

The ABC Adult School Strategic Plan provides a focus and guidance for planning over the next three years. This Strategic Plan builds on four previous phases and charts a visionary course to improve student achievement.

The Strategic Plan for 2013-16 updates five Strategic Directions. Each of these directions provides a comprehensive theme for an important component of our school. Further, each Strategic Plan Direction highlights specific strategies that we will be working on as part of our continuous improvement plan.

The ABC Adult School Strategic Plan is evaluated every year through multiple assessments and survey results guided by the Superintendent and the Board of Education. The evaluation process is reported publicly annually by the Strategic Plan Board Advisory Committee. This Committee is comprised of students, teachers, administrators, employee group representatives and a School Board liaison.

The Strategic Plan is our commitment to making a long term, collective investment in our students and their future. We look forward to your ongoing support and participation as we embark on this journey.

## **Vision**

- We believe students in ABC should be as well educated as any in the world.
- We believe all students have the capacity to be high achievers.
- We believe people are the cornerstone of our school and students are the reason we are here.

## **The mission of the ABC Adult School is:**

*To improve the quality of life by providing our diverse community with meaningful opportunities to fulfill personal, educational and workplace goals through lifelong learning.*

## **Student Learning Outcomes**

ABC Adult School used a collaborative self-study process to develop the SLOs. Throughout this process, the school emphasized results that would apply to all programs and all students-who could be assessed-and that would serve as authentic foundations for the school improvement process. Through formal meetings and the distribution of memorandums and minutes, a core WASC Leadership Group first provided an overview for students, staff, and community representatives.

ABC Adult School has identified the following Student Learning Outcomes (SLOs):

ABC Adult School prepares students to be:

### **Self-Directed Lifelong Learners who:**

- acquire knowledge and skills appropriate to their stage of life.
- set and achieve personal, educational and/or vocational goals.
- seek continuing educational, and/or vocational training opportunities.

### **Effective Communicators who:**

- demonstrate appropriate listening, speaking, reading, writing, creative, and/or computational skills.
- apply communication skills to real-life.
- enhance and improve their ability to understand and be understood by others.

### **Critical Thinkers and Problem-Solvers who:**

- exercise their powers of judgment, perception, and inference.
- assess their own needs and find appropriate resources.
- apply knowledge to real-life situations.

## **Values**

Creative Leadership in Changing Times  
Changes, Challenges, Commitment  
Linking Adults to Opportunity  
Look for opportunities for inclusion and safeguarding of all the good things we do.

## **Programs and Courses**

ABC Adult School offers a career path diploma to students who take a prescribed number of professional courses directed to specific careers. The Career Path Diploma Program is designed to verify to business and industry that the student has the skills required for entry-level positions. Career Paths include:

Office Assistant	Web Design	Animated Media Design
Administrative Assistant		Pharmacy Technician
Accounting Clerk		Medical Assistant
Medical Insurance Specialist		IT Technician
Graphic Media Design		Cosmetology

ABC Adult School offers a full range of ESL classes, held daily, during morning, afternoon, and evening hours. Classes are offered for all levels from beginning to advanced.

ABC Adult School Students are welcome to attend our Academic program for credit recovery towards a high school diploma, to prepare for the GED test, or to improve basic skills.

The Parent Education Program is based on the premise that learning is a natural ongoing process. Classes are designed to train parents to create supportive and positive learning environments for their children that will stimulate their physical, intellectual, social and emotional growth.

ABC Adult School is committed to offering community-based classes designed to promote learning and social development to improve the quality of life for students of all ages. We offer a diverse selection of workshops and classes designed for personal enrichment, professional development and increasing body and mind health. These classes are self-supporting and are not funded by taxpayer dollars. Classes offered are:

Painting Classes	Arts, Crafts and More
Food Preparation and Cake Decorating	Music Classes
Upholstery and Woodworking	Sewing Arts
A full range of Health and Safety classes	

ABC Adult School has established a new Assessment Center which is approved as a Pearson Vue Testing Center and fully equipped for the Computer-based GED test.

## **Facilities**

The main office and school site is headquartered at 12254 Cuesta Drive in the city of Cerritos, next door to the District's continuation high school. The phone number of our main office is (562) 926-6734. Our satellite campus, Cabrillo Lane Education Center (Cabrillo Lane), is located at 20122 Cabrillo Lane, Cerritos, CA 90703. Cabrillo Lane's phone number is (562) 809-9011. Cabrillo Lane is shared with other district programs: Adult Transition, STEP (Steps to Encourage Peace) & PATH (Pointing Adolescents Toward Health), and Independent Study for Special Education students.

