

CTE Course Maintenance Workshops – Subject Matter Expert Roles and Responsibilities

The following is from the CTE Guidelines and may help you understand your role as a Subject Matter Expert (SME).

CTE Guidelines – Chapter 1 – Introduction; Subsection E – Glossary of Terms

- **Subject matter expert.** During course maintenance and review, this public community, junior, state, or technical college representative who is an expert in the knowledge, skills, and abilities of a specific career and technical education course provides technical input into the content of a course.
- **Workforce Education Course Manual (WECM).** The online database that is composed of the Coordinating Board's statewide inventory of approved career and technical education courses and local need courses, which are available for institutions to use in industry-recognized credentials, certificates, and applied associate degree programs.

Chapter 5 - Career and Technical Education Course Maintenance and Approval

[Texas Administrative Code, Title 19, Part 1, Chapter 2, Subchapter N, §§2.320 - 2.330]

A. Overview and Purpose of Career and Technical Education Course Maintenance

The purpose of this chapter is to establish the process for maintenance and approval of a career and technical education (CTE) course in the Workforce Education Course Manual (WECM) database. After a development period of three years, the WECM database became fully operational in 1998. The WECM database provides public community, junior, state, and technical colleges with an inventory of pre-approved courses developed in close partnership with subject matter experts representing a wide variety of technical fields. The WECM database is supported by a mechanism for continually reviewing, developing, revising, and/or archiving courses, and it is complemented by a process for the implementation of courses developed to meet local needs.

Purposes of the WECM

- Contribute to the quality and consistency of career and technical education courses.
- Provide Texas public community, junior, state, and technical colleges increased assistance and flexibility in responding to employer needs.
- Enhance the portability of credits and credentials for students.
- Provide increased access to workforce education degrees and career advancement.
- Incorporate industry-established skill standards into Texas workforce education.

Goal of CTE Course Maintenance and Approval Process

The goal of career and technical education course maintenance and approval is to utilize various triggers to maintain the WECM database of courses to be proactive and responsive to program and course needs. **Subject matter experts in the associated disciplines will be asked to provide input on new courses, revision of courses, and archival based on triggers.** The utilization of technology to facilitate this maintenance process will enhance the responsiveness to the field. Public community, junior, state, and technical colleges have a clear understanding of employer expectations, resulting in career and technical education courses that are relevant to employers and the workplace by creating a curriculum based on skill standards and maintaining continued relevance.

Course Revision & Addition

- **CTE Course Addition:** The development and addition of a new career and technical education course to the WECM database. The content of the new course may be drawn from industry-defined skill and knowledge requirements or a local need course that is used by four or more institutions. The development of a course is performed by a team of subject matter experts.
- **CTE Course Revision:** The revision to a career and technical education course contained in the WECM database to ensure that content and outcomes align with current needs and/or regulations. The revision of a course is performed by a team of subject matter experts.
- **CTE Course Archiving:** The archiving of a career and technical education course to remove an unused, obsolete, or duplicate course from the WECM database. The review of a course to be archived is performed by a team of subject matter experts.