Application

for

Texas Skill Standards Based

Program Recognition

2016

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SECTION I. General Information

Texas skill standards based program recognition is a Texas Workforce Investment Council (TWIC) initiative to recognize a community or technical college workforce education award (credential) that has skill standards incorporated into the curriculum, classroom instruction, and assessments. Previously administered by the Texas Skill Standards Board[1], program recognition indicates to employers that a technical program is addressing the industry workforce needs as defined in the skill standards. This packet provides instructions, sample documents, and required forms to apply for program recognition.

Eligibility

New and existing community and technical college level two certificate or associate's degree programs are eligible for program recognition.

Benefits

Colleges may use program recognition to promote their programs in the local and higher education communities, and to employers. Recognized programs will be displayed on the recognized programs page of the Texas skill standards website at: www.tssb.org/colleges-0, where they will have greater visibility among colleges, employers, and others visiting the site. In addition, colleges will have the option, subject to a user agreement, of affixing a gold embossed seal to the credential of every graduate of its recognized program(s). The seal will signal to employers that program graduates have been taught the industry skill and knowledge requirements specified in the skill standards.

Skill standards based technical core

Program recognition is designed to foster and promote the development of a common, skill standards based technical core curriculum. The common technical core allows both a statewide standard of industry-defined outcomes to be met across colleges, and specialized skill sets required by local or regional employers to be met in additional courses in any individual college's program.

College collaboration

Where one college has already received program recognition, the common technical core curriculum integrated with the skill standards will be expected to evolve through the collaboration of additional colleges that subsequently seek recognition for the same type of program. Thus, both the college with the original recognized program and institutions that follow are encouraged to collaborate, with the goal of agreement on a common technical core that is broadly representative of their college programs. Where a critical mass of colleges has already agreed on a common technical core that appears to be representative of the program area, future colleges will be urged to replicate the core curriculum as it exists.

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[1] The Texas Skill Standards Board was abolished by the 84th Texas Legislature and all its powers and duties were transferred to the Texas Workforce Investment Council on September 1, 2015.

SECTION II. Program Recognition Process

Colleges interested in applying for program recognition should follow the five steps below. Application contents, instructions, and submission requirements are available in Section III of this document.

STEP 1A: Incorporation of skill standards content into technical curriculum

Application for program recognition requires a community or technical college to document that it has incorporated the skill standards content into the courses for a level two certificate or associate's degree program. In some cases, a college may need to add or create new courses in order to integrate the skill standards into the program. Such a program revision may require formal approval from the Texas Higher Education Coordinating Board (THECB). In other cases, a college may want to integrate skill standards into a new program that it is developing.

In both of these situations, the college should begin the program recognition process before it submits the new or revised program for approval to the Coordinating Board. As the college designs or revises its program, it should ensure that the set of courses constituting the award (credential) encompasses all the skill standards elements.

For guidance in integrating skill standards elements into curriculum, two resources are available to colleges. *Incorporating Skill Standards into Curriculum: A User's Guide* (*User's Guide*) is available to download from the Texas skill standards website at http://www.tssb.org/community-and-technical-colleges. Colleges may also schedule a skill standards usage workshop with Texas Workforce Investment Council (TWIC) staff. The workshop, conducted at the college, provides an orientation to the Texas skill standards elements and format followed by a suggested process for integrating each element into a program's curriculum. To schedule a workshop, colleges should contact the TWIC office at 512/936-8100 or twic@governor.state.tx.us.

For skill standards where no recognized programs exist, the first college to apply for program recognition should integrate the standards into its technical program as it sees fit, with the understanding that in the future, it will be encouraged to collaborate with subsequent colleges on a common, skill standards based technical core curriculum. The technical core includes agreement on where the key activities will be assessed in the common courses. (See Section I, College collaboration.)

Replication of a recognized program

Where skill standards have already been integrated into program(s) that have received recognition, subsequent colleges are encouraged to apply to replicate a recognized program. Under replication, the interested college offers the technical core curriculum of a recognized program into which the relevant skill standards have been incorporated. The college also ensures that the key activities are taught and assessed, at a minimum, in the same technical courses as the recognized program.