The school currently operates during a traditional school format, from September to June. The school year is divided into quarters, trimesters, and semesters, depending on the program. This adds up to 177 instructional days during a regular, non-furloughed school year. In spite of recent changes in funding, 15 days of instruction were offered in the summer of 2013. All classes were fee-based and self-supporting at \$3.00 per hour cost to the student.

## **ABC Adult School is comprised of five main departments.**

The CTE (Career Technical Education) department makes up 28% of enrollment and operates on a quarterly system. This program includes courses designed to prepare students for industry certification and employment. CTEC courses are offered on a quarter and semester system.

Many classes are organized into Career Paths. Students who finish a Career Path are issued a Career Technical Education Diploma from the School District. To receive this diploma, students must have a high school diploma or GED. Students are also qualified to sit for various industry certification exams including IC3, MOS, Adobe, A+, Medical Assisting, Medical Billing and Coding, and Pharmacy Technician. Career paths include Medical Insurance Specialist, Medical Assistant, Pharmacy Technician, Office Clerk, Office Assistant, Administrative Assistant, Accounting Clerk, Web Design, Graphic Design, Computer Aided Drafting, IT Technician, and Movie Animation. Courses include computer instruction at all levels, from basic applications to programming and networking, as well as accounting, computer repair, data entry, AutoCAD, graphic design, and multimedia.

ABC Adult School has developed a medical career path program by adding classes, with medical courses such as Front Office, Medical Assistant, Billing and Coding, Terminology and Anatomy, Pharmacy Technician, Caregiver, etc. .

ESL (English as a Second Language) accounts for 18% of the enrollment and operates on a trimester system with five instructional levels. The department offers literacy, beginning, intermediate, and advanced courses in English, as well as citizenship classes to prepare students for the revised citizenship test. Other specialized skills classes are also offered, such as Speaking and Pronunciation, Grammar and Writing, Idioms and Conversation, Movie Idioms, Surprising News and Stories, daily and weekly news classes, a conversation table with local high school students and job-search skills for non-native speakers. ABC Adult School offers a Distance Learning program with DVDs for home study in English and Citizenship preparation.

Academics is 12% of the student enrollment and currently serves more than 700 concurrent high school students seeking credit recovery per semester, along with adults seeking to earn a high school diploma or GED. The courses offered are in basic language arts and math, GED exam preparation, preparation for and administration of CAHSEE, and high school diploma subjects. The Cuesta Learning Center is open daily for self-paced open-entry instruction in a lab setting. An internet-based home study option exists for students preferring a homework-based method of study. Home study students are required to take their final exam on campus for every online course.

## **Campus Map**

## **WASC Review and Accreditation**

The Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC) is one of six regional accrediting associations in the United States. The Accrediting Commission for Schools, WASC, extends its services to over 4,500 public, independent, church-related, and proprietary pre-K–12 and adult schools, works with 16 associations in joint accreditation processes, and collaborates with other educational organizations.

The ACS WASC accreditation process fosters excellence in elementary, secondary, and adult education by encouraging school improvement. WASC accreditation recognizes schools that meet an acceptable level of quality, in accordance with established, research-based WASC criteria.

In the spring of 2011, ABC Adult School hosted a routine six-year review of its accreditation status with WASC. The Principal and staff completed a self-study and hosted a WASC visiting committee to evaluate the school's progress against goals set forth by the previous WASC review committee, as well as the Mid-term review, completed three years previously.

The following is taken from the visiting committee report:

The stakeholders are commended for the thoroughness in the preparation of ABC Adult School's self-study. Representatives from all stakeholder groups, including community/business representatives, school and central office administrators, classified support staff, and especially faculty and students, assisted the Visiting Committee in the collection and clarification of data that was needed in order to analyze the existing status of the school. The Visiting Committee found that students were extremely congenial and appreciative of the efforts made to improve the quality of educational opportunities available to them.

## **School-wide Areas of Strength**

1. Teaching staff that is passionate, dedicated, and well respected by students.
2. Strong community support, partnerships and connections.
3. An inclusive mission-revision process.
4. Course specific SLOs (Student Learning Outcomes) to help guide the instructional process.
5. Administrative open-door policy.
6. TOSA (Teacher on Special Assignment) support for teachers and students.
7. Regular stakeholder meetings.
8. State-of-the-art technology.
9. High quality, reasonably priced life-long learning opportunities.
10. Clean and safe sites.

