



2017-2018

# HIGHLIGHTS

An Annual Report of the CTE Resource Center,  
Serving Career and Technical Education in Virginia

In 2017-2018, the CTE Resource Center recorded another year of serving career and technical education teachers and administrators across the commonwealth with the continued support of the Virginia Department of Education, which funds and oversees our project, and from Henrico County Public Schools, which administers our grant. The Center is proud to provide its services and products free of charge to Virginia's educators.

## Ongoing Curriculum Emphases

**CanDo:** The CanDo online competency tracking system continues to gain users in the commonwealth's school divisions. During the 2017-2018 school year, about 45 school divisions used CanDo.

**Cybersecurity:** Curriculum framework development continued the fall of 2017, with courses in Cybersecurity in Family and Consumer Sciences, Cybersecurity in Digital Marketing, and Cybersecurity in the Food and Agriculture Industry.

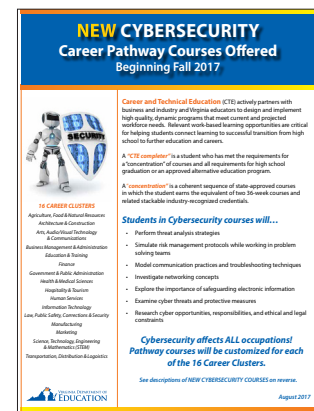
## For the Record

CTE Resource Center records show that in the past 36 years, since 1982-1983, the Center has

- \* Distributed more than five million curriculum documents
- \* Conducted more than 2,300 searches for patron-requested information
- \* Developed more than 3,200 curriculum products
- \* Facilitated or presented to more than 2,225 groups, addressing more than 48,400 educators and business/industry representatives.

## Thank You

We appreciate the continued support from the commonwealth and all localities in our years of providing necessary resources to CTE administrators, teachers, and school counselors. We are grateful for the opportunity to serve CTE in Virginia. As always, we welcome your comments and suggestions. Many of our best ideas and improvements have come from your requests!



# ANNUAL ACTIVITY REPORT

## Curriculum Development

From July 1, 2017, to June 30, 2018, the Center completed 136 products and services in collaboration with the Department of Education.

### Academics (2)

English SOL Curriculum Frameworks (editing)  
Mathematics Enhanced Scope and Sequence Lesson Plans (editing)

### Agricultural Education (15)

Advanced Agricultural Power Systems Framework Revision  
Agricultural Power Systems Framework Revision  
Agricultural Production Technology Framework Revision  
Agriscience Exploration Framework Revision  
Applied Agricultural Concepts Framework Revision  
Biotechnology Applications in Agriculture Crosswalk  
Biotechnology Foundations in Agriculture Framework Revision  
Cybersecurity in Agricultural Education Framework  
Ecology and Environmental Management Framework Revision  
Equine Science Framework Revision  
Equine Science, Advanced, Framework  
Fisheries and Wildlife Management Framework Revision  
Introduction to Agriscience Framework Revision  
Introduction to Power, Structural, and Technical Systems Framework Revision  
Small Engine Repair Framework Revision

### Business & Information Technology (9)

Business Individualized Program Framework Revision  
Digital Applications Framework Revision (formerly Computer Applications)  
Keyboarding (Middle School) Framework Revision  
Keyboarding (Secondary) Framework Revision  
Keyboarding Applications Framework Revision  
Office Specialist I/II/III Framework Revision  
Virtual Virginia Economics and Personal Finance Curriculum

### Family and Consumer Sciences (8)

Cybersecurity in Family and Consumer Sciences Framework  
Early Childhood, Education, and Services I/II Framework Revision  
Family and Human Services I/II Framework Revision  
Introduction to Early Childhood, Education, and Services Framework Revision

Introduction to Family and Human Services Framework Revision  
Nutrition and Wellness Framework Revision

### Health & Medical Sciences (6)

Health and Medical Sciences Opioid Duty Area  
Health Informatics Framework  
Medical Assistant I/II Framework Revision  
Sports Medicine/Athletic Training I/II Framework Revision

### JROTC (16)

Air Force JROTC I/II/III/IV Framework Revision  
Army JROTC I/II/III/IV Framework Revision  
Marine Corps JROTC I/II/III/IV Framework Revision  
Navy JROTC I/II/III/IV Framework Revision

### Marketing Education (6)

Advanced Marketing Framework Revision  
Cybersecurity in Digital Marketing Framework  
Digital and Social Media Marketing Framework Revision  
Introduction to Marketing Framework Revision  
Marketing Framework Revision  
Real Estate Marketing Framework

### Technology Education (11)

Electronic Systems I/II/III Framework Revision  
Engineering Analysis and Applications II Framework Revision  
Engineering Concepts and Processes III Framework Revision  
Engineering Explorations I Framework Revision  
Engineering Studies Framework Revision  
Forensic Technology Framework Revision  
Game Design and Development Framework  
Game Design and Development, Advanced, Framework  
Technology of Robotic Design Framework Revision

