



INITIATIVE I: SAFETY FIRST!

Area for Improvement: To provide a safe learning environment for students and staff.

Rationale: Although the data collection validates that students and staff feel safe in their classes, there are still concerns regarding safety tests, safety kits, specialized equipment and supplies, training, and after-school safety plans.

ESLRs Addressed: Accessing and Managing Job Related Resources; Accepting Personal Responsibility

Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
1.0 Require that all students are administered and pass a course specific safety test.					
1.1 Collect safety tests currently used in classrooms and review samples.	1/1/06 - 6/30/07	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Curriculum and Instruction Committee Consultants Steering Committee Representatives Teachers 	<ul style="list-style-type: none"> Sample tests 	<ul style="list-style-type: none"> Tests collected and reviewed 	<ul style="list-style-type: none"> Curriculum and Instruction Status Report End of Year Report Completed (2007)
1.2 Conduct additional research and draft sample standardized tests in each course for field review.	7/1/06 – 6/30/07	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Curriculum and Instruction Committee Consultants 	<ul style="list-style-type: none"> OSHA materials and sample tests 	<ul style="list-style-type: none"> Sample tests disseminated to teachers and CDs disseminated to Steering Committee Representatives 	<ul style="list-style-type: none"> Curriculum and Instruction Status Report End of Year Report Completed (2007)

* = Lead Responsibility

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Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
1.3 Annually review and approve all safety needs and tests with advisory committees commencing June 30, 2009.	6/30/07 – 6/30/09 6/30/12	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Curriculum and Instruction Committee Consultants Business and Industry Advisory Committee 	<ul style="list-style-type: none"> Safety tests 	<ul style="list-style-type: none"> Tests reviewed as documented in Advisory Committee minutes 	<ul style="list-style-type: none"> Curriculum and Instruction Status Report End of Year Report Recommend deferral to June 12, 2012.
1.4 Disseminate course specific tests to teachers by June 30, 2009. 1.4 Disseminate course safety guidelines and/or resources to teachers by June 30, 2010.	1/1/07 – 6/30/09 6/30/10 6/30/12	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Curriculum and Instruction Committee Consultants 	<ul style="list-style-type: none"> Safety tests 	<ul style="list-style-type: none"> Tests disseminated to all teachers 	<ul style="list-style-type: none"> Curriculum and Instruction Status Report End of Year Report Recommend deferral to June 12, 2012
1.5 Administer safety tests and maintain student results with classroom files starting January 1, 2008 fully implemented June 30, 2011.	1/1/08 – 6/30/09 6/30/12	<ul style="list-style-type: none"> *Teachers Curriculum and Instruction Committee Steering Committee Representatives Consultants 	<ul style="list-style-type: none"> Safety tests 	<ul style="list-style-type: none"> Safety tests verified through classroom observations 	<ul style="list-style-type: none"> Curriculum and Instruction Status Report End of Year Report Recommend deferral to June 30, 2012
2.0 Recommend addition of safety test requirement to 2008/09-2009/2010 2010/2011 district contract by June 30, 2010-2011.	1/1/07 – 6/30/09 6/30/10 6/30/11	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Curriculum and Instruction Committee Assistant Director, Business Services 	<ul style="list-style-type: none"> District contract 	<ul style="list-style-type: none"> District contract revised 	<ul style="list-style-type: none"> Curriculum and Instruction minutes Steering Committee minutes Recommend to remove. This is not a contract issue.

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Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
3.0 Ensure that specialized safety equipment and supplies are provided to select classes.					
3.1 Identify courses that have unique safety needs and develop lists of safety supplies and equipment.	1/1/06 – 12/31/06	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Curriculum and Instruction Committee Consultants Business and Industry Advisory Committee 	<ul style="list-style-type: none"> Teachers OSHA standards Business and Industry Advisory Committee meetings 	<ul style="list-style-type: none"> List of courses published 	<ul style="list-style-type: none"> Curriculum and Instruction Status Report End of Year Report
3.2 Incorporate specialized safety equipment and supply requirements into course outlines.	1/1/06 – 12/31/06	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Curriculum and Instruction Committee Consultants Business and Industry Advisory Committee 	<ul style="list-style-type: none"> OSHA standards Business and Industry Advisory Committee meetings 	<ul style="list-style-type: none"> Course outlines revised and disseminated 	<ul style="list-style-type: none"> Curriculum and Instruction Status Report End of Year Report
3.3 Develop and implement a plan to acquire specialized safety equipment and supplies for classes.	7/1/06 – 6/30/07	<ul style="list-style-type: none"> *Consultants Budget Committee Steering Committee Representatives 	<ul style="list-style-type: none"> District budget allocations 	<ul style="list-style-type: none"> Equipment and supplies verified through classroom observations 	<ul style="list-style-type: none"> End of Year Report Completed in 2008/09. No plan review in 2009/10 due to budget impact. Defer to reestablish in 2010/11.