## **School-wide Critical Areas for Follow-up**

1. Enhanced counseling support services are needed.
2. Increase staff development opportunities for school staff.
3. Consolidate and streamline school policies and procedures to facilitate student support services.
4. Internet connectivity issues need to be addressed.

Since the WASC review in 2011, ABC Adult School has addressed these areas for follow-up.

Unfortunately, due to budget cuts, a full-time counselor was not hired, but the TOSAs for the Career Technical Education program, the Academics program, and the English as a Second Language program each have regular

student counseling hours weekly. A retired school administrator is in charge one evening a week, and also provides this very important counseling.

Staff development opportunities have been increased with regular program meetings and more funds made available for teacher use to attend industry conferences and training.

A school-wide Teacher Handbook was produced and is available on the school website. It will be updated annually by the Leadership Team.

Internet capacity was greatly increased at both campuses, to allow better internet access in the classroom.

## **Strategic Plan Framework**

The Strategic Plan is formatted to highlight the overall Direction followed by several goals. Departments in ABC Adult School work on specific strategies to meet these goals. The goals are used to guide us in our dialogue with staff and community members. Specific targets will be determined by each department in response to the five general directions.

The Strategic Plan is intended to be a roadmap that will guide the actions and decision-making of ABC Adult School and the District over the next three years. The school believes it is important to have a strong coherent Strategic Plan but recognizes that consistent, quality implementation is even more important. School resource allocation decisions, particularly those related to budget, will be aligned with the plan priorities.

The school will avoid taking a “one size fits all” approach and recognize that different programs may require different strategies and resources. Adult School leadership will continue to engage staff at all levels in planning and decision-making related to their work.

ABC Adult School intends to develop and publish an annual report that includes both student achievement outcomes and the Strategic Plan implementation measures. Updates will be provided to the Board throughout the year.

## **Strategic Direction**

The ABC Adult School Strategic Plan Directions for 2013-2016 were designed to build on the accomplishments of the past eleven years. Phase V of the Strategic Plan highlights five major areas of focus:

1. Academic Achievement for All
2. Professional Growth for Employees
3. Family and Community Engagement
4. System to Support Student Success
5. Effective Resource management

## **ABC Adult School Educational Programs**

- Are based on state approved standards.
- Provide rigorous training, development and skill building.
- Demonstrate measurable learning outcomes for all adult school participants.

## **Strategic Area 1:**

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## ***Academic Achievement for All (Program Development)***

### **Strategies:**

#### **Academics Program**

1. Offer new courses to better benefit students training and educational experience. Beginning in the fall 2013 session new A.P. classes, Virtual High School, the new GED test and training, and improved online courses were offered.
2. Acquire additional well-qualified teachers to teach the new GED and the changes in the Odyssey program, under District alignment. Odyssey will be pulled out of the high schools and put under adult school exclusively. More staff will be hired as needed.

#### **Career Technical Education Program**

1. Investigate the possibility of offering new C.N.A. and Cosmetology Programs.  
Note: one component of cosmetology (Makeup Artist) started in the Fall 2013.
2. Develop a market survey which will be used annually to determine industry demand and needs in order to constantly improve courses and programs offered.
3. Helping more students to achieve industry certification needs to be made a higher priority.
4. Provide the funding for more CTEC teachers to attend industry conferences to receive training and updated information.
5. Look into articulation with other schools.
6. Steps to improvement are identified and implemented: 1. Identify needs, 2. Interview, 3. Acquire industry partners and join industry groups, 4. Look at job postings and the requirements currently being flown in newspapers, online, etc.
7. Hire a Job Developer to help to place students in jobs and to match the student with the position. Note: a full-time job developer was hired to begin in September of 2013.
8. Provide more student internships, using teacher recommendations of appropriate students to fill the positions. Note: a TOSA has been assigned to be the Apprenticeship Coordinator.
9. The Job Developer will counsel students as to job availability, job skills, and help to determine the student's aptitude and skill set to help them to acquire a job.
10. A portfolio will be created for each student seeking a career path diploma. This portfolio should include a schedule of completion, a record of counseling, and interests in employment type. The records must be very clear to aid in tracking student learning, classes completed, books used. Also, how many times did the student meet with the Job Developer, and how many times with an advisor (either the administrator or the TOSA)?
11. Each Career Path student will be tracked for three years and the goal is that at least 60% of the students will become employed after leaving adult school training.
12. Most CTEC students should be placed on a *Career Path* to insure job readiness.
13. Break some classes into smaller chunks (shorter hours or fewer weeks) to lower the cost of the class to benefit the students.
14. The cost of the classes will need to be adjusted to align with C.O.E. funding, and the costs will need to be increased.

