

Carl D. Perkins Comprehensive Local Needs Assessment

Updating the CLNA Training
March 29, 2022

Agenda

- Welcome and Remarks Dr. Tina Jackson
- Why the CLNA Must be Updated
- What Should be Revised in the CLNA
- How to Make Revisions in the Current Document
- Submission Requirements, Due Date and Resources
- Time for Questions



Texas Higher Education

COORDINATING BOARD

Welcome and Remarks

Dr. Tina Jackson, Assistant Commissioner
Division of Workforce Education



Why the CLNA Must be Updated

Importance of the CLNA

- Statutorily required to update CLNA not less than once every 2 years (SECTION 134, (1)(B) of Perkins V)
- Colleges should treat CLNA as a living document with continuous assessment of goals and consultation of stakeholders
- Perkins funding priorities should be identified in CLNA and subsequently referenced in Basic Application, including budget, as required by RFA Sec. 7.2.
- At a minimum, application must address Student Performance and Improving Access and Equity CLNA goals.

What Should be Revised in the CLNA

Major Sections of the CLNA

- Performance Evaluation of Students (to include evaluation of performance for each special populations category)
- Size, Scope & Quality of Programs
- Labor Market Alignment
- CTE Program/Programs of Study Implementation
- Faculty/Staff Recruitment, Retention and Training
- Improving Equitable Access

What Should be Updated in the CLNA

- Summary Analysis: findings, vision, priorities, participants from the institution, local and/or regional collaborators, geographic area
- All sections mentioned on previous slide. This includes providing new data points that have developed or are current. Larger data representations included in appendices
- Proof of current stakeholder consultations provided in appendices (agendas, surveys, etc.)

Goals:

- a. Program Goals 2022-2023
- b. Program Goals 2023-2026

Next Mandatory Update:

FY 2026, due in June 2025

Remember:

CLNA is a living document and should be revised annually. Colleges can re-submit annually prior to the Basic Application.

How to Make Revisions to the Current Document

How to Make Revisions to the Current CLNA

1. DO NOT submit a brand-new document! THECB staff need to identify changes to the currently filed CLNA.
2. The CLNA should be submitted in **Microsoft Word utilizing Track Changes**.
3. Page limits from Narrative Example should be followed. There are no page limits to appendices.

Utilizing Track Changes and Comments for Revision

File Home Insert Draw Design Layout References Mailings Review View Help Acrobat

Editor Thesaurus Word Count Read Aloud Check Accessibility Translate Language New Comment Delete Previous Next Show Comments Track Changes For Everyone Just Mine Lock Tracking

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)

- Findings: State the main findings arising from the CLNA process.
- Vision: State the institution's vision for CTE and how the CLNA fits into that vision.
- Priorities: Indicate the institutional priorities that the CLNA uncovered.
- Participants from your institution (Name, title, affiliation)
Perkins Director: Jane Doe
Perkins Contact: ~~Sam Doe~~ John Doe
President: Dr. Sally Doe
Dean CTE: Dr. Mark Doe
Career Navigator: ~~Ralph Doe~~
- Local or regional collaborators in CLNA development
- Geographic area: How do you define "local" for the purpose of this plan?

Part 1. Student Performance (3-4 pages)

- Evidence Base:
- Analysis:
 - High Points
 - Gaps
 - Root Causes
- Goals:
 - Program Goals ~~20220-231~~
 - Program Goals ~~202321-264~~

