



Kalamazoo RESA  
 Education for Employment  
 1819 East Milham Avenue  
 Portage, MI 49002-3035  
 269.250-9300

## 2011-2012 TRAC BINDER INSTRUCTION SHEET

*Note: The program TRAC binder is a cumulative record. Do not remove documents from the TRAC binder.*

CODE	CATEGORY	KRESA PROVIDED DOCUMENTATION	DOCUMENTS <u>INSTRUCTOR PROVIDES, UPDATES AND/OR REVIEWS ANNUALLY</u>
C01	Program Staff Teacher Certification		<input type="checkbox"/> Copy of current teacher certificate (front and back)* <input type="checkbox"/> Copy of industry certificates or licensure (if applicable)  *Exception Annual authorization instructors: Download current certificate from <a href="http://mdoe.state.mi.us/teachercert">http://mdoe.state.mi.us/teachercert</a> KVCC instructors: Letter will be supplied on your behalf
C02	Professional Development	Blank Form	<input type="checkbox"/> Complete Kalamazoo RESA supplied form OR file an electronic copy provided by internal district PD system that documents professional development for the year for the specific occupational/CTE content being taught  In addition to the above document(s), items that may also be included are records (including agendas and registration receipts) of classes, workshops, conferences, and/or advanced education
C03	Additional Program Staff <i>Does NOT apply to programs that do NOT have technical assistants</i>		<input type="checkbox"/> Copy of Technical Assistant resume (current)  In addition to the above document(s), items that may also be included are certification, college transcripts, current licensure and/or current industry certification

*\*Electronic copies of instructor supplied forms are available @ [www.kresa.org/efe](http://www.kresa.org/efe)*



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C04	Para-Professional PD <i>Does NOT apply to programs that do NOT have technical assistants</i>		<input type="checkbox"/> Copy of two (2) Kalamazoo RESA sponsored professional development workshop agendas (for technical assistants)  <input type="checkbox"/> Documentation for professional development in occupational specialty area  In addition to the above document(s), items that may also be included are records of activities, classes, workshops, conferences, or advanced education within the past five year period in the area of specialty
C05	Successful Completer Information	Blank Segment Template Completed Segment Template	<input type="checkbox"/> Documentation of curriculum alignment to state program standards by segment (completed 12 segment template) <b>*ALL POTENTIAL COURSES <u>MUST BE INCLUDED</u></b>
C06	Established Advisory Committee	Advisory Committee Membership Roster	<input type="checkbox"/> Advisory committee meeting minutes for the year – 2 per year <b>MINIMUM</b>
C07	Expenditure of Funds		<input type="checkbox"/> Year-to-date spending account record for the program  Instructor is to obtain recent copy from his/her designated district or building financial office previous to the TRAC binder review

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C08	Facilities	Program Class Lists	<input type="checkbox"/> Room layout detailing square footage <input type="checkbox"/> Room photo (optional) <input type="checkbox"/> Program class list(s)
C09	Classroom Safety	Blank Safety Training Checklist Safety Resource Form Safety Checklist for identified EMIT labs	<input type="checkbox"/> Student Safety Training checklist with dates EACH student completed <input type="checkbox"/> Information on procedures for tornado drills, fire drills, MSDS sheet placement, crisis plan, etc. (obtain from local building facility staff) <input type="checkbox"/> Copy of course syllabus that clearly includes safety training curricular units of instruction <b>Optional:</b> <input type="checkbox"/> Completed safety resource form that lists the instructional components delivered throughout the school year <input type="checkbox"/> Identified EMIT labs – Annual safety checklist signed by advisory committee chair or facilities management
C10	Implementation of Standards – Course Content	Blank Form – Leadership CD – Segmented Curriculum	<p><i>Documents need to be current – if dated, documents <b>MUST HAVE</b> the current date noted on the document</i></p> <input type="checkbox"/> Segmented curriculum alignment with crosswalk <input type="checkbox"/> Course syllabi/course description <b>LEADERSHIP COMPONENT - Check at least one option below:</b> <input type="checkbox"/> CTSO Participation- Membership Roster <input type="checkbox"/> Community Service - Participation Documentation <input type="checkbox"/> Student led meetings with elected officers - Meeting minutes w/officers noted <input type="checkbox"/> Competitive event(s) with at least one other school or sets of students - Membership list with award/certificate sample



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C11	Program Characteristics	District Approval Documentation	<input type="checkbox"/> Academic Credits Noted on CIP Self-Review <input type="checkbox"/> Local Academic Credits
C12	Recommended Equipment	Blank Form – Equipment/Technology Blank Form – Textbooks/Software	<input type="checkbox"/> Equipment/Technology inventory including dates purchased <input type="checkbox"/> Copyright dates of resources, software and textbooks
C13	Strategies to Eliminate Barriers to Program Access	Promotional Materials DVD EFE Program of Studies Student Application Annual Notice of CTE Opportunities Class List with Student Demographics Noted	<input type="checkbox"/> May include unique program promotional materials (developed documenting non-discriminatory measures), curriculum materials, program brochure, etc.
C14	Work Based Learning	Blank Form Sample of Training Agreement Sample of Internship/Co-Op Documentation	<input type="checkbox"/> Complete Kalamazoo RESA supplied form – a student list created by the instructor indicating a WBL experience opportunity for every student <ul style="list-style-type: none"> <li>• Cooperative Education</li> <li>• Capstone Experiences</li> <li>• Job Shadowing</li> <li>• Field Trips</li> <li>• Internships/Externships</li> <li>• Work-based learning</li> <li>• School Based Enterprise(s) sponsored by Business &amp; Industry partner for public access</li> <li>• Other – include description</li> </ul>

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C15	Data Accuracy Verification	Core Performance Indicators EFE Enrollment Matrix <i>(including course times)</i> District Master Schedule District School Calendar	<input type="checkbox"/> <b>Hard copy of completed on-line grade sheet(s) from either the EFE online grading system, local online grading system or grade book</b> *Document must include all students along with respective grade for each grading term
C16	Articulation	<b>Baker College</b> <i>Agree/Instruction Sheet/4+4</i> <b>Davenport University</b> <i>Agree/Instruction Sheet/4+2</i> <b>Ferris State University</b> <i>Agree/Instruction Sheet/4+4</i> <b>Grand Rapids CC</b> <i>Agree/Instruction Sheet/4+2</i> <b>Kalamazoo Valley CC</b> <i>Agree/Instruction Sheet/4+2</i> <b>Kellogg Community College</b> <i>Agree/Instruction Sheet/4+2</i> <b>Lake Michigan College</b> <i>Agree/Instruction Sheet/4+2</i> <b>MI Career &amp; Technical Institute</b> <i>Agree/Instruction Sheet/4+2</i> <b>Northwestern Mich College</b> <i>Agree/Instruction Sheet/4+2</i> <b>University of NW Ohio</b> <i>Agree/Instruction Sheet/4+2</i>	

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C17	Unique Program Features		<input type="checkbox"/> Provide information that is NOT included on other areas of the checklist
C18	Technical Assistance		<input type="checkbox"/> Instructor identifies his/her needs to enhance the quality of the program
<b>INSTRUCTOR MUST COMPLETE PRIOR TO TRAC REVIEW</b>	CIP Self-Review 2008-2013 <i>Inside left pocket of binder</i>	<input type="checkbox"/> Complete the CIP Self-Review form <i>PRIOR</i> to your scheduled TRAC binder review - complete ALL sections, however DO NOT check the yes/no boxes as your Program Administrator will complete these last two columns <input type="checkbox"/> Sign the CIP Self-Review form	

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