

# West-MEC

## Strategic Plan 2011-2016

### MISSION

PREPARING STUDENTS TODAY FOR TOMORROW'S CAREERS

### VISION

EMPOWER ALL STUDENTS TO PARTICIPATE FULLY IN THE ECONOMY BY PROVIDING AND ENHANCING CAREER AND TECHNICAL EDUCATION

**OCCUPATIONAL THEME** PROGRAMS DRIVEN BY BUSINESS AND INDUSTRY AND ALIGNED WITH WEST-MEC QUALITY INDICATORS  
PROVIDE TRAINING OPPORTUNITIES FOR 2,500 CENTRAL PROGRAM PARTICIPANTS BY 2016

**Goal :** To provide quality learning experiences and support services for WM students consistent with WM's mission and vision

**Objective A:** To develop quality programs and related services for current and potential students (secondary and postsecondary)

#### I. New Programs

| Strategies & Critical Work Activities  | Deliverables               | Start Date | Due Date | Champion |
|--|----------------------------|------------|----------|----------|
| <b>1. Occupational Trend Analysis</b>  |                            | 7/2014     | complete | Cliff    |
| a. Conduct Trend Analysis twice a year | Trend Analysis Spreadsheet | 7/2014     | complete | Cliff    |
| b. Review & adjust enrollment trends   | Trend Analysis spreadsheet | 7/2014     | complete | Cliff    |

#### II. Marketing materials

| Strategies & Critical Work Activities                               | Deliverables                 | Start Date | Due Date | Champion      |
|---|------------------------------|------------|----------|---------------|
| <b>1. Review key occupational factors for promotion of programs</b> |                              | 7/2014     | complete | Cliff/Stephen |
| a. Develop list of key factors                                      | Promotional key factors list | 7/2014     | complete | Cliff/Stephen |
| b. Work with CISS to incorporate key factors in marketing materials | Marketing materials schedule | 7/2014     | complete | Cliff/Stephen |

**Objective B: To implement quality programs and related services**

***I. To fully integrate the TQI process in both Central & Satellite Programs***

| Strategies & Critical Work Activities  | Deliverables  | Start Date | Due Date | Champion |
|--|---|------------|----------|----------|
| 1. Revise the TQI instrument/rubrics, based on Member District feedback, and refine the scheduling process. Work with contracted programmer to implement all new variables | Updated TQI instrument available in both print & online, Electronic system scoring calculations reflective of changes incorporated, Master schedule | 5/2014     | complete | Debbie   |
| 2. Develop and provide TQI anchoring training to increase inter-rater reliability  | Anchoring training agenda & materials   | 8/2014     | complete | Debbie   |
| 3. Create a feedback loop with the Arizona Department of Education CTE Division to report non-compliance with Federal Perkins requirements                                 | Annual ADE report of non-compliance   | 10/2014    | complete | Debbie   |
| 4. Apply TQI process to Central & Satellite Programs, including scheduled site visits and follow-up on Member District action plans.                                       | Master site visit schedule for 2014-2015 & evidence of results, Communication regarding action plans  | 9/2014     | complete | Debbie   |

***II. To maintain secondary accreditation through a process of continuous improvement***

| Strategies & Critical Work Activities  | Deliverables   | Start Date | Due Date | Champion                     |
|--|--|------------|----------|------------------------------|
| 1. Continue to refine systems for measuring student learning growth through assessment data, tracking student learning of technical reading & math, & implementing comprehensive student intervention systems for learners | Assessment data reports, Data in technical reading & math, RTI model & related documents | 7/2013     | complete | Stephen/Jessica/Shelly       |
| 2. Keep current with AdvancED standards & practices by attending conferences & serving on accreditation teams  | Notes from serving on an accreditation team  | 9/2014     | complete | Stephen/Julie/Jessica/Debbie |

