advisory Meeting Template

PROGRAM:

Fall Occupational Advisory Committee Meeting Minutes

DATE:

TIME:

LOCATION: _____

Attendees:

External Committee Member Name	Organization	Job Title / Years of Experience
Internal Committee Member Name	Organization	Job Title / Years of Experience

1. Call to order: The ____ Occupational Advisory Committee meeting was held in room ____ on October 15, 2024.
The meeting convened at ____, Chair ____ presiding, and ____, recording the minutes.
2. ____ was elected to serve as the OAC Chairman for the 2024-2025 school year.
3. Approval of minutes:
Motion was made by ____, and seconded to approve the minutes of the ____ meeting. Motion carried.
4. School Mission Statement
The mission of Carver Career and Technical Education Center is to provide educational programs to equip secondary and adult students with the skills for employment, career advancement, and continued education while partnering with employers to meet evolving industry standards. Motion was made by Devon Zegeer and seconded to approve the Carver Career Center Mission Statement. Motion carried.
5. Occupational Program Mission Statement
See attached

Motion was made by ____ and seconded to approve the Mission Statement. Motion carried.
6. Program Update
7. Program Review / Evaluation / Revision
 - We analyzed the type of instruction utilized in the program; I use lecture, laboratory (shop work), work-

based instruction, and the mode of delivery

- We evaluated the objectives of the program. We verified that the objectives ensure that a systematic process has been implemented to document that the objectives and content of programs are current.
- The program has clearly stated objectives, defined content relevant to these objectives and the current needs of business and industry, and student evaluation based on the program objectives and content.
- We reviewed the program admission requirements, curriculum framework and course outline, program content, program length, program objectives, competency tests, instructional materials, equipment, method of evaluation, evaluation of program by students, instructional materials, supplies and level of skills and proficiency required for completion, and the appropriateness of the delivery mode for the program. All instruction is organized as evidenced by course outlines, lesson plans, competency tests and other instructional materials.
- The program has a systematic method of evaluating student achievement based on required competencies. CPL / Enrollment Data, student & employer surveys, documented discussion.
- Courses required for each program are offered with sufficient frequency for the student to complete the program within the publicized time frame.
- We reviewed and evaluated the length, tuition and fees of the program in relation to the documented entry- level earning of completers.
- We determined that job-related health, safety, and fire-prevention are an integral part of the program instruction.
- We verified that all equipment and materials are similar to those currently used in the field. Sufficient practice is provided with equipment and materials similar to those currently used in the field.
- We reviewed the CPL, Enrollment Data, Student Survey results, and discussed the curriculum meeting workforce demands.

8. Resources available to Instructors and Students

On File in program office

9. Strategic Plan

Motion was made by _____ and seconded to approve the CCTand EC Strategic Plan. Motion carried.

10. Resource Plans (Health & Safety)

Motion was made by _____ and seconded to approve the CCTEC Health & Safety Plan. Motion carried.

11. Future meeting date: Spring of 2024

12. Other Business NA

13. Announcements/Concerns Budget for the new Steri Center

Adjourned: The meeting was adjourned at _____

Respectfully submitted,

Instructor _____ Date _____

Chairperson _____ Date _____

Employer Verification Form

Commission of the Council on Occupational Education EMPLOYER PROGRAM VERIFICATION FORM for Postsecondary Programs

INSTRUCTIONS:

- Complete three of these forms for **each program** at each campus.
- This form **must** be signed by a bona fide employer who is in a position to make hiring decisions.

Name of Institution	
Address	City/State/Zip
Name of Program	
Mode(s) of Delivery of Program (check ALL that apply):	
<input type="checkbox"/> 100% Traditional	<input type="checkbox"/> Hybrid <input type="checkbox"/> Distance Education

The length of this program is (indicate the number of hours in all boxes that apply):

<input type="text"/> Clock Hours	<input type="text"/> Semester Credit Hours	<input type="text"/> Quarter Credit Hours
----------------------------------	--	---

The amount of tuition and fees charged for the total program is: \$

EMPLOYERS' VERIFICATION STATEMENT

I have reviewed the (name of program): _____
program and to the best of my knowledge and experience have listed below the verification range of
remuneration for those who enter this field.

