
Recommendations

Recommendation 1: Standardize the WE program coordinators' operational duties, rules, objectives, and means of assessment.

The two regular WE coordinators have similarities and differences with their operational duties. WE Coordinator 2 expressed his support of taking the differences in operational duties between himself and WE Coordinator 1 and working together to produce standard procedures for all WE coordinators to follow. Having standard procedures will allow for smoother operation of the program.

The data for Visual Communications (VisCom) students (highlighted in green in the Table) show that students did not complete the required 180 WE hours under the regular WE coordinator or the summer WE programs. Instead, the instructor explained that he credited these 3rd-year VisCom students with WE hours for projects they worked on in class for outside entities (e.g., creating a logo for the PREL Educators Conference). On occasion, the students worked on projects for the Public Broadcasting Service (PBS) at the actual PBS office during the regular school day, and the instructor credited the students with WE hours for these projects. The instructor received parental approval for these off-site trips. The instructor kept a record of the students' hours on task and maintained a portfolio of the projects. However, this practice was problematic in that the WE hours the instructor credited his students for towards the Mastery Certificate requirement were not official WE hours/credits earned under the College's WE program (VESP089) and, thus, could not equate to DOE credit(s). Additionally, the Deans Office was not aware of this instructor's practice until the writing of this report. Standardizing procedures with regard to the activities that instructors credit their students towards the Mastery of Certificate will ensure that the hours credited are official WE hours/credits earned under the College's WE program.

Student #44 (JFKHS – Electronics Technology) was originally omitted in the original Certificate of Mastery listing given to the high schools, and did not receive her certificate during the school's graduation ceremony. The error was discovered after the parent questioned the school. The instructor did not include the student in the Certificate of Mastery list she submitted to the Associate Dean because the instructor said she was not informed of the students' participation in the WE program by either the student or the WE coordinator. Subsequently, the student's eligibility was verified, and the student was awarded the certificate. A major concern that the instructors have expressed is that many times, they are not aware that their students have even entered the program, and, therefore, are not kept informed of their students' progress. Having standard procedures will allow for much more effective means of tracking all WE participants.

Recommendation 2 (Secondary Program): Standardize the verification process instructors are to follow to confirm their students completed the 180 WE hours for the secondary Certificates of Mastery.

Six students were awarded Certificates of Mastery despite not meeting the 180 hours (1 credit) WE program requirement (see pink highlighted cells). (Note: This discrepancy may or may not have been the situation for all cases highlighted in the Table as further investigation needs to be done to substantiate these initial findings).

Recommendation 3: WE coordinators follow up and verify that the WE hours recorded align with the GDOE credits received.

In a few cases, the WE hours recorded do not align with the GDOE credits received. For example, Student #08 completed 180 WE hours but received 2.5 GDOE credits instead of 1 credit. Student #20 completed 180 WE hours but received 0.5 GDOE credit instead of 1.0 credit.