



STATE OF MICHIGAN
MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH
Office of Career and Technical Preparation

Informational Update

December 2003

PLEASE FORWARD THIS MESSAGE TO ALL IN YOUR REGION WHO ARE RESPONSIBLE FOR CI PLANNING, ACTIONS, ASSESSMENT, AND REPORTING.

Message from Patty Cantú:

The Executive Order budget agreement that was reached Wednesday night includes a reduction to Community Colleges and Higher Education. As of this morning, the Senate passed SB 556, School Aid reductions. The bill is now headed to the House where it is expected to pass also. Reductions for Career Education programs include Section 68, Career Preparation, \$1,000,000 and Section 108, PAL, \$1,000,000. It is my hope that we will continue to strengthen our communication and collaboration within the secondary and postsecondary CTE community to assist each other during this budget difficulty.

Monday, December 8, was the official opening day of the new Michigan Department of Labor & Economic Growth (DLEG). We are still part of the bureau of Career Education and I am very pleased to announce to you our new boss, Deb LaPine. Some of you may already know her because Deb was Deputy Director of Administrative Services with MDCD and is a familiar face. She has been asked to take on the responsibility of the three offices within Career Education: the Office of Adult Education, the Office of Postsecondary Services, and the Office of Career and Technical Preparation. We are extremely fortunate because Deb is very familiar with our programs and services. While Deputy of Administrative Services, she is the person who would go before the Legislature, various Appropriations Committees, and the Department of Management and Budget to describe, discuss and, at times, defend our programs and our budget. You will be seeing more of her in the months ahead and I know you will appreciate her leadership, her approachable nature and her strong principles. At this time, we do not anticipate a physical move from our current building, nor do we see changes in the administration of Perkins or other state dollars to secondary or postsecondary institutions. If you visit our website, you will see the new logo, and eventually our letterhead and business cards will list the new department, but otherwise, all remains the same.

And last, but not least, from all of us here in the Office of Career and Technical Preparation, Happy Holidays and wishes for all the best in the year ahead.

Technical Review, Assistance and Compliance (TRAC) Task Force Meeting

On December 4, 2003 the TRAC Task Force, an advisory group to the state, held a follow up meeting to their July 22, 2003 meeting. OCTP staff provided an update indicating how the feedback received at the July meeting resulted in further TRAC system development and changes to procedures and forms. In addition, the Task Force reviewed documents reflecting system changes that were made as a result of their July 22 recommendations and the September 29, 2003 pilot conducted at Region 4. There will be an additional Task Force meeting after further TRAC piloting is completed.

Added Cost Referent Group

The Added Cost Referent Group met on December 4, 2003 to further discuss Added Cost issues which, except for two new issues, were initially reviewed in July 2003. The Group provided input and recommendations regarding such issues as grade level use of Added Cost funding, Consortium 56 program locations, and completer and program definitions. Given the potential impact of some the recommendations, another meeting will be scheduled prior to the end of the grant year.

Launching the Future Workforce Conference

The December 5 conference on placement strategies for students completing Career and Technical Education programs was held at the James B. Henry Center for Executive Development in East Lansing. The conference was linked to Marquette via video-conferencing and attended by 95 registrants plus over 30 presenters, exhibitors, and OCTP staff. The keynote address, “Achieving Nirvana with Numbers: Using your data to improve your programs”, was given by Dr. James R. Stone, III, Director of the National Research Center for Career and Technical Education. Dr. Stone’s address and breakout session focused on using placement data to target improvement strategies. Five breakout presentations and a series of roundtable discussions addressed diverse strategies including a program of successful strategies currently in use at Traverse Bay ISD, services offered by Michigan Rehabilitation Services that can be accessed at no cost by education agencies for assistance in placing students with disabilities, and a unique collaboration between West Central Michigan Works! and Newago County RESA that brings Michigan Works! professionals into local high schools to teach employability skills to students, at no cost to the schools.

The conference closed with a panel presentation by Wayne County Community College District (WCCCD) describing the development of a successful 2+2 articulation program leading to an apprenticeship in Electrical Line Design with Detroit Edison. The WCCCD presentation also demonstrated the process used in developing a performance-based curriculum using WIDS (Worldwide Instructional Design System). Conference participants submitted ballots nominating the Overall Best Presentation and Presentation with the Most Useful Content. The winning presentations were “A Conversation with Dr. James R. Stone, III” (breakout session A1) for Overall Best Presentation and “Successful Placement Strategies that Work for Traverse Bay ISD” (Breakout Session A2), presented by Bill Hollenbeck and Mike Hill of Traverse Bay Area ISD for Most Useful Content. Congratulations to all of the presenters, who provided excellent information and resources, and especially to the presenters of the winning sessions. Questions regarding the conference may be addressed to Dr. Jill Kroll at (517) 241-4354 or KrollJC@michigan.gov.

