

Title: Chapter 9 Assessing Programs through Technical Skill Attainment

Status: Draft

1.0 Introduction

The Wisconsin Technical College System (WTCS) Technical Skills Attainment (TSA) process is designed to ensure all program students have the opportunity to demonstrate industry-validated technical skills throughout and upon completion of their chosen occupational program of study. The history and background can be found in the Education Services Manual (ESM) Chapter 1 Knowledge Base.

A TSA is implemented using a two phased step process, culminating into data collection. The TSA Phase I and II plans are submitted for approval through the Office of Occupational and Academic Excellence at the System Office. The System Office's role is to manage this initiative and support the implementation of assessments for all of our programs and ensure they meet state criteria including validity, reliability, and fairness.

Upon approval of TSA Phase II plans, colleges begin to submit individual student data that is reported to the WTCS through the Client Reporting System (CRS) for purposes of tracking federal reporting requirements, including outcomes-based funding formulas. The deadline for a TSA Phase II submission for purposes of being eligible for use in outcomes-based funding formulas is May 1 of that fiscal year.

2.0 Procedure(s)

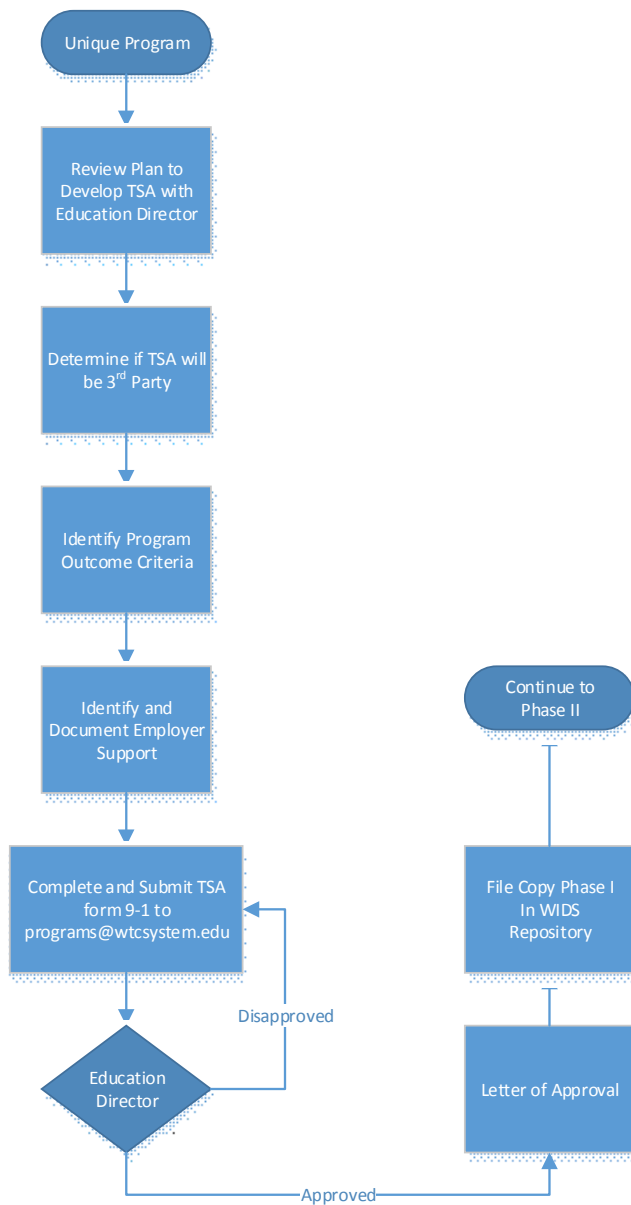
TSA Phase I – Planning

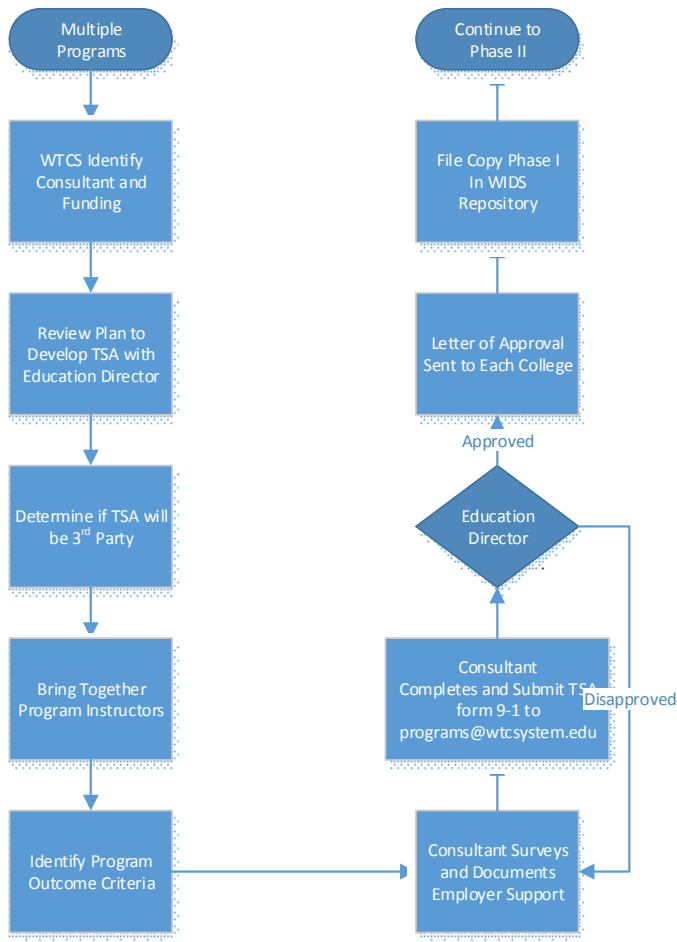
TSA Phase I creates standard program outcomes and related criteria among all invited programs of similar nature. Unique programs will complete the TSA Phase I process locally, consulting with their education director as needed. Generally, the Worldwide Instructional Design System (WIDS) Consultant facilitates these processes although a college with a unique program can develop this phase independently.