***III. To obtain and maintain postsecondary accreditation through COE***

| Strategies & Critical Work Activities  | Deliverables | Start Date | Due Date | Champion      |
|--|--------------|------------|----------|---------------|
| 1. Develop files for all COE standards   |              |            | complete | Anna          |
| 2. Provide training for all Advisory Council chairs on appropriate format for minutes & agendas, including all annual voting items |              |            | complete | Admin/Stephen |
| 3. Develop written training plan for work-based learning activities  |              |            | complete | Ron/Katie     |

|   |  |  |          |               |
|---|--|--|----------|---------------|
| 4. Develop a written plan detailing district's job placement follow-up plan   |  |  | complete | Katie         |
| 5. Develop a strategic plan for Adult Education   |  |  | complete | John          |
| 6. Develop a written plan for an Adult Education media services plan  |  |  | complete | Troy/CJ/John  |
| 7. Develop/revise written plan for maintaining, replacing & disposing of obsolete equipment specific to adult education programs                                |  |  | complete | Barbara       |
| 8. Develop/revise written plan for facility & campus improvement specific to adult education programs   |  |  | complete | Barbara/Vince |
| 9. Develop/revise written plan for operation, maintenance & improvement of the physical plant specific  |  |  | complete | Vince         |
| 10. Develop written plan for assuring the health and safety of the institution's employees, students & guests, including accidents & emergency healthcare needs |  |  | complete | Barbara/Vince |
| 11. Develop a written plan for the default management plan for Title IV loans   |  |  | complete | Lizeth        |
| 12. Develop written plan for determining the effectiveness of student personnel services  |  |  | complete | John          |
| 13. Develop a written plan for the institution's placement services   |  |  | complete | Katie         |
| 14. Develop policy on transfer of students & earned credits   |  |  | complete |               |
| 15. Develop written procedures for emergency purchases to assure the acquisition and/or repair of equipment   |  |  | complete | Barbara/Vince |
| 16. Adopt COE written refund policy   |  |  | complete | Lizeth        |
| 17. Develop written procedures for handling complaints & grievances for faculty & staff   |  |  | complete | Jack          |
| 18. Develop written procedures for faculty & staff orientation  |  |  | complete | Jack          |
| 19. Develop an organizational chart   |  |  | complete | Jack          |
| 20. Develop written procedure for accessing student records   |  |  | complete | Stephen       |
| 21. Develop written procedures for handling student grievances  |  |  | complete | Stephen       |
| 22. VA application for Welding Program  |  |  | complete | Troy/Lizeth   |
| 23. Identify Welding "short courses" for fall 2014  |  |  | complete | John/Troy     |
| 24. Roll out plan Adult Welding for January 2015  |  |  | complete | John/Troy     |
| 25. Update adult handbook   |  |  | complete | Troy          |
| 26. Process IDs for adult instructors   |  |  | complete | Jack          |
| 27. Develop budgets for each adult program  |  |  | complete |               |
| 28. Develop staffing plan for adult programs  |  |  | complete | Jack          |
| 29. Develop plan for program rollouts   |  |  | complete | Cliff         |
| 30. Develop instructor evaluation plan if different from secondary  |  |  | complete |               |

|  |  |  |                 |             |
|--|--|--|-----------------|-------------|
| <b>31. Develop salary schedule for Adult Education instructors</b> |  |  | <b>complete</b> | <b>Jack</b> |
| <b>32. Recruit substitutes for adult program</b>                   |  |  | <b>complete</b> |             |

**IV. To establish and maintain a district learning system where achievement and student learning drive continuous improvement**