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Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
<p>4.0 Ensure that all staff has access to a First Aid kit and emergency pack.</p> <p>4.1 Develop and publish a list of items for a basic First Aid kit and emergency pack.</p> <p>4.2 Monitor the Develop and implement a process for the purchase and distribution of First Aid kits and emergency packs.</p>	<p>1/1/06 – 10/31/06 6/30/11</p> <p>1/30/06 – 12/31/07 6/30/11</p>	<ul style="list-style-type: none"> • *Assistant Director, Business Services • Budget Committee • Steering Committee Representatives <ul style="list-style-type: none"> • *Assistant Director, Business Services • Budget Committee • Consultants • Steering Committee Representatives 	<ul style="list-style-type: none"> • Vendor medical supply list • Emergency Pack supply list <ul style="list-style-type: none"> • Budget item 	<ul style="list-style-type: none"> • List of items published on the website <ul style="list-style-type: none"> • Items purchased and distributed 	<ul style="list-style-type: none"> • Budget Committee Status Report • End of Year Report posted on website • Completed. List published and updated in 2008/09. No update in 2009/10 due to budget impact. Defer to reestablish in 2010/11. <ul style="list-style-type: none"> • Budget Committee Status Report • End of Year Report posted on website • Survey completed in 2008/09. No survey distributed in 2009/10 due to budget impact. Conduct survey in 2010/11.

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Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
4.3 Monitor the Develop and implement a process for to institutionalize the annual inventory and restocking of supplies for the First Aid kits and emergency packs.	10/1/06 – 12/31/07 6/30/11	<ul style="list-style-type: none"> *Assistant Director, Business Services Budget Committee Consultants Steering Committee Representatives Technicians Teachers 	<ul style="list-style-type: none"> Supply check off list 	<ul style="list-style-type: none"> Items inventoried and restocked annually 	<ul style="list-style-type: none"> Budget Committee Status Report End of Year Report posted on website Completed in 2008/09. No monitoring in 2009/10 due to budget impact. Defer to reestablish in 2010/11.
5.0 Inform/train staff regarding various safety procedures and emergency situations.					
5.1 Identify and prioritize safety training needs such as First Aid, CPR, classroom emergencies, and disaster preparedness.	3/1/06 – 6/30/08	<ul style="list-style-type: none"> *Leadership Committee Steering Committee Representatives 	<ul style="list-style-type: none"> Survey of training needs 	<ul style="list-style-type: none"> Training recommendations made to Steering Committee 	<ul style="list-style-type: none"> Leadership Committee Status Report End of Year Report Completed 2008
5.2 Develop a budget request to support ROP teachers and support ROP staff to acquire first aid and CPR certification by February 29, 2008.	1/1/08 – TBD	*Leadership Committee	Budget item	Budget item	<ul style="list-style-type: none"> Leadership Committee Status Report End of Year Report
5.3 Develop and implement workshops and written material to address safety training needs by June 30, 2008.	7/1/06 – 6/30/08	<ul style="list-style-type: none"> *Leadership Committee 	<ul style="list-style-type: none"> Trainers 	<ul style="list-style-type: none"> Workshops completed and evaluated 	<ul style="list-style-type: none"> Leadership Committee Status Report Report End of Year Report Completed 2008

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Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
5.3 Disseminate workshop and written materials to districts to address safety training needs.	Ongoing		<ul style="list-style-type: none"> Red Cross 		<ul style="list-style-type: none"> Leadership Committee
6.0 Ensure that there are safety plans for all after-school classes.					
6.1 Develop and disseminate a list of safety considerations for after-school and Saturday classes.	9/1/06 – 12/31/06 6/30/09	<ul style="list-style-type: none"> *Leadership Committee 	<ul style="list-style-type: none"> Survey 	<ul style="list-style-type: none"> List of safety considerations disseminated 	<ul style="list-style-type: none"> Leadership Committee Status Report End of Year Report Completed 2009
6.2 Collect and review school safety plans to determine gaps for after-school and Saturday classes, June 30, 2010 .	9/1/06 – 6/30/08 6/30/10	<ul style="list-style-type: none"> *Leadership Committee 	<ul style="list-style-type: none"> Assigned staff time 	<ul style="list-style-type: none"> List of safety gaps developed 	<ul style="list-style-type: none"> Leadership Committee Status Report End of Year Report Completed 2010
6.3 <i>Develop and implement plans to resolve safety gaps in the districts' after-school and Saturday classes safety plans by June 30, 2010.</i>	3/1/07 – 6/30/09 6/30/10	<ul style="list-style-type: none"> *Leadership Committee 	<ul style="list-style-type: none"> District budget allocations 	<ul style="list-style-type: none"> List of safety gaps disseminated and items purchased 	<ul style="list-style-type: none"> Leadership Committee Status Report End of Year Report Completed 2010

