**Program Title: TOP Code: Priority #:**

**Initiator(s):**

**Email: Office extension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please DO NOT submit requests for:**

1. **Professional development** – as this will be allocated in a separate account.
2. **Classified personnel** – neither numbered-days nor regular positions.

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1. **Program Improvement:** Briefly describe specific program improvement **issues** concerning this TOP code, and include specific examples. (use Core Indicator Report) (1/2 page)
2. Briefly describe how you **plan to address** the issues identified in #1. (1/2 page)
3. **Program Objectives:** Discuss how your **program improvement plan** will address each topic below as applicable to your program:
   1. Integrate core academics with technical education;
   2. Provide students with a strong understanding of all aspects of the industry;
   3. Improve the use of technology in the program;
   4. Link secondary and postsecondary programs of study;
   5. Incorporate career guidance and academic counseling in the program.
4. **Workforce Development:** What workforce development need does your program improvement plan address? How was this need determined?
5. **Target Population:** What is the target special population for this priority? How will your program improvement plan overcome their barriers to access and success?

* *Special Populations include: economically disadvantaged, limited English proficient, students with disabilities, single parents and displaced homemakers, and nontraditional gender representation in the discipline.*

1. **Activities:** What required and/or permissive activities will you undertake to improve your program?

* *Please review attached list of required, permissive, and nonallowable uses of CTEA funds.*

1. **Measurable Outcomes:** What specific measurable outcomes will result from these activities? What is the anticipated impact on students’ learning outcomes – using CTEA core indicators?