### Trade & Industrial Education (17)

Air Traffic Controller Framework Revision  
Aircraft Pilot Training Framework Revision  
Automotive Technology I/II/III Framework Revision  
Aviation Maintenance Technology I/II Framework Revision  
Aviation Operations Framework Revision  
Computer Networking Hardware Operations I/II/III/IV Framework Revision  
Computer Systems Technology I/II

Framework Revision  
Cybersecurity Network Systems Framework  
Nail Technician I/II Framework Revision

### Editorial and Production Services (31)

2018-2019 Credentials Review  
Educators Rising 2018 Conference Program  
Experience Works Program (editing)  
Governor's Health Sciences Academy Proposal: Alexandria  
VAAE Summer Conference Program  
VAME Conference Program (editing)  
VATIE Conference Program (editing)  
Virginia ACTE Issues and Solutions  
Virginia ACTE Leadership Seminar-Bill Tracking  
Virginia Department of Education (VDOE), Office of Career, Technical, and Adult Education (OCTAE) Professional Development Video (recording, editing, transcribing) (17)  
Virginia Workplace Readiness Skills: Framework for the Future (editing)  
Virtual Enterprise Case Studies (2)  
VTEEA Conference Program (editing)  
Work Based Learning Document Updates

### Instructional Resources (12)

Career Investigations Instructional Materials (Henrico)  
STEM Brief (11)

### Meeting/Facilitation Services (20)

Creating Excellence Awards Judging Panel  
CTE Advisory Committee Meeting (3)  
Music SOL Revision Planning Meeting  
Technology Student Association Meeting  
VAHAMSEA Board Meeting  
VDOE History and Social Sciences Rubric Development  
VDOE Mathematics SOL Institute Planning Meeting (3)  
VDOE Migrant Education Program Meeting  
VDOE Presidential Award Review Committee Meeting (2)  
Virginia ACTE Board of Directors Meeting (3)  
Virginia ACTE Executive Committee Meeting (3)  
Virginia School Boards Association Meeting  
Visual Arts SOL Review Team Meeting

### CENTER PRODUCTS (1)

Highlights/Annual Report 2016-2017

### SUMMARY

Total DOE Products ..... 153  
Total Center Products..... 1  
**Total Products ..... 154**

## Search

The Center's search service focuses on filling non-routine information requests by providing library, web, and other resources. During 2017-2018, the Center addressed no such research requests.

## Distribution

In 2017-2018, the Center continued distributing printed, web-based, and electronic documents to Virginia educators. Figure A breaks down the distribution.

VERSO is the primary method of distributing CTE task lists, student competency records, and instructional frameworks. The statistics for VERSO distribution are identified separately and then included in the Center's total figures for distribution, in Figure B.

## Inservice Programs

In 2017-2018, the Center presented or facilitated 45 inservice programs and workshops to approximately 1,036 people. Thirty meetings were held at the Center to revise curriculum; the Center hosted meetings of business/industry experts to review the existing curricula and hosted teachers at curriculum development meetings to create rigorous, relevant curriculum frameworks.

The Center also conducted 19 curriculum development meetings "virtually," through live video conferencing with writer/editors at the Center and business/industry experts and teachers at remote locations. Other Center presentations were held for school divisions and the Virginia Department of Education professional development and training sessions, while others highlighted the Center's services and products. The Center also exhibited at six conferences.

## Meeting Facilities Use

During 2017-2018, the Center hosted 40 groups and other meetings, primarily for the Virginia Department of Education's Office of Career and Technical Education and for Henrico County Public Schools.

Approximately 919 business representatives, state CTE Advisory Committee members, administrators, school counselors, teachers, and students attended meetings at the Center.

## CTECS

The Center managed Virginia's 2017-2018 program initiatives with the Career and Technical Education Consortium of States (CTECS). The year's work continued to focus on the Workplace Readiness Skills for the Commonwealth and the completion of instructional resources for each of the competencies. The Center also facilitated meetings to review and revise the Workplace Readiness Skills in anticipation of a rollout of the revised skills in 2019-2020.

## Web Statistics

The Center's website has become a primary vehicle for news articles, online resources, and major announcements about CTE curriculum activities across the commonwealth. Through the site, educators have access to all Virginia CTE task lists, student competency records, and instructional frameworks, as well as featured resources lists and links to valuable education-related websites.

**Figure A: Materials Distributed, 2017-2018**

CTE (Non-VERSO) Distribution	
Print	11,599
CD	2
Electronic (PDF, Word, PPT, HTML)	9,133
<b>Totals</b>	<b>20,734</b>

## CTE Resource Center Products

The Virginia Department of Education contracts with the Center each year to develop curriculum-related products. Development consists of any combination of research, writing, editing, design, and production. The Center's products and services are provided to educators at no cost.