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INITIATIVE II: IMPLEMENTING STANDARDS-BASED INSTRUCTION

Area for Improvement: To increase instructor knowledge in the development and the implementation of rigorous and relevant standards-based curriculum.

Rationale: Students need to develop knowledge and skills to succeed in workplace and academic settings. Instructors need to focus on standards-based instruction to ensure that all students are successful in meeting workplace and academic expectations.

ESLRs Addressed: Communicating Effectively; Accessing and Managing Job Related Resources; Setting Career and Life Goals; Accepting Personal Responsibility

Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
1.0 Identify and incorporate essential standards into all subject areas of the curriculum.					
1.1 Develop and update materials to support the new ESLRs.	7/1/05 – 6/30/06	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Curriculum and Instruction Committee Consultants Teachers 	<ul style="list-style-type: none"> Rubric Posters Cards Lesson Plans 	<ul style="list-style-type: none"> Materials disseminated to teachers and Steering Committee Representatives 	<ul style="list-style-type: none"> Curriculum and Instruction Committee Curriculum and Instruction Status Report End of Year Report Completed

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Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
1.2 Identify all essential standards related to ROP such as ESLRs, CTE, CAHSEE, industry specific certifications, and academic standards by June 30, 2011.	7/1/06 – 6/30/09 6/30/12	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Curriculum and Instruction Committee Consultants Teachers Business and Industry Advisory members 	<ul style="list-style-type: none"> Selected essential standards identified from all standards associated with ROP 	<ul style="list-style-type: none"> List of essential standards disseminated to teachers, Steering Committee Representatives, business and industry 	<ul style="list-style-type: none"> Curriculum and Instruction Committee Curriculum and Instruction Status Report End of Year Report Recommend deferral to June 30, 2012
1.3 Utilize business and industry to prioritize standards essential to employee success by June 30, 2011.	7/1/07 – 6/30/09 6/30/12	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Curriculum and Instruction Committee Consultants Teachers Business and Industry Advisory members 	<ul style="list-style-type: none"> Identified essential standards (from 1.2) 	<ul style="list-style-type: none"> Identified standards prioritized by Advisory Committees and documented in meeting minutes 	<ul style="list-style-type: none"> Curriculum and Instruction Committee Curriculum and Instruction Status Report End of Year Report Recommend deferral to June 30, 2012
1.4 Finalize essential standards through a process of review by June 30, 2012.	8/30/08 – 6/30/11 6/30/12	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Curriculum and Instruction Committee Consultants Teachers 	<ul style="list-style-type: none"> Draft list of essential standards 	<ul style="list-style-type: none"> Review process completed and standards finalized 	<ul style="list-style-type: none"> Curriculum and Instruction Committee Curriculum and Instruction Status Report End of Year Report Recommend deferral to June 30, 2012

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Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
1.5 Incorporate essential standards and ESLRs into the course outlines and disseminate to teachers by June 30, 2012.	10/30/08 – 6/30/11 6/30/12	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Curriculum and Instruction Committee Consultants Teachers Business and Industry Advisory members 	<ul style="list-style-type: none"> Final list of essential standards 	<ul style="list-style-type: none"> Identified essential standards incorporated into 60% of course outlines 	<ul style="list-style-type: none"> Curriculum and Instruction Committee Curriculum and Instruction Status Report End of Year Report Recommend deferral to June 30, 2012
2.0 Train instructors on standards-based instruction including the ESLRs.					
2.1 Identify staff to be “Making Standards Work” (MSW) trainers.	7/1/04 – 9/30/05	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Curriculum and Instruction Committee 	<ul style="list-style-type: none"> Trainers identified 	<ul style="list-style-type: none"> Training and trainers approved by Director 	<ul style="list-style-type: none"> Curriculum and Instruction Committee Curriculum and Instruction Status Report End of Year Report Completed
2.2 Train and certify identified staff.	9/1/04 – 6/30/06	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Curriculum and Instruction Committee Consultants 	<ul style="list-style-type: none"> MSW resource materials and training workshop 	<ul style="list-style-type: none"> Certification completed including a list of trainers certified 	<ul style="list-style-type: none"> Curriculum and Instruction Committee Curriculum and Instruction Status Report End of Year Report Completed