Fourth Annual Gender Equity Promising Practices Workshop, January 6, 2004

A one-day workshop for Gender Equity Coordinators, CTE Directors, Career Center Counselors, Special Populations Coordinators, Sending School Counselors, and other Education Professionals interested in learning more about nontraditional career training for their students. Participants will examine practices that will work and discover resources to help students pursue and be successful in training for a career nontraditional for their gender. A focus will be on data driven decision making related to meeting core performance indicators 4S1 and 4S2. Registration information is attached. Registration information is available at www.michigan.gov/mdcd or www.mccte.msu.edu. Registration forms must be submitted online or faxed by December 17.

Online Annual Vocational Authorization Application System

The Michigan Department of Education implemented the online annual vocational authorization (AVA) application system in the fall of 2003. The system is used by local and intermediate school districts, public school academies, and nonpublic schools (district/schools) to submit applications for regular annual authorizations, less-than-class-size annual authorizations, adult education annual authorizations, and substitute annual authorizations. For more information, please see the attached brochure.

PD Opportunity for CTE, Industrial Technology, and Technology and Design Programs

The attached notice describes a professional development opportunity for CAD teachers or those contemplating adding CAD to their CTE, Industrial Technology, or Technology and Design programs.

National Career Clusters

National Career Clusters are being embraced in Michigan as a minimal standard for CTE programs. All program consultants have agreed that the cluster standards (available on our website under each Michigan Career Pathway) will be a critical component to any new program application and will be an integral part of the Technical Review and Compliance (TRAC) initiative for existing programs. Many questions have been raised since our Career Cluster Rollout about use in Michigan. Program Consultants are in the process of establishing program needs and will form some short-term and long-term goals for implementation of the clusters within our Michigan Career pathways. It is important to understand that

Michigan is continuing the Career Pathways and working with the clusters to determine ways they will help the continuation of that concept. The program consultants will search for ways to provide technical assistance on Career Clusters to teachers and administrators. As always, they are available to answer your more immediate questions on this topic and others relating to CTE programs.

2004 Michigan Career Education Conference

Plans for the 2004 Career Education Conference scheduled for February 8-10, 2004 are well underway! The conference will be held at De Vos Place Conference Center in Grand Rapids. The Amway Grand Plaza Hotel in Grand Rapids is the conference hotel.

The theme for this year's conference is **Teaching and Learning for Excellence**. The conference provides an excellent opportunity for everyone who is involved or interested in career education, including teachers, counselors, employers, and parents, to come together to share ideas and best practices. Individual session topics will include career preparation, curriculum development, lifelong learning, special populations, partnerships, and professional development. On line registration is now available at www.mccte.msu.edu

For more information about the conference, contact John Radford at the Michigan Center for Career and Technical Education at (800) 292-1606, ext. 7 or radfordj@msu.edu.

EMIT Pathway

In reviewing the information submitted in the 2003-2004 Report 4483A for programs in the EMIT pathway, we have found that several programs were not meeting the required 14,400 minutes per year (400 minutes per week) standard. If you received notification concerning this information, please contact Patricia Talbott-Dills, the EMIT Pathway Consultant, if you have any questions, (517) 335-0359.

Please note, going forward, all new programs in the EMIT and Arts & Communications Pathway will be required to meet the 14,400 minutes per year standard, to be eligible for Added Cost Funding.

Parent Power

Obstacles that keep parents from getting involved in their children's schools include a lack of transportation, economic problems, cultural differences, and administrative resistance. Others include feelings of intimidation, low educational levels, a lack of after-school care, and evening work shifts. Drawing up lists of obstacles to involvement is one of the first assignments for trainees in the Commonwealth Institute for Parent Leadership, writes Linda Jacobson. The intensive, three-weekend program is designed to equip Kentucky parents with detailed knowledge about the state's school accountability system and give them the confidence to ask school officials tough questions about student performance. The institute's curriculum goes well beyond preaching parent involvement. A project of the Prichard Committee for Academic Excellence, the institute shows parents how to delve into the mounds of data on their own schools and use that information to set priorities among many issues that need attention. Since the institute began in 1997, more than 1,100 parents have been trained. What sets this program apart from most workshops aimed at parents is that each graduate of the institute is expected to commit to planning and executing a project that addresses an area of weakness in his or her school or district. www.edweek.org/ew/ewstory.cfm?slug=08Parent.h23.