To determine the common technical core curriculum, the college interested in replication and the colleges with recognized program(s) negotiate the courses that will constitute the common core and in which the key activities (or equivalent skill standards element) will be assessed. Once the common technical core is determined, the college interested in replication submits the required application materials listed in section IV. On the application cover page, the college indicates that it is replicating a recognized program; and attaches a key activities-to-courses matrix that is identical to that of the recognized program. The recognized program, in turn, amends its matrix to correspond with the common technical core.

STEP 1B: Notification of intent to apply for program recognition
Colleges shall submit a notification of intent (NOI) to apply for Texas skill standards based program recognition. ***The NOI must be submitted one month prior to submission of the program recognition application.*** However, it is recommended that the NOI be submitted as soon as possible. Early submission prior to the deadline enables the TWIC staff to notify the college of any other colleges' program recognition efforts in the same occupational area and to provide technical assistance as needed.

STEP 2: Submission of application
Interested applicants must submit a separate application for each level two certificate or associate's degree program for which they are seeking recognition. See Section III for application contents, instructions, and submission requirements.

STEP 3: Notification of THECB approval for new or revised programs
College applicants that are developing a new program or revising an existing one shall notify TWIC staff when they receive THECB approval. A program will not be considered for recognition until THECB approval, if needed, has been granted.

STEP 4: Review and discussion of application
TWIC staff reviews the college's application to determine whether the program recognition requirements have been met. This review may yield one of three potential outcomes:

    a. **Application meets all program recognition or replication requirements** (including confirmation that all the key activities, or equivalent, in the skill standards, are contained in the program's courses, or common technical core, as appropriate). Staff proceeds to Step 5.

    b. **Application does not appear to meet program recognition or replication requirements.** There are questions regarding the alignment of the key activities (or equivalent elements) with the program's courses or common technical core curriculum, as appropriate. The college is invited to discuss staff's concerns and/or questions. If the discussion yields satisfactory answers, the college submits revised application materials. Staff proceeds with the program recognition award process in Step 5.

    c. **Application clearly does not meet program recognition or replication requirements.** Skill standards key activities (or equivalent elements) show little or no relation to the course descriptions and learning outcomes of the program as designated in the college's submitted matrix and syllabi, or the submitted matrix does not align with the common technical core curriculum. The college is notified, with an explanation, that its program recognition application has been denied.

STEP 5: Grant of Texas skill standards based program recognition
TWIC grants program recognition, notifies the college, and posts the program on the Texas skill standards website.

SECTION III. Notification of Intent Forms and Instructions

All applicants must submit an NOI for no later than one month prior to submitting the application for program recognition.

The NOI must be completed, printed, signed, and the original sent or delivered to the address below. (It is recommended that a pdf copy of the signed document be submitted electronically before mailing. Please call the TWIC office for the appropriate email address to send the pdf copy to.)

Address:
Texas Workforce Investment Council
1100 San Jacinto Boulevard, Suite 1.100
Austin, Texas 78701
(512) 936-8100

Instructions to Complete NOI

- **College name:** Enter the name of the college submitting the NOI.

- **Mailing address:** Enter the street address, post office box, city, state, and zip code of the institution that is submitting the NOI.

- **College contact:** Enter the name and contact information of the individual to contact regarding the college's program recognition application.

- **Award being incorporated with skill standards:** Enter the title and six-digit Classification of Instructional Programs (CIP) code (available on the THECB website at: www.txhighereddata.org/Interactive/CIP/) of the award being incorporated with skill standards. For example, Biotechnology Laboratory Technician Associate of Applied Science (AAS) degree, 41.0101.

- **Texas skill standards being incorporated into the curriculum:** Enter the title of the skill standards, as stated in the Texas skill standards website repository (http://www.tssb.org/texas-skill-standards-repository) that will be integrated into the curriculum.

- **Anticipated application submission date for program recognition:** Enter the estimated date that the college will submit its program recognition application.

