**Subsequent Renewal Application Form – Two**

**Texas Skill Standards Based Program Recognition**

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| **College:** | **Program:** |
| **Section 1. Key Activities to Courses Matrix** | |
| Submita copy of the key activities to courses matrix approved in the last renewal, ***as revised***, for which the college has developed assessments for all the key activities. Highlight all changes to the last approved matrix, including:   * Any revised or added key activities from updated skill standards * Any course that has been added, deleted and/or replaced by another course * Any change in where key activities will be assessed, as checked in courses   Attach a revised syllabus for each course on the matrix that is new or in which the key activity placement has changed. | |

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| **Section 2. 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. ***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.  **Examples:** 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 the lab.  **Labeling:** Clearly indicate which key activities each of the sample assessments addresses. For exams, each question should be labeled with the key activity (or activities) it is assessing. For labs, simulations and projects, each exercise or section that evaluates a key activity should be indicated clearly. |

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| **Section 3. 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/chancellor or the chief college officer in charge of instruction/curriculum (for example, vice president of instruction or vice president of 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, subsequently revised and approved for 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. | | | | |
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| Signature | | |  | Date |
|  |  |  | | |
| Name of college president/chancellor or chief instructional officer |  | Title | | |