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Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
<p>2.3 Conduct teacher training in MSW by June 30, 2012 for remaining daytime ROP teachers; conduct district requested refresher courses; collect Performance-Based Assessments from 80% of all participants.</p>	<p>10/1/05 – 6/30/09 6/30/12</p>	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Curriculum and Instruction Committee Consultants Steering Committee Representatives Teachers 	<ul style="list-style-type: none"> Completed training with agenda and sign-in sheets MSW resource materials 	<ul style="list-style-type: none"> Certification achieved for a minimum of 50% of teachers 	<ul style="list-style-type: none"> Curriculum and Instruction Committee Curriculum and Instruction Status Report End of Year Report Recommend deferral to June 30, 2012
<p>2.4 Modify Standards-Based Instruction and Assessment in-service by June 30, 2011 2012</p>	<p>11/24/09- 6/30/11 6/30/12</p>	<ul style="list-style-type: none"> Same as 2.3 	<ul style="list-style-type: none"> Modified Standards-based in-service provided 	<ul style="list-style-type: none"> In-service completed 	<ul style="list-style-type: none"> Same as 2.3
<p>3.0 Review student work by implementing assessments that will provide teacher feedback on student achievement of standards including the ESLRs.</p>					
<p>3.1 Develop and implement training to instruct teachers on various assessment methods in reviewing student work by June 30, 2012.</p>	<p>7/1/07 – 6/30/09 6/30/12</p>	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Curriculum and Instruction Committee Consultants Teachers 	<ul style="list-style-type: none"> WASC materials Standards-based resources on reviewing student work Workshops 	<ul style="list-style-type: none"> Training plan developed and implemented Training completed and evaluated 	<ul style="list-style-type: none"> Curriculum and Instruction Committee Curriculum and Instruction Status Report Started in Business Occupations, Dec. 2008. Recommend deferral to June 30, 2012

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Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
3.2 Develop a common rubric with subject alike teachers to serve as a basis for the review of student work based on standards and ESLRs by June 30, 2012.	7/1/07 – 6/30/09 6/30/12	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Curriculum and Instruction Committee Consultants Teachers 	<ul style="list-style-type: none"> WASC materials Standards-based resources Workshops 	<ul style="list-style-type: none"> Draft disseminated for field review and input from teachers and Steering Committee Representatives 	<ul style="list-style-type: none"> Curriculum and Instruction Committee Curriculum and Instruction Status Report End of Year Report Recommend deferral to June 30, 2012
3.3 Conduct review of student work to determine the degree of achievement of ESLRs, CAHSEE, CTE and academic standards by June 30, 2012.	7/1/08 – 6/30/09 6/30/12	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Curriculum and Instruction Committee Consultants Teachers 	<ul style="list-style-type: none"> Workshops Student work samples Rubrics Standards-based resources ESLRs 	<ul style="list-style-type: none"> Benchmarks established based on rubric Goals set based on findings to document progress each subsequent year 	<ul style="list-style-type: none"> Curriculum and Instruction Committee Curriculum and Instruction Status Report End of Year Report Recommend deferral to June 30, 2012
4.0 Develop and implement training on incorporating reading and writing across subject areas.	7/1/09 – 6/30/11	<ul style="list-style-type: none"> *Asst. Director, Instructional and Student Services Curriculum and Instruction Committee Consultants Steering Committee Representatives Teachers 	<ul style="list-style-type: none"> Academic English Language Arts specialist Resource and training materials 	<ul style="list-style-type: none"> Training plan developed and implemented Training completed and evaluated 	<ul style="list-style-type: none"> Curriculum and Instruction Committee Curriculum and Instruction Status Report End of Year Report

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INITIATIVE III: SERVING THE NEEDS OF ALL STUDENTS

Area for Improvement: To support the achievement and serve the needs of all students, with an emphasis on students with special needs.

Rationale: Providing additional services to students with special needs was validated as a priority by all four focus groups.