- **Perkins skill standards based curriculum development project recipient:** Check the box if the college has been approved to pursue the deliverables, including program recognition, for a Type 1, 2, or 3 project.

- **Statement of intent:** Type the name and title and provide the signature of an authorized college representative to indicate the institution's intention and understanding of the statements listed.

SECTION IV. Application Contents and Instructions

The documents listed below under application contents may be completed and submitted electronically. The email address may be obtained by calling the TWIC office at the phone number below. (The NOI is required no later than one month prior to submission of the application.) The original application cover page with signatures must be mailed or submitted in person to the address below. However, it is recommended that a pdf or faxed version with signatures be submitted electronically before being mailed. A separate application shall be submitted for each level two certificate or associate's degree program for which program recognition is being sought.

Address:
Texas Workforce Investment Council
1100 San Jacinto Boulevard, Suite 1.100
Austin, TX 78701
512/936-8100

Format
The application cover page and NOI in this packet can be downloaded as Microsoft Word interactive forms from the Texas skill standards website (www.tssb.org/applications). Once installed on individual computers, they can be completed electronically, printed, and signed before being submitted to the address above.

Application contents
The contents of the application consist of the following documents:

A. **Application cover page** – including statement of approval signed by the program's industry advisory committee chair, and statement of intent signed by the college president or chief instructional officer, with the following documents attached if relevant:
   - A copy of each local needs course that has been created to incorporate skill standards' key activities.

AND

B. **Matrix or table –** matching the key activities (or equivalent element) in the skill standards to the technical core course(s) in which they will be assessed as learning outcomes. For replication, the matrix should be identical to that of the recognized program.

AND

C. **Syllabi** – for every course that is integrated with key activities, as listed in the matrix.

Instructions to Complete Application Documents

A. **Application cover page** (See attached form.)

- *Institution name:* Enter name of institution seeking program recognition.

- *Program name:* Enter title of program for which recognition is being sought.

- *Program status:* Indicate whether the program status is "new" or a "revision" (requiring THECB approval) or "existing." If in the process of seeking THECB approval for a new program or program revision, indicate the proposed implementation date of the new or revised program.

- *Title of award incorporated with skill standards:* Enter the institution's title for the award into which the skill standards are being incorporated, e.g., Biotechnology Laboratory Technician.

- *Award type:* Enter AAS, AS or C2 to indicate whether the award incorporated with skill standards is an associate of applied science degree, associate's degree or level two certificate.

- *Award CIP code:* Indicate the six-digit CIP code (available on the THECB web site: www.txhighereddata.org/Interactive/CIP/).

- *Local needs courses added to award:* List the local needs courses, if any, which were created in order to incorporate all the skill standards' key activities (or equivalent) into the award. List by course rubric and number, and attach a copy of each local needs course to the application cover page.

- *Title of recognized skill standards:* Enter the occupational title of the skill standards being incorporated into the program award, as indicated in the Texas skill standards website repository at http://www.tssb.org/texas-skill-standards-repository.

- *Replicating recognized program:* Check the box to indicate if applying for program recognition under replication, and check yes or no whether the attached key activities-to-courses matrix is identical to that of the recognized program being replicated.

- *Statement of intent to incorporate skill standards and collaborate on common technical core curriculum:* Type the name and title of the authorized college representative—college president or chief instructional officer such as vice president of instruction—along with appropriate contact information and signature, to indicate the institution's commitment to the statement of intent.

- *Industry statement of approval of Texas skill standards based curriculum:* Enter the name, title and company of the program's industry advisory committee chair, along with the signature, to indicate the committee's commitment to the industry statement of approval.

B. Key Activities to WECM Courses Matrix

The college must document where the key activities in the skill standards have been incorporated into the curriculum by providing a matrix or crosswalk.

