

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

Planning Sheet – FORM B

Responsibility: Marcel Kielkucki

Department/Unit Secondary Programs

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	the offering of on-line high school courses, by a. researching model programs and processes b. selecting pilot courses c. training staff d. developing support materials and processes e. promoting courses	High School Distance Learning website	___ Internal ___ KCC Standard ___ External ___ Standard _X_ No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____
2008-2009	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	number of on-line course registrations by 10% and the number of on-line courses by 3 courses.	Colleague database	___ Internal ___ KCC Standard ___ External ___ Standard _X_ 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	number of on-line course registrations by 10% and the number of on-line courses by 3 courses.	Colleague database	___ Internal ___ KCC Standard ___ External ___ Standard _X_ 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
On-line high school courses	Course format and content/computer literacy/on-line instruction and data management	APEX and local training/on-going communications	January 2007 May 2007 Training/communications offered as needed

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Department/Unit Secondary Programs **Responsibility:** Mary Feeney, Kay Nebergall, & David Bunting

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	<ul style="list-style-type: none"> • policies, procedures, and evidence of practice to document compliance with CEA (Corrections Education Association) standards required for accreditation at the Anamosa State Penitentiary <ul style="list-style-type: none"> ○ review CEA standards ○ develop or compile documentation ○ assemble in required format ○ participate in audit visit 	Accreditation Standards/Corrections Education Association	<input type="checkbox"/> Internal KCC Standard <input checked="" 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	<ul style="list-style-type: none"> • documentation of updated policies, procedures, and evidence of practice to document continued compliance with CEA standards 	Accreditation Standards/Corrections Education Association	<input type="checkbox"/> Internal KCC Standard <input checked="" type="checkbox"/> External Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other <u>as policies, procedures, and practices change</u>
2009-2010	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort Maintain Benchmark Trend	<ul style="list-style-type: none"> • documentation of updated policies, procedures, and evidence of practice to document continued compliance with CEA standards 	Accreditation Standards/Corrections Education Association	<input type="checkbox"/> Internal KCC Standard <input checked="" type="checkbox"/> External Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other - <u>as policies, procedures, and practices change</u>

07-08 Department/Unit Professional Development Plan

Topic	Knowledge/Skills/Understandings Sought	Training and Development Method/	Scheduled Dates/Times
Accreditation process	Knowledge of standards and DOC/ASP/KCC policies, procedures, and evidence of practice/ Ability to access information and present it in the format required by CEA/ Understanding of exemplary corrections education programs and local continuous program improvement model	DOC workshops and ASP weekly meetings	July 2007 September 2007 Weekly meetings – Oct - May