EMPLOYER

Name:	Title:
Company Name:	Phone Number/Extension:
Address:	City/State/Zip:
Verifiable range of remuneration based on yearly, full-time employment for those that enter this field upon completion of the program is from \$ _____ to \$ _____ annually OR \$ _____ to \$ _____ hourly	
Signature:	Date:

Signature and Date must be handwritten.

(January 2024)

Postsecondary Strategic Plan

Carver Career and Technical Education Center 2022-2027 Adult 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 and evaluated annually. Administrators, Adult Leadership Team, Faculty Senate, and Institutional Advisory members share in the task of reviewing and evaluating the plan each year. The Adult Leadership Team, Assistant Principal, and Job Placement/Compliance are the members that make up the Strategic Plan Committee.

The updated plan is presented to the Institutional Advisory and Faculty Senate for review and evaluation. Suggested changes are reviewed by the Strategic Plan Committee and the plan is revised as needed. The yearly review and evaluation process enables Carver Career and Technical Education Center to stay focused on its commitment to the community it serves by meeting the evolving standards of business and industry.

Mission Statement

The mission of Carver Career and Technical Education Center is to provide educational programs to equip secondary and adult students with the skills for employment, career advancement, and continued education while partnering with employers to meet evolving industry standards.

Vision Statement

The vision of Carver Career and Technical Education Center is to build a successful future one skill at a time.

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 2022-2027 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	This is included in application costs	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	May for July Enrollment and December for January Enrollment	Instructor Financial Aid Secretary Clerk Assistant Principal	Students pay a registration and application 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	None Needed-WVEIS is provided by WVDE	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 and the instructor	Track Attendance data

Objective 2:

During the 2022-2027 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 for job interviews	June-July Annually	Instructor Student	None Needed- Microsoft Office is provided by WVDE or BridgeValley	Review by instructor
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	Student completion interviews, job searches, and resume writing
Students are given opportunities for internships and/or industry visits, clinicals, visits from local business/industry professionals.	Ongoing	Instructor Preceptor	None Needed	Track data on the number of students obtaining employment

Objective 3:

During the 2022-2027 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	None needed—covered in course costs	Track data on the number of students that pass practice tests.
Students will take the Board/Licensure Exam if required for their program.	At the end of Program or after graduation	Adult Education Instructor Job Placement Coordinator	HVAC, Barbering, and Cosmetology students pay for Licensure exam fees, all other programs have the cost embedded in program costs	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. Attendance is tracked on WVEIS by Instructors, Administration, and WVDE.

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

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

To accomplish Objective 3 (Licensure) teachers help students prepare for licensure 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 content.