#### **Health and Safety, Older Adults, Home Economics, Parent Ed Programs**

1. Keep the current variety of classes while expanding to offer new courses. Look into re-structuring our current program to strengthen it.
2. Continue to hire Professional Experts, at \$30 per hour (the District's sub rate), if they are not credentialed. If credentialed, use contractual base pay.
3. All Health and Safety, Home Economics, Older Adults, and Parent Education classes will be fee-based and listed under Community Education in the brochure.
4. CTEC fee-based classes will be under the supervision of the Community Education administrator, and will be listed in the class brochure in both the CTEC and Community Education sections.

### **English as a Second Language Program**

1. Achieve goals and outcomes outlined by the California Adult Ed Strategic Plan and WIA grant guidelines. Specifically, this means we plan to design our curriculum and instruction to more closely align with CASAS e-test competencies, EL Civics Assessments, Citizenship test competencies, and Core Performance Outcomes related to helping our students achieve employment and secondary and post-secondary education goals.
2. Expand class offerings and levels as determined by student need. Offer 5 levels in our morning program at Cuesta, 2 levels for Cuesta evening, and 2 levels for Cab Lane morning and evening. We used to offer 10 levels at Cuesta in the morning. As numbers of students increase, we need to be prepared to offer additional classes.
3. Gather a pool of high-quality teachers who can substitute in our current classes and also take on a new class on short notice if we need to open one.
4. When funding is available, look into lowering or eliminating student fees.

### **Job Development**

1. A new TOSA (Teacher on Special Assignment) position was created in 2013 to work closely with the current CTEC TOSA and the Job Developer. Some of the duties for this TOSA are to focus on Title IV funding, C.O.E. Accreditation, connecting of business community with Adult School, help to form the advisory board, student internships, etc.
2. A new Job Developer was hired in Fall 2013 to focus on COE, internship, community functions, etc. Job Developer duties include building business relationships, job placement in conjunction with jobs and the community, etc.
3. Create an advisory list under each career path with 3 – 5 people in each career program. Look for active business members who can serve for 2 – 3 years.
4. Make a high priority item to stay connected with the community and look into developing a web site just for advisory members to use.
5. Look for and collect information on industry trends and share information the industry is using that can help our programs, and keep ears open to what the business community needs from us.
6. ABC Adult School will personalize training classes for businesses. The cost would be \$3.00 per hour, per person, with 20 or more people. 19 or fewer students can also be accommodated, with the price of the class adjusted accordingly.
7. Program Development: plan Job Day - invite businesses to deliver information to students, do Job Fair (Open House) – invite community.

## **Strategic Area 2:**

### ***Professional Growth for Employees (Staff Development)***

ABC Adult School recognizes that constant training and professional growth for the faculty is of major importance. Teachers are encouraged to attend industry conferences and workshops in order to learn new trends and techniques.

Regular departmental staff meetings and workshops are scheduled and placed on the master calendar. Teachers are invited to attend and to share knowledge and skills.

## **Strategies**

### **Academics Program**

1. Staff development will be done individually, under TOSA and administration guidance.
2. Create a list of training needs. What do we need? How will we implement our needs?
3. Staff development meetings will be scheduled and placed on the calendar.
4. The new GED will not be tested under Pearson-Vue, but ABC Adult School will be prepared to offer this new computer-based testing. The E.D.E. will decide what will be used, by the end of December 2013.

### **Career Technical Education Program**

1. Encourage and provide funding for more teachers to attend industry conferences to gain training and information on new programs and trends.
2. Acquire more industry partnerships.
3. Research industry needs, trends, etc., using surveys and information from staff and students.

## **Strategic Area 3:**

### ***Family and Community Engagement***

### **Strategies**

ABC Adult School holds bi-monthly School Community meetings at the Cuesta campus. Faculty and staff, along with students and community members are invited to attend and participate. These meetings are well-publicized, listed on the adult school master calendar and in the monthly Student Newsletter. Through ConnectEd, 10,000 phone calls are made, and a mass email is sent out, inviting students and community members to attend the meeting and to give their input and suggestions for school improvement.

Each year ABC Adult School celebrates students with several school site events.

Career Day is hosted by the Job Developer and students and community members are invited to attend and to learn about available, local jobs from business representatives.

