

UNIT / DIVISION / DEPARTMENT INFORMATION

Unit Name	Instructional Services	Department Name	Guidance and Counseling Department
Division Name	Instructional Design and Professional Learning	School Year	2017-2018

IDENTIFY GOALS AND ACTION STEPS

Select two areas in need of improvement from your list of concerns. Use the space below to identify the goal for each concern.

GOAL ONE

By September 1, 2017, all site administrators will receive a goggle survey identifying site specific needs so Guidance & Counseling can evaluate the requests and design specific professional development in support of the work done at the school level.

Action Steps	<ol style="list-style-type: none"> 1. By September 1, 2017, design and distribute the goggle survey. 2. Evaluate the results and construct professional development opportunities based on the results. 3. Advertise the professional development opportunities. 4. Collect and review evaluation data from the professional development activities 5. Following the cycle for continuous improvement, identify additional professional development needs.
Personnel Responsible	Kathy Mead, Director, other department administrators, project facilitators
Monitoring Plan (Evidence/Data the action step has occurred)	Goggle survey Survey results Professional Development Advertisements in Pathlore, Professional Development Agendas Professional Development Evaluation Data
Timeline	September 2017 - June 2018

GOAL TWO

By August 14, 2017 a Menu of Services will be created and the Guidance and Counseling website will be updated to ensure the needs of all stakeholders are better met and can make informed decisions regarding who to contact when they have a question.

Action Steps	<ol style="list-style-type: none"> 1. By August 14, 2017, create a comprehensive Menu of Services for Guidance and Counseling 2. By August 14, 2017, update the Guidance and Counseling Website within the IDPL website link 3. Department to meet with Neal Shebeck to transition department information into the Canvas platform 4. Throughout the year, ensure all information is timely and up to date.
Personnel Responsible	Kathy Mead, Director, other department administrators, project facilitators
Monitoring Plan (Evidence/Data the action step has occurred)	Menu of Services document Website go live Canvas Platform Copies of information within each platform to ensure it is up to date and timely
Timeline	August 2017 - June 2018