2022-2023 Completer, Placement, & Licensure Report

SCHOOL NAME: Carver Career Center				SCHOOL ID NO: 334000-00												REPORTING PERIOD: 2022-2023												BENCHMARKS			
				Shaded columns represent calculated fields.												60%				70%											
Row Numbers in Annual Report software	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
POSTSECONDARY PROGRAM NAME	Beginning Enrollment	New Enrollees	Cumulative Enrollment	Students still enrolled	Non-Graduate Completers	Graduate Completers	Total Completers	Non-Grad Completers Emp in Pos Related to Field of Inst	Grad Completers Emp in Pos Related to Field of Inst	Total Completers Emp in Pos Related to Field of Inst	Grad. Completers Emp in Pos. Unrelated to Field of Inst.	Graduate Completers Waiting to Take Licensure Exam	Grad. Completers Who Took Licensure Exam	Grad. Completers Who Passed Licensure Exam	Grad. Completers Unavailable for Employ.	Grad. Completers Who Refused Employment	Grad. Completers Seeking Employ./Status Unknown	Withdrawals	Sum of Rows 16, 19, 20	Difference - Column 10 minus Column 23	Difference - Column 11 minus Column 23	Graduation Rate (%)	Total Completion Rate (%)	Grad. Placement Rate (%)	Total Placement Rate (%)	Licensure Exam Rate (%)					
Advanced Medical Preparedness	0	10	10	0	0	6	6	0	6	6	0	0	0	0	0	0	0	4	0	6	6	60%		100%	100%	#DIV/0!					
Animal Systems	8	12	20	11	0	6	6	0	4	4	1	0	0	0	0	0	2	3	0	6	6	67%	67%	67%	67%	#DIV/0!					
Automotive Technology	13	10	23	10	0	9	9	0	7	7	0	0	0	0	0	0	3	8	0	9	9	69%	69%	78%	78%	#DIV/0!					
Baking and Pastry	0	19	19	0	0	16	16	0	16	16	0	0	0	0	0	0	0	3	0	16	16	84%	84%	100%	100%	#DIV/0!					
Barbering 1200 (Adult Program) AS-1	14	6	20	5	0	13	13	0	11	11	0	2	11	11	0	0	0	2	2	11	11	87%	87%	100%	100%	100%					
Carpentry	7	1	8	0	0	8	8	0	6	6	0	0	0	0	0	0	2	0	0	8	8	100%	100%	75%	75%	#DIV/0!					
Collision Repair Technology	16	19	35	14	0	15	15	0	15	15	0	0	0	0	0	0	1	5	0	15	15	71%	71%	100%	100%	#DIV/0!					
Cosmetology (Adult Program) AS-4	35	45	80	47	0	29	29	0	26	26	3	9	20	20	1	0	1	5	10	19	19	88%	88%	137%	137%	100%					
Culinary Arts (Adult Program) AS-0	3	13	16	1	2	12	14	2	12	14	0	0	12	12	0	0	1	1	0	12	14	80%	93%	100%	100%	100%					
Dental Assisting	12	11	23	11	0	8	8	0	8	8	0	0	0	0	0	0	1	3	0	8	8	67%	67%	100%	100%	#DIV/0!					
Electrical Technician	0	14	14	0	0	10	10	0	10	10	0	0	10	10	0	0	0	2	2	10	10	71%	71%	100%	100%	100%					
Electrical Technician (Adult Program)	0	14	14	0	0	10	10	0	6	6	8	2	10	10	0	0	0	2	2	8	8	71%	71%	75%	75%	100%					
Firefighting & Emergency Management Sg	8	8	16	8	0	8	8	0	2	2	3	0	0	0	0	0	3	3	0	8	8	100%	100%	25%	25%	#DIV/0!					
Graphic Design	9	16	25	13	0	22	22	0	8	8	4	0	0	0	0	0	10	2	0	22	22	183%	183%	36%	36%	#DIV/0!					
HVAC Technician	14	0	14	0	0	11	11	0	8	8	0	0	0	0	0	0	0	3	0	11	11	79%	79%	73%	73%	#DIV/0!					
HVAC Technician (Adult Program) AS-0	0	10	10	1	0	8	8	0	6	6	8	0	0	0	0	0	0	1	0	8	8	89%	89%	75%	75%	#DIV/0!					
Marketing Management	6	18	24	0	4	16	20	4	16	20	0	0	0	0	0	0	0	5	0	16	20	67%	83%	100%	100%	#DIV/0!					
Natural Resources	8	12	20	11	0	6	6	0	4	4	1	0	0	0	0	0	2	3	0	6	6	67%	67%	67%	67%	#DIV/0!					
Principles of Business	3	0	3	0	0	1	1	0	1	1	0	0	0	0	0	0	0	2	0	1	1	33%	33%	100%	100%	#DIV/0!					
Plumbing	17	15	32	13	0	20	20	0	6	6	3	0	0	0	0	0	0	2	0	20	20	105%	105%	30%	30%	#DIV/0!					
Pre-Cosmetology	14	13	27	12	0	14	14	0	0	0	7	0	0	0	0	0	0	1	0	14	14	93%	93%	0%	0%	#DIV/0!					
Prostart Restaurant Management	0	18	18	0	0	14	14	0	14	14	0	0	0	0	0	0	4	4	0	14	14	78%	78%	100%	100%	#DIV/0!					
Respiratory Therapy (Adult Program) AS-3	16	17	33	14	1	13	14	1	8	9	0	4	9	7	0	0	0	4	4	9	10	68%	74%	89%	90%	78%					
Robotics	0	13	13	7	0	4	4	0	2	2	0	0	0	0	0	0	1	2	0	4	4	67%	67%	50%	50%	#DIV/0!					
Industrial Robotics	0	10	10	0	0	4	4	0	2	2	2	0	0	0	0	0	0	1	0	4	4	40%	40%	50%	50%	#DIV/0!					
Surgical Technology AS-2	18	0	18	0	0	13	13	0	13	13	0	0	13	9	0	0	0	5	0	13	13	72%	72%	100%	100%	69%					
Therapeutic Services	10	11	21	8	0	10	10	0	10	10	0	0	0	0	0	0	0	3	0	10	10	77%	77%	100%	100%	#DIV/0!					
Veterinary Technology AS-1	12	16	28	15	0	12	12	0	10	10	1	12	0	0	0	0	2	1	12	0	0	0	92%	92%	#DIV/0!	#DIV/0!	#DIV/0!				
Welding	9	20	29	20	1	8	9	0	7	7	0	0	0	0	0	0	0	0	0	8	9	89%	100%	88%	78%	#DIV/0!					
Totals	252	361	613	221	8	320	328	7	238	245	41	29	85	79	1	0	0	33	74	30	290	298	82%	84%	82%	82%	93%				

