

## Chapter IV. Revising the School Action Plan

Using the process suggested by WASC, the Leadership Team listed, synthesized and prioritized the key strengths and key issues or areas for growth that were identified in Criteria 1–10 in Chapter Three of the self-study report. Listed below are the culminating list which was a result of this process.

The WASC Leadership Team then used the listed key issues as the foundation for its Schoolwide Action Plan that follows. In order to create a plan that is as comprehensive as possible that will guide the work of the school, the team also incorporated action steps that have been identified in San Diego North Adult Education Partnership (SDNAEP) consortium in which it belongs. While there are many other action steps in the long-range plan of the consortium, only those items pertinent to what was identified in the school's self-study were included. For clarity, the action steps specific to the school are written in black and those items in the consortium plan for which the school will be obligated are written in blue.

### Key Strengths:

1. The school's mission statement and SLOs guide its work in developing programs to meet the needs of its diverse community.
2. Staff is highly qualified.
3. There is longevity among the school's leadership and staff that provides much stability for the program.
4. Opportunities for professional development are provided for all staff.
5. All curriculum is standards based and technology is widely integrated.
6. Counseling support is available for students.
7. A wide range of student support services are provided.
8. Curriculum is accessible through multiple delivery options, locations, and times.
9. EAS administration has consistently operated the schools program within budget and in alignment with its goals and objectives.
10. EAS has maintained long-standing community and business partnerships.

11. EAS has developed a concise, comprehensive Schoolwide Action Plan that is also aligned to its regional consortium plan.

### **Key Issues:**

1. Increase targeted marketing strategies.
2. Integrate and align SLOs into curriculum; develop rubrics, measure implementation, and measure student progress toward SLOs.
3. Increase bandwidth at Crest campus.
4. Continue to update and realign current curriculum and adopt new curriculum in accordance with new courses.
5. Increase access to programs by providing additional childcare, parking and other support services.
6. Improve collection, use, and sharing of student outcome data, including certificate completions, industry certifications, and job placement.
7. Support targeted professional development opportunities.
8. Increase stakeholder input, especially students, toward institutional planning.
9. Align the WASC Schoolwide Action Plan with the Adult Education Block Grant action plan.

### **Key Issues (Prioritized):**

1. Increase targeted marketing strategies for schoolwide programs.
2. Improve the collection, use, and sharing of student data to assist in the process of updating and integrating SLOs with newly adopted curriculum and varied instructional delivery methods.
3. Decrease barriers to promote student success and transitions to other educational and career options.
4. Implement a system to improve privacy and notification of confidentiality rights for students in all programs.

## ESCONDIDO ADULT SCHOOL SCHOOLWIDE ACTION PLAN

### Growth Area 1: Increase targeted marketing strategies for schoolwide programs.

**Rationale: Recent budget constraints, the imposition of fee structures and survey results indicating minimal public awareness of services offered by K-12 adult schools have resulted in a decrease in student enrollment.**

**SLO(s) addressed:**

1. Set personal goals and demonstrate progress toward them.
2. Communicate and collaborate effectively.
3. Think critically to solve problems.
4. Use resources, including technology, to research, organize, and communicate information.

**Color Key:** *the action steps specific to the school are written in black and those items in the consortium plan for which the school will be obligated are written in blue.*

Action Steps	Timeline	Person(s) Responsible	Assessment/Resources	Report of Progress/Evidence	Progress Comments
Increase social media and online presence	January 2016 – ongoing	Clerical staff Site administration District community relations officer Instructors	Staff time \$TBD	Facebook page District and school website Online advertising	
Work with consortium public information officer to develop marketing materials and strategies	January 2016 – ongoing	Consortium public information officer Site administration	\$100,000 annually (Consortium funding)	Minutes from focus groups and consortium leadership council Marketing materials Increased student enrollment	<i>July-August, 2016- renamed consortium to Education to Career Network; developed new logo, website, and initial collateral materials as part of rebranding effort</i>
Increase intradistrict marketing	January 2016 – ongoing	Assistant principal District community relations officer	Staff time	District wide emails District transition meetings	<i>April, 2016- obtained district approval to use</i>

