



Program Self-Study Best Practices

1. Only send complete program self-study reviews to the DE.
2. Submit the program self-study as a Google Doc.
3. Providing a detailed explanation of the evidence in the notes section is helpful.
4. If you mark a “0” or “1” discuss how the program will begin the process of improvement. (i.e. The teacher will begin attending all Advisory Council meetings and PD offered by the district.)
5. A screenshot is not a good source of evidence if there is no explanation of how it meets the indicator.
6. Include multiple pieces of evidence to demonstrate mastery of the indicator.
7. Reviewers (at the DE or RPP level) may not be familiar with the ins and outs of your program, please provide the strongest evidence that shows how the program is meeting the indicator.
8. Link to the specific piece of evidence, not a Google Drive folder.
9. Link directly to a webpage if you use a website for evidence.
10. Be sure that all documents that are used as evidence are viewable.
11. Each program needs to be reflective of its local needs.
12. Uploading data is not evidence in and of itself. A description of how that data was used to inform the program design and improvement as well as the process is what is most useful to the reviewer.
13. For 1.1, the program description and purpose should connect to the CIP along with providing information on knowledge, skills and career exposure students receive by taking courses in the service area.
14. Be sure to upload current minutes of advisory meetings that demonstrate what is discussed in the indicator.
15. Include time-frames in the Overall Priorities and Action Plan section.