Carver Career and Technical Education Center Health and Safety Improvement Plan

At Carver Career and Technical Education Center, the health and safety of students, faculty, staff, and our guests is always our top priority. The educational process may only occur in a place that is safe and comfortable for all stakeholders. In order to accomplish the school's educational mission and successfully achieve the goals outlined in the strategic plan, the school must constantly strive to be a healthy and safe environment for learning.

Objectives

From the roof to the sidewalks, safety and health is a prioritized objective that the school strives to maintain at the physical plant. Beginning with the program orientation and then in the handbook overview, each instructor addresses institutional, classroom, and equipment safety. Each program includes required safety lessons and instruction on the safe operation of equipment, which is built into the educational experience through our simulated workplace program. Each school employee also completes the Kanawha County Schools required online safety staff development provided annually. Each staff member has access to the teacher handbook which includes protocols for school safety. This has the procedures for the required monthly fire drills, shelter-in-place drills, and lockdown drills. These procedures are shared with students, and drills are practiced as required by KCS. The handbook also has floor plans with emergency exit procedures. A monthly inspection of the building is conducted and a Safety Committee meeting is held each month, with minutes submitted to the County Safety Director. Emergency exits are displayed prominently through the building. Keeping these objectives in mind, the entire school body continuously monitors the facility and remains vigilant of any possible threats to health and safety. Stakeholder concerns are taken seriously and actions are taken for corrections as needed.

Activities to Achieve the Objectives

1. Fire drills are conducted as required by Kanawha County Schools. Drill evaluation information is posted in the main office. The Fire Marshall makes unscheduled and unannounced visits and prepares a report for the county.
2. County shelter-in-place drills are required by Kanawha County Schools and conducted several times each school year. A summary is submitted to the County Safety Director.
3. Lock-down drills are performed under the observation of a Kanawha County Sheriff. Comments for improvement are made and shared by the administrator with the staff. Members of the safety committee perform monthly facility inspections. Any findings are discussed and properly addressed.
4. Title IX postings are required by the County and placed throughout the school defining harassment and advising any in need of the steps available to address Title IX concerns. The school also has two trained Title IX Representatives available to speak with anyone who has a complaint.
6. The school handbook includes Kanawha County Schools policies on behaviors including bullying and insubordination. Students are made aware of all policies and of the high expectations of the school for professional and proper conduct.
7. Proper procedure in the case of an accident involving injury is explained to students and followed by staff.

Personnel Responsible for Overseeing Plan

All staff members are required to complete online safety staff development annually. Staff discussions are held collecting concerns and determining actions needed for the school to achieve goals in safety and health for all stakeholders of the school. Faculty feedback is valued and the team approach creates a cohesive effort. Concerns are also solicited from the Advisory Committee members and responses are shared with faculty and staff. Monthly safety meetings are utilized as a method of keeping safety and health in the forefront of our minds, and it is used as a continuous method of maintaining a high-quality environment for students and staff. Issues that cannot be addressed by school personnel are reported to County maintenance for prompt response and repair.

Students are also encouraged and expected to report any health or safety concerns. They are encouraged to take ownership of the school and be a part of its successes.

Review, Evaluation, and Revision of the Plan and Timeline

Each month the school safety committee reviews the inspection sheets and any accident reports received. Discussion is held to determine if current actions and procedures in place remain effective, or if a change is needed. The committee recommends any changes considered, and these proposals are discussed at staff meetings and changes are then instituted by the administration.

