

Indiana CTE Cohort Visits

Beginning January 2019, Indiana CTE Directors now have the option of requesting a one-day site visit conducted by a cohort of 3-5 veteran CTE Directors to review and discuss their CTE programs and progress. Site visits are:

- Completely voluntary
- Scheduled on a day and time that works best for the CTE Director
- Supportive, collegial, and confidential - information is for the CTE Director only
- Focused on sharing ideas, resources, and promising practices with colleagues
- Operated through IACTED with the support of the Indiana Department of Education

CTE Cohort Visits provide a positive, non-punitive way for CTE Directors to collaborate and discuss a district’s positive practices, areas of concern, answer questions, and explore new ideas. Similar cohort visits, conducted in the past, were well-received and a positive way for Indiana CTE programs to continuously improve.

PRE-VISIT

Any Indiana CTE Director may self-elect to participate in a CTE Cohort Visit. The process starts by completing the attached **Contact and CTE District Information** form and returning it to Kelly Dunn at kelly@fleckeducation.com. Completion of an optional pre-visit survey, based on the *IACTED Tool for Evaluating the Quality of a CTE Program*, is also recommended.

A designated CTE Cohort Visit contact will then contact the Site Visit CTE Director to identify possible dates for the site visit. At least 30 days prior to the visit, a final site visit date will be scheduled – including a backup date – that works for the Site Visit CTE Director and for the Cohort Visit Team members.

PRE-VISIT	30-60 days prior to visit	Identify Site Visit CTE Director’s best days for visit
		Confirm available dates with Cohort Visit Team
		Schedule a primary and a backup Cohort Visit date
	3 weeks prior to visit	Site Visit CTE Director completes the Contact and CTE District Information form, summary information and brief survey and returns to contact person
	1 week prior to visit	Cohort Visit Team receives and reviews collated pre-visit information

SITE VISIT

On the date of the site visit, the Cohort Visit Team will meet with the Site Visit CTE Director in the morning – at a time that is best for the Site Visit CTE Director – to review comments provided on the pre-visit survey and to discuss key questions and/or concerns the Site Visit CTE Director may have. This is an informal discussion that may last an hour to 1 ½ hours.

Depending on the CTE District, Cohort Visit Team members will then observe classrooms and labs (if a career center) individually or as a team OR visit selected sending schools or coop sites.

Cohort Visit Team members will take notes of their observations and may ask questions of the instructors or students. This activity should last between 1 to 2 ½ hours.

Lunch is informal and organized at the discretion of the Site Visit CTE Director. Following the lunch, Cohort Visit Team members will meet for an hour to 1 ½ hours to consolidate their observations, identify positive practices, and formulate suggestions. The team will then debrief with the Site Visit CTE Director for approximately an hour providing feedback including what is working well, suggestions and ideas, and possible resources or next steps. This will conclude the site visit.

SITE VISIT	1-1.5 hours	Cohort Visit Team meets with Site Visit CTE Director
	1-2.5 hours	Tour and observe classrooms, schools, facilities, etc.
	45-60 mins	Lunch
	1-1.5 hours	Cohort Visit Team discussion
	1 hour	Cohort Visit Team debrief and wrap-up with Site Visit CTE Director

POST-VISIT

Within a week of the visit, the Site Visit CTE Director will be asked to complete a short feedback survey. A Cohort Visit Team member may also contact the Site Visit CTE Director within a month of the visit to follow-up on any items discussed during the site visit.

POST-VISIT	Within 1 week of visit	Post-visit survey completed by Site Visit CTE Director
	Within 1 month	Follow-up call with Site Visit CTE Director by team member (optional)

If you wish to submit an application for a **CTE Cohort Visit**, please fill out the information on the following page and return the form and the requested information to Kelly Dunn.

Several additional materials may also be helpful to review prior to the visit including:

- [Indiana State Standards for CTE Programs](#)
- [Indiana Department of Education CTE Website](#)
- [Perkins CTE Monitoring Visit Guidance](#)
- [Perkins Size, Scope and Quality Definitions](#)
- [ACTE High Quality CTE Tools](#)

