

## UNIT / DIVISION / DEPARTMENT INFORMATION

Unit Name	Instructional Services	Department Name	Adapted Physical Education
Division Name	Student Services	School Year	2018-2019

## 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

To increase the number of individuals responding to the survey by an increase of 2% for Adapted Physical Education.

<b>Action Steps</b>	1. Determine why there was a low number of survey results. 2. Rule out survey response errors by staff. 3. Develop a plan to "get the word out", with explanation of the importance of participation.
<b>Personnel Responsible</b>	Coordinator of Adapted Physical Education
<b>Monitoring Plan (Evidence/Data the action step has occurred)</b>	Track and record any reasons for poor survey results. Determine the most effective method to spread information regarding the survey, it's time line, and the importance of participation.
<b>Timeline</b>	Beginning at the "APE Back to School" meeting on August 8, 2018, staff will be informed about the survey (and the lack of participation, if that was the case).

### GOAL TWO

To increase the number of 2018-19 survey responses to include 50% of the Adapted PE staff (34); 10 CCSD staff in general; and 16 of the parents with students participating in APE school-based activities.

<b>Action Steps</b>	1. Customer service link on the end of emails will include "reminders" to participate in CCSD surveys (with a link). 2. Prepare statements to be used with staff and families participating in school based regarding the importance of participating in survey and how it affects them or their children.
<b>Personnel Responsible</b>	Coordinator of Adapted Physical Education
<b>Monitoring Plan (Evidence/Data the action step has occurred)</b>	During the survey time window, periodic checks will be conducted to determine progress toward goal.
<b>Timeline</b>	Beginning at the "APE Back to School" meeting on August 8, 2018, staff will be informed about the survey, and "encouraged" to participate in CCSD surveys.