| <b>Strategies &amp; Critical Work Activities</b>   | <b>Deliverables</b>   | <b>Start Date</b> | <b>Due Date</b>         | <b>Champion</b>                 |
|--|---|-------------------|-------------------------|---------------------------------|
| <b>1. Continue development &amp; refinement of curriculum maps in all program areas</b>  | <b>Curriculum maps in all Central Program areas</b>   | <b>7/2014</b>     | <b>complete</b>         | <b>Julie</b>                    |
| <b>2. Incorporate CCRS technical literacy standards into Central Program curriculum maps and begin to add them in relevant lesson plans</b>  | <b>Curriculum maps with technical literacy standards</b>  | <b>5/2014</b>     | <b>complete</b>         | <b>Julie</b>                    |
| <b>3. Distribute WM's Work-Based Learning Guide, increase Central Program participation in WBL, &amp; incorporate Work-Based Learning training through WM's Professional Development department</b>      | <b>Documented numbers of students participating in WBL experiences; teachers' attendance at WBL training</b>  | <b>9/2014</b>     | <b>complete</b>         | <b>Ron/Julie</b>                |
| <b>4. Provide for integrated, co-curricular CTSO &amp; personal leadership development experiences for all students in Central Programs</b>  | <b>Documented numbers of students participating in CTSO experiences</b>   | <b>current</b>    | <b>complete/ongoing</b> | <b>Ron</b>                      |
| <b>5. Implement a regular Cognitive Coaching process with Central Program teachers</b>   | <b>Walk-through observations &amp; documented conferences</b>   | <b>8/2014</b>     | <b>complete</b>         | <b>Julie/Jessica/Debbie/Ron</b> |
| <b>6. Develop Professional Development to help teachers increase their skill with instructional objectives, active reading strategies, &amp; a greater variety of questioning strategies</b>             | <b>In-service agendas &amp; materials</b>   | <b>7/2014</b>     | <b>complete</b>         | <b>Julie/Jessica</b>            |
| <b>7. Develop Professional Development designed to anchor all users of the instructional walk-through from to increase the reliability of its data</b>   | <b>In-service agendas &amp; materials</b>   | <b>8/2014</b>     | <b>complete</b>         | <b>Julie/Stephen</b>            |
| <b>8. Design a format to report out critical instructional data to teachers, administrators &amp; district leadership for the purpose of measuring teacher growth &amp; identifying PD opportunities</b> | <b>Semester reports</b>   | <b>11/2014</b>    | <b>complete</b>         | <b>Julie/Layne/Stephen</b>      |
| <b>9. Continue to assist council and complete the Climate Control Program set up and delivery</b>  | <b>Arrange for delivery &amp; installation of curriculum, tooling &amp; equipment</b>   | <b>7/2013</b>     | <b>complete</b>         | <b>Frank Quinn</b>              |
| <b>10. Assemble council to initiate the Auto Tech Program</b>  | <b>Arrange for delivery &amp; installation of curriculum, tooling &amp; equipment</b>   | <b>7/2014</b>     | <b>complete</b>         | <b>Frank Quinn</b>              |
| <b>11. Relocate &amp; develop the Snap-on Training Center at the Northeast Campus</b>  | <b>Transfer all Snap-on Training equipment to NEC and install into the proper classrooms &amp; programs, Relocate the Snap-on office into the Auto Collision building</b> | <b>7/2014</b>     | <b>complete</b>         | <b>Frank Quinn</b>              |

**V. Create an assessment system that regularly provides teachers with student data to drive continuous improvement & advance student learning**

| Strategies & Critical Work Activities  | Deliverables  | Start Date | Due Date | Champion              |
|--|---|------------|----------|-----------------------|
| 1. Implement consistent assessment practices across all Central Programs, including assessment reviews, student accountability (earned class grades) & data dialogs  | Assessment Practices handout, Data Dialogs Worksheet                          | 9/2014     | complete | Jessica/Troy/CJ       |
| 2. Work with teachers to develop pre & post program assessments aligned w/industry certifications & embedded CCRS, to measure & document student learning for new 2014-2015 programs   | Galileo assessment data banks, Assessment psychometrics                       | 1/2014     | complete | Jessica               |
| 3. Based on pilot data & teacher input, revise pre & post program assessments aligned w/industry certification & embedded CCRS, to measure & document student learning for continuing programs   | Galileo assessment data banks, Assessment psychometrics                       | 5/2014     | complete | Jessica               |
| 4. Create a performance based component to authentically assess student learning as part of the post assessment for one Central Program area   | Performance based assessment designed & administered to students in May, 2016 | 5/2015     | complete | Jessica               |
| 5. Increase knowledge of & provide students w/access to sitting for related industry certification assessments   | List of students earning industry related certifications                      | 1/2014     | complete | Career Services       |
| 6. Design a format to report out student learning growth as demonstrated on program assessments. Provide purposeful opportunities to share data with teachers, administrators & district leadership for the purpose of program improvement | Assessment data reports   | 9/2014     | complete | Jessica/Layne/Stephen |

