

**Initial Renewal Application**

**for**

**Texas Skill Standards Based**

**Program Recognition**

**2023**

**Due: Friday, November 3, 2023**

(Download this packet at: www.tssb.org/applications to complete forms electronically.)

**INITIAL RENEWAL APPLICATION CONTENTS**

**Texas Skill Standards Based Program Recognition**

Texas skill standards based program recognition expires on December 31, three years from the date of recognition. Colleges may apply to renew the recognition, as indicated in this packet. Initial renewal requires that a college demonstrate that students' mastery of the skill standards content in the program is being assessed. The renewal process provides a quality assurance check that the college program is truly teaching to, and preparing students to perform, the industry-defined standards.

A separate application must be submitted for each recognized program for which renewal is being sought. The initial renewal application consists of the completed forms and documents listed below. These documents are due on or before the close of business (5:00PM CST) on the application deadline date (see front cover of the application), which is approximately eight weeks prior to the recognition expiration date. Please ensure that all the required documents are submitted by the deadline to allow staff time to process and finalize the application by the recognition expiration date of December 31. Otherwise, the recognition may lapse, which would require a new program recognition application.

Required forms, with instructions included, are enclosed in this application packet, and may be downloaded from the Texas skill standards website at: [www.tssb.org/applications](http://www.tssb.org/applications). Also posted at that link are examples of approved student assessments submitted for initial renewal in the document, *Examples: Required Student Assessment Materials for Initial Renewal Application.* The approved key activities-to- courses matrix for each recognized program is posted under the appropriate college link at: [www.tssb.org/colleges-0](http://www.tssb.org/colleges-0).

[ ]  Initial Renewal Application Cover – signed by the program’s industry advisory committee chair

[ ] Initial Renewal Application Form – signed by the college president/chancellor or chief instructional officer

[ ] Key Activities-to-Courses Matrix (with any changed courses highlighted) (See Initial Renewal Application Cover for instructions.)

[ ] *If the curriculum or matrix has changed:* a syllabus with key activities, or equivalent element, listed as learning outcomes for each changed course on the matrix

[ ] *If the program has been formally revised since the original matrix was approved:*documentation of Texas Higher Education Coordinating Board approval of the program revision

[ ] Student Assessment Required Samples Cover Sheet

[ ] Samples of assessments used by the college to evaluate students on the key activities (see Initial Renewal Application Form for instructions):

* All major assessments from one course – addressing **all the key activities** (or equivalent element) checked for that course on the matrix
* One assessment each from two other courses – addressing **some of the key activities** checked for those courses on the matrix

Complete and submit the required documents electronically, including a pdf copy of the signed documents. The email address may be obtained by calling the TWIC office at the phone number below.

Texas Workforce Investment Council

512/936-8100

**Initial Renewal Application Cover**

**Texas Skill Standards Based Program Recognition**

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| All institutions applying for program recognition initial renewal must complete the information below. ***Please download (at www.tssb.org/applications) and complete electronically.*** |
| Institution: |  |
| **Program Information:** Enter the award title and level of the recognized program for which renewal is being sought. Check the box below if a program revision has been approved by the Texas Higher Education Coordinating Board (THECB) since the program recognition was granted. (If so, attach documentation of the THECB approval.)  |
| Program revision approved by the THECB: (If not applicable, leave blank.) | **[ ]**  |
| Award title of recognized program: |  | Award level (select one): |  |
| Title of recognized skill standards (found in repository on Texas skill standards website at [www.tssb.org](http://www.tssb.org)/texas-skill-standards-repository) incorporated into recognized program curriculum: |
|  |
| **Contact Information:** Enter the name, title, and contact information of the single program contact who is submitting the renewal application on behalf of the institution and all campuses where the program is offered.  |
| Name of single program contact across campuses: | Title: |
|  |  |
| Mailing address: | City: | State: | Zip code: |
|  |  | **TX** |  |
| Telephone: | Email: |
|  |  |
| **Key Activities to Courses Matrix:** Submita copy of the key activities to courses matrix for which the college has developed assessments for all the key activities. Indicate which matrix is being used to renew the program’s recognition.[ ]  **Approved matrix**: for which the program recognition was granted. [ ]  **Amended matrix**: if the program has been revised since recognition was granted, such that any course on the approved matrix has been deleted or replaced by another course, or the key activity placement for any course has changed. The amended matrix must highlight the changes made to the approved matrix, and a revised syllabus must be included for each course that has changed. |
| **Industry Statement Regarding Program Recognition Renewal Application:** Enter the name, title and company of the recognized program’s industry advisory committee chair, along with signature and date, to attest on behalf of the committee, to the statement below.  |
| The signature of the program’s industry advisory committee chair named below indicates that the industry advisory committee has been consulted on and supports: 1) the college’s intention to apply for renewal of its Texas skill standards based program recognition; and 2) the college’s development of assessments to evaluate students’ mastery of the key activities (or equivalent element) and related criteria, skills, and knowledge in the skill standards, as a requirement of renewal.  |
| Industry advisory committee chair (type name, title, and company): |
|  |
| Signature (below): | Date: |
|  |       |

