

2007-2010 Department Action Plan (Due: September 30, 2007)

Planning Sheet – FORM B

Department/Unit: English

Responsibility: Allison York

Target Year	Action (Circle One)	Department Improvement Indicator (Write your improvement indicators; identify KFI KPI numbers, i.e. 1.1, 2.1; list key processes for 2007-2008 only)	Measurement Instrument or Data Source (Insert Name of Instrument/Source)	Standard of Comparison (Check One)	Frequency of Progress Monitoring (Circle One)
2007-2008	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	Work with area high schools to create a bridge from high school to college (1.3) Survey area teachers for interest Invite to dialogue	Survey Invitations	<input type="checkbox"/> Internal <input type="checkbox"/> KCC Standard <input type="checkbox"/> External <input type="checkbox"/> Standard <input checked="" type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____
2008-2009	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort			<input type="checkbox"/> Internal <input type="checkbox"/> KCC Standard <input type="checkbox"/> External <input type="checkbox"/> Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____
2009-2010	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort Maintain Benchmark Trend			<input type="checkbox"/> Internal <input type="checkbox"/> KCC Standard <input type="checkbox"/> External <input type="checkbox"/> Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____

2007-2010 Department Action Plan (Due: September 30, 2007)

Planning Sheet – FORM B

Department/Unit **English/ELA**

Responsibility: **Allison York**

Target Year	Action (Circle One)	Department Improvement Indicator (Write your improvement indicators; identify KFI KPI numbers, i.e. 1.1, 2.1; list key processes for 2007-2008 only)	Measurement Instrument or Data Source (Insert Name of Instrument/Source)	Standard of Comparison (Check One)	Frequency of Progress Monitoring (Circle One)
2007-2008	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	Improve ELA registration processes and planning. (1.3) Develop an ELA orientation for students (1.3)	# of students registering after the first day of class Curriculum and meeting notes	<input type="checkbox"/> Internal <input checked="" type="checkbox"/> KCC Standard <input type="checkbox"/> External <input type="checkbox"/> Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____
2008-2009	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort			<input type="checkbox"/> Internal <input type="checkbox"/> KCC Standard <input type="checkbox"/> External <input type="checkbox"/> Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____
2009-2010	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort Maintain Benchmark Trend			<input type="checkbox"/> Internal <input type="checkbox"/> KCC Standard <input type="checkbox"/> External <input type="checkbox"/> Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____

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Department/Unit English

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2007-2008	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	Increase the number of English Department members engaged in professional development and KCELT activities by 5% over 2006-2007. (1.2 and 1.4)	KCELT, Professional Development, Chair and department records	<input type="checkbox"/> Internal <input checked="" type="checkbox"/> KCC Standard <input type="checkbox"/> External Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____
2008-2009	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort			<input type="checkbox"/> Internal <input type="checkbox"/> KCC Standard <input type="checkbox"/> External Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____
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Department/Unit **English**

Responsibility: **Allison York**

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2007-2008	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	Set learning environments in state-of-the-art classrooms : Train faculty on ScreenWatch software (1.5)	Number of English faculty trained	<input type="checkbox"/> Internal <input checked="" type="checkbox"/> KCC Standard <input type="checkbox"/> External <input type="checkbox"/> Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly <input checked="" type="checkbox"/> Semi-Annually Annually Other _____
2008-2009	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort			<input type="checkbox"/> Internal <input type="checkbox"/> KCC Standard <input type="checkbox"/> External <input type="checkbox"/> Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____
2009-2010	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort Maintain Benchmark Trend			<input type="checkbox"/> Internal <input type="checkbox"/> KCC Standard <input type="checkbox"/> External <input type="checkbox"/> Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____

07-08 Department/Unit Professional Development Plan

Topic	Knowledge/Skills/Understandings Sought	Training and Development Method/	Scheduled Dates/Times
ScreenWatch software			Working with KCELT

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Responsibility: Allison York

Department/Unit English

Target Year	Action (Circle One)	Department Improvement Indicator (Write your improvement indicators; identify KFI KPI numbers, i.e. 1.1, 2.1; list key processes for 2007-2008 only)	Measurement Instrument or Data Source (Insert Name of Instrument/Source)	Standard of Comparison (Check One)	Frequency of Progress Monitoring (Circle One)
2007-2008	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	<p>Employ emerging research, technologies, delivery methods and modes.</p> <p>Provide workday tech training for video clip use in English classrooms. (1.5)</p> <p>Conduct research into needed pieces to create English Major. (1.3)</p>	<p>KCELT records</p> <p>Report from investigators</p>	<input type="checkbox"/> Internal <input checked="" type="checkbox"/> KCC Standard <input type="checkbox"/> External <input type="checkbox"/> Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly <input checked="" type="checkbox"/> Semi-Annually Annually Other _____
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07-08 Department/Unit Professional Development Plan

Topic	Knowledge/Skills/Understandings Sought	Training and Development Method/	Scheduled Dates/Times
Video clip training			KCELT is working with Dom Franco to make this happen