

## PLANNING FOR SUCCESS

### MISSOULA

**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

**Implement Managed Enrollment to deal with the increase in the numbers of students served and to insure that students get the quality focused instruction needed to meet their educational goals.**

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
Students will be enrolled in classes using Student Data Center (SDC) so we can monitor the number of students enrolled in a class and close a class when it is full.	Staff will be taught how to use SDC to enroll students in classes and to determine class enrollment.	Staff will determine if students are staying longer and if more students are achieving their goals.
Students will be removed from class when they have received follow up cards and calls and have not attended for a month in order to make room for other students.		Staff will look at the effectiveness of follow up contacts to determine their effectiveness.
Staff will determine how to track and manage students who are only attending some of their scheduled class times.	Ongoing discussion will be had with staff to determine how to best manage students who attend some of their classes.	

b. How do you plan to implement these changes?

ACTION STEP	PERSON RESPONSIBLE	COMPLETION DATE
Discuss managed enrollment with staff and set out guidelines.	All staff facilitated by Renee Bentham	12/31/10
Develop procedures for informing students of expectations, enrolling students, and doing follow up with students.	All staff facilitated by Renee Bentham	3/31/11
Implement managed enrollment and evaluate its effectiveness.	All staff	6/23/11

- c. What are the barriers or roadblocks to making these changes do you anticipate?  
**Learning how to use SDC and teaching staff to use it. Determining appropriate protocol for working with students who are attending some of their classes but not all of their classes. This is difficult because we want to encourage student attendance while also not having students take up a spot in a classroom when they are not attending. Also, working with students with varying work schedules may be difficult to manage in this new system. Finally, determining which students are not attending all of their classes is time intensive and may be difficult to keep up with on a regular basis given the databases we are working with.**
- d. What can you do to overcome these barriers?  
**Provide professional development opportunities on the use of SDC. Have ongoing staff discussion on protocol. Try some of the suggestions and make adjustments as we learn what works. Monitor class attendance to determine if classroom limits are met and review the percentage of students who are signed up for class and those who actually attend to determine if the classroom limits are appropriate. Brainstorm with staff how to manage students with varying schedules. Brainstorm ways to monitor students who are not attending all of their classes and protocol for working with them. Continue to try new things until an effective solution is determined.**
- e. List other changes or issues that might affect your plans and how you might resolve them.  
**We have also begun offering group instruction for two hours during the day and are beginning group instruction in the evening. This may impact the persistence of students and will also have to be monitored to see how many students can effectively be served in the hours where group instruction is offered as an option.**