**VI. To establish, enhance and maintain Advisory Councils for all Central Programs**

| Strategies & Critical Work Activities | Deliverables      | Start Date | Due Date         | Champion               |
|---------------------------------------|-------------------|------------|------------------|------------------------|
| 1. Advisory Councils for all programs | Schedule & Matrix | 7/1/2014   | complete/ongoing | Stephen/Campus Leaders |
| a. System Operational                 | Schedule          | 7/1/2014   | complete/ongoing | Stephen/Campus Leaders |
| b. Minutes                            | Website           | 7/1/2014   | complete/ongoing | Stephen/Campus Leaders |

**VII. To enhance and maintain a public relations system**

| Strategies & Critical Work Activities | Deliverables                     | Start Date | Due Date | Champion |
|---------------------------------------|----------------------------------|------------|----------|----------|
| 1. PR System is operational           | Scope of events and publications | 7/1/2014   | Ongoing  | Danielle |
| a. Business and Industry Strategies   | Plan of action                   | 7/1/2014   | Ongoing  | Danielle |

|                                |                       |                 |                |                 |
|--------------------------------|-----------------------|-----------------|----------------|-----------------|
| <b>b. Community Strategies</b> | <b>Plan of action</b> | <b>7/1/2014</b> | <b>Ongoing</b> | <b>Danielle</b> |
|--------------------------------|-----------------------|-----------------|----------------|-----------------|

**VIII. To establish systems to ensure attention to and development of future markets**

| Strategies & Critical Work Activities    | Deliverables       | Start Date      | Due Date                | Champion     |
|--|--------------------|-----------------|-------------------------|--------------|
| <b>1. Quarterly EMSI Review</b>          | <b>Report</b>      | <b>7/1/2014</b> | <b>Complete/ongoing</b> | <b>Cliff</b> |
| <b>a. Program enrollment projections</b> | <b>Projections</b> | <b>7/1/2014</b> | <b>Complete/ongoing</b> | <b>Cliff</b> |

**IX. To enhance and maintain a student enrollment system**

| Strategies & Critical Work Activities  | Deliverables   | Start Date     | Due Date                | Champion                             |
|--|--|----------------|-------------------------|--------------------------------------|
| <b>1. Refine the program application process for secondary &amp; young adult student groups to include a notification system</b>   | <b>Application &amp; outlined process for student groups, Notification system for all applicants</b> | <b>8/2014</b>  | <b>complete</b>         | <b>Marilynn</b>                      |
| <b>2. Develop a system for campus based registration services to better meet the needs of students &amp; families</b>  | <b>Registration days at campuses (Northeast, Central, &amp; START, Registration timeline</b>         | <b>current</b> | <b>complete/ongoing</b> | <b>Marilynn/Fritz</b>                |
| <b>3. Minimize financial barriers for students' access to WM programs by providing scholarships &amp; grants</b>   | <b>Scholarship &amp; grant opportunities posted on website</b>                                       | <b>3/2015</b>  | <b>complete</b>         | <b>Speranta/Marilynn</b>             |
| <b>4. Design a system for the collection, tracking &amp; reporting of metrics related to enrollment services, including application data, student/parent satisfaction, scholarship/grant data &amp; student enrollment (disaggregated by critical data points)</b> | <b>Data reports</b>  | <b>9/2014</b>  | <b>complete</b>         | <b>Marilynn/Diane/Stephen/Thomas</b> |