At the opening staff meeting for each fiscal year, any changes to school safety policy are discussed and teachers disperse that information to new and returning students in an effort to keep them current with health and safety standards.

To ensure safety, inspections are conducted by outside sources as well to provide an unbiased evaluation and assignment of needed changes and updates. This list includes but is not limited to the following:

- Fire Marshall - Annually
- Alarm Equipment - Annually by Brewer, Inc.
- Fire Extinguishers -- Annually
- General Building - West Virginia Board of Risk and Insurance Management (B.R.I.M.) - Annually
- Health Inspection of Kitchen and Building in General - Annually by Kanawha/Charleston Health Department
- Pest Control - by Mountaineer Termite and Pest, INC - Monthly

Postsecondary Admissions Policy

Admissions Policy

Excerpt from Student Handbook page 9

Admission

All adult students are required to complete the Carver Career and Technical Education Adult Application. Other entrance requirements vary by program. Most adult students must take the TABE test and if an 11th grade level is not mastered; a retest will occur per WVDE (Respiratory Therapy and Veterinary Technology require students to take the ACT). All adults must present an original high school Diploma, GED, or TASC (or sealed transcript if the High School Diploma, GED, or TASC is not available). Males must also verify that they are in compliance with the Selective Service Act (see below). Other requirements may include pre-entrance testing, physical exams, driver's license, etc. Students are responsible for finding out dates for pre-entrance tests. Any student that falsifies or omits required information on required documents is subject to immediate termination.

***Carver reserves the right to refuse admission to any applicant.

Excerpt from Website [ACE Adult Programs Tab](#), Scroll to Admissions Policy

Admissions

Entrance requirements vary by program. Some programs may require students to take the **TABE test**, and if an 11th grade level is not mastered; a retest will occur per WVDE policy (Respiratory Therapy and Veterinary Technology require student take the ACT.).

All adults must present an original High School Diploma, GED, or TASC (or sealed transcript if the High School Diploma, GED, or TASC is not available).

Males must also verify that they are in compliance with the Selective Service Act (see the policy/procedures outlined in the next tab). Other requirements may include pre-entrance testing, physical exams, driver's license, etc. Students are responsible for finding out dates for pre-entrance tests. Any student that falsifies or omits required information on required documents is subject to immediate termination.

*Carver reserves the right to refuse admission to any applicant.

Excerpt from Website ACE Adult Programs Tab, Click on Application Process (This is also on every Adult Program Webpage)

Application Process

If you have questions about a program, please contact the program instructor. Contact information is found on the individual program pages. Some programs have additional applications that must be completed before acceptance into a program. Go to the individual adult program pages for additional applications and requirements.

1. Complete the **Carver Adult Application**.

2. Mail your non-refundable application fee to Carver.

\$40 - non-refundable application fee for all adult programs.

****Include your name and requested program on the memo line. ****

Make check/money order out to:

Carver Career and Technical Education Center

Mail check to:

Carver Career and Technical Education Center

4799 Midland Drive

Charleston, WV 25306

3. The instructor will contact you after the application request fee has been received to complete the application process for that specific program.

4. Take your program's entrance exam and achieve the minimum score for entry or meet the individual program entry requirements.

5. Be accepted into the program.

6. Complete the corresponding FAFSA for your start date, and submit Carver as your attending school. Carver's FAFSA code is 014060. Website: www.fafsa.gov

- Carver offers **GRANT** funding for those who qualify.
- **Carver does not participate in Federal Student Loans and will not Certify a Federal Guarantee Loan.**
- It is the student's responsibility to obtain a private loan if necessary.

- On the **FAFSA** site, there is a Data Retrieval Tool (DRT) to obtain Federal tax information.
- Tax transcripts can be requested by calling 844.545.5640, visiting the **IRS website**, or by visiting the local IRS Office: 161 Court Street, Charleston, WV.

7. Receive valid SAR (Student Aid Report) from FAFSA (Required before registering at Carver)

- This is the student's responsibility and it takes 5-7 days from the date it is submitted online.

8. Register in the Financial Aid office at Carver.

- Once accepted, pay a \$100 registration fee to Carver. (See your individual program handbook for additional fees).
- Have your original High School Diploma, GED and/or transcripts of previous credits sent to Carver.
- Provide proof of Selective Service Registration Number.
- Provide photo ID.