				District parent meetings Increased student enrollment	<i>district-wide email communication to advertise start dates of new classes</i>
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Update and increase EAS collateral materials across programs	March 2016 – ongoing	Assistant principal Instructors Clerical staff District print shop	\$3,000 print cost annually	Trifold publications Flyers Posters	<i>August, 2016— begin the editing and printing process of trifolds; purchased two flat screens for electronic messaging of program for office and student lounge</i>
Participate in regional summits with business and community based organizations (CBO)	Spring 2016 – ongoing Semiannual meetings	Consortium public information officer Consortium leadership council Site administration	\$20,000 annually (Consortium funding)	Regional summit minutes	<i>First regional summit meeting held on June 3, 2016.</i>
Use data from consortium marketing research projects	June 2016 – ongoing	Consortium contracted vendor	\$75,000 annually (Consortium funding)	Research reports New programs and classes as a result of the data analysis	<i>Luth Resarch study conducted and completed by June 3, 2016 and presented at Summit Meeting; JW Research Study began in June, 2016 and should be complete by September, 2016</i>
Create a process to evaluate effectiveness of marketing strategies	June 2016 – ongoing	Site administration Clerical staff	Staff time	Surveys Student responses	
Familiarize staff and students with the career and academic opportunities in the region	August 2016 – ongoing (3 times per year)	Consortium public information officer Consortium leadership council Site administration	\$12,000 annually (Consortium funding)	Meeting agenda Minutes of meetings Attendance sheets Increased student enrollment	
Increase publication of school catalog from 2	School year 2016–17 and ongoing	Assistant principal Adult education clerk	\$50,000 for 3 publications annually	catalogs	<i>Increased publication cycle</i>

to 3 times per year					<i>to 3x per year beginning in July, 2016 and expanded geographic outreach</i>
Increase community events on campus	School year 2016 – 17 and ongoing	Site administration Career education advisor Transitions coordinator Clerical staff	Staff time \$5,000 annually	Additional job fair Open house Host networking meetings	<i>Provided space for DSSP services to hold weekly classes-Spring, 2016;</i>

Growth Area 2: Improve the collection, use, and sharing of student data to assist the process of updating and integrating SLOs with newly adopted curriculum and varied instructional delivery methods.

**Rationale:** To maintain their relevance, curricula offered at Escondido Adult School should be standards-based and continually updated. Appropriate professional development should be provided to ensure fidelity to curriculum delivery. Additionally, accurate data collection is needed for sound decision making related to programming and resource allocation and is also necessary to meet requirements associated with state and federal funding.

**SLO(s) addressed:**

1. Set personal goals and demonstrate progress toward them.
2. Communicate and collaborate effectively.
3. Think critically to solve problems.
4. Use resources, including technology, to research, organize, and communicate information.

**Color Key:** the action steps specific to the school are written in black and those items in the consortium plan for which the school will be obligated are written in blue.

Action Steps	Timeline	Person(s) Responsible	Assessment/Resources	Report of Progress/Evidence	Progress Comments
Update all course outlines to align with model curriculum standards and SLOs	September 2015 – ongoing	Site administration Instructors CTE mentor Clerical staff	\$5,000 Staff time Existing course outlines Model course standards	Completed course outlines	<i>ESL, ABE/ASE and CTE staff participated in regional curriculum alignment project with all consortium member adult schools and community college;</i>
Develop and distribute materials highlighting SLOs	September 2015 – ongoing	Site administration Instructors District Print shop	\$3,500 Staff time	Posters Meeting minutes Collateral materials	<i>Posters depicted SLOs printed and distributed (March 2016)</i>
Re-institute a curriculum review cycle for all program areas	September 2015 – ongoing	Site administration Instructors	\$3,500 annually Staff time	Meeting minutes Revised curricula	<i>Academic and ESL course outline revisions completed-Spring, 2016; have begun curriculum revision for CTE courses- August, 2016</i>