**X. To enhance systems for student recruitment**

| Strategies & Critical Work Activities  | Deliverables  | Start Date    | Due Date        | Champion   |
|--|---|---------------|-----------------|------------|
| <b>1. Increase student engagement through multimedia platforms</b>   | <b>Social media analytics - Twitter, Facebook, Instagram, &amp; Mobile App</b>                                  | <b>9/2014</b> | <b>complete</b> | <b>PIO</b> |
| <b>2. Create effective face-to-face communication/opportunities for recruiting prospective WM students</b> | <b>Develop, publish &amp; distribute menu of opportunities to counselors, career specialists, CTE directors</b> | <b>9/2014</b> | <b>complete</b> | <b>PIO</b> |

**XI. To establish and maintain Career Center services**

| Strategies & Critical Work Activities | Deliverables | Start Date | Due Date | Champion |
|---------------------------------------|--------------|------------|----------|----------|
|---------------------------------------|--------------|------------|----------|----------|

|   |  |         |                      |       |
|---|--|---------|----------------------|-------|
| <b>1. Track and assist secondary &amp; adult students in the areas of placement &amp; licensure</b>   |  |         | complete             |       |
| <b>a. Create completer files for each adult student (time to completion is not applicable)</b>  | Files for adult students   | 8/2014  | complete             | Katie |
| <b>b. Provide training to WM Staff/Faculty on placement &amp; licensure, requesting that each employee serve as a reporter to if a student becomes "placed" or "licensed"</b> | PD delivered through a full-staff meeting or at individual department meetings   | 8/2014  | complete             | Katie |
| <b>c. Secondary Completer Follow Up to include 1 year, 3 year, and 5 year follow up focused on employment, certification, continuing education, and military</b>              | Follow up data at the 1/3/5 year mark for the cohorts completing 2013 and ongoing  | current | complete/<br>ongoing | Katie |
| <b>2. Establish, promote, &amp; gain recognition in our industries of service for employer services offered through the Career Center</b>                                     |  | current | complete/<br>ongoing | Katie |
| <b>a. Develop material that can promote the services provided to employers</b>  | Electronic handouts, flyers, e-mail templates, infusionsoft forms  | current | complete/<br>ongoing | Katie |
| <b>b. Network with employers of our industries of service located within a 15 mile radius of the campuses/programs</b>  | Collection of business contacts, Development of internship/job shadow agreements, Employer Site and Campus tours, Industry Open Houses | current | complete/<br>ongoing | Katie |
| <b>c. Involve current &amp; prospective employers in campus activities</b>  | Guest speakers, sponsors, career development or PD guest lecturer  | current | complete/<br>ongoing | Katie |
| <b>3. Establish, promote, &amp; gain recognition of services offered through the Career Center to Central Program students &amp; Adult Program students</b>                   |  |         |                      |       |
| <b>a. Develop material that can promote the Career Center services provided to alumni/students</b>  | Electronic handouts, flyers, e-mail templates, infusionsoft forms  | current | complete/<br>ongoing | Katie |

|   |   |                       |                                     |                     |
|---|---|-----------------------|-------------------------------------|---------------------|
| <p><b>b. Involve current students in career development &amp; certification/ licensure preparation activities</b></p> | <p><b>Career Development (Incorporated into classroom activities, CTSO's &amp; alumni outreach events);<br/>Job Board (E-mail blast to alumni, visible postings at campus via TV screens, dissemination of info);<br/>Employment interviews (Career Center will partner with instructors/campus staff members to make students/completers aware of interview opportunities through campus staff);<br/>Career/certification advising (Instructor is main point of contact, Career Center provides training/PD to instructors on industry trends &amp; needs);<br/>Resume/Cover Letter Review (Counselors/Instructors provide training in classroom during annual career development lesson. Advisory Councils provide additional review/</b></p> | <p><b>current</b></p> | <p><b>complete/<br/>ongoing</b></p> | <p><b>Katie</b></p> |
|---|---|-----------------------|-------------------------------------|---------------------|