ESLRs Addressed: Communicating Effectively; Accessing and Managing Job Related Resources; Setting Career and Life Goals; Accepting Personal Responsibility

Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
1.0 Develop and implement a process to identify students with special needs.					
1.1 Develop and disseminate definitions for special needs students.	1/1/06 – 6/30/09	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Support Services Committee Technology Committee 	<ul style="list-style-type: none"> Special Needs Ad Hoc Committee minutes Perkins definitions 	<ul style="list-style-type: none"> Definitions disseminated to all stakeholders 	<ul style="list-style-type: none"> Support Services Committee minutes Completed

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Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
1.2 <i>Annually review</i> ROPOnline student definitions in the enrollment module.	7/1/06 - 7/31/12	<ul style="list-style-type: none"> • *Technology Committee • Assistant Director, Instructional and Student Services • System Administrator 	<ul style="list-style-type: none"> • Information Systems Support (ISS) Unit • Dataframe 	<ul style="list-style-type: none"> • Enrollment module updated 	<ul style="list-style-type: none"> • Technology Committee minutes • Adjustments were made in 2008-09 on student registration in order to capture more accurate special populations data. Upon review, no adjustment was made in 2009-10 on student special populations data.
1.3 Develop a process <i>using technology</i> to identify students with special needs and communicate the information to appropriate staff by June 2010 2011 .	9/1/06 – 6/30/09 6/30/10 6/30/11	<ul style="list-style-type: none"> • *Assistant Director, Instructional and Student Services • Support Services Committee • Technology Committee • Steering Committee Representatives 	<ul style="list-style-type: none"> • ISS Unit • Dataframe • District student data 	<ul style="list-style-type: none"> • Process established and student information disseminated to counselors and teachers 	<ul style="list-style-type: none"> • Support Services Committee minutes • Technology Committee minutes • Report to Steering Committee • Deferred to 2010-11

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Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
2.0 Concentrate services and intervention strategies on supporting achievement for students with special needs.					
2.1 Schedule a minimum of two workshops per year for staff based on an analysis of needs and workshop evaluations.	7/1/06 – 6/30/11	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Support Services Committee Consultants 	<ul style="list-style-type: none"> Professional speakers Budget item 	<ul style="list-style-type: none"> Training completed and evaluated 	<ul style="list-style-type: none"> Support Services minutes Report to Steering Committee Completed
2.2 Incorporate effective strategies from prior workshops into existing professional development activities (such as New Teacher Inservice, counselor meetings, etc.)	7/1/06 – 6/30/11	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Curriculum and Instruction Committee Consultants Counselors 	<ul style="list-style-type: none"> Workshop materials 	<ul style="list-style-type: none"> Training completed and evaluated 	<ul style="list-style-type: none"> Status reports at Steering Committee Completed, June 2009
2.3 Conduct an annual data review of student enrollment, completion and placement on nontraditional courses based on student gender by June 30, 2010.	9/1/05 – 6/30/11	<ul style="list-style-type: none"> *Consultant Assistant Director, Instructional and Student Services 	<ul style="list-style-type: none"> ISS Unit 	<ul style="list-style-type: none"> Data report presented at annual retreat 	<ul style="list-style-type: none"> Report to Steering Committee Completed, June 2009

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2.4 Conduct an annual review of the student enrollment, completion and placement data for economically disadvantaged, English Language Learner (ELL) and students with disabilities, and disseminate results to key stakeholders by June 30, 2010	7/1/06 – 1/31/11	<ul style="list-style-type: none"> • *Assistant Director, Instructional and Student Services • Support Services Committee 	<ul style="list-style-type: none"> • ISS Unit 	<ul style="list-style-type: none"> • Data report presented at annual retreat 	<ul style="list-style-type: none"> • Report to Steering Committee • Completed
2.5 Modify staff development by incorporating in counselor meeting and use district-scheduled workshops as well as webinars, podcast, video conference by June 30, 2010.	11/24/09-6/30/11	<ul style="list-style-type: none"> • Same as above • C&I Committee • Consultants 	<ul style="list-style-type: none"> • Resource and in-service materials • District scheduled workshops 	<ul style="list-style-type: none"> • Staff development completed and evaluated 	<ul style="list-style-type: none"> • Status report at Steering Committee

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INITIATIVE IV: DATA DRIVEN DECISION MAKING

Area for Improvement: To utilize existing data and identify additional data needed for making decisions that support student achievement and the ESLRs.

Rationale: There is a need for appropriate and reliable data to assist in the decision-making process.

