

2007-08 Department Action Plan Summary – Secondary Programs

Goal 1: Implement the offering of on-line high school courses, by; researching model programs, selecting pilot courses, training staff, developing support materials and processes, and promoting courses.

As of June 30th, 2008 Kirkwood HSDL (High School Distance Learning) is offering 39 semester-length online courses, and 2 semester-length hybrid courses. This is up from 3 semester-length online and 2 semester-length hybrid courses in June of 2007. All of these courses are facilitator-led by highly qualified, Iowa-certified instructors. All instructors have undergone training on the curriculum, and we will continue to offer professional development opportunities to improve their on-line teaching skills.

We continue to work with Iowa Learning Online and the North American Council for Online Learning, participating in discussions, webinars, and conferences to discover best practices in the area of K-12 online learning, with an emphasis on credit-recovery and at-risk programs. Marcel Kielkucki, our HSDL coordinator, also is the co-chairperson of the NACOL Midwestern Committee, which meets regularly via web conferencing to discuss trends and challenges in K-12 online learning.

Enrollments for online courses have also increased dramatically. In June of 2007, 6 enrollments were received, while in June of 2008, there were 60 enrollments. In the first 13 months of the offering of the online courses, there were a total of 159 enrollments.

As we move forward, there is discussion of a new concept for credit recovery that is being called replacement units, or component recovery. Rather than have a student retake an entire course, they would be able to “replace” the units they failed. Kirkwood HSDL is exploring this concept, and hopes to pilot this concept with select schools during the 2008-09 school year.

Goal 2: Baseline policies, procedures, and evidence of practice to document compliance with CEA (Corrections Education Association) standards required for accreditation at the Anamosa State Penitentiary. This requires; reviewing CEA standards, compiling documentation, assembling the information in the required format, and participating in the audit visit.

Under the leadership of Instructor/Coordinator Mary Feeney-Wilfer, the instructional team at the Anamosa State Penitentiary reviewed the requirements of the 67 standards that must be met in order to achieve Correctional Education Association (CEA) accreditation. Over the past year, standards were reviewed, policies were compiled, and evidence of practice was provided in the format specified by the CEA. Audits took place at the Clarinda Correctional Facility, the Mt. Pleasant Correctional Facility, and the Anamosa State Penitentiary in mid-June, 2008.

During the review of these three state corrections institutions, auditors felt that the career/technical education training programs did not meet their criteria. The auditors, however, thought that the vocational programs would be acceptable if an inmate could be transferred to a facility elsewhere in the state where more comprehensive vocational programs are available. Instructional staff was told at the time of the audit that their programs had met the accreditation requirements and had achieved accreditation. When the CEA Standards Commission met in July, the Commission voted to defer accreditation for all 3 institutions until other career/technical programming is in place.

Since each of these state facilities had not been allocated resources sufficient to fund a more comprehensive career/technical training program, the Iowa Department of Corrections has now awarded each facility \$20,000 to design and implement a computer literacy program that will meet accreditation requirements. The Anamosa State Penitentiary anticipates that this program will be implemented in January 2009.

Goal #3: Establish instructional resources to support Career Edge academies by completing the following actions:

- a. Plan/schedule teacher train-the-trainer workshops for 2008; Submit workshops to Grant Wood Area Education Agency for graduate credit consideration; Identify software and textbook needs for the 2008-09 career academy courses, use Grow Iowa Value funds to cost share with K-12 partners for acquisition.**
- b. Support K-12 partners to establish and utilize articulation agreements and career pathway planners.**

Grow Iowa Value funding has provided \$125,000 to develop and deliver exemplary professional development to high school career and technical education faculty that teach Career Edge Academy courses. The following documents are attached to share the teachers that have been served and the programs that have been provided;

- Professional Report Summary of Teachers Served
- Family & Consumer Sciences Teacher Professional Development
 - Menu Planning
 - Early Childhood
 - Hospitality Tour
- Geospatial Academy Faculty Professional Development
- Information Systems Management Faculty Professional Development

An agreement was established with the University of Iowa Division on Continuing Education to offer graduate credit for professional development workshops in Culinary Arts, Information Systems Management, and Graphics & Communication Media. The University was pleased with the quality of training and the level of participation. This partnership will continue through June of 2009.

Grow Iowa Value funding was also used to cost share the purchase of instructional resources such as software upgrades and textbooks purchases essential to the implementation of academy courses.

CE6 resources were shared with Information System Management Academy teachers for the Intermediate Computer Business Applications course. It will give them access to additional instructional resources for the class. The teachers are very excited about this tool. We hope to provide access to this resource in the 08-09 academic year.

A major priority with the new Perkins federal legislation for Career and Technical Education involves the development of a Program of Study for each career program. Locally, these are referred to as the high school student's four-year plan for Career Pathway Plan. In October, a workshop was conducted with business and family and consumer sciences teachers to develop this Program of Study for their program. It will show students a planned sequence of career and academic coursework that prepares them for postsecondary education.

Goal #4: Establish a communication plan for high school Career Edge Academy students incorporating workplace learn principles related to; recruitment, initial advising and matriculation. Develop an enrollment management process for Career Academy programs.

Standardized letters were developed to share information related to the “standards of practice” in working with dual/concurrent enrollment students (reinforcing key messages regarding earning college credit, having a permanent transcript, etc). These letters were sent to all shared academy programs (i.e. Auto Technology, Auto Collision, Welding, Advanced Manufacturing, Education & Human Services, Pharmacy Technician, EMT-B, and Patient Care).

A standardized letter was also developed for PSEO students to share important information about their K #, earning college credit, etc.

An automatic email response was implemented that communicated important information to the student after they had completed the on-line application. It thanked the student for their application and shared information about their K#.

Department Coordinators, County Directors, and Career Edge Academy staff utilized lean principles to develop a Career Edge process map related to recruitment, application, and registration. This process has been followed and continues to be improved.

Work continues on several priorities with a completion goal of Fall 2009. They include;

- An end-of-year letter to students (“Conversion Letter” to encourage seniors to continue at Kirkwood after graduation and juniors to consider taking additional courses with Kirkwood their senior year.
- Outreach for “on-site or in-house” academies to help brand Kirkwood College Experience to students enrolled in our programs
- Brainstorming ideas to reach this audience through face book account, blogs, etc.
- High School Guidance Counselors added to “EagleEye” Distribution list to inform them of Kirkwood important dates
- Additional outreach to parents