**XII. To develop a system for ensuring continuous alumni services**

| Strategies & Critical Work Activities  | Deliverables   | Start Date  | Due Date                            | Champion            |
|--|--|---|-------------------------------------|---------------------|
| <p><b>1. Establish, promote, &amp; gain recognition of alumni services offered to Central Program &amp; Adult Program completers</b></p> |  |   |                                     | <p><b>Katie</b></p> |
| <p><b>a. Develop material that can promote alumni services provided to alumni/upcoming alumni</b></p>                                    | <p><b>Electronic handouts, flyers, e-mail templates, infusionsoft forms</b></p>  | <p><b>5/2015</b></p>  | <p><b>complete/<br/>ongoing</b></p> | <p><b>Katie</b></p> |
| <p><b>b. Create drip campaign for 1st year out of program</b></p>  | <p><b>1 text per month focused on a different area of life after school that completers should be considering once they've completed a program</b></p> | <p><b>9/2015<br/>(1st month should be written/<br/>distributed)</b></p> | <p><b>complete/<br/>ongoing</b></p> | <p><b>Katie</b></p> |

|   |  |                |                              |              |
|---|--|----------------|------------------------------|--------------|
| <p>c. Involve completers in career development, employment seeking &amp; certification/licensure activities</p> | <p>Career Development (workshop job shadows, internships, networking activities);<br/>Job Board (E-mail blast to alumni);<br/>Employment interviews (Career staff will partner with instructors/campus staff members to make completers aware of interview opportunities);<br/>Career/certification advising<br/>Instructor is main point of contact, Career Center provides training/PD to instructors on industry trends &amp; needs);<br/>Resume/Cover Letter Review (1:1 appointments. Advisory Councils provide additional review/assistance)</p> | <p>current</p> | <p>complete/<br/>ongoing</p> | <p>Katie</p> |
| <p>d. Update website to offer Alumni resources</p>  | <p>Alumni landing page</p>   | <p>5/2015</p>  | <p>complete/</p>             | <p>Katie</p> |

**XIII. To develop and follow budgets for programs and related services**

| Strategies & Critical Work Activities   | Deliverables  | Start Date     | Due Date                     | Champion       |
|---|---|----------------|------------------------------|----------------|
| <p>1. Develop budgets for each program through the accounting system by account code and USFR (Uniform Systems Financial Records)</p> | <p>Build reports for each program, Designate an account code for each program</p>   | <p>current</p> | <p>complete/<br/>ongoing</p> | <p>Barbara</p> |
| <p>a. Establish funding source or revenue source</p>  | <p>Input funding sources and revenue on monthly basis, Balance to the Treasurer to ensure accurate allocations are made</p> | <p>current</p> | <p>complete/<br/>ongoing</p> | <p>Barbara</p> |
| <p>b. Allocate expenses by program by account code</p>  | <p>Build reports to track revenue and funding against expenses, Verify coding is accurate</p>                               | <p>current</p> | <p>complete/<br/>ongoing</p> | <p>Barbara</p> |
| <p>c. Analyze reports to ensure accuracy</p>  | <p>Compare quarterly reports to previous years and use for budget planning and forecasting</p>                              | <p>current</p> | <p>complete/<br/>ongoing</p> | <p>Barbara</p> |

**XIV. To develop and maintain data reporting systems for purposes of ADE reporting**

| Strategies & Critical Work Activities   | Deliverables  | Start Date | Due Date             | Champion |
|---|---|------------|----------------------|----------|
| <b>1. Adopt student attendance tracking system to comply with ADE</b>                                 |   | current    | complete/<br>ongoing | Barbara  |
| <b>a. Track daily student attendance through adopted system (schoolmaster) via West-MEC campuses.</b> | Verify input was accurate and input in a timely manner                        | current    | complete/<br>ongoing | Barbara  |
| <b>b. Verify schoolmaster attendance for central campuses and satellite school programs</b>           | Verify timely input and upload to ADE in a timely manner to ensure compliance | current    | complete