Program Development and Implementation Guide for Conroe ISD
Career and Technical Education Decision Making Flow Chart
The Campus Site Based Team Identifies a new CTE Program or Course they wish to offer.

1. Does the Campus have at least three years of data showing student interest?
   If No → Utilize Bridges to track student interest / aptitude for three years. Review demand occupation information to assure program need.
   If Yes ↓

2. Does the campus have demand occupation data showing the career opportunities for the class or program?
   If No → Review Gulf Coast or Statewide demand occupation information to assure program need. Review potential growth for career cluster.
   If Yes ↓

3. Has the Campus Improvement Team presented a request to the District CTE Coordinator?
   If No → Have the Campus Improvement Team consult with the CTE Coordinator & Advisory Committee.
   If Yes ↓

4. Has the campus researched the facility and equipment requirements for the program?
   If No → Conduct a facilities study with district facility personnel and CTE Coordinator.
   If Yes ↓

5. Has the campus verified adequate classroom/lab space located on the campus?
   If No → Are Bond funds available for construction or renovations?
   If Yes ↓

6. Has the CIT developed plan for construction / renovations?
   If No → Is the program available on another campus?
   If Yes ↓

7. Is the campus willing to commit the space required for the program?
   If No → Reconsider offering the program.
   If Yes ↓

8. Has the campus developed a list of required equipment and material?
   If No → Research and develop a list of requirements for implementing the program.
   If Yes ↓

9. Have funding sources been identified for equipment and material? Are all timelines, funding, resources and implementation issues included in proposal from CIT to CTE?
   If No → Meet with CTE Coordinator to determine which funds (if any) are available. If not funds are available, develop timeline for implementation with funding sources.
   If Yes ↓

10. Will the program require the addition of a new position for the campus?
    If No → Check certification of current staff or potential staff to ensure compliance with certification rules.
    If Yes ↓

11. Is the district willing to provide a new position for the campus?
    If No → Delay implementation until funding is available.
    If Yes ↓

12. Are certified and qualified instructors available?
    If No → Utilize Human Resources Department to advertise and recruit for the position.