

## Identifying Areas of Improvement

### Assessment:

Lack of post tests

### Other areas:

Too many students who have less than 12 hours.

### Possible Causes:

#### Assessment and Other Areas

- Retention time of students. Too many students come and go but just don't stay long enough.
  - Many have GED success but under the 60 hours and under 12 hours.
  - Staff is not able to develop rapport with students and students end up feeling disenfranchised.
  - Staff is not trained to meet the needs of the students who have "issues"
  - Instructional staff lacks the training to meet academically challenged students
  - Goal setting at intake may not be accurate
  - Students are not ready to commit to class time, lacking motivation, personal issues
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# Planning For Success

## Planned improvement includes:

1. Establishing Goals for the 2010 – 2011 Academic year
2. Identifying list of students who are under 12 hours
3. Understand the difference between Assessment Only and Enrolled
4. Review intake and enrollment process
5. Reviewing staff's ability to use MABLE
6. Reaching out to students and reconnecting them to re-engage them and have increased learning gains

## Overall Activities for improvement

Staff will meet by 10/13/10 and establish program goals

Review them monthly and adjust as necessary

Have a clearer understanding of data being put into MABLE and how it shows in reports.

Clarification from OPI as to what the tables mean when created completed by 10/13/10

Review procedures in the "how to" use of MABLE for staff

First monthly meeting by 10/13/10 and as needed

a.

Data Collection	Professional Development	Analysis and Reporting
1 Enrollment Process	Monthly MABLE Meetings	Review policy and process
2 Data Review	Monthly MABLE Meetings	Discuss with staff

1. Meet with clerical staff to review policy manual
2. Step two being review of the enrollment process initially with clerical staff to make sure that the ALC is complying with OPI guidelines. Director will meet with the staff to verify correct procedures are being adhered to consistently.
3. Involve all staff in the process and meet to discuss results on an ongoing basis.
4. Review Data pertaining to reports generated by staff.

b.

Action Step	Person Responsible	Completion Date
Meet with clerical staff and check to make sure policies set by OPI are being met	Director	10/11/10
Discuss enrollment process and review with clerical staff	Director	10/11/10
Designate staff review of MABLE Tables	All Staff	Ongoing
Meet with staff to discuss which tables to review	Director	10/12/10

Create Student report (s)	Clerical	10/13/10
Review reports	Staff and Instructors	10/13/10
Discuss results	Staff and Instructors	10/13/10
Plan to address findings as a result of data review	All Staff	10/20/10
Continue Reviewing Data	All Staff	Ongoing

**c.**

**Barriers and roadblocks:**

- **Barriers and roadblocks should be minimal. Anticipate not being able to get information from OPI regarding questions about MABLE. There may be resistance to showing flexibility for the needs of the program.**
- **Additionally, even though time is being created to have monthly MABLE meetings, staff will have to give up time that is non-contractual and may result in grievance filed against school district if compensation is not given.**
- **Not completely understanding how to access all the intricate details of what the data could show due to conflicting reports that are generated and a myriad of different views.**
- **Untrained staff being able to use technology to access the information.**

**d.**

**Overcoming These Barriers Can Be Accomplished:**

- **Discuss with staff the importance of understanding data. Encouraging them to spend time on the website.**
- **Provide compensation to avoid contractual difficulties that may result in requiring meetings beyond the work day, possibly using early release dates for intensive staff training.**
- **Give incentives to staff for active participation.**
- **Use time during the contractual day.**

**e.**

**Other Changes and Issues Effecting Plans:**

**One concern would be the varied issues that arise each year from the Helena School District Administration. School district policies also need to be addressed. The director will make every effort to comply with both OPI and HSD#1 requirements as they arise and performing the duties that are requested. Additionally, all staff will continue to follow HSD#1 policies pertaining to their contractual assignments.**

## 2. Planned Improvement in Other Areas.

As mentioned above steps 1-6 ongoing process as well as:

a.

Data Collection	Professional Development	Analysis and Reporting
Students less than 12 hours	Monthly MABLE Meetings	Review Data

b

Action Step	Person Responsible	Completion Date
Meet with all staff and check to make sure staff can create tables from MABLE	Director	11/1/10
Meet with staff to discuss which tables to review	Director	11/3/10
Designate additional time for staff review of MABLE Tables	All clerical staff and instructional staff meet monthly	Ongoing during monthly meetings
Create Student List (s)	Clerical and Instructors	11/10/10
Review list	Clerical and Instructors	11/10/10
Discuss results	Clerical and Instructors	11/10/10
Devise plan to contact students with less than 12 hours	All staff	11/17/10
Continue same procedure as noted above	Clerical and Instructors	Ongoing monthly meetings
Begin 3-R program*	All Staff	Ongoing

\*from 2010 – 2011 plan submitted previously to OPI

c

### Barriers and Roadblocks

Barriers that we may encounter may be similar to the ones mentions in 1C. Overall the greatest barrier would be the time element to have monthly meetings, and time for instructors to begin to work on Phase-1 of the 3-R program.

**d**

**Overcoming These Barriers.**

**As mentioned in 1D. Work with staff and systematically work through the process holding each person accountable for meeting deadlines and following policies,**

**e**

**Other Changes and Issues**

**In addition to what was mentioned in 1E:**

**Throughout the coming year, the ALC will attempt to integrate PEP and Online learning into the daily operating procedures. These changes though major in program change will be addressed over the academic year. Changes may come slowly but effectively as the year progresses.**

**There shouldn't be any other issues that would result in the current plan for improvement other than personnel problems that may come up. Staff may experience life changes and the director will continue to work with individuals to maintain their classroom effectiveness as well as their participation in program improvement.**