International Day is an ESL event, in which students are encouraged to wear native costumes and perform native song and dance and share native foods. All students and staff are invited to this event, along with community members.

The Outstanding Student Awards ceremony is an uplifting annual event, in which outstanding students learners are chosen by their teachers to receive public recognition and certificates of achievement from adult school, local cities, and the State of California. All staff and students are invited to attend, along with community members.

Art students are encouraged to display their art works at the District Art Fair, held each year, in the district office.

The Graduation Ceremony is held each June, with students able to wear traditional graduation caps and gowns, and to receive a diploma from the principal.

Quarterly Student Orientations are scheduled at both campuses and are publicized in the ABC Adult School brochure.

An annual Arts and Crafts Fair takes place at the Cabrillo Lane campus. Students and teachers are encouraged to reserve a table where they can sell handmade items, or simply show the work that they are doing. Health and Safety teachers are encouraged to provide a demonstration of their exercise class, with student involvement. ESL students hold a parade where they are dressed in native costume, and art students can show their beautiful accomplishments.

The Parent Leadership Academy (PLA), under the direction of ABC Adult School, helps to meet the needs of district parents and strengthens community outreach and support. The Parent Leadership Academy has served over 500 parents per year through district-wide and on-site workshops.

### **Strategic Area 4:**

#### ***System to Support Student Success (Student Support)***

ABC Adult School recognizes that students are the most important part of the school. Without student support, there is no adult school. Adult students must be engaged and made to feel that they are gaining important skills by attending classes. The variety of students is reflected in the success of such a large variety of programs and classes.

## Strategies

### Academics Program

1. Concentrate on providing adult students with better math instruction under integrated math. Many of these students are not earning enough math credits to graduate. A structured class may be best and will be scheduled to begin in the fall 2013 semester. A teacher will be hired specially for this. It will be on Tuesdays and Thursdays from 4:00-6:00 pm and will start one week later than the beginning of the semester.
2. Continue to provide student educational counseling with the program TOSA. Students must be encouraged to meet with the counselor before starting on their program in order to take the best courses to achieve the desired educational result.
3. Counseling hours and availability will be scheduled on Google Calendar beginning fall 2013. It is critical that new students receive educational counseling to help them with the transition to job training or to improve English skills.

### Career Technical Education Program

1. Provide more student orientation and make this a priority.
2. Make sure that Career Path students are tested before the quarter begins by a career path advisor, and not by the job developer.
3. Develop an online video for students to watch so that they can better judge their needs as far as classes. Make this available when they register online.
4. Look into ways to get more students on a career path. We need more student understanding of what is available.
5. Student orientations will be set for the beginning of each quarter. New students need to be identified and sent to a mandatory orientation meeting.
6. Put a link on the website so that new students can automatically be directed to a career advisor, to learn about career paths. Create a few questions for them to answer on the website, and make the answers go directly to the CTEC TOSA Rachelle to help her with student placement.
7. Support staff will be trained to better answer basic student questions. Support staff must have all of the new and up-to-date information and changes on programs and classes in order to better serve students.
8. Send support staff to the Friday CTEC meetings when relevant information will be shared.
9. Support staff will follow through with student absences. More attendance tracking is necessary and students must be held accountable.
10. Have a quarterly recognition ceremony to reward career tech diplomas and other student achievements.
11. There is a plan to upgrade A+ Computer Repair class with Perkins money.
12. We need Microsoft Windows replacements, and upgrade to Office 2013 and CS6.
13. Industry certification test preparation courses will be developed and offered.
14. There will be an effort to look into new ways to advertise.
15. Current students will have priority in the Testing Center.

### Health and Safety, Older Adults, Home Economics, Parent Education Programs

1. A student lounge will be created on the Cabrillo Lane campus.
2. We need to encourage more student community participation, and advertise it.

3. Fee-based classes will have a substitute or a make-up day when the teacher is ill. The make-up day and time will be advertised for the students to attend.
4. There will be no refunds for fee-based classes on a general basis.
5. A list of well-qualified substitutes will be created. They can be credentialed, professional experts, or support staff. Teachers that substitute will be paid on a substitute timecard.
6. Each teacher will have a substitute lesson plan available and easy to access.

