

## PLANNING FOR SUCCESS

### FVCC

**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

**We need to see more learning gains and goals met across all EFL's. We have discussed going to managed enrollment for a while and decided that this spring semester we are going to finally take the plunge. Between now and then we are going to gear up for starting mid-January. We have met as a group to air our concerns, but feel that his is still a step worth taking.**

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
The program director is searching the internet for research and findings about implementing Managed Enrollment in ABLE programs across the country	The pd is forwarding information to all staff and paying them for their time to review the research and findings	The program staff will be keeping in touch via ITV and conference calls to discuss progress toward preparation for rollout mid-January 2011
The pd is keeping in touch with MT programs that have recently begun ME	The program director will share information from MT programs with staff	The group will discuss information and what we think will work or not for our program
The program director and 1 or 2 instructors staff may visit a nearby program that is doing managed enrollment	This would give staff and pd an opportunity to talk with colleagues and their students	We could then discuss impressions and suggestions for our own pilot

b. How do you plan to implement these changes?

ACTION STEP	PERSON RESPONSIBLE	COMPLETION DATE
All staff communicate via conference call and/or ITV to formulate overall plan for implementing ME---referring to research and anecdotal info gleaned from colleagues and online search	PD will schedule time for all staff to convene with group	By November 24, 2010
PD will keep conversation going with all staff via e-mail	PD and staff	ongoing
Another conference or ITV session to discuss specific policies that need to be created and implemented starting from that day forward...(ie: all classes ME, or just certain ones)	PD will schedule time for staff to meet via conference call or ITV	No later than December 9

PD along with 1 or 2 staff will draft policies, advertising and logistics in preparation for implementing ME next semester	PD and 2 staff (instructors)	No later than December 16
--	------------------------------	---------------------------

c. What are the barriers or roadblocks to making these changes do you anticipate?  
**One staff member has said more than once that this could be a disaster. My answer, along with other staff was that it is a pilot, therefore a learning experience. The only way it is a disaster is if we don't totally commit to it and learn from it. Several instructors are easily swayed by students' stories and will be tempted to make an "exception" to the policies, so we will have to agree as a group to all the policies we create.**

d. What can you do to overcome these barriers?  
**Reviewing the research and discussing with other colleagues who are implementing this change to their program practice. Talking with students and closely tracking progress as we move through this pilot to determine if there are problems with the model, what is the issue?**

List other changes or issues or that might affect your plans and how you might resolve them.  
**We are trying to decide how long each class session should be and how to handle filling spaces as students leave, or if we should allow anyone to start after the start date for the session. As we go along and see how attendance is going, we may need to rethink our policies for enrolling and backfilling.**

2. Your planned improvement(s) for another area (List area: **Data management** )  
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
Overall data collection procedures will stay the same	Educate instructors on how the NRS tables are populated	Give instructors time to see all info in MABLE and how it connects to the NRS tables

b. How do you plan to implement these changes?

ACTION STEP	PERSON RESPONSIBLE	COMPLETION DATE
At our March staff meeting we will update staff on the parts of the MABLE training that are applicable to them, and discuss available reports	PD and data entry staff present info. All staff present	March 1, 2011
At meeting the group will decide what reports they want and how often	All staff	ongoing
Based on requested reports, data entry staff will generate reports for the instructors	All staff	At the agreed upon intervals

Reports will be discussed by the entire group bi-monthly and potential changes to program policies and procedures will be discussed as needed	All staff	Bi-monthly
---	-----------	------------

- c. What are the barriers or roadblocks to making these changes do you anticipate?  
**All staff are part time and several staff members prefer to just teach and not be “bothered” with looking at data.**
- d. What can you do to overcome these barriers?  
**Hopefully by de-mystifying the NRS tables and helping staff see how the information can inform instruction, they will see the value in digging into the information.**
- e. List other changes or issues or that might affect your plans and how you might resolve them.  
**The process of everyone becoming more familiar with our data will be valuable. I expect that there will be some instructors who are more interested than others and that is just the way it is.**