

## Minimum Requirements for State Recognized Programs of Study

Program of Study Name: _____ Program of Study (POS) Required Components	Component is Present (√)	Types of Documentation DO NOT SUBMIT
<b>Course standards accurately align to the academic, technical, and employability skills learners must master for entry and success in a given career pathway:</b> Content standards, frameworks and competencies that define what students are expected to know and be able to do to enter and advance in college and/or careers comprise the foundation of a POS.		
<b>Program of Study incorporates active involvement from an integrated network of partners:</b> Ongoing relationships among education, business, and diverse community stakeholders bolster POS design, implementation, evaluation and maintenance		
<b>Secondary program(s) meets MDE program approval requirements and incorporate courses that lead to postsecondary credits/credentials:</b> Secondary programs have appropriately licensed teachers, advisory committees, develop and ensure access to equitable student leadership opportunities, and provide career exploration activities leading to postsecondary credits/credentials.		
<b>Postsecondary academic program meets Minnesota State board policy and Higher Learning Commission (HLC) requirements:</b> A cohesive arrangement of college-level credit courses and experiences, designed to accomplish predetermined objectives, lead to the awarding of a degree, diploma, or certificate.		
<b>Materials, Equipment and Resources:</b> Facilities, equipment, technology and materials used in the program of study reflect current workplace, industry and/or occupational standards and practices for installation, use, maintenance, and safety.		
<b>Incorporates authentic work experiences at the secondary and/or postsecondary level that are valued by industry:</b> POS engages students in authentic work-based learning experiences that demonstrate progressive occupational learning aligned to industry workforce needs.		
<b>Program of Study development, improvement and advocacy are supported by findings from a comprehensive local needs assessment:</b> Systems and strategies for gathering, analyzing, and disseminating needs assessment data are effective for guiding the improvement of POS, and available in plain language to enhance use by stakeholders for POS advocacy.		

*Note: The Types of Documentation column does not need to be filled in, but is provided to assist the user with document control as needed.*

## **Minimum Requirements for State Recognized Programs of Study: Purpose & Processes**

**Overview:** Each consortium will submit a minimum of six (6) programs of study to the state to become Recognized Programs of Study. It is suggested that the six submitted programs are ones that are the strongest, but it is not required. Consortia are able to submit more than six if the programs meet the minimum requirements. The Recognized Programs of Study should be reviewed annually using the “Self-Evaluation and Continuous Improvement Rubric.”

**Purpose of Identifying POS Minimum Requirements-**Minnesota has developed this rubric to be used by Perkins Consortia to identify programs of study that meet the state’s minimum qualifications and are aligned with Perkins V legislation and reflect state priorities. The ability to effectively deliver programs of study is a key component in defining a Minnesota Perkins consortia. Creating effective secondary/postsecondary programs of study can be part of modernizing education as we strive to improve our schools, colleges, and communities. The results from this rubric should be incorporated into consortia two-year plan applications to the state.

**Process:** The formal process for submitting and reporting Recognized Programs to the state will occur every two years during the local application submittal.

- “Recognized Program of Study Minimum Requirements Rubric” for each program is submitted.
- The state does not want consortia to submit any evidence or supporting documentation that validates the minimum requirements. That documentation should be saved locally (for monitoring or technical assistance, if needed).
- Consortia are able to make changes and submittals to their Recognized Programs of Study any time throughout the application cycle.
- Currently, the consortia can email the Career Pathway Director for submittal and approval to the master list (in the future, this process may be completed using the formal application software).
- In order for a program of study to become a State Recognized Program of Study, all seven criteria in the minimum requirements are met.
- The Recognized Programs of Study that the consortia submit with the local application are shaped by the Comprehensive Local Needs Assessment, Minnesota State, Minnesota Department of Education, and any external review, such as accreditation.