NONTRADITIONAL SELF-EVALUATION CHECKLIST

PROGRAM ADMINISTRATION	Yes	No	NA
• Is administrative support provided in the areas of:			
Funding?	___	___	___
Advocacy?	___	___	___
Marketing?	___	___	___
• Are nontraditional support resources diverse?	___	___	___
• Is an annual program evaluation conducted?	___	___	___
• Is data on program effectiveness collected through			
Participant surveys?	___	___	___
Business/community representatives?	___	___	___
At regular intervals?	___	___	___
Is an annual program evaluation conducted?	___	___	___

CURRICULUM AND INSTRUCTION			
• Is curriculum continuously updated?	___	___	___
• Offered through alternative media and/or times?	___	___	___
• Enhanced by outside speakers and resources?	___	___	___
• Are participants interests assessed including nontrad prior to enrollment?	___	___	___
• Are guidance activities conducted by experienced persons?	___	___	___
• Is there individual counseling by qualified persons?	___	___	___

COMPREHENSIVE SUPPORT SERVICES			
• Is mentoring available?	___	___	___
• Are students connected with varieties of community services?	___	___	___
• Do businesses provide support for the nontraditional students?	___	___	___
(job shadowing, volunteering, internships, other?)	_____		
• Indicate nontrad participation and completion for females and goals:	____/____/____/___		
• Indicate nontrad participation and completion for males and goals:	____/____/____/___		

OCCUPATIONAL EXPERIENCE			
• Is program committed to a proactive search for placement partnerships?	___	___	___
• Is there a job placement networking system?	___	___	___
• What percentage of nontrad students obtain a family-sustaining wage upon graduation?_____ Within a year of graduation?	_____		
• What percentage of students obtain health care in the same timeframe	_____/_____		

FOLLOW UP SERVICES			
• Is follow up data on participants collected upon completion?	___	___	___
• 6 months after completion?	___	___	___
• One year after completion?	___	___	___
• Is this data used for program improvement and enhancement?	___	___	___

PPC and OAC SELF-EVALUATION CHECKLIST

	YES	NO
• The PPC and OAC have written materials which include the responsibilities of members and procedures for operation.	___	___
• There are nontraditional employees on the committees.	___	___
• Members have the ability to hire or offer internships/job shadowing/ economic support.	___	___
• The committee establishes an annual program of activities.	___	___
• The committee convenes regularly (two to four times a year).	___	___
• Leadership is provided by committee members.	___	___
• Agendas are mailed to members prior to meetings.	___	___
• Minutes are distributed to members promptly after meetings.	___	___
• Recognition is given to members for their service and contributions.	___	___
• The committees are actively involved in:		
o assessing labor market needs	___	___
o approving requests for funds	___	___
o the budget process	___	___
o program evaluation	___	___
o nontraditional student recruitment and retention	___	___
o nontraditional student placement	___	___
o public relations for the program	___	___
o coordination with community-based organizations	___	___
o coordinating or conducting visits to employment sites	___	___
o providing speakers/demonstrations for classes	___	___
o informing state and federal legislators of program accomplishments and needs	___	___