ESLRs Addressed: Communicating Effectively; Accessing and Managing Job Related Resources; Setting Career and Life Goals; Accepting Personal Responsibility

Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
1.0 Provide training to appropriate staff in the identification, collection, and analysis of data.					
1.1 Identify and select a data training resource.	1/1/06 – 4/30/08	<ul style="list-style-type: none"> *Assistant Director, Instructional and Student Services Assistant Director, Business Services Leadership Committee Steering Committee Representatives 	<ul style="list-style-type: none"> Training proposal Budget item 	<ul style="list-style-type: none"> Training contract approved 	<ul style="list-style-type: none"> Leadership Committee Status Report Steering Committee minutes Completed
1.2 Identify stakeholders to participate in training.	6/30/08	<ul style="list-style-type: none"> *Leadership Committee 	<ul style="list-style-type: none"> Retreat invitation list 	<ul style="list-style-type: none"> Stakeholders invited 	<ul style="list-style-type: none"> Leadership Committee minutes Completed 2008

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Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
1.3 Provide and evaluate data training.	6/30/08	<ul style="list-style-type: none"> *Leadership Committee *Assistant Director, Instructional and Student Services 	<ul style="list-style-type: none"> Trainer(s) evaluations 	<ul style="list-style-type: none"> Training completed and evaluated Data identified 	<ul style="list-style-type: none"> Leadership Committee Status Report End of Year Report Completed 2008
2.0 Identify specific data that is needed to make informed decisions related to the WASC Action Plan initiatives and other significant organizational goals.					
2.1 Determine availability, reliability, and validity of existing data.	6/30/09	<ul style="list-style-type: none"> *Executive Committee Director Steering Committee Representatives 	<ul style="list-style-type: none"> Perkins data ROPOnline data Special data reports 	<ul style="list-style-type: none"> Analysis of existing data and list of new data needed provided to Steering Committee 	<ul style="list-style-type: none"> Initiative Status Report End of Year Report Completed 2009
2.2 Analyze the feasibility and cost of obtaining additional data needed.	6/30/09 6/30/11	<ul style="list-style-type: none"> *Executive Committee Director Steering Committee Representatives 	<ul style="list-style-type: none"> Budget item 	<ul style="list-style-type: none"> Analysis of feasibility and cost provided to Steering Committee 	<ul style="list-style-type: none"> Initiative Status Report End of Year Report Steering Committee minutes Recommend deferral to 2010-11
3.0 Develop a process to collect additional data needed.					
3.1 Identify source(s) of data needed (ROPOnline, Perkins, surveys, Labor Market Information, student data, etc.).	6/30/10	<ul style="list-style-type: none"> *Executive Committee Director Steering Committee Representatives 	<ul style="list-style-type: none"> Perkins data ROPOnline 	<ul style="list-style-type: none"> List of sources provided to Steering Committee 	<ul style="list-style-type: none"> Initiative Status Report End of Year Report Steering Committee minutes Completed 2010

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Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
3.2 Determine internal/external resources needed.	12/31/10	<ul style="list-style-type: none"> *Executive Committee Director Steering Committee Representatives 	<ul style="list-style-type: none"> Budget item ISS Unit Dataframe 	<ul style="list-style-type: none"> Cost analysis presented to Steering Committee 	<ul style="list-style-type: none"> Initiative Status Report Steering Committee minutes Completed 2009
3.3 Determine type of format and timelines needed.	2/1/11	<ul style="list-style-type: none"> *Executive Committee 	<ul style="list-style-type: none"> ISS Unit Dataframe 	<ul style="list-style-type: none"> Format and timelines established 	<ul style="list-style-type: none"> Initiative Status Report Completed 2009
3.4 Collect and disseminate data to designated committees.	6/30/11	<ul style="list-style-type: none"> *Executive Committee 	<ul style="list-style-type: none"> ISS Unit Dataframe 	<ul style="list-style-type: none"> Data reports provided to committee chairs 	<ul style="list-style-type: none"> Initiative Status Report End of Year Report Completed 2009
<p>4.0 Develop and implement a plan for State and Perkins-funded course sequences.</p> <p>Ensure that 90% of all state-funded courses offered by the ROCP in occupational areas in which the community college also offers courses are part of occupational course sequences.</p>					
4.1 Establish timelines, activities, templates, list of industry sectors and pathways, and matrix of districts/colleges.	12/8/06–1/15/07	<ul style="list-style-type: none"> *Executive Committee Director Asst. Director, Instructional and Student Services 	<ul style="list-style-type: none"> AB 2448 legislation Course sequence template 	<ul style="list-style-type: none"> AB 2448 implementation plan and timeline established 	<ul style="list-style-type: none"> Initiative Status Report End of Year Report Completed 2007
4.2 Districts complete first part of templates (one per pathway/high school/community college) and submit electronically.	2/1/07 – 5/31/07	<ul style="list-style-type: none"> *Consultants Steering Committee Representatives Executive Committee 	<ul style="list-style-type: none"> Course sequence template 	<ul style="list-style-type: none"> Templates placed in Public Share Folder 	<ul style="list-style-type: none"> Initiative Status Report End of Year Report Completed 2007

