



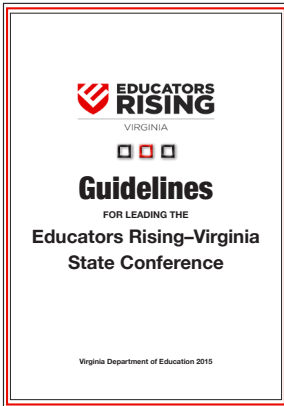
2014-2015

# HIGHLIGHTS

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

In 2014-2015, 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. As always, the past year has brought a variety of work to the Center.

## Ongoing Curriculum Emphases



**CanDo:** The CanDo online competency tracking system continues to gain users in the commonwealth's school divisions. During the 2014-2015 school year, 32 school divisions used CanDo.

**Workplace Readiness Skills:** The competencies that comprise the Workplace Readiness Skills for the Commonwealth are an essential part of every course. In 2014-15, the Center hosted a two-day meeting with Career and Technical Education Consortium of States (CTECS) representatives and 23 educators to review, revise, and build questions used on the Workplace Readiness Skills for the Commonwealth Examination. The Center also began an extensive review of existing Workplace Readiness Skills resources for each of the competencies and added or updated those resources.

**Educators Rising:** The Center hosted meetings in the spring to develop state conference guidelines and procedures for the Virginia component of Educators Rising (formerly the Future Educators Association). The guidelines will help school divisions plan and execute a state conference with competitive events and then hand off responsibilities to future host school divisions.

**Infusion units:** One new unit was revised for 2014-2015. Infusion units are optional instructional units that have been developed for teachers to add to an already existing framework. The Entrepreneurship Infusion Unit offers instruction in understanding entrepreneurship and business ownership, planning a business, understanding marketing principles, developing customer service skills, and understanding financial statements and basic economic principles. This unit complements four other infusion units offered by the Center: Aquaculture, Customer Service, Cyber Security and Cyber Forensics, and Green Building.

## For the Record

CTE Resource Center records show that in the past 33 years, since 1982-1983, the Center has

- \* Distributed more than five million curriculum documents
- \* Conducted 2,274 searches for patron-requested information
- \* Developed 2,986 curriculum products
- \* Loaned more than 21,100 library items and acquired more than 11,876 library titles
- \* Facilitated or presented to 2,074 groups, addressing more than 45,313 educators and business/industry representatives.

## Thank You

We appreciate the continued support from the commonwealth and all localities in our 33 years of providing needed 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

During 2014-2015, the Center completed 116 products and services in collaboration with the Department of Education and localities.

### DEPARTMENT OF EDUCATION

#### Academics (6)

Driver Education SOL Revision  
Health Educator SOL Revision  
**History and Social Science SOL Revision**  
Music Curriculum Frameworks  
Physical Education SOL Revision  
Visual Arts Curriculum Frameworks

#### Agricultural Education (9)

Agricultural Education–Development Framework Revision  
Agricultural Education–Preparation Framework Revision  
Agriscience and Technology Framework Revision  
Agriscience Exploration Framework Revision  
Biotechnology Applications Framework Revision  
Forestry Management Framework Revision  
Forestry Management, Advanced Framework Revision  
Introduction to Agriscience Framework Revision  
Outdoor Recreation Framework Revision

#### Business & Information Technology (6)

Computer Information Systems Framework Revision  
Computer Information Systems, Advanced Framework Revision  
Economics and Personal Finance Framework Revision  
Finance Framework Revision  
Virtual Enterprise Case Study 2015: Human Resources  
Virtual Enterprise Case Study 2015: Marketing

#### Career Connections (2)

R U Ready? Magazine 2015  
Ready or Not 2015

#### Family and Consumer Sciences (5)

Family and Consumer Sciences Exploratory I Framework Revision  
Family and Consumer Sciences Exploratory II Framework Revision  
Family and Consumer Sciences Exploratory III Framework Revision  
Family Relations Framework Revision  
Introduction to Early Childhood Education Framework Revision

#### Health & Medical Sciences (11)

Biomedical Technician Framework Revision  
Emergency Medical Telecommunications Framework Revision  
Emergency Medical Responder Framework Revision  
Home Health Aide Framework Revision  
Medical Terminology Framework Revision  
Nurse Aide I Framework Revision  
Nurse Aide II Framework Revision  
Patient Care Technician Framework Revision

Pharmacy Technician I Framework Revision  
Pharmacy Technician II Framework Revision  
Physical/Occupational Therapy II Framework Revision