9. Verify payment status with Financial Aid and make arrangements to pay any outstanding balance.

- If a prospective student has a loan in default status, you are not able to receive Title IV aid.
- Full-time programs have payment plans for students that are self-pay.
- Part-time programs require full payment at registration if self-pay.
*If you are a self-pay student, the only payments we accept are cash, check, or money order.
- Exact payment amounts only (No change is available).
- The first payment must be paid before the start of class.

10. Start class on the date specified by your program.

11. Maintain good academic, behavioral, and financial status.

Students may be removed from class for failure to maintain these standards.

- The academic standards of the school and your program.
- The attendance standards of the school and your program.
- The behavioral standards of the school and your program.

- The financial requirements of the school and your program.
- See the Carver Adult Student Handbook and your program handbook for more information.

*If you have questions regarding financial aid, see the financial aid tab, and then call Carver and ask for the Financial Aid office at 348-1965 X106.

Postsecondary Refund Policy

Refund Policy

1. The refund policy applies to all adult students without exception.
2. The \$40 application Fee is a non-refundable item.
3. Items charged to the student's account at the student's request, aside from charges for the course Tuition and Lab Fees, are non-refundable. Non-refundable charges to the student's account may include, but would not be limited to: books, supplies, equipment, contracted charges, insurance, certification fees, and club dues.
4. If the class is cancelled prior to class start date, 100% of tuition and other fees will be refunded within 45 days (less the non-refundable application fee).
5. If the student withdraws on or before the first day of class, 100% of tuition and other fees will be refunded within 45 days (less the non-refundable application fee).
6. Refunds, when due, are made without student request within 45 days (1) of the last day of attendance if written withdrawal notification has been provided by the student or (2) from the date of termination.
7. Students who enroll prior to visiting the school have the opportunity to withdraw without penalty within 3 days of the registration/orientation session.
8. Tuition is charged by "period of enrollment," with Lab Fees assessed for the course during the first period of enrollment, unless otherwise noted as a charge per period of enrollment. Periods of enrollment for Carver Career and Technical Education Center courses are as follows:

Under 900 Hours:	Course Length:
1080 Hour Courses:	540 Hours
1200 Hour Courses:	600 Hours
1250 Hour Courses:	625 Hours
Cosmetology:	1/2 Course Tuition fees as identified for 1st half/2nd half
Respiratory Therapy:	1/2 Course Tuition fees as identified for 1st half/2nd half
Veterinary Technology	1/2 Course Tuition fees as identified for 1st half/2nd half