Graduating From High School Can Be Expensive

How much does 12th grade cost? School officials in the Sacramento region say seniors can easily rack up \$1,500 and more in expenses between September and graduation day in the spring. And that's just for school-related events and merchandise, reports Sandy Louey. It doesn't count the cost of college applications, which average around \$50 each, or visits to university campuses. Students see their senior year as a rite of passage, and many of them -- and their parents -- believe buying a class ring (average cost: \$250) or attending the senior ball (average cost: \$689) goes hand in hand with graduation and growing up. It's also something of a wake-up call for many parents. With college costs averaging nearly \$13,000 a year for public universities and about \$27,700 for private, it's no wonder that Pamela Mari, vice principal at Davis Senior High School, calls the final year of high school "a preview of coming attractions." Because senior-year expenses can escalate quickly, many school officials try to give cost estimates as early as possible so families can plan

ahead. Parent-teacher groups sometimes offer help, the senior class raises funds through T-shirt sales, car washes and other ventures, and some students take part-time jobs just to pay for all the extras.

<http://www.sacbee.com/content/news/education/story/7651078p-8591350c.html>

Evaluating Community-Based Initiatives

The Fall 2003 issue of "The Evaluation Exchange" periodical is now available on the Harvard Family Research Project website. The latest issue addresses the evolving nature of evaluating community-based initiatives. It explores lessons learned during the past decade of community building and their implications. Experienced and insightful authors investigate critical issues surfacing in the community-building arena, including: What innovative approaches can we take to capture the breadth and complexity of community-based initiatives? How should we address the need for greater scientific rigor in our evaluations? How can evaluators and funders build on the self-assessment techniques that community-based organizations already have in place?

<http://www.gse.harvard.edu/hfrp/eval/issue23/index.html>

Talking About Learning Disabilities

Now more than ever, it is imperative that parents work with their elected representatives to make sure that the voices of children and adults with learning disabilities (LD) are heard in Washington, D.C. and at the state and local level. To help further these advocacy efforts, National Center for Learning Disabilities has developed this LD Advocates Guide. The LD Advocates Guide seeks to explain how best to engage policymakers and the media on issues affecting the LD community. In addition to this step-by-step guidance, the Guide also provides a primer on key issues affecting the fields of learning disabilities and special education. www.ld.org/advocacy/tutorial.cfm.

We Care, Therefore They Learn

Closing the achievement gap begins with teacher encouragement, says researcher Ronald Ferguson in this Journal of Staff Development interview (September 2003). Ferguson describes findings from a survey of 40,000 middle and high school students which revealed few class or race differences in how students viewed the importance of their school work. Through the Minority Student Achievement Network, Ferguson and others are spreading the word that teachers who provide both emotional support and "instrumental assistance" can help black and Latino students close academic gaps.

www.nsd.org/library/jsd/Ferguson244.pdf

Freedom to Learn

This is Michigan's one-to-one wireless technology program, designed to engage and enthrall students and provide a learning environment where:

- the classrooms have no walls or wires.
- the library adds megacool stuff by the minute.
- kids talk, share, show up early and stay late.
- parents know what the heck's going on.
- kids learn because they love it!
- the future is knocking at the door.

Grant applications were released in MEGS on Friday, December 5. For more information, go to: www.wireless.mivu.org

The Michigan Department of Education implemented the online annual vocational authorization (AVA) application system in the fall of 2003. The system is used by local and intermediate school districts, public school academies, and nonpublic schools (district/schools) to submit applications for regular annual authorizations, less-than-class-size annual authorizations, adult education annual authorizations, and substitute annual authorizations. Credit track annual authorizations must be submitted on Form TC-4601 and the appropriate documentation must be attached to the application form.

HOW TO OBTAIN PERMISSION TO USE THE ONLINE AVA SYSTEM

In order to have authorization to apply for AVA'S through the online application system, an individual must have a Michigan Education Information System (MEIS) account. To establish an MEIS account, go to the MEIS website at <http://meis.mde.state.mi.us>. Once you have accessed the MEIS website, click on "MEIS User Management," then click on "Create an MEIS Account." At that point, follow each step and provide the requested information to obtain your MEIS account. You will be assigned a user ID and password after your MEIS account is established. This is the ID and password you will use to access the online AVA application form.