The TSA Scoring Guide created through this process is the minimum standard for all districts to use in the assessment of their students. This scoring guide will document industry support using a survey provided to all advisory members. After industry support is gathered, a TSA Phase I Request (Form 9-1) and supporting documentation is submitted to the WTCS System Office. This form should also have the following documents attached: the Program Outcome Summary, TSA Scoring Guide, supporting documentation as to industry relevance and a Third Party Assessment Tool, if applicable. If WIDS facilitated this process, they will submit this request on behalf of the colleges.

One submission per program is required. WTCS will review the request form and either approve or seek additional information from the college. Once the TSA Phase I is approved by the WTCS, notification will be sent to all colleges with the program, inviting the colleges into TSA Phase II. The original TSA Phase I documentation is posted on the WTCS Repository.

Tip: If your college has a unique program that may have similar competencies as a program with an approved TSA, it is the college’s responsibility to access the WIDS Repository to retrieve ideas for the program’s TSA.



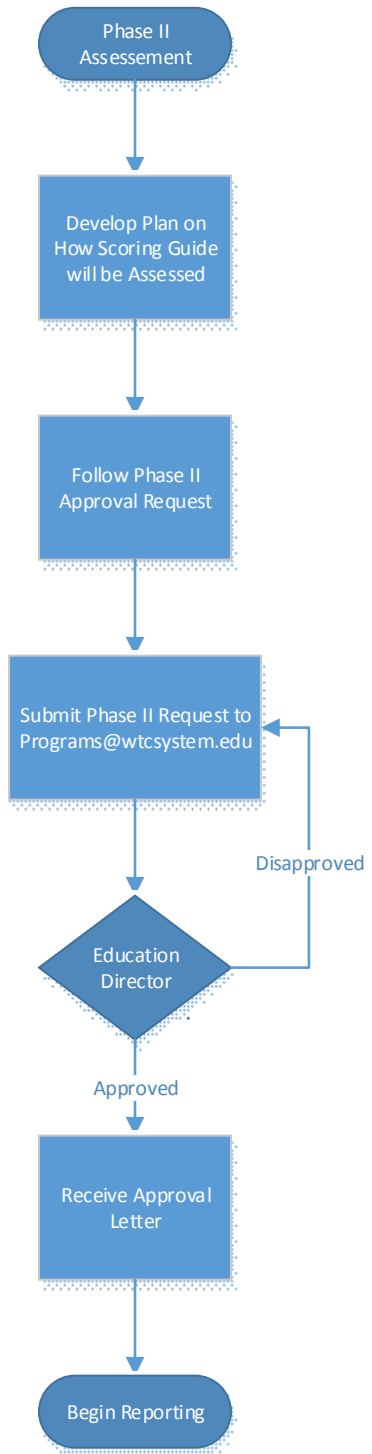


TSA Phase II – Implementation

After receipt of TSA Phase I approval, each college is required to submit a TSA Phase II plan to the System Office for review and approval. The TSA Phase II plan will detail how an individual college assesses the TSA Phase I standard outcomes and critical criteria as approved in order to manage and report the data. A college may have additional outcomes within a program but should only report the outcomes identified in TSA Phase I. All TSA Phase II plans are required to be posted in the WTCS Repository after approval.

Colleges must submit the TSA Phase II approval request to our office which includes:

- Form 9-2 TSA Assessment Plan
- Program Outcome Summary
- Scoring Guide
- WIDS Program Outcomes Course Assignment Matrix/College Matrix
- Advisory Committee Minutes, indicating their approval



Reporting

Each college is required to report TSA completion information through the Client Reporting System (CRS). Reporting can begin on the date when the college's TSA Phase II submission is approved by WTCS as documented in the approval notification. All reporting is done on the individual student. Students are reported as a "1" assessed and passed or "2" assessed and failed or as a "9" not assessed.

3.0 Supplemental Information

[WIDS Repository](#) provides access to the required TSA Phase I and II documents.

[WTCS Portal](#) provides access to the program reports as referenced during the TSA process.

Forms:

Instructions for filling out the TSA approval requests is found on the forms as you hover over data boxes.

9-1 TSA Assessment Plan Approval Request Form I

9-2 TSA Assessment Plan Approval Request Form II

9-3 Guideline for Choosing a Third Party Technical Skills Assessment

4.0 Change Summary (Archive of change dates and summarized changes)

01/08/2016

This document was created as part of the 2015 ESM rewrite.

The changes are:

1. Requirements of TSA development were not altered, all references to TSA Phase III were removed as that really was not a development phase but the operationalization of the TSA.
2. The TSA Phase I form had a signature added for the person responsible for the TSA development. That person could be any college, WIDS or System Office individual.
3. Forms now have the capability of digital signing.

03/14/2016

1. Reduced requirement for documentation for third party assessments for Phase I.

03/15/2016

1. Clarified requirement for Program Assigned Outcome Matrix in Phase II question 2. Deleted question three of Phase II that asked for a summary of how the performance-based curriculum and learning opportunities are in place to provide students the

opportunity to prepare for success on the assessment of exit learning outcomes. Clearly specified the attachment of the scoring guide as opposed to writing a summary of it. Removed question ten which simply allowed for comments as it had not be used in the original forms.