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Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
4.3 Districts meet with community colleges and complete second part of templates and submit electronically.	6/1/07 – 8/31/07	<ul style="list-style-type: none"> *Consultants Steering Committee Representatives Executive Committee 	<ul style="list-style-type: none"> Course sequence template Draft agenda AB 2448 legislation Community college contact list 	<ul style="list-style-type: none"> Submission of meeting minutes Revised templates placed in Public Share Folder 	<ul style="list-style-type: none"> Initiative Status Report End of Year Report • Completed 2009
4.4 Share course sequence templates at advisory committee meetings by June 30, 2011.	9/1/07 – 5/31/08 6/30/11	<ul style="list-style-type: none"> *Executive Committee *Consultants Assistant Director, Instructional and Student Services 	<ul style="list-style-type: none"> Course sequences by subject area 	<ul style="list-style-type: none"> Advisory minutes 	<ul style="list-style-type: none"> Initiative Status Report End of Year Report • Completed - ongoing
4.5 Provide technical assistance to districts on identifying potential course sequences and strategies for filling gaps by June 30, 2011.	7/14/08 - 8/31/08 6/30/10 6/30/11	<ul style="list-style-type: none"> *Consultants 	<ul style="list-style-type: none"> CCTE framework LACOROP pathway alignment 	<ul style="list-style-type: none"> Revised templates 	<ul style="list-style-type: none"> Initiative Status Report End of Year Report • Completed - ongoing
4.6 Districts approve final changes to templates.	9/1/08-9/30/08	<ul style="list-style-type: none"> *Steering Committee Representatives Consultants 	<ul style="list-style-type: none"> CCTE framework LACOROP pathway alignment 	<ul style="list-style-type: none"> Revised templates placed in Public Share Folder 	<ul style="list-style-type: none"> Initiative Status Report End of Year Report
4.7 Plans presented to at public hearings by district boards. Copy of board meeting minutes submitted.	12/1/08–2/27/09	<ul style="list-style-type: none"> *Steering Committee Representatives Consultants 	<ul style="list-style-type: none"> Draft public hearing template 	<ul style="list-style-type: none"> Submission of board meeting minutes 	<ul style="list-style-type: none"> Initiative Status Report End of Year Report • Completed 2009

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Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
4.8 Plans sent to WIBs.	3/1/09	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • WIB contact list 	<ul style="list-style-type: none"> • Copies of letters and plans 	<ul style="list-style-type: none"> • Initiative Status Report • End of Year Report
4.9 Plan presented at public hearing and approved by LACOE Board.	5/19/09	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Draft public hearing template • Recommendation item • Final AB 2448 plan 	<ul style="list-style-type: none"> • Board meeting minutes 	<ul style="list-style-type: none"> • Initiative Status Report • End of Year Report
4.10 Plans sent to community colleges.	6/1/09	<ul style="list-style-type: none"> • *Executive Committee • *Director 	<ul style="list-style-type: none"> • Final AB 2448 plan 	<ul style="list-style-type: none"> • Letter and plan • Date of hearings submitted 	<ul style="list-style-type: none"> • Initiative Status Report • End of Year Report • Completed 5/22/09
4.11 Plan submitted to CDE.	7/1/09	<ul style="list-style-type: none"> • *Executive Committee • *Director 	<ul style="list-style-type: none"> • Final AB 2448 plan 	<ul style="list-style-type: none"> • Letter and plan 	<ul style="list-style-type: none"> • Initiative Status Report • End of Year Report • Completed 7/1/09
4.12 Establish course sequences that include at least 1/3 of courses in occupational areas that are offered at community colleges (as a condition of receiving Perkins funding).	7/1/09	<ul style="list-style-type: none"> • *Executive Committee • *Director • Assistant Director, Instructional and Student Services • Steering Committee Reps • Consultants 	<ul style="list-style-type: none"> • Course templates sorted by subject area • Course master list 	<ul style="list-style-type: none"> • Master course sequence list 	<ul style="list-style-type: none"> • Initiative Status Report • End of Year Report • Completed 7/1/09

