

Program Review Rubric

Purpose: Evaluate programs to ensuring it is structured in accordance with Maine DOE requirements, is accessible and equitable for all students, and successfully prepares students for career pathways and post-secondary opportunities.

| Focus | Possible Area for Considerations | | Examples of Potential Evidence |
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| <p>Program Overview</p> <p>Self-Study Questions: Q1, Q2, Q3, Q4, Q5, Q40, Q41</p> | <ul style="list-style-type: none"> • Scheduling structure • Student Enrollment • Program goals • Classroom climate • Hours requirement being met | <ul style="list-style-type: none"> • Alignment with national industry organizations (if applicable) • Unique program attributes • Intended outcomes • Enrollment processes & prerequisites | <ul style="list-style-type: none"> • Interview with Instructor • Classroom Observation • Enrollment data • Proof of accreditation • Prerequisites |
| <p>Classroom/Lab Spaces and Equipment</p> <p>Self-Study Questions: Q6, Q7, Q8, Q9, Q10, Q11</p> | <ul style="list-style-type: none"> • Safety • Square footage • Condition of equipment and tools • Relevance of equipment • Condition of space | <ul style="list-style-type: none"> • Storage • Physical accessibility • Physical learning environment (lighting/air quality/heating/water) • Space accommodates need | <ul style="list-style-type: none"> • Blue prints • Visual confirmation of space • Equipment list • SHAPE Certification |
| <p>Standards, Assessment and Outcome Alignment</p> <p>Self-Study Questions: Q12, Q13, Q14, Q15, Q16, Q17, Q18, Q19, Q20</p> | <ul style="list-style-type: none"> • Selected standards align with state requirements • Alignment of industry standards and Maine Learning Result (MLR) • Assessment identifies standards taught • Common Yearly Evaluation Tool (CYET) use with Program Advisory Committee (PAC) | <ul style="list-style-type: none"> • Industry recognized credentials available • Post-secondary dual enrollments/articulations available • Student completion rates and outcomes • PAC structure and use • Selected assessment | <ul style="list-style-type: none"> • Copy of CYET • PAC meeting minutes • Student completion rates • Signed articulation/dual enrollment agreement • Curriculum Map • Maine DOE Intersection Work |
| <p>Curriculum Delivery</p> <p>Self-Study Questions: Q21, Q22, Q23, Q24, Q25, Q26, Q27, Q28</p> | <ul style="list-style-type: none"> • Differentiated curriculum • IEP/504 process, instructor participation and implementation • Examples of accommodations made • Behavioral management • Student engagement | <ul style="list-style-type: none"> • Nontraditional student engagement • SLO attainment • Student growth monitoring • Internship/off-site work experiences • Live-work opportunities (standards, procedures, and policy alignment) | <ul style="list-style-type: none"> • Sample lesson plans • Samples accommodations made • Assessment rubrics • Examples of live-work projects • List internship location • Images of student work |
| <p>Instructor Credentials</p> <p>Self-Study Questions: Q29, Q30, Q31, Q32</p> | <ul style="list-style-type: none"> • Applicable work history • Teacher Certifications • CTE Endorsements | <ul style="list-style-type: none"> • Industry Credentialing • Recent professional development activities • Participation in Tech Update Group | <ul style="list-style-type: none"> • Resume and Work history • Professional Development Cert. • Copy of Endorsements |
| <p>Student Organizations and Community Engagement</p> <p>Self-Study Questions: Q33, Q34, Q35, Q36, Q37, Q38, Q39</p> | <ul style="list-style-type: none"> • Career and Technical Student Organization (CTSO) involvement • Civic engagement • Recruitment activities • Nontraditional student outreach • Clubs and Extra Curricular • Middle School Involvement | <ul style="list-style-type: none"> • Parent engagement • Relationship with local media • Post-secondary exposure • Exposure to Industry • Live Work • Extended Learning Opportunities (ELO) | <ul style="list-style-type: none"> • Agenda for non-traditional recruitment activities • Emails to Parents • Copies of CTSO awards • Photos of civic engagement projects |