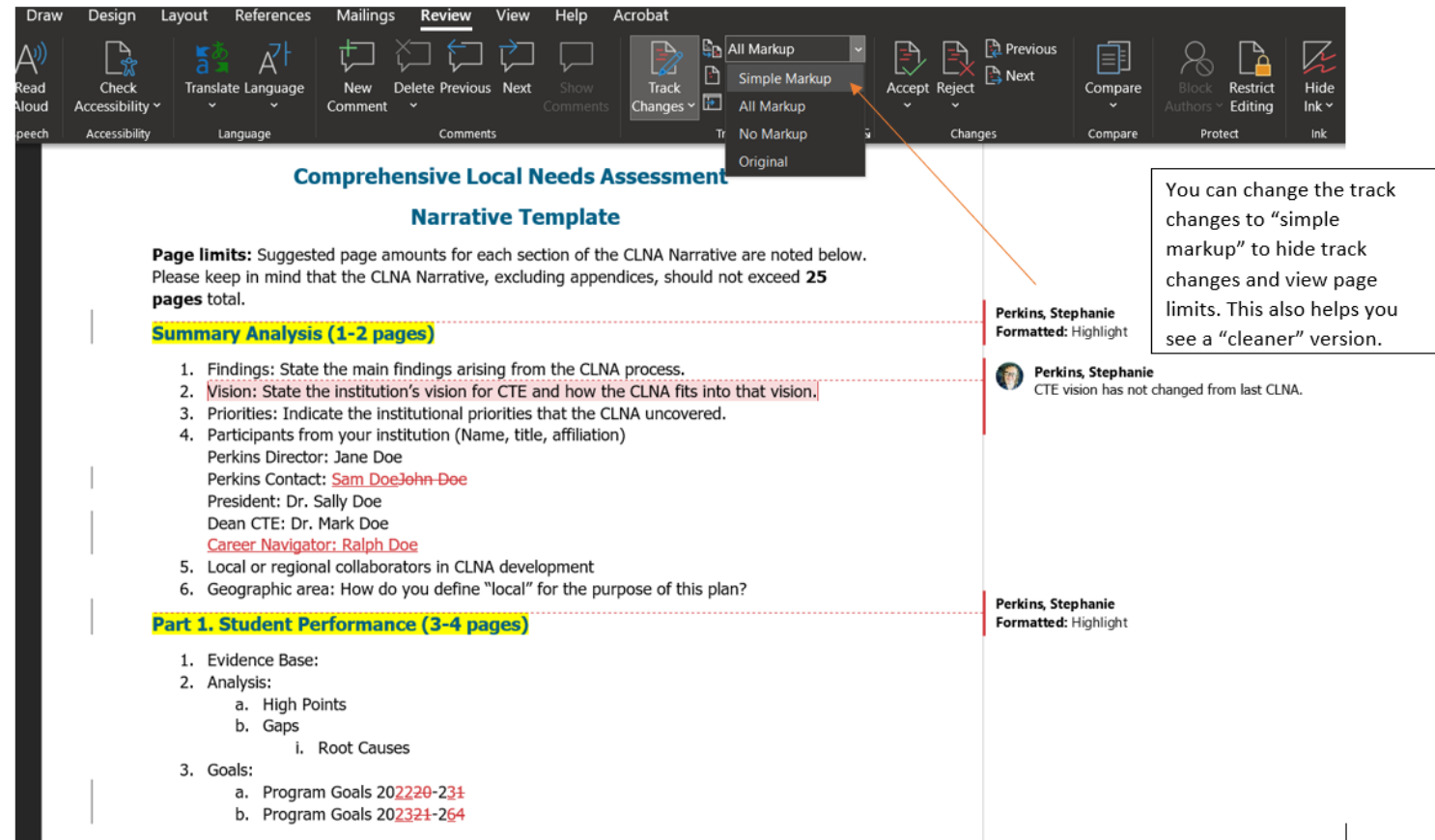
Part 2. Size, Scope & Quality of Programs (3-4 pages)

Perkins, Stephanie
CTE vision has not changed from last CLNA.

New and changed text with track changes.

Comments are a great way to communicate with THECB within the document!

Remember Page Limit Requirements for Narrative



The screenshot shows the Adobe Acrobat interface with the Review tab selected. The 'Track Changes' dropdown menu is open, showing options: All Markup, Simple Markup, All Markup, No Markup, and Original. An orange arrow points from the 'Simple Markup' option to a callout box on the right. The callout box contains the text: 'You can change the track changes to "simple markup" to hide track changes and view page limits. This also helps you see a "cleaner" version.'

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Part 1. Student Performance (3-4 pages)

- Evidence Base:
- Analysis:
 - High Points
 - Gaps
 - Root Causes
- Goals:
 - Program Goals 2022-23
 - Program Goals 2023-24

Perkins, Stephanie
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Perkins, Stephanie
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What to Expect During the Review Process

- Collaboration between you and your Perkins Basic grant advisor on any questions that arise from updated CLNA.
- Comments and questions will happen via track changes within document.
- THECB approves updated CLNA.
- College will submit a final PDF (clean copy) of CLNA after review.

Submission Requirements, Due Date, and Resources

Submission Requirements and Due Date

1. New Signature Page Required-
CLNA Executive Summary
2. Submit initial document and final document to
Perkins@highered.Texas.gov
3. Subject line of email: Revised CLNA
[Inset College Name]
4. Revised CLNA and Executive
Summary due on or before **June
28, 2022**

CLNA Resources

- [THECB Website](#)- includes new resource document, Guidance for Updating the CLNA
- [TACTE Website](#)- expand Perkins V Transition Documents

Questions?

CLNA

Contact Information

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Thank you for attending!

Webinar recording and slide deck will be posted on THECB
Perkins page, [Perkins V Comprehensive Local Needs Assessment](#).