In addition, a "**MEIS System Security Access for Online AVA Application**" form must be submitted to the Office of Professional Preparation to receive authorization to access the online AVA application website. To obtain a copy of this authorization form, go to the MEIS website (see address listed above), then scroll down to the "Annual Vocational Authorization Application" link. Click on "Online Annual Vocational Authorization Security Agreement" on the right side of the screen. You may print a copy of the form, fill it out, and fax it to Jo Anne Gibson at (517) 373-0542.

HOW TO APPLY FOR ANNUAL VOCATIONAL AUTHORIZATION

To access the online AVA application form, go to the MEIS website (<http://meis.mde.state.mi.us>) and scroll down to the "Annual Vocational Authorization Application" link. Click on "Annual Vocational Authorization Application" on the right side of the screen. This will take you to the logon screen. Enter the ID and password that was created for you when you obtained your MEIS account. (Please note: passwords are case sensitive.) The "Administrator Menu" will appear once your logon ID and password are accepted.

To apply for a AVA , click on "**Annual Vocational Authorization Application**," then click on the "**new**" button. You will be asked to select "Application Type" – Initial AVA, Renewal AVA, Less-than-class-size, long-term sub, day-to-day sub, or adult education AVA. Once you make your selection, you will be asked to enter the social security number of the individual for whom you are requesting the AVA. After the social security number is entered, click on the "**Start New Application**" button. The "Application for Annual Vocational Authorization" form will be displayed on the screen. Complete the "**Applicant Information**" and "**Assignment History**" sections, then scroll down to the bottom of the form and click on the "**Submit Application**" button. (Please note: If the individual for whom you are submitting the AVA already has a record on the teacher certification/AVA database, the "Applicant Information" section of the form will automatically be filled in once you enter the social security number. You may make any necessary corrections, complete the "Assignment History" section, and submit the form.) If there are any errors on the form after submitting the application, the form will reload and display the error messages at the top of the page. At that point, make the necessary corrections and resubmit the application.

NON-PAYMENT OF FEES FROM A PREVIOUS YEAR

If the district/school applies for an AVA for an individual who did not pay his/her fee for a previous school year, an error message will appear when attempting to submit the application. The error message will indicate that the individual has an outstanding AVA fee due from a previous school year. This outstanding fee must be paid before the district/school will be able to obtain an annual vocational authorization for the individual. If an

individual needs to obtain a copy of his/her bill to pay an outstanding fee, he/she should call (517) 373-3310.
Payments must not be sent directly to the Michigan Department of Education.

AVA REPORTS

The “Reports” function is now available through the online AVA application database. The report provides a printout listing the names of all the individuals for whom your district/school received an AVA approval for the current school year. The report will also indicate the status of the AVA fee payment and will notify you if an AVA has been rescinded due to non-payment of the fee. To access your district’s/school’s AVA printout, logon to the online application database then click on “**Reports**”. Your district’s/school’s printout will automatically be displayed on the screen and you may print a copy of it for your records. The information on the printout will be updated at least twice a week.

PLEASE NOTE: Individual checks must be submitted for each applicant.

Questions regarding annual vocational authorizations or the application process should be directed to Jo Anne Gibson at (517)-335-0585.

CAD – Computer Aided Design Professional Development Opportunity

The following notice describes a professional development opportunity for CAD teachers or those contemplating adding CAD to their CTE, Industrial Technology, or Technology and Design programs. While there is a teacher training cost involved the program provides the school with unlimited site license seats for students.

Pro/DESKTOP Training January 16th and 17th, 2004

This training will provide technology education/industrial arts, math and science teachers a basic understanding of Pro/DESKTOP, which is a powerful, state of the art 3D computer aided design package.

Teachers that complete the training and show basic competency will be given unlimited seats of Pro/DESKTOP and be encouraged to let their students place the software on their home computers. The only cost will be the training itself. Yes, subsequent issues will also be free.

PTC, the company that produces the software, has launched a huge initiative across the world to improve the technological literacy of our students, and to show their support for teaching design.

Please be sure to bring snacks for both days. Meals will not be provided.

Location: Huron Area Technical Center
1160 S. Van Dyke
Bad Axe, MI 48413

Time: January 16 – 6:00 – 10:00 PM
January 17 - 8:00 AM - 4:00 PM

Cost: \$150 per person. Checks payable to Timothy Kelley at the training.