Monitor changes in WIOA requirements regarding new and revised data elements	September 2015 – ongoing	Site Administration Instructors Data technicians	Staff time	Meeting minutes Agendas Attendance sheets	
Professional development for data technician	September 2015 – ongoing	Data technicians	\$750 Staff time	Travel requisitions	<i>Data technician and assistant principal attended CASAS Summer Institute-June, 2016; Registrars attended ASAP training-April, 2016</i>
Develop evaluation tools & methods to assess attainment of SLOs	December 2015 – ongoing	Site administration Instructors	\$3,500 Staff time	Meeting minutes Evaluation tool	
<b>Action Steps</b>	<b>Timeline</b>	<b>Person(s) Responsible</b>	<b>Assessment/Resources</b>	<b>Report of Progress/Evidence</b>	<b>Progress Comments</b>
Provide professional development for all instructors on integration of SLOs.	January 2016 – ongoing	Site administration Instructors Clerical staff	\$5,000 Staff time	Meeting minutes Classroom lessons Classroom visual aids	
Track data on intern/externships	January 2016 – ongoing	Instructors Data technicians Career education advisor Transitions coordinator Job developer	Staff time	Database	<i>Begun development of interim tracking system for tracking of internships-August, 2016</i>
Coordinate with consortium data technician	March 2016-- ongoing	Consortium curriculum specialist Consortium leadership council Instructors	\$100,000 annually (Consortium funding)	Meeting minutes Adopted assessments	<i>Hired consortium Data Management Coordinator-July, 2016; Supported by Data Management Coordinator to complete data tables necessary for Adult Education Block Grant data submission-August,</i>

					2016
Explore and consider contextualized learning models	July 2016 – ongoing	Site administration ABE / ASE, CTE, ESL Instructors	\$5,000 Staff time	Meeting minutes Travel requisitions	
Improve Internet connectivity to accommodate increased blended and online learning options	July 2016	District technology administration Site technology department	\$TBD	Increased bandwidth and Internet speed	<i>Purchased and replaced all servers-August, 2016</i>
Professional development to develop educational pathways and technology integration	July 2016 – ongoing	Site Administration ABE / ASE, CTE, ESL Instructors Site technology department	\$12,000 annually (Consortium funding)	Meeting minutes Professional development trainings Attendance sheets	
Improve collection of CTE completion data and certificates awarded	July 2016 – ongoing	Site administration Instructors Data technician Career education advisor Transitions coordinator	Staff time	Meeting minutes New database system to monitor and track course completions and certificates CTE certificates	<i>Piloted new program (Simple Cert) to award, distribute and monitor student certificates and competencies-July 2016; implement the use of CASAS entry and update forms for all CTE programs-September, 2016</i>
Convene teachers in ABE / ASE, ESL, and CTE to develop curriculum alignment with consortium members	July 2016 – June 2017	Consortium curriculum specialist Consortium leadership council Instructors	\$22,000 (Consortium funding)	Meeting minutes Curriculum documents New courses	<i>ESL, ABE/ASE and CTE teachers convened four times to begin curriculum alignment with all consortium members-June/July 2016</i>
<b>Action Steps</b>	<b>Timeline</b>	<b>Person(s) Responsible</b>	<b>Assessment/Resources</b>	<b>Report of Progress/Evidence</b>	<b>Progress Comments</b>
Convene teachers ABE / ASE,	July 2016 –	Consortium curriculum	\$22,000	Meeting minutes	

ESL, and CTE to align placement and assessments with consortium members	November 2017	specialist Consortium leadership council Instructors	(Consortium funding)	Adopted assessments	
Purchase and implement Burlington English for ESL students	September 2016 contingent upon increased bandwidth	Site administration Site technology department	\$5,000 annually (Consortium funding)	Software licenses Updated technology	<i>Burlington English purchased-August, 2016</i>
Improve the analysis of student learning data and link to school wide action plan and SLOs	September 2016 – ongoing	Site Administration Instructors	Staff time	Meeting minutes Surveys Correlation of student learning data to school wide action plan and SLOs	
Create citizenship curriculum	January 2017	Site administration Instructors	\$1,500 Staff time	Course outline and syllabus	
Explore the use of digital badging	January 2017 – March 2017	Site administration Site technology staff Career education advisor Transitions coordinator	Staff time	Meeting minutes Digital product samples	
Track employment attainment	July 2017 – ongoing	Instructors Data technicians Career education advisor Transitions coordinator Job developer	Staff time	Database	
Develop a school report card to share student learning outcomes with all stakeholders	September 2017 – ongoing	Site Administration Data technicians District community relations	\$2,500 Staff time	Annual report card	

Growth Area 3: Decrease barriers to promote student success and transitions to other educational and career options.

**Rationale:** Based on research and stakeholder input, including students and instructional staff through dialog and surveys, student success is highly correlated to the minimization and elimination of challenges student face.

**SLO(s) addressed:**

1. Set personal goals and demonstrate progress toward them.
2. Communicate and collaborate effectively.
3. Think critically to solve problems.
4. Use resources, including technology, to research, organize, and communicate information.