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Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
4.13 Establish course sequences that include at least 2/3 of courses in occupational areas that are offered at community colleges (as a condition of receiving Perkins funding).	7/1/10	<ul style="list-style-type: none"> • *Executive Committee • *Director • Assistant Director, Instructional and Student Services • Steering Committee Representatives • Consultants 	<ul style="list-style-type: none"> • Course templates sorted by subject area • Course master list 	<ul style="list-style-type: none"> • Master course sequence list 	<ul style="list-style-type: none"> • Initiative Status Report • End of Year Report • Completed 2008
4.14 Ensure that 90% of all state-funded courses offered by the ROCP in occupational areas in which the community college also offers courses are part of occupational course sequences.	7/1/10	<ul style="list-style-type: none"> • *Executive Committee • *Director • Assistant Director, Instructional and Student Services • Steering Committee Representatives • Consultants 	<ul style="list-style-type: none"> • Course templates sorted by subject area • Course master list 	<ul style="list-style-type: none"> • Master course sequence list 	<ul style="list-style-type: none"> • Initiative Status Report • End of Year Report
4.15 Submit an update of the plan to community colleges and CDE.	7/1/12	<ul style="list-style-type: none"> • *Executive Committee • *Director 	<ul style="list-style-type: none"> • Final AB 2448 plan 	<ul style="list-style-type: none"> • Letter and plan 	<ul style="list-style-type: none"> • Initiative Status Report • End of Year Report • Deferred until 2013-14

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Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
4.16 Provide and review feedback from community colleges course sequences public sessions by June 30, 2010	11/24/09-6/30/10	<ul style="list-style-type: none"> • *Director • Assistant Director, Instructional and Student Services • Steering Committee Representatives • Consultants • C&I Committee 	<ul style="list-style-type: none"> • Community College feedback 	<ul style="list-style-type: none"> • Submission of signed plans 	<ul style="list-style-type: none"> • Same as above
4.17 Review district course sequences and in collaboration with appropriate stakeholders, develop strategies to disseminate information by June 30, 2010	11/24/09-6/30/10	<ul style="list-style-type: none"> • Same as above • Counselors • Teachers 	<ul style="list-style-type: none"> • Course templates • Course master list 	<ul style="list-style-type: none"> • Date of review and revisions 	<ul style="list-style-type: none"> • Same as above
<p>5.0 Annually review and compare data on ethnicity of instructional staff over a three-year period in comparison to student ethnicity.</p> <p>5.1 Provide and analyze data for 2004-05, 2005-06, and 2006-07 on ethnicity of instructional staff versus student ethnicity overall and by district.</p>	7/9/08	<ul style="list-style-type: none"> • *Executive Committee • *Director • Assistant Director, Instructional and Student Services 	<ul style="list-style-type: none"> • ISS Unit 	<ul style="list-style-type: none"> • Questions and conclusions generated by analysis 	<ul style="list-style-type: none"> • Initiative Status Report • End of Year Report • Completed 2007 and ongoing

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Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
5.2 Establish overall and district goals and timelines for increasing ethnicity percentages identified.	12/31/08	<ul style="list-style-type: none"> *Executive Committee *Director Assistant Director, Instructional and Student Services Steering Committee Representatives 	<ul style="list-style-type: none"> Leadership Team questions and conclusions Data 	<ul style="list-style-type: none"> Goals and timelines established 	<ul style="list-style-type: none"> Initiative Status Report End of Year Report Completed 2008
5.3 Develop <i>and implement</i> recruitment strategies that will address achieving identified targets.	6/30/09	<ul style="list-style-type: none"> *Executive Committee *Director Assistant Director, Instructional and Student Services Steering Committee Representatives Consultants 	<ul style="list-style-type: none"> Goals and timelines 	<ul style="list-style-type: none"> Recruitment strategies established 	<ul style="list-style-type: none"> Initiative Status Report End of Year Report Completed 2009
5.4 Annually revisit and compare data, and adjust goals and timelines as needed.	7/1/08 – 6/30/11	<ul style="list-style-type: none"> *Executive Committee *Director Assistant Director, Instructional and Student Services Steering Committee Representatives 	<ul style="list-style-type: none"> ISS Unit 	<ul style="list-style-type: none"> Goals and timelines revised 	<ul style="list-style-type: none"> Initiative Status Report End of Year Report Ongoing

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