

Comprehensive Local Needs Assessment

Narrative Template

Page limits: Suggested page amounts for each section of the CLNA Narrative are noted below. Please keep in mind that the CLNA Narrative, excluding appendices, should not exceed **25 pages** total.

Summary Analysis (1-2 pages)

1. Findings: State the main findings arising from the CLNA process.
2. Vision: State the institution's vision for CTE and how the CLNA fits into that vision.
3. Priorities: Indicate the institutional priorities that the CLNA uncovered.
4. Participants from your institution (Name, title, affiliation)
5. Local or regional collaborators in CLNA development
6. Geographic area: How do you define "local" for the purpose of this plan?

Part 1. Student Performance (3-4 pages)

1. Evidence Base:
2. Analysis:
 - a. High Points
 - b. Gaps
 - i. Root Causes
3. Goals:
 - a. Program Goals 2020-21
 - b. Program Goals 2021-24

Part 2. Size, Scope & Quality of Programs (3-4 pages)

1. Evidence Base:
2. Analysis:
 - a. High Points
 - b. Gaps
 - i. Root Causes
3. Goals:
 - a. Program Goals 2020-21
 - b. Program Goals 2021-24

Part 3. Labor Market Alignment (3-4 pages)

1. Evidence Base:
2. Analysis:
 - a. High Points
 - b. Gaps
 - i. Root Causes
3. Goals:
 - a. Program Goals 2020-21

- b. Program Goals 2021-24

Part 4. CTE Program/Programs of Study Implementation (3-4 pages)

1. Evidence Base:
2. Analysis:
 - a. High Points
 - b. Gaps
 - i. Root Causes
3. Goals:
 - a. Program Goals 2020-21
 - a. Program Goals 2021-24

Part 5. Faculty/Staff Recruitment, Retention and Training (3-4 pages)

1. Evidence Base:
2. Analysis:
 - a. High Points
 - b. Gaps
 - i. Root Causes
3. Goals:
 - a. Program Goals 2020-21
 - a. Program Goals 2021-24

Part 6. Improving Access & Equity (3-4 pages)

1. Evidence Base:
2. Analysis:
 - a. High Points
 - b. Gaps
 - i. Root Causes
3. Goals:
 - a. Program Goals 2020-21
 - b. Program Goals 2021-24



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