Required identifying information
The matrix or crosswalk document must provide the following basic information to identify the college applicant and the program for which it is seeking recognition:

- Name of institution
- Name of program
- Type and name of award
- Six-digit CIP code of award

Recognized skill standards
For recognized skill standards, the matrix or crosswalk should, at a minimum, match each key activity with the WECM course or courses in which it will be assessed as a learning outcome. Key activities in recognized skill standards are generally equivalent to learning outcomes in courses.

Conditionally recognized skill standards
For conditionally recognized skill standards, which have been validated by an industry group outside the state of Texas, the matrix should match the element that is equivalent to a key activity with the course(s) in which it will be taught as a learning outcome. The equivalent element may be called by different terms, depending on the skill standards. (Conditionally recognized skill standards are indicated by the format CR, which is listed below each title in the Texas skill standards website repository at: www.tssb.org/texas-skill-standards-repository.)

Required contents and sample
The matrix or crosswalk should include each key activity (or equivalent) number and statement and the course rubric, number, and title. (e.g., MCHN 1338, Machining I).

A sample skill standards integration matrix may be found in the appendix in Section V. A template of this matrix may be used, if desired, to fulfill this requirement. The template is a Microsoft Word interactive form that can be downloaded from the Texas skill standards website (http://www.tssb.org/publications/pub_ctc_wecmmatrix) and completed electronically.

Replication
For replication, where there is already a recognized program for the given skill standards, if a college desires to adopt a common technical core curriculum, it should review the existing key activities-to-courses matrix listed on the recognized program page of the Texas skill standards website (http://www.tssb.org/colleges-0). (Select the appropriate program area and click on the link in the far right column under program recognition application matrix.) If the college agrees with the technical courses and placement of key activities in the matrix, it should submit an identical matrix (with its own identifying information entered at the top of the page). *Please note:* If several colleges have already agreed upon a common technical core, the college applying for program recognition is strongly encouraged to accept the technical core as is.

C. Syllabi

The college should attach a copy of the syllabus for each course in which the key activities (or equivalent element) of the skill standards have been incorporated, as listed in the matrix. The syllabus, a required Southern Association of Colleges and Schools (SACS) accreditation criterion, should indicate the key activities (or their equivalent) that will be taught as learning outcomes in the course. TWIC staff will use the course syllabi to confirm the college's placement of the key activities (or equivalent skill standards element) into the curriculum, as documented in the matrix or crosswalk.

If colleges have questions about completing the application materials, they should contact the TWIC office at: twic@governor.state.tx.us or 512/936-8100.

SECTION V. Appendix

Sample key activities to WECM courses matrix

The hypothetical sample matrix below shows key activities from Machinist skill standards assigned to WECM courses.

Institution: Texas Star College **Program**: Machining		**Award**: AAS Machining Technology **Award CIP Code:** 48.0501						
Matrix of Key Activities to WECM Courses for Machinist Level I Skill Standards								
	WECM Course Rubric/#	MCHN 1338	MCHN 1408	MCHN 1413	MCHN 1330	MCHN 1435	MCHN 1354	MCHN 1320
Key Activity #/Statement	**Course Title**	Machining I	Basic Lathe	Basic Milling Operations	Statistical Process for Machinist	Grinders, Outside, Internal, Surface	Intermed. Machining II	Precision Tools & Measure-ment
1.1 Job Process Planning: Develop a process plan to manufacture a part requiring milling, drilling, turning or grinding.						X	X	
2.1 Set up and lay out bolt circles, angles, points of tangency, and profiles of a line.		X			X	X		
2.2 Layout: Lay out the location of hole centers and surfaces.		X		X				
3.1 Contour bandsawing: Set up and perform contour bandsawing to a layout.			X				X	
3.2 Chucking: Set up and carry out chucking operations for turning.			X		X			
4.1 Power Feed Milling: Set up and operate horizontal or vertical milling machine using power feeds.				X		X		
4.2 Vertical Milling: Set up and operate vertical milling machines.			X	X				
5.1 Surface Grinding, Grinding Wheel Safety: Mount and dress grinding wheel in preparation for surface grinding.				X			X	X
6.1 Drill Press: Set up and operate drill presses.		X			X			
7.1 Power Saw Operations: Set up and operate power saws for cutoff operations.		X				X		
8.1 Part Inspection: Develop an inspection plan and inspect simple parts.							X	X
8.2 Process Control: Inspect sample parts and collect required process control data.					X			X

