

Advisory Committee (suggested) Email for TSA Phase 2 Explanation/Approval

SUBJECT: TSA Phase II Advisory Committee Support Requested via Gmail or Google Groups

Good day!

As discussed in prior advisory committee meetings, the Wisconsin Technical College System (WTCS) Technical Skills Attainment (TSA) process is designed to ensure all program students have the opportunity to demonstrate they have attained industry-validated technical skills throughout and upon completion of their chosen occupational program of study. The TSA is implemented using a two-phase process, culminating with data collection.

Phase I (planning) has been approved by the state office for the _____ program. During Phase I, WTCS program faculty created standard program outcomes and related criteria. A TSA Scoring Guide, which documents the minimum standards of skills attainment was created and approved by all districts to use in the assessment of program students.

Phase II (plan) details how we (MATC), apply and assess the approved TSA Phase I standard outcomes and critical criteria. Industry support and commentary **must** be indicated for Phase II. Upon your approval, the entire Phase II packet is submitted to WTCS for approval to begin collecting attainment data. Individual students will be assessed on technical skills throughout the program and/or through a capstone class or internship.

The _____ program is currently undergoing approval of TSA Phase II. Attached you will find two documents as part of the TSA Phase II packet:

- TSA Scoring Guide-outlines the program outcomes and criteria assessed, and;
- Course Matrix-details where an outcome is introduced, practiced and assessed.

Please review the proposed Phase II plan documents and respond via email with your commentary and support. It is important that we receive your response by _____.

Thank you for your continued support of the _____ program.

Respectfully,