**Color Key:** the action steps specific to the school are written in black and those items in the consortium plan for which the school will be obligated are written in blue.

Action Steps	Timeline	Person(s) Responsible	Assessment/Resources	Report of Progress/Evidence	Progress Comments
Hire full-time transitions coordinator	April 2016	Site administration	\$100,000 annually (Consortium funding)	Job description Placement of employee	<i>Transitions Coordinator hired-July, 2016</i>
Access itinerant consortium job developer	April 2016 – ongoing	Consortium leadership council	\$100,000 annually (Consortium funding)	Job description Placement of employee	<i>Job Developer hired-May 2016; developed generic intake form for students seeking employment; disseminated job leads</i>
Provide additional childcare to support evening programs	April 2016 – ongoing	Site administration	\$12,500 annually (Consortium funding)	Job description Placement of employee	<i>Additional childcare for evening program implemented—September, 2016</i>
Increase access to parking at Crest location	May 2016	Site administration District maintenance External contractor/vendor	\$12,000 (Consortium funding)	Increased access to parking	<i>Redesigned cut-out space of curbing in rear parking lot to safely increase</i>

					<i>available parking</i>
Develop a process for check-out of student technology devices	July 2016	Site administration Site technology department Instructors	Staff time	Written process	<i>Begun work with district technology to devise a check-out policy</i>
Improve Internet bandwidth connectivity to accommodate new technologies	July 2016	District technology administration Site technology department	\$TBD	Increased bandwidth and Internet speed	<i>New servers purchased for adult school-July, 2016</i>
Negotiate with City of Escondido to add a crosswalk	July 2016	Site administration City of Escondido	Staff time	Crosswalk added in front of school	<i>Conversation with city began in Spring, 2016. On a 3-year wait list if city pays; currently negotiating other options if school pays</i>
Purchase technology devices for student check-out	September 2016	Site administration Site technology department	\$15,000 (Consortium funding)	New equipment	<i>Initial 25 devices for checkout purchased-May, 2016</i>
Provide tutoring services	September 2016 – ongoing	Site administration Instructors Transitions coordinator	\$28,750 annually (Consortium funding) Classroom space	Referral process Tutors in place	
<b>Action Steps</b>	<b>Timeline</b>	<b>Person(s) Responsible</b>	<b>Assessment/Resources</b>	<b>Report of Progress/Evidence</b>	
Set up employment site visits	September 2016 – ongoing	Career education advisor Job developer Transitions coordinator	\$1,500 annually (Consortium funding)	Schedule of site visits	
Establish student council in order to increase student/stakeholder involvement	July 2017	Site administration Transitions coordinator	\$1,500 annually Staff time	Meeting minutes	
Develop process to	January 2017	Site administration	Staff time	Meeting minutes	

evaluate student support services		Site staff	Technology	Metric for evaluation Surveys	
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Growth Area 4: Implement a system to improve privacy and notification of confidentiality rights for students of all programs.

**Rationale:** The privacy and confidentiality of student records needs to be protected.

**SLO(s) addressed:**

Not applicable.

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Action Steps	Timeline	Person(s) Responsible	Assessment/Resources	Report of Progress/Evidence	Progress Comments
Modify registration form to include a statement regarding the privacy and confidentiality of student records both in English and Spanish	June 2016 – ongoing	Site administration Office staff	Staff time	Revised registration form	<i>A confidentiality statement developed and included on registration forms- July, 2016</i>
Include statement regarding privacy and confidentiality of student records in course catalog and student website both in English and Spanish	July 2016 – ongoing	Site administration Office staff	Staff time	Revised catalog Updated website	
Create signage that includes a statement regarding privacy and confidentiality of student records and post in common areas such as the school	July 2016 – ongoing	Site administration Office staff	Staff time \$200 print costs	Signage	

office, student lounge, and classrooms					
<b>Action Steps</b>	<b>Timeline</b>	<b>Person(s) Responsible</b>	<b>Assessment/Resources</b>	<b>Report of Progress/Evidence</b>	
Share revised policy with all staff at back-to-school meetings, office meetings, and through memos	August 2016 – ongoing	Site administration Office staff	Staff time	Memos Back-to-school meeting agenda	<i>Current policy shared with staff at Back to School Meeting- September 1, 2016</i>
Incorporate the school's policy regarding the privacy and confidentiality of student records in all student orientations	August 2016 – ongoing	Site administration Office staff	Staff time	Orientation agenda and script	

