

UNIT / DIVISION / DEPARTMENT INFORMATION

Unit Name	Instructional Services	Department Name	Career and Technical Education
Division Name	IDPL	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

The Career and Technical Education Department will develop protocols to ensure that 80% or more of communication with schools receive an appropriate response addressing the needs within a 48-hour period of occurrence, as evidenced in the results of a District distributed survey.

Action Steps	1) Develop a plan to meet the goal; (2) Conduct staff trainings; (3) Monitor progress biweekly; (4) Review District data from survey results.
Personnel Responsible	Jeanne Donadio, Director, other department administrators, licensed personnel, support staff
Monitoring Plan (Evidence/Data the action step has occurred)	Biweekly review
Timeline	August 2017 – June 2018

GOAL TWO

The Career and Technical Education Department will work directly with schools to increase the number of CTE completers by 5%, as evidenced by the number of students completing the L3C course in the program of study.

Action Steps	(1) Collect and review current year enrollment data; (2) Collaborate with schools to develop strategies to increase CTE completers; (3) Provide resources to schools to enhance L3C curriculum; (4) Collect and compare end of the year data.
Personnel Responsible	Jeanne Donadio, Director, other department administrators, licensed personnel, support staff
Monitoring Plan (Evidence/Data the action step has occurred)	Semester review
Timeline	August 2017 – June 2018