SECTION VI. NOI and Application Forms

Notification of Intent to Apply for
Texas Skill Standards Based Program Recognition

Instructions: Complete and submit a separate notification of intent to apply for Texas skill standards based program recognition for each level two certificate or associate's degree for which program recognition is being sought *no later than one month prior* to submission of the application for program recognition.	**TWIC Use Only**
	Date received: _____
	Logged in by: _____

College name:

Mailing address:

                                                                                                TX

Street or post office box   City   State   Zip

College contact:

                                  , x

Name   Phone #   Fax #   Email

Award being incorporated with skill standards:

Award title | Award CIP code

Texas skill standards being incorporated into the curriculum:

Anticipated application submission date for Texas skill standards based program recognition:

                    Month   Year

Perkins skill standards based curriculum development project recipient? If so, check here: ☐

Statement of intent:

The signature of the college representative named below indicates that the college: 1) intends to integrate the above skill standards into the curriculum of the program award named above; and 2) understands that to receive recognition the program must adhere to all the recognition requirements contained in the *Application for Texas Skill Standards Based Program Recognition*.

College representative (Type name and title)

Signature   Date

Mail this completed form to: Texas Workforce Investment Council
                                             1100 San Jacinto Boulevard, Suite 1.100
                                             Austin, Texas 78701

Texas Skill Standards Based Program Recognition
Application Cover Page

All colleges applying for Texas skill standards based program recognition must complete the information below. A separate application cover page must be submitted for each level two certificate or associate's degree for which recognition is being sought. Please see instructions in section IV of the *Application for Texas Skill Standards Based Program Recognition* and the help text in the status bar below to complete this form.

College name:	Title of level two certificate or associate's degree:

Program status:	**New**	
	New/Revision/Existing	If new or revision, proposed implementation date

Program award type (select one):	AAS	Award CIP code:	

Local needs courses added to award? If so, note CIP rubric/#s & attach copies.	

Title of recognized skill standards being incorporated into curriculum:

Replicating recognized program? ☐ If so, is attached key activities-to-courses matrix identical to recognized program(s)?
yes ☐ no ☐

Statement of intent to incorporate skill standards and collaborate on common technical core curriculum:

The signature of the college representative named below indicates that: 1) the institution has incorporated all the skill standards elements into the program award for which it is seeking recognition, as documented in a matrix aligning the key activities (or equivalent element) with the program's courses in which they will be assessed; 2) the institution will: a) teach each key activity (or equivalent element) as a learning outcome in the courses specified; b) teach the related academic, employability, and occupational knowledge, skills, and conditions in the program; and c) assess students' performance of the key activities and/or related performance criteria, skills and knowledge; 3) where appropriate, the college has collaborated and/or agrees to collaborate in the future with other college programs that are recognized or are seeking recognition from the Texas Workforce Investment Council (TWIC) on a common technical core curriculum and where the key activities shall be assessed, at a minimum, in those courses; 4) the college agrees to provide documentation of its compliance with these statements under a desk audit if requested by the TWIC; and 5) the individual named below has the authority to commit the institution to fulfilling the statements listed above.

Signature of college president or chief instructional officer	Date

Name of college president or chief instructional officer:	Title:

Mailing address		City	State	Zip
			TX	

Telephone	Fax	E-mail

Industry advisory committee statement of support for skill standards based curriculum:

The signature of the program's industry advisory committee chair named below indicates that the industry advisory committee supports the program's skill standards based curriculum and the college's intention to teach and assess students to the skill standards content, including the key activities (or equivalent element) and related criteria, skills and knowledge.

Signature	Date

Industry advisory committee chair:

Name, Title, Company

FOR TWIC USE ONLY			
Staff review by:		Recognized	
TWIC action date:		Does not meet recognition requirements	