

Guidelines for Career and Technical Education (CTE) Program Approval Point-of-Contact (POC)

Department forms change periodically. It is the college's responsibility to use the most current form available.

Forms and other resources are found at:

<http://www.odccwd.state.or.us/prgapproval/appsandwkshts.aspx>

Why was the CTE Program Approval Point-of-Contact (POC) system developed?

- Create a system that identifies consistent and knowledgeable persons to address, resolve and communicate CTE program approval questions and issues
- Create a system that is efficient, responsive and appropriately engages campus and Department staff expertise
- Increase the capacity of community colleges to develop, organize and utilize available resources to answer most questions internally
- Provide consistent, clear and easily understandable communication between community college and Department staff
- Coordinate and reduce duplicate inquiries from different people at the same college

What is the role of a Community College CTE Program Approval Point-of-Contact?

- Act as the designated point-of-contact on campus for questions and issues related to CTE program approval
- Facilitate the interface of the Department CTE Program Approval Point-of-Contacts with campus staff, concerning CTE program approval and application questions
- Create a system to vet questions and requests for resources through the campus POC
- Develop and organize the on campus resources and procedures to facilitate the CTE program approval and application process
- Provide information, references, and other resources related to CTE program development and approval to the key campus staff as appropriate
- Provide guidance, coaching, and training concerning CTE program design, development, quality, application, and approval to the key campus staff as appropriate

Who are Community College CTE Program Approval Point-of-Contacts?

- Most POCs are the CTE Deans or instructional administrators, with responsibilities for CTE programs
- The POC is someone able to guide and facilitate campus administrators, faculty, support staff, and others concerning program approval and application requirements and procedures
- The POC is someone who is (or becomes) thoroughly familiar with CTE program approval resources and information, such as:
 - Related OARs and ORSs;
 - The application and approval process, procedures, and timelines;
 - Forms and handouts;
 - Perkins performance measures and reporting requirements;
 - Online resources;
 - The Community College Handbook;

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- FTE Guidelines; and
- Campus procedures and resources related to CTE program approval.

What are some key resources for the CTE Program Approval Point-of-Contacts?

- The Community College Handbook
<http://handbook.ccwdwebforms.net/>
- FTE Audit Guidelines
http://www.oregon.gov/CCWD/pub_rpts.shtml#FTE_Audit_Guidelines
- Postsecondary CTE
<http://www.ode.state.or.us/search/results/?id=91>
- Accreditation – Northwest Commission on Colleges and Universities (NWCCU)
<http://www.nwccu.org/>
- Department of Community Colleges and Workforce Development home page
<http://egov.oregon.gov/CCWD/>
- Oregon Community College Directory, addresses, and college website links
<http://egov.oregon.gov/CCWD/ccdirectory.shtml>
- Perkins data and information
<http://www.ode.state.or.us/search/page/?id=1623>
- Civil rights compliance requirements
<http://www.ode.state.or.us/search/results/?id=229>

Who are the Department CTE Program Approval Points-of-Contact?

| CCWD-EII POC Contacts | | | |
|--|----------------|------------------|--|
| Title | Name | Telephone Number | E-mail address |
| CCWD Education and Workforce Systems Director | Shalee Hodgson | (503) 947-2409 | shalee.l.hodgson@state.or.us |
| CCWD Education Program Specialist | Luis Juarez | (503) 947-2430 | luis.juarez@state.or.us |
| Office of Learning, ISAA Unit, Administrative Specialist | Ilene Spencer | (503) 947-5636 | ilene.spencer@state.or.us |

Other contacts:

Wayne Fanno – wayne.fanno@state.or.us or (503) 947-2447
CCWD Education Program Specialist

Lisa Reynolds – lisa.reynolds@state.or.us or (503) 947-2427
CCWD Education Program Specialist

Teresa Alonso Leon – teresa.alonsoleon@state.or.us or (503) 947-5701
CCWD Education Program Specialist

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