

## PLANNING FOR SUCCESS

### DEER LODGE

**Directions:** As you embark on the journey of data-driven program improvement, you will need a plan and the support of several individuals to help make the process successful. For each area you identified for improvement, answer the following:

1. Your planned improvement(s) related to Assessment and Learning Gains

**Improve the number of students who stay 60 hours, especially in the ASE low and those students who fall in the 19-24 age group. Continue to stress, during the intake process, that our program is a 60 hour program. Encourage students with incentives (picture in paper, paid GED testing fees) to remain with us until goal is met. Stress that duration and intensity of instruction matters.**

- a. What changes do you plan in data collection procedures, professional development, and/or analysis and reporting? What other changes may be needed?

| DATA COLLECTION                             | PROFESSIONAL DEVELOPMENT    | ANALYSIS AND REPORTING     |
|---|-----------------------------|----------------------------|
| Look at NRS tables monthly                  | Any data training available | Report to staff monthly    |
| Daily reporting of hours spent with student |                             | Enter data in Mable weekly |

- b. How do you plan to implement these changes?

| ACTION STEP  | PERSON RESPONSIBLE | COMPLETION DATE             |
|--|--------------------|-----------------------------|
| Brainstorm with Cathy on how to keep these students 60 hours   | Sheri/Cathy        | November 19                 |
| Develop student survey form to fit our program   | Sheri and Cathy    | November 30                 |
| Use student survey form with students to find out why they are leaving and what would make them stay | Sheri and Cathy    | Start December 15 - ongoing |
| Use attendance form to record attendance on a daily basis  | Sheri and Cathy    | November 2, 2010 - ongoing  |

- c. What are the barriers or roadblocks to making these changes do you anticipate?

**Getting the students to fill out survey form. Student participation is required.**

- d. What can you do to overcome these barriers?

**Try to catch them before they exit, and enclose a self-addressed stamped envelope with mailed surveys for those students that drop out without notice.**

**Improved orientation stressing 60 hours.**

- e. List other changes or issues or that might affect your plans and how you might resolve them.

**No students within this age range or EFL**