## CTE Resource Center Services

The Center provides services to the Virginia Department of Education and local school divisions to aid in the design and implementation of career and technical education programs.

**Distribution:** Virginia's Educational Resource System Online (VERSO) is the Center's primary method of distributing CTE curriculum. This web-based system allows educators, using the 16 Career Clusters, to search for CTE task lists, student competency records, and instructional frameworks, and provides them the ability to print basic course elements.

The few documents that are still printed are distributed according to Department of Education specifications and are available free of charge to Virginia career and technical educators.

**Local development assistance:** Career and technical educators benefit from many services provided by Center staff:

- \* Occupational research and analysis
- \* Facilitation of curriculum development teams
- \* Suggestions for resources

**Search:** Patrons request resources on a specific education-related topic or subject area. Staff members select appropriate print or electronic items from the Center's holdings, or they conduct an Internet search for relevant materials.

**Printing:** The Center coordinates printing and CD duplication of new and previously developed Virginia publications. The Center also provides this service on a cost-recovery basis to school divisions.

**In-service programs:** Educators may request curriculum-related in-service programs and training sessions designed for specific audiences, delivered at the Center or in a locality. Requests have included

- \* introductory sessions on VERSO
- \* information sessions on CTE Resource Center resources for teachers
- \* presentations about Workplace Readiness Skills for the Commonwealth
- \* training sessions for curriculum development teams
- \* training sessions on CanDo, the online competency tracking system
- \* facilitation of business/industry panels to develop/validate task lists.

**Ordering:** Virginia educators may visit [www.cteresource.org/verso](http://www.cteresource.org/verso). Teachers and administrators may also place orders for printed materials or request information directly.

**Figure B:**

**Web Activity, 2017-2018**

Main Categories	Page Views
About/Home	64,972
Services	12,075
Links	8,657
Career Planning Guide	47,060
Administrative Planning Guide	108,000
VERSO	2,003,574
CanDo	2,762
<b>Total</b>	<b>2,257,708</b>

# Center Assignments 2018-2019

In process for revision or development in the coming year:

## Agriculture, Food, and Natural Resources

- » Agriscience and Technology
- » Cybersecurity in Food and Agriculture, Advanced **(New)**
- » Floral Design I/II
- » Floriculture
- » Foundations of Agriculture, Food, & Natural Resources
- » Greenhouse Plant Production and Management
- » Horticulture Sciences
- » Landscaping I/II
- » Turf Grass Establishment and Maintenance
- » Turf Grass Applications, Advanced

## Architecture and Construction

- » Building Trades I/II
- » Utility/Heavy Construction Technology I/II

## Arts, Audio/Video Technology & Communications

- » Graphic Imaging Technology I/II
- » Imaging Technology
- » Introduction to Interior Design
- » Interior Design I/II

## Business Management and Administration

- » Business Management
- » Principles of Business and Marketing

## Education and Training

- » Introduction to Leadership
- » Leadership Development

## Health Science

- » Biotechnology Foundations in Health and Medical Sciences
- » Emergency Medical Responder
- » Emergency Medical Technician I/II/III
- » Healthcare Information Security **(New)**
- » Introduction to Health and Medical Sciences
- » Physical/Occupational Therapy I/II
- » Radiologic Technology I/II
- » Respiratory Therapy I/II

- » Surgical Technologist I/II

## Hospitality and Tourism

- » Culinary Arts I/II
- » Culinary Arts Specialization
- » Hospitality, Tourism, and Recreation I/II
- » Introduction to Culinary Arts
- » Introduction to Hospitality, Tourism, and Recreation

## Human Services

- » Cybersecurity in Work and Family Life, Advanced **(New)**

## Information Technology

- » Database Design and Management (Oracle), Advanced
- » Database Design and Management (Oracle)
- » Digital Input Technologies
- » Information Technology (IT) Fundamentals

## Law, Public Safety, Correction, and Security

- » Criminal Justice I/II
- » Firefighting I/II
- » Public Safety I/II

## Manufacturing

- » Materials and Processes Technology
- » Cybersecurity in Manufacturing, Advanced **(New)**

## Marketing

- » Make It Your Business
- » Entrepreneurship Education
- » Entrepreneurship Education, Advanced
- » Cybersecurity in Marketing, Advanced **(New)**

## Science, Technology, Engineering, and Mathematics

- » Bioengineering
- » Geospatial Technology I/II
- » Renewable Energy
- » Biotechnology Foundations in Technology Education

## Transportation, Distribution, and Logistics

- » Auto Body Technology I/II/III
- » Aerospace Technology I/II

All frameworks will be published in June 2019 so that teachers and administrators may plan their 2019-2020 classroom instruction.

## About the CTE Resource Center

The CTE Resource Center is a Virginia Department of Education grant project administered by Henrico County Public Schools.

The Center welcomes visitors Monday through Friday, 8:00 a.m. to 4:30 p.m. We invite you to visit the Center and use our meeting rooms.

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