



## Missouri Department of Elementary and Secondary Education

— *Missouri public schools: the best choice. . .the best results!* —

### PROGRAM MEMORANDUM

**TO:** Community College Deans  
Perkins Recipients  
MCCTA Postsecondary Members

**FROM:** Michael J. Muenks  
Assistant Commissioner  
Office of College and Career Readiness

**DATE:** July 1, 2010

**SUBJECT:** Postsecondary Portfolio Proposal Guidelines

Measuring the mastery of technical skills students acquired upon completion of a career education program is a requirement of the Carl D. Perkins indicator, Technical Skill Attainment (TSA). Provisions outlined in the indicator require career education students be given a third-party, technical skill assessment that is aligned with industry-recognized standards, if available and appropriate. Recognizing that some career education programs do not have an available and/or appropriate assessment, representatives from various community colleges and DESE staff collaborated and discussed high-quality portfolios, coupled with an oral assessment, as an accommodating option. Institutions that are interested in using this option to measure TSA will need to submit a Portfolio Proposal to the Office of College and Career Readiness for prior approval. Each proposal will be reviewed and approved on a case-by-case basis. The purpose of this document is to ensure consistency among all proposals by outlining the minimum requirements each request must incorporate into their application.

For additional information or questions, please contact Kristie Davis at (573) 526-4987 or by e-mail at [Kristie.Davis@dese.mo.gov](mailto:Kristie.Davis@dese.mo.gov).

## **Technical Skill Attainment Portfolio Proposal Guidelines**

**Proposal Due Date:** July 1<sup>st</sup> (exception: SY 2010-2011 due date—October 1<sup>st</sup>)

Mail to: Department of Elementary and Secondary Education  
Office of College and Career Readiness  
Attn: Kristie Davis  
P.O. Box 480  
Jefferson City, MO 65102-0480

### **Portfolio Components**

Each Portfolio Proposal will need to include, at a minimum, the following components:

- A. Program description
- B. Justification for using the portfolio
- C. How rigor is measured
- D. Third-party, industry evaluators
- E. Rubric for evaluation

#### **A. Program Description**

The program description is comprised of three parts: the name of the program, a brief abstract of the program (including required courses), and the national or industry standards that are applicable to the program area. Within the program description, please describe how each of the standards will be addressed using the portfolio process.

#### **B. Justification**

If an industry assessment is available in the designated program area, the proposal will have to provide rationale for opting not to use the assessment and/or why the assessment is inappropriate.

#### **C. Rigor**

Each proposal will address the rigor of the program area and ascertain how the portfolio will reflect the rigor and relevance of the designated program area.

#### **D. Third-party, industry evaluators**

Each portfolio will need to be evaluated by a three-panel evaluator team. The proposal will provide the credentials of each team member, indicating that at least two of the evaluators are professionals from within the industry, and the option of one evaluator being an instructor from a different college. It is the obligation of the institution to ensure the evaluators understand the portfolio process, their role as evaluators, and scoring expectation. Evaluators are encouraged to grade the student independently, but decide collectively on a final pass/fail score. Evaluators will grade the student on both their portfolio and oral presentation based on the defined rubric. The oral evaluation should consist of open-ended questions about the industry and the portfolio to entice critical thinking and decision making.

#### **E. Defined Rubric**

Each proposal will provide a defined rubric with a point-system grading scale and cut score. Industry evaluators will be expected to grade the student on both their portfolio and oral presentation for one combined pass/fail score. Core components should consist of both fundamental and supportive skills including, but not limited to:

1. Portfolio general appearance
  - a. Organization
  - b. Neatness/overall appearance
2. Fundamental skills demonstrated by knowledge of industry and/or national standards (both portfolio and oral presentation)
  - a. Demonstrates industry-specific knowledge
  - b. Demonstrates industry-specific skills
  - c. Demonstrates preparedness for employment (would they hire him/her)
3. Supportive skills/personal presentation
  - a. Communication (written and oral)
  - b. Problem solving
  - c. Creative and critical thinking
  - d. Resume/cover letter



