

UNIT / DIVISION / DEPARTMENT INFORMATION

Unit Name	Instructional Services	Department Name	Homebound
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

Determine the reason that the number of survey completions were so low in order to show a response increase of 5%.

Action Steps	Two surveys were completed. Increase the number of surveys to at least 10.
Personnel Responsible	Patricia Schepers
Monitoring Plan (Evidence/Data the action step has occurred)	Patricia Schepers. Encourage staff and community to provide feedback in the next round of surveys.
Timeline	One year.

GOAL TWO

Increase the percentage of individuals responding to the survey by 5%.

Action Steps	Encourage staff and community to provide feedback in the next round of surveys.
Personnel Responsible	Patricia Schepers
Monitoring Plan (Evidence/Data the action step has occurred)	Patricia Schepers. Encourage staff and community to provide feedback in the next round of surveys.
Timeline	One year