**Initial Renewal Application Form**

**Texas Skill Standards Based Program Recognition**

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| **College:**       | **Program:**       |
| **Section 1. Student Assessment Samples** |
| Submit a sample of assessments from courses in the key activities to courses matrix: all major assessments from one course, and one assessment each from two other courses. Provide the actual testing instrument given to the student, *with instructions*. You may submit a project or assessment that is presented verbally to students. Please make sure you assign the assessment a name and provide written instructions for TWIC staff’s review. List all assessments on the cover sheet on the next page, as noted below.***Assessments that most clearly demonstrate evaluation of the key activities and/or the related criteria, skills, and knowledge, should be submitted.*** Sample assessments may not include minor testing incidents or graded assignments such as “pop quizzes” that measure short-term grasp of limited or recently-acquired knowledge, exercises or homework assignments. **Definition:** An assessment is defined as a significant event or testing opportunity used to evaluate students’ mastery of the courses’ key activities (learning outcomes) and related criteria, skills, and knowledge, as specified in the skill standards. **Acceptable Types:** A significant event or testing opportunity may include such items as a comprehensive mid-term or final exam; performance assessment involving application of skills and knowledge or problem solving in a workplace simulation; or a special project, requiring students to demonstrate mastery of accumulated knowledge and/or skills in the standards, whether conducted in the classroom or lab. **Labeling:** Every sample assessment must be labeled with the name of the college and the title of the assessment. Clearly indicate which key activities each of the sample assessments addresses. For exams, the questions should be labeled with the key activity (or activities) that are being assessed. For labs, simulations and projects, each exercise or section that evaluates a key activity should be indicated clearly. **Cover Sheet:** Complete the Student Assessment Required Samples Cover Sheet in this packet with the courses from the matrix, by WECM rubric, number, and title, for which assessment samples are being submitted. Include the name of each assessment and the key activities that it addresses. **Examples:** An example of student assessments approved for initial renewal is available at the following link: www.tssb.org/applications. |
| **Section 2. Statement of Assurances Regarding Student Assessments** |
| Type the name and title of the appropriate college authority to indicate the institution’s commitment to the statement below. The statement of assurances must be signed by either the college president or the chief college officer in charge of instruction/curriculum (e.g., vice president of instruction or academic affairs).  |
| The signature of the college representative named below indicates that: 1) the institution will continue to teach the key activities as learning outcomes in the courses specified in the key activities-to-courses matrix, as submitted for program recognition (and if applicable, revised, as needed, in this renewal application); 2) the institution has developed and is using assessments to evaluate students’ mastery of the key activities (or equivalent element) and related criteria, skills and knowledge, as specified in the skill standards; 3) the college agrees to provide documentation of its compliance with these statements under a desk audit if requested by the Texas Workforce Investment Council; and 4) the individual named below has the authority to commit the institution to fulfilling the statements listed above.  |
|  |  |       |
| Signature |  | Date |
|       |  |       |
| Name of college president/chancellor or chief instructional officer |  | Title |

**Student Assessment Required Samples – Cover Sheet**

**Texas Skill Standards Based Program Recognition**

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| --- | --- |
| **College:**       | **Program:**       |

Course\* for which **all major assessments** are submitted (addressing ***all key activities*** checked on the matrix):

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| --- | --- | --- |
| **Course 1****(Rubric, Number, and Title)** | **Name of Assessments** | **Key Activities Addressed** |
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\*This course must have a substantial number of key activities integrated into it.

Two courses for which **at least one assessment** is submitted (addressing ***some key activities*** checked on the matrix):

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| **Course 2****(Rubric, Number, and Title)** | **Name of Assessment** | **Key Activities Addressed** |
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| **Course 3****(Rubric, Number, and Title)** | **Name of Assessment** | **Key Activities Addressed** |
|       |       |       |