#### Marketing Education (7)

Advanced Fashion Marketing Framework Revision  
Advanced Travel and Tourism Framework Revision  
Co-op Program 2014  
Co-op Program 2015  
Fashion Marketing Framework Revision  
Marketing Management Framework Revision  
Standards Library Updates for Business and Marketing

#### Technology Education (9)

Advanced Drawing and Design Framework Revision  
Electronics Systems III Framework Revision  
Engineering Practicum IV Framework Revision  
Manufacturing Systems I Framework Revision  
Manufacturing Systems II Framework Revision  
Power and Transportation Framework Revision  
Technology Assessment Framework Revision  
Technology Education–Development Framework Revision  
Technology Education–Preparation Framework Revision

#### Trade & Industrial Education (10)

Advertising Design I Framework Revision  
Advertising Design II Framework Revision  
Auto Body Technology I Framework Revision  
Auto Body Technology II Framework Revision  
Auto Body Technology III Framework Revision  
Graphic Imaging Technology I Framework Revision  
Graphic Imaging Technology II Framework Revision  
Masonry I Framework Revision  
Masonry II Framework Revision  
Masonry III Framework Revision

#### Editorial and Production Services (15)

2014-2015 Civil Rights Review Orientation PowerPoint (editing)  
Children's Engineering and Conference Program (proofing)  
The Children's Engineering Journal Fall 2014 (editing and design)  
CTE Advisory Committee Top Tips Document (design and editing)  
CTE Fact Sheet 2014-2015  
Curriculum Revision Panels Checklist  
DOE Website Navigation Video 2015

Governor's STEM Academy Proposals (4)  
SkillsUSA Handbook Revision 2014 (editing)  
VACTE Summer Conference Materials  
VATIE Summer Conference Program (editing)  
VTEEA Summer Conference Program (editing)

#### Instructional Resources (10)

Entrepreneurship Infusion Unit  
Great Ideas Lesson Plans  
STEM Brief (8)

#### Meeting/Facilitation Services (17)

Agricultural Education  
Autism Specialist-CanDo Review  
Board of Education subcommittee  
Children's Engineering Pre-Convention Planning  
Creating Excellence Judging Panel  
Granville Meade Scholarship Committee  
Educators Rising State Conference Guidelines  
Fine Arts Curriculum  
Henrico County Middle School Business Teachers  
History and Social Science SOL Review  
Performing Arts Production  
Teacher Career Ladder Legislative Study  
Virginia Career Education Foundation  
Visual Arts Curriculum  
VPI and Implementation Team  
Website Redesign  
Workplace Readiness Skills for the Commonwealth

#### LOCALITIES (7)

VACTE Article: Capital Connections (editing) (2)  
VACTE Fall 2014 Newsletter (editing)  
Issues and Solutions 2015 (editing and redesign)  
VACTE Membership Flier (editing)  
VACTE Leadership Seminar Program (design and editing)  
VACTE Spring 2015 Newsletter (editing)

#### CENTER PRODUCTS (2)

Accountability 2013-2014  
Highlights 2013-2014

#### SUMMARY

Total DOE Products.....107  
Total Local Products .....7  
Total Center Products.....2  
**Total Products .....116**

## Printing

In 2014-2015, the Center coordinated the Department of Education-approved printing or CD duplication of 481 copies of 4 items.

## Search

The Center's search service focuses on filling non-routine information requests by providing library, Web, and other resources. During 2014-2015, the Center addressed 15 research requests:

- ◆ Department of Education..... 12
- ◆ Field Requests (localities)..... 3

## Lending Library

This year, the Center library loaned 337 resources to Virginia teachers and administrators and acquired 86 new titles.

## Distribution

In 2014-2015, the Center continued distributing printed, web-based, and electronic documents to Virginia educators. Fig. A breaks down the distribution.

For the past 10 years, VERSO has been the primary method of distributing CTE task lists, student competency records, and instructional frameworks. The statistics for VERSO distribution are identified separately, then included in the Center's total figures for distribution.

**Figure A: Materials Distributed, 2014-15**

CTE (Non-VERSO) Distribution	
Print	9,581
CD	429
Electronic (PDF, Word, PPT, HTML)	9,911
<b>Totals</b>	<b>19,921</b>

## Inservice Programs

In 2014-2015, the Center presented or facilitated 57 inservice programs and workshops to approximately 1,173 people. Approximately 30 meetings were held to revise curriculum; the Center hosted business panels and teacher writing teams to create rigorous and relevant frameworks. The Center also conducted 18 curriculum revision meetings "virtually," through live video conferencing with writer/editors at the Center. Some Center presentations for school divisions and the Virginia Department of Education addressed curriculum issues, while others highlighted the Center's services and products. The Center also exhibited at 12 conferences.

## Meeting Facilities Use

During 2014-2015, the Center hosted 41 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 1,000 business representatives, State CTE Advisory Committee members, administrators, school counselors, teachers, and students attended meetings at the Center.

## CTECS

The Center managed Virginia's 2014-2015 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, with particular attention to the continued use and analysis of the fully implemented student assessment.

## 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 library holdings, featured resources lists, and links to valuable education-related websites.

**Figure B: Web Activity, 2014-2015**

Main Categories	Page Views
About/Home	65,128
Services	7,608
Library	8,913
Links	6,811
Career Planning Guide	32,417
Administrative Planning Guide	104,359
VERSO	1,886,548
CanDo	5,020
<b>Total</b>	<b>2,116,804</b>

## CTE Resource Center Products

The Virginia Department of Education contracts with the Center each year to develop a specified number of curriculum-related products. Development consists of any combination of research, writing, editing, design, and production.

## 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, and the Center librarian conducts an Internet search for relevant materials.

**Library:** Using our online library catalog of 7,000+ titles, educators may search and request items through the Center's website.

**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:** Local 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 and All Aspects of Industry
- \* training sessions for curriculum development teams
- \* workshops on using the web as a teaching resource
- \* training sessions on CanDo, the online competency tracking system
- \* facilitation of business/industry panels to develop/validate task lists.

**Ordering:** To use VERSO, 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.

## Center Assignments 2015-2016

In process or in line for revision are 73 courses:

*Aerospace Engineering (Project Lead the Way)*  
*Agricultural Business Fundamentals*  
*Agricultural Business Operations*  
*Agricultural Business Management*  
*Agricultural Structural Systems*  
*Agricultural Fabrication and Emerging Technologies*  
*Barbering I/II/III*  
*Biotechnical Engineering (Project Lead the Way)*  
*Building Management I/II/III*  
*Cabinetmaking I/II/III*  
*Child Development and Parenting*  
*Civil Engineering and Architecture (Project Lead the Way)*  
*Computer Integrated Manufacturing (Project Lead the Way)*  
*Cosmetology I/II/III*  
*Cybersecurity*  
*Dental Assistant I/II*  
*Design, Multimedia, and Web Technologies*  
*Design, Multimedia, and Web Technologies, Advanced*  
*Diesel Equipment I/II/III*  
*Digital Electronics (Project Lead the Way)*  
*Food Science and Dietetics*  
*Global Marketing and Commerce*  
*Global Marketing and Commerce, Advanced*  
*GRADS (Graduation, Reality, and Dual-Role Skills): Family Focus*  
*GRADS (Graduation, Reality, and Dual-Role Skills): Work Focus*

*Independent Living (Resource Management)*  
*Industrial Maintenance Technology I/II/III*  
*International Baccalaureate Business and Management*  
*International Baccalaureate IT in a Global Society*  
*Introduction to Engineering Design (Project Lead the Way)*  
*Introduction to Family and Human Services*  
*Introduction to Natural Resources and Ecology Systems*  
*Land Use and Conservation Management*  
*Introduction to Nutrition for Health and Medical Sciences*  
*Introduction to Plant Systems*  
*Life Planning*  
*Marine Service Technology I/II/III*  
*Medical Coding and Billing*  
*Medical Laboratory Technology I/II*  
*Modeling and Simulation Technology*  
*Motorsports Technology I/II/III*  
*Office Administration*  
*Optical Laboratory Technician*  
*Principles of Engineering (Project Lead the Way)*  
*Small Engine Technology I/II/III*  
*Small Engine Repair*  
*Sports, Entertainment, and Recreation Marketing, Advanced*  
*Sports, Entertainment, and Recreation Marketing, Advanced*  
*Sterile Processing Technician*  
*Urban Forestry*  
*Welding I/II/III*

All frameworks will be published in June 2016 so that teachers and administrators may plan their 2016-2017 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, browse our library holdings, and use our meeting rooms.

2002 Bremono Road, Lower Level  
Henrico, VA 23226  
804-673-3778 [www.cteresource.org](http://www.cteresource.org)

**Administrative Coordinator  
Writers/Editors**

**Librarian/Editor  
Technology Specialist III  
Administrative Secretary  
Secretary**

Kevin P. Reilly  
Jennie Blizzard  
Kathryn Cobb  
Robin Jedlicka  
Taylor B. Mooney  
Nathan K. Pope  
Mary C. Grattan  
Glenda C. Lewis  
Teresa K. Wilburn  
Earline M. Coleman