### **English as a Second Language Program**

1. The registration and testing procedure will be changed and improved to make it not so unwieldy and to reduce delay for students registering into the program. More computers must be made available for e-testing online.
2. Provide the Assessment Center with more help as the needs of ESL students are being overshadowed by the needs of the Pearson VUE test-takers, GED test-takers who are not enrolled in our school, CASHEE testers, and AP testing--nearly all of whom are not ABC Adult School students.
3. The issue of serving current students as a priority for the Assessment Center will be looked into and changed as needed. There has been a problem with current ESL students needing make-up tests, having questions about classes, etc. not being served on the days when many Pearson VUE students are waiting. This issue will be resolved.

### **Job Development**

1. An effort will be made to attend other agency's Job Fairs and events.
2. A focus will be placed on creating an advisory board for each career path and meet with this 3 – 5 person advisory board twice a year.
3. Make more connections with other organizations, both private and non-profit, in order to bring additional students to our school.
4. Connect with and inform the students and community with a monthly newsletter which will state what is current, what is new and what is coming up.
5. Regular orientation meetings will be held for students as to internship.

## **Strategic Area 5:**

### ***Effective Resource Management (Facilities and Equipment)***

ABC Adult School and District leadership recognize that a well-run school is very important for student achievement. With the recent budget cuts for adult school, every resource needs to be used to the best advantage.

A plan for facility and campus improvement has been developed and is maintained on a constant basis. Each department gathers a list of needs and wants and sends it to the Principal, who with the input of the Leadership team, makes budgetary decisions with the oversight of District leadership.

ABC Adult School follows District plans and guidelines for the operation, maintenance, and improvement of the physical plant (including elements addressing personnel, equipment, supplies, relevant state law, and applicable federal codes and procedures. This plan is regularly evaluated and revised as needed.

A safety meeting is held monthly with an assistant principal, two school secretaries and general maintenance personnel in attendance.

## **Strategies**

### **Academics Program**

1. Faster computers will be provided for the academics teachers.
2. Continue to supply a good variety of books with enough books available for students and of the correct type.
3. TOSA Nancy Pawlisz is looking into acquiring laptops to be made available to check out to students.
4. The Academics classroom needs upgraded electrical outlets.
5. It would be helpful to designate an additional room, with the Odyssey Program available on the computers, to serve overflow students during busy times.

### **Health and Safety, Older Adults, Home Economics, Parent Education Program**

1. Cabrillo Lane rooms will be upgraded as needed, K-1 and K-2 receiving new paint, tile, upgraded electrical to support the new Caregiver and Cosmetology classes.
2. In the summer of 2013, the air conditioning system is being replaced in the administration building.
3. A student lounge is in the works-it has been decided to close off a portion of the breezeway where the vending machines sit. A proposal was sent to the District and budget and approval are pending.

### **English as a Second Language Program**

1. Additional e-test online compatible computers are needed at Cabrillo Lane. Currently, there are 7 available and frequently, more are needed.
2. The H-4 lab computers at Cuesta need to be made compatible with online e-testing.

### **CTEC**

1. The Job Developer and the TOSA will be in the same room, in the Job Center at the Cuesta campus.
2. Computer software will be updated to meet industry standards.
3. Medical Billing and Coding resource books will be updated regularly.
4. Room assignments will be made based on the needs of each class.
5. Administration will assess facilities and equipment in each room annually.
6. Administration will use Advisory Boards to bring current industry standards into the classroom.

## **Evaluation**

The evaluation process includes four main areas of focus.

1. State Standardized Data
2. Community/Staff Student Surveys
3. ABC Assessments
4. Specific Results Based Targets

The school intends to develop and publish an annual report that includes both student achievement outcomes and the Strategic plan implementation measures. Updates will be provided to the Board throughout the year. The strategic plan is reviewed by the faculty, administration, and institutional advisory committee and revised as necessary at least annually.

The results of the evaluation of progress toward achieving the objectives are documented.

An annual end of school year survey will be created and taken by students. This survey will contain questions about a. Counseling, b. Orientation, c. Records, d. Grievances, e. Academic Advisement, f. Financial Assistance, g. Health and Safety, h. others as appropriate to the institution.

A survey committee will be created. It will consist of administration, TOSAs, and classified staff members. Students will be asked to serve on the committee to give input from their perspective.

A survey will be created at the end of each school year. All students will be asked to complete this survey. The results of the survey will be analyzed and put into a written report by the survey committee. The committee will determine strengths and areas for improvement.

These results will be presented at all adult school staff development meetings at the beginning of each new school year.

At least two separate surveys will be most effective. The first will be school wide. The CTEC department will need to do many student surveys to meet the Council on Occupational Education (COE) accreditation standards.