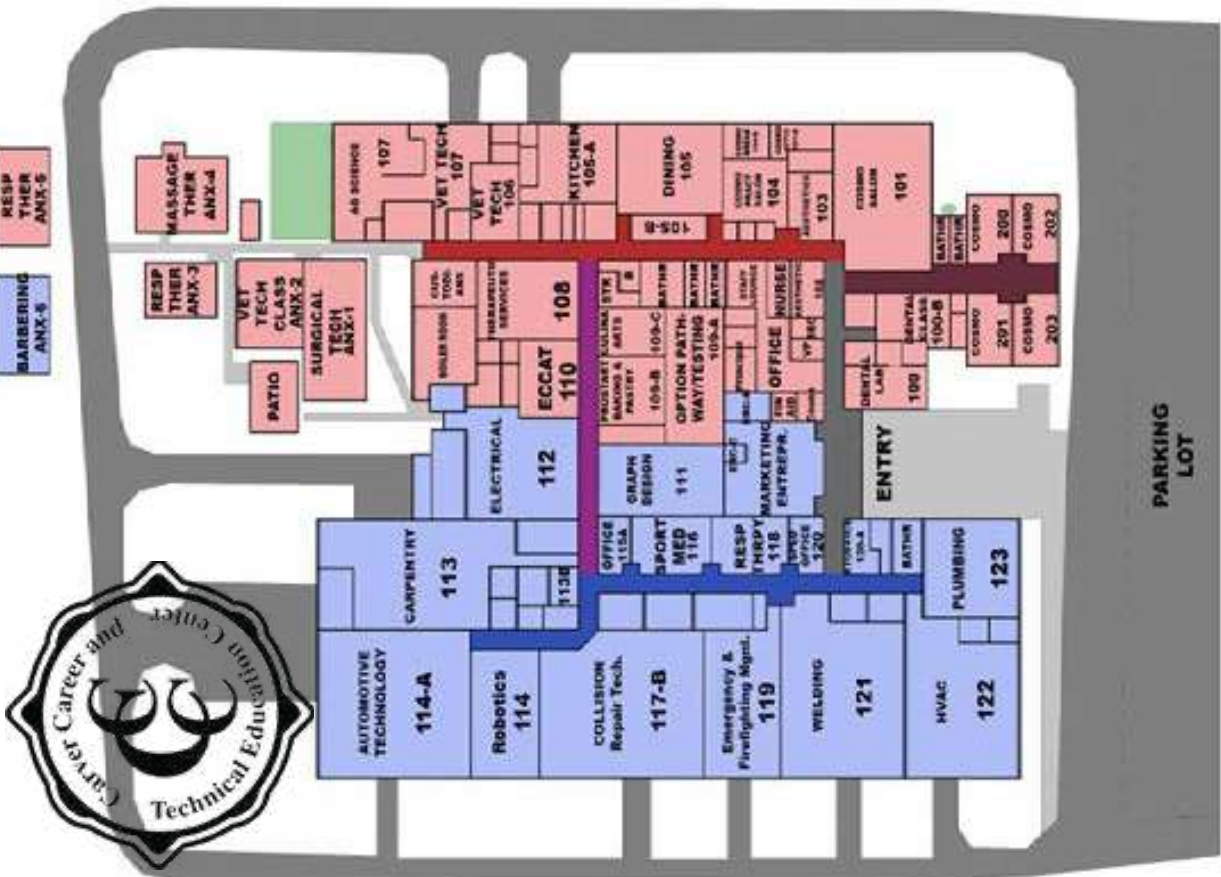
9. Tuition and Fees will be adjusted on a percentage basis, based upon the scheduled number of hours for the enrollment period* between the student's first day of class and last date of attendance as follows:
 - From class start to the completion of 30 hours, including clinical hours, 10% of the tuition and lab fee will be charged;
 - After 30 hours to 120 hours, including clinical hours, 50% of the tuition and lab fee will be charged;
 - After the completion of 120 hours, no refund will be made.

Respiratory Therapy and Veterinary Technology class are 2-year programs - the enrollment period for each of these classes is based upon Year 1 hours and Year 2 hours.

10. For Pell Grant recipients: In the event that there is a tuition and lab fee refund due from the school in excess of the school's liability to the Federal Pell Grant Program, such a refund will be applied toward the satisfaction of a Student's Federal Pell Grant liability before refunding directly to a student.

Warning: The Return of Federal Fund Policy requires that PELL funding be returned to the Department of Education on a percentage basis when the student withdraws from school prior to completing at 60% of each payment period. This policy results in the student owing the Department of Education PELL funds, regardless, of their liability to the school is satisfied or not. Students who withdraw and owe the Department of Education PELL funding are not eligible for further federal financial aid (at any institution) until they have repaid (or have made arrangements to pay) their liability to the Department of Education.

Carver Career and Technical Education Center



High School Programs

123	– Plumbing Technology
122	– HVAC Technician
121	– Welding
119	– Firefighting
116	– Sports Medicine
117	– Collision Repair Technology
114	– Robotics & Industrial Robotics
114-A	– Automotive Technology
113	– Carpentry
112	– Electrical Technician
109 A	– Option Pathway / Testing Center
109-B	– ProStart / Baking & Pastry
108	– Therapeutic Services
107	– Agricultural Science
100 / 100-B	– Dental Assisting & Clinic
ERC	– Marketing & Entrepreneurship
Other Classrooms	
105-B	– Math & English Core Teachers
113-B	– Math & English Embedded Credit
120-A	– Special Education

Adult Programs

122	– HVAC Technician
Annex 6	– Barbering 1200
102 / 103	– Aesthetics
200 / 201 / 202 / 203	– Cosmetology
109-C	– Culinary Arts
112	– Electrical Technician
110	– ECCAT
118 / Annex 3 & 5	– Respiratory Therapy
101 / 104	– Salon
Annex 1	– Surgical Technology
Annex 4	– Massage Therapy
106 / 107 Lab / Annex 2	– Veterinary Technology