Trainer: Tim Kelley. T.P.Kelley@worldnet.att.net

Registration: Please click on the following link to register. Just scroll down to the Bad Axe Training and follow the instructions. You will probably have to create an account in order to register. Also, please contact me via email so that I can build a database of students, which will allow me to keep you posted if there are any changes etc. Feel free to contact me if you have any questions. The registration link follows.

www.ptc.com/go/schools/training

To learn more about the program, please visit:

http://www.ptc.com/for/education/schools/schools_program.pdf

To view examples of student work using Pro/DESKTOP, please visit:

<http://www.prodesktop.net/gallery.htm>

Office of Career and Technical Preparation (OCTP)

Presents

Fourth Annual Gender Equity Promising Practices Summit
Unlocking the Future

*Successful recruitment, retention, completion and placement
of Career and Technical Education Students
Pursuing Nontraditional Career Training*

Tuesday, January 6, 2004

8:00 a.m. – 3:00 p.m.

**Livingston Educational Service Agency
1425 W. Grand River Avenue
Howell, MI 48843**



Who Should Attend?

- Gender Equity Coordinators
- CTE Administrators
- Career Center and School Counselors
- Special Populations Coordinators
- Education Professionals Interested in Nontraditional Career Training

Program Highlights:

- Practices That Work
- Data Driven Decision-Making
- Local Success Stories
- Notable Resources
- Post-Secondary Connections

Featured Speakers:

- Mimi Lufkin, Executive Director, National Alliance for Partnerships in Equity
- Norma Tims, Gender Equity Consultant, Office of Career and Technical Preparation

Tentative Agenda

8:00	Registration Continental Breakfast	Lobby Area Room TBD
8:30	Welcome	Patty Cantu', OCTP
	Conference overview	Norma Tims, OCTP
8:45	Michigan Data -4S1, 4S2	Terri Giannola, OCTP
9:00	Unlocking Potential	Mimi Lufkin, NAPE
10:00	Break	
10:15	Keys to Success	Mimi Lufkin, NAPE
11:30	Lunch	
12:15	Non Traditional Panel	Norma Tims, Facilitator
12:45	Opening Doors, Local Success Stories	
1:45	Break	
2:00	Through the Door to Placement	Christine Reiff, OCTP
2:30	Next Steps and Q & A	Mimi Lufkin, NAPE Norma Tims, OCTP
3:00	Evaluations	

Fourth Annual Gender Equity Summit

Unlocking the Future

[Please complete a separate registration for each person]

Attendee's Name: _____

School District: _____

Address: _____

Phone : (____) _____ Fax: (____) _____ E-Mail: _____

If using a personal credit card, you must also provide your home address:

REGISTRATION FEE: \$35.00 PER PERSON

Checks must be made payable to MCCTE/MSU. Please provide registration form with payment or purchase order to MCCTE prior to December 17, 2003. Keep a copy for your records. There will be no on-site registration accepted.

Method of Payment:

Personal Check # _____

Credit Card: Visa/Master Card #: _____

Institutional Check # _____

Purchase Order # _____

Expiration Date _____

Signature _____

Registration must be returned by December 17, 2003 to:

Maryal Debnar, MCCTE

1405 South Harrison Road

Manly Miles Building, Suite B-15

Michigan State University

East Lansing, Michigan 48823

fax to 517-432-2931

Phone: 1-800-292-1606 ext. 4

Register on-line at www.mccte.msu.edu

Individuals with disabilities are invited to call MCCTE at 1-800-292-1606 to request mobility, visual, dietary, or other assistance. Call the Michigan Relay Center at 1-800-649-3777 (TDD) to request hearing assistance.

Area Overnight Accommodations:

Brighton:

(Detroit) Brighton Courtyard

7799 Conference Center Drive

Brighton, MI 48114

Phone: 1 810-225-9200

Fax: 1 810-225-2028

Holiday Inn Express Hotel & Suites Brighton,

MI

8079 Challis Dr

Brighton Town Square Shopping Center

Brighton, MI 48116

Tel: 810-225-4300

E-mail: holidayinn@cac.net

Main Fax: 810- 225-0250

Howell:

Best Western of Howell

1500 Pinckney Road

Howell, Michigan, 48843

Phone: 517-548-2900

Fax: 517-548-2163

Amerihost

4120 Lambert Drive

I-96 Corridor

Howell, MI, 48855

517-546-0712

It is the policy of the Office of Career and Technical Preparation that no person on the basis of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability shall be subjected to discrimination in any program, service or activity for which it is responsible, or for which it receives financial assistance from the U. S. Department of Education. For further information, contact Office of Civil Rights Coordinator, Office of Career and Technical Preparation, P.O. Box 30712, Lansing, MI 48909. (517) 373-3373