



2013-2014

# HIGHLIGHTS

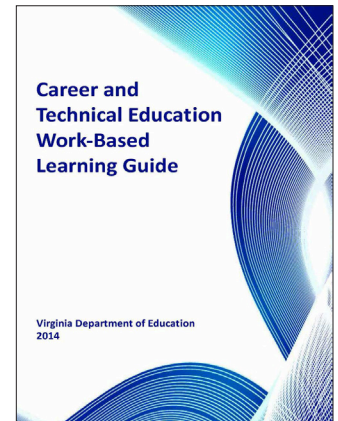
An Annual Report of the CTE Resource Center,  
Serving Career and Technical Education in Virginia

"The more things change, the more they stay the same." The CTE Resource Center has seen its share of change in recent years, from shifts in projects and the way we conduct them, to departures of long-time colleagues, to changes in business practices. Throughout these changes the Center's priorities and responsibilities have remained intact: to serve the Commonwealth's career and technical education teachers and administrators by providing the best assistance, resources, and curriculum frameworks.

In 2013-2014, 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. Yet again, the past year has brought a variety of work to the Center.

## Work-Based Learning

The Virginia Department of Education followed its 2013-2014 review of work-based learning methods of instruction by publishing guidelines and related websites for work-based learning. The publication provides career and technical education administrators, teachers, and coordinators with the regulations and guidelines for work-based learning and apply to all CTE courses that offer career-preparation work-based learning experiences.



## Ongoing Curriculum Emphases

**CanDo:** The CanDo online competency tracking system continues to gain users in the Commonwealth's school divisions. During the 2013-2014 school year, 29 school divisions used CanDo.

**Infusion units:** These optional instructional units have been developed for teachers to add to an existing curriculum framework. Two new units were introduced for 2013-2014. Cyber Security and Cyber Forensics offers instructional units in cyber security foundations, social engineering and personal cyber security, and cyber forensics. Green Building includes instructional units on sustainability, green building in construction and architecture, weatherization, and maintenance. Both of these infusion units complement the three existing infusion units offered by the Center: Aquaculture, Customer Service, and Entrepreneurship.

## For the Record

CTE Resource Center records show that in the past 32 years, since 1982-1983, the Center has:

- \* Distributed more than five million curriculum documents
- \* Conducted 2,259 searches for patron-requested information
- \* Developed 2,894 curriculum products
- \* Loaned more than 21,100 library items and acquired more than 11,790 library titles
- \* Facilitated or presented to 2,017 groups, addressing more than 44,340 educators and business/industry representatives.

## Thank You

We appreciate the continued support from the Commonwealth and all localities in our 32 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 2013-2014, the Center completed 153 products and services in collaboration with the Department of Education and localities.

### DEPARTMENT OF EDUCATION

#### Academics (1)

Personal Living and Finances

#### Agricultural Education (19)

Advanced Turf Grass Applications

Framework Revision

Agricultural Production Management Framework

Agricultural Production Technology Framework

Applied Agricultural Concepts Framework

Aquaculture Infusion Units – Revision and Correlations

Ecology and Environmental Management Framework

Equine Management Production Framework

Floral Design I Framework

Floral Design II Framework

Floriculture Framework

Forestry Guide for Agricultural Education in Virginia

Greenhouse Plant Production and Management Framework

Horticulture Sciences Framework

Landscaping I Framework

Landscaping II Framework

Operating the Farm Business Framework

Small Engine Repair Framework

Turf Grass Establishment Framework

#### Business & Information Technology (14)

Accounting Framework

Accounting, Advanced Framework

Business Law Framework

Computer Solutions Framework

FBLA Handbook Revision 2013

FBLA Local Chapter Annual Business Report Judging

FBLA New Adviser Guide 2013

Legal Systems Administration Framework

Medical Systems Administration Remote Revision

Programming Framework

Programming, Advanced Framework

Virtual Enterprise Case Studies as

Resources for Business Courses

Virtual Enterprise Case Study 2014: Human Resources

Virtual Enterprise Case Study 2014:

Marketing

#### Career Connections (5)

Introduction to Leadership Framework

Leadership Development Framework

R U Ready? Magazine 2014

R U Ready? Parent's Guide 2013-14 Proof Ready or Not 2014

#### Family and Consumer Sciences (11)

Culinary Arts I Framework

Culinary Arts II Framework

Culinary Arts III Framework

Hospitality, Tourism, and Recreation I Framework

Hospitality, Tourism, and Recreation II

Framework

Interior Design I Framework

Interior Design II Framework

Introduction to Culinary Arts Framework

Introduction to Hospitality, Tourism, and Recreation Framework

Introduction to Interior Design Framework

Virtual FACS Curriculum Presentation

#### Health & Medical Sciences (13)

Emergency Medical Technician I Framework

Emergency Medical Technician II Framework

Emergency Medical Technician III Framework

EMT Guidance Document

HOSA Competitive Guide Revision

Introduction to Health and Medical Sciences Framework

Physical/Occupational Therapy Framework

Principles of the Biomedical Sciences (PLTW)

Radiologic Technology I Framework

Radiologic Technology II Framework

Respiratory Therapy Framework

Surgical Technologist I Framework

Surgical Technologist II Framework

#### Marketing Education (5)

Advanced Hotel Marketing Framework

Digital Marketing Framework

Entrepreneurship Framework

Entrepreneurship, Advanced, Framework

Hotel Marketing Framework

#### Technology Education (18)

Aerospace Technology I Framework

Aerospace Technology II Framework

Bioengineering Framework

Children's Engineering Journal

Energy and Power Framework

Gateway to Technology Core (PLTW) Task List

Gateway to Technology Specialties (PLTW) Task List

Geospatial Technology I Framework

Geospatial Technology II Framework

Green Building Infusion Unit

Imaging Technology Framework

Materials and Processes Technology Framework

Organizing the TSA Handbook Revision

Renewable Energy Curriculum

Development

Technology Foundations Framework

TSA Officer Handbook Revision

Video and Media Technology Framework

Virginia TSA Executive Council Handbook

#### Trade & Industrial Education (18)

Computer Systems Technology I Framework

Computer Systems Technology II Framework

Electronics Technology II Framework

Electronics/Industrial Robotics I

Framework

Global Logistics and Enterprise Systems

HVACR I Framework

HVACR II Framework

Industrial Robotics II Framework

Plumbing I Framework

Plumbing II Framework

Precision Machining I Framework

Precision Machining II Framework

SkillsUSA Virginia Advisor's Manual 2013-2014

T&I Exploratory Wheel

Telecommunications I Framework

Telecommunications II Framework

#### Editorial and Production Services (17)

ASVAB-GED Crosswalk

Creating Excellence (3)

CTERS User's Manual 2013-2014

Federal Performance Report 2012-2013

Governor's STEM Academy proposals (4)

Industry Credentials for New Teachers

Guidance Document

VACTE Fact Sheet 2013

Virginia CTE and CLEP

Work-Based Learning Handbook

Work-Based Learning Strategic Review

WRS Implementation Video

WRS and Common Career Technical Core

Career Readiness Crosswalk

#### Instructional Resources (10)

Infusion Units Correlations

STEM Brief (6)

Work-Based Learning Handbook

Work-Based Learning Strategic Review

WRS Resources Update – Nevada

#### Meeting/Facilitation Services (2)

Meade Scholarships

Virginia Business Hall of Fame Nomination

#### LOCALITIES (15)

ACTE Region II Conference Flyer

CyberSecurity Infusion Unit

Goochland Course Offerings Brochure

Issues and Solutions 2014

NAWI 2014 Conference Call for Presenters

VACTE (5)

VACTEA (5)

#### CENTER PRODUCTS (7)

Accountability 2012-2013

CTECS Assessments Review

Highlights 2012-2013

Overview Video for Remote Curriculum

Development Teams

Process for Remote Curriculum

Development Teams

Task Lists 2014-2015

Video Development for Center Services

and VERSO Navigation

#### SUMMARY

|                             |            |
|-----------------------------|------------|
| Total DOE Products.....     | 131        |
| Total Local Products .....  | 15         |
| Total Center Products.....  | 7          |
| <b>Total Products .....</b> | <b>153</b> |

**Figure A: Materials Distributed, 2013-14**

|                                     |               |
|-------------------------------------|---------------|
| <b>CTE (Non-VERSO) Distribution</b> |               |
| Print                               | 15,810        |
| CD                                  | 623           |
| Electronic (PDF, Word, PPT, HTML)   | 15,999        |
| <b>Totals</b>                       | <b>32,432</b> |

**Note:** During 2012-2013, the Center reviewed and modified the way it tracked and counted its distribution items. When "documents" are in print

or on a CD or are in a file of any sort, we continued to count each instance it is sent or downloaded. However, with most of our curriculum resources in VERSO, the notion of a "document" no longer applies. We shifted our method of tracking distribution to page hits, which better reflects how patrons acquire our resources. To that end, we now show numbers that record when a patron looks at the various components of a curriculum framework: the full task list, an individual task, the student competency record (SCR), and the resources.

## Printing

In 2013-2014, the Center coordinated the Department of Education-approved printing or CD duplication of 877 copies of 6 items.

## Search

The Center's search service focuses on filling non-routine information requests by providing library, Web, and other resources. During 2013-2014, the Center addressed 25 research requests, including one out-of-state request:

- ◆ Department of Education.....19
- ◆ Field Requests (localities).....5

## Lending Library

This year, the Center library loaned 178 resources to Virginia teachers and administrators and acquired 58 new titles.

## Distribution

In 2013-2014, the Center continued distributing printed, Web-based, and electronic documents to Virginia educators. Figure A breaks down the distribution figures. 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.

## In-Service Programs

In 2013-2014, the Center presented or facilitated 68 in-service programs and workshops to approximately 826 people. 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 seven conferences.

## Meeting Facilities Use

During 2013-2014, the Center hosted 21 curriculum groups and other meetings, plus 14 video conference meetings, primarily for the Virginia Department of Education's Office of Career and Technical Education and for Henrico County Public Schools. Approximately 266 business representatives, State CTE Advisory Committee members, administrators, school counselors, teachers, and students from across the state attended meetings at the Center.

## CTECS

The Center managed Virginia's 2013-2014 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 Web site 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 Web sites.

**Figure B  
Web Activity, 2013-14**

| Main Categories               | Page Views       |
|-------------------------------|------------------|
| About/Home                    | 71,421           |
| Services                      | 9,076            |
| Library                       | 9,923            |
| Links                         | 7,193            |
| Career Planning Guide         | 34,201           |
| Administrative Planning Guide | 94,695           |
| VERSO                         | 1,775,503        |
| CanDo                         | 1,490            |
| <b>Total</b>                  | <b>2,003,502</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 Web site.

**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 2014-2015

New/Revised Instructional Frameworks: In process or in line for revision in 2014-2015 are 63 courses:

|  |  |
|--|--|
| <i>Advanced Computer Information Systems</i>             | <i>Fashion Marketing</i>                         |
| <i>Advanced Drawing and Design</i>                       | <i>Finance</i>                                   |
| <i>Advanced Fashion Marketing</i>                        | <i>Forestry Management</i>                       |
| <i>Advanced Forestry Management</i>                      | <i>Graphic Imaging Technology I/II/III</i>       |
| <i>Advanced Travel and Tourism</i>                       | <i>Health and Medical Sciences Exploratory</i>   |
| <i>Advertising Design I/II</i>                           | <i>Home Health Aide</i>                          |
| <i>Agricultural Education–Development</i>                | <i>Introduction to Agriscience</i>               |
| <i>Agricultural Education–Preparation</i>                | <i>Introduction to Early Childhood Education</i> |
| <i>Agriscience Exploration</i>                           | <i>Manufacturing Systems I/II</i>                |
| <i>Agriscience and Technology</i>                        | <i>Marketing Management</i>                      |
| <i>Auto Body Repair I/II/III</i>                         | <i>Masonry I/II/III</i>                          |
| <i>Auto Body Technology I/II/III</i>                     | <i>Medical Terminology</i>                       |
| <i>Automotive Technology I/II/III</i>                    | <i>Nurse Aide I/II</i>                           |
| <i>Biological Applications</i>                           | <i>Outdoor Recreation</i>                        |
| <i>Biotechnology Applications</i>                        | <i>Patient Care Technician</i>                   |
| <i>Biomedical Technician</i>                             | <i>Pharmacy Technician I/II</i>                  |
| <i>Computer Information Systems</i>                      | <i>Physical/Occupational Therapy II</i>          |
| <i>Computer Maintenance</i>                              | <i>Power and Transportation</i>                  |
| <i>Economics and Personal Finance</i>                    | <i>Technology Education–Development</i>          |
| <i>Emergency Medical Responder</i>                       | <i>Technology Education–Preparation</i>          |
| <i>Emergency Medical Dispatcher</i>                      | <i>Technology Transfer</i>                       |
| <i>Engineering Practicum</i>                             | <i>Technology Assessment</i>                     |
| <i>Family and Consumer Sciences Exploratory I/II/III</i> | <i>Travel and Tourism</i>                        |
| <i>Family Relations</i>                                  |  |

All frameworks will be published in June 2015 so that teachers and administrators may plan their 2015-16 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–Friday, 8:00 a.m.–4:30 p.m. We invite you to visit the Center, browse our library holdings, and use our meeting rooms.

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