

Deliverables for Commonwealth Scholars Grant

Community colleges receiving a Commonwealth Scholars grant award will be responsible, and will be evaluated and audited by the VCCS, for delivery of the following program services:

1. A Career Pathways consortium charged with advising, supporting, and promoting Commonwealth Scholars as well as other regional career pathway programs such as Tech Prep. The consortium must include secondary and postsecondary education, regional employers, and workforce and economic development.
2. Orientations on Commonwealth Scholars program to be provided to all 8th grade students with content to be informed and delivered by employers
3. Development of a database or contact list for employer volunteers and training of business and industry representatives to provide CS Orientations
4. Professional development for middle and high school counselors and career coaches so as to prepare them to advise and register students into high school courses included in the CS program of study. Training will include information on economic and workforce development and the career pathways system in their region as well as the rationale and features of the CS program of study. Professional development will also include follow up contact with counselors to include evaluation of their engagement in the program using evaluation instruments provided by the VCCS for this purpose.
5. For each year of a high school student's continued participation in CS, the community college will provide at least one enrichment activity to further develop student knowledge and skills in college and career planning, financial literacy, or technology. Activities may include but are not limited to monthly presentations by employers or workforce development specialists; employability skills workshops such as communications skills, job hunting, resume writing and interviewing techniques; Reality Stores to impart life management and budgeting skills; one on one or small group career coaching sessions; electronic portfolio development; field site visits to regional businesses; community college orientations; summer internships or service learning projects; early college placement testing (COMPASS) or other activities.
6. Community colleges receiving a CS fiscal award will conduct a minimum of one parent outreach activity per year. This may be done in conjunction with community college Tech Prep or Career Pathways initiatives or in partnership with Career Coaches but Commonwealth Scholars program of study and Career Pathways must be featured.
7. Community colleges receiving a CS fiscal award will need to collect from school divisions and submit to VCCS annual aggregate data on student course taking patterns in high schools participating in the CS program for the purpose of producing annual reports to national, state, and regional stakeholders. Community colleges will also ensure that the local program utilizes

student, parent, counselor and employer surveys for the purpose of program assessment as well as other instruments designed to assess program impact.

State leadership of the state CS program will be administered by the VCCS with Piedmont Virginia Community College (PVCC) assuming select leadership functions such as development and delivery of annual train the trainer activities and follow up mentoring as needed to local CS leaders and teams. The deliverables for which PVCC is accountable is as follows:

1. Annual statewide training for colleges and school divisions participating in CS including evaluation of train the trainer sessions produced and offered by PVCC
2. On call technical assistance and mentoring of community college administrators leading regional CS programs.
3. Development and annual revision so as to align with evolving economic and workforce development forecasts of presentation materials for CS Orientations to 8th grade students
4. Statewide marketing materials, including print materials, to promote Commonwealth Scholars to students, parents, educators, employers, and other stakeholders
5. Collaboration with VCCS to promote Commonwealth Scholars at identified national and state conferences and other events as needed

State leadership activities for which the VCCS is accountable are as follows:

1. Statewide communications among Commonwealth Scholars community colleges and school divisions to include: Web site, on line community of practice (Blackboard) as needed, electronic list serves, and coverage in VCCS Workforce Development Services newsletter
2. Inclusion of Commonwealth Scholars program of study on VCCS's Education Wizard, the statewide on-line college and career planning system
3. Development of an evaluation plan and processes for the Commonwealth Scholars program to include formative and summative assessment and production of annual report. Current instruments and processes for collecting and reporting data on CS student course taking patterns will be reviewed and modified, as needed, and the VCCS will report on CS student outcomes to national, state, and regional stakeholders.
4. Fiscal management of VCCS issued funds to CS pilot sites
5. Procurement and distribution of Commonwealth Scholars medals to community colleges administering the program
6. Resource development to include grants writing and proposals to foundations

Outcomes

Outcomes for the CS program to be collected and reported by the VCCS on an annual basis include the following:

1. Number/percentage of students enrolling in Algebra II, Chemistry, Physics (or approved substitute course), and Career and Technical Education
2. Number/percentage of students completing secondary Tech Prep Career Pathway or program of study
3. Number/percentage of students participating in dual-enrollment courses for college credits
4. Student satisfaction with program as assessed through surveys
5. Middle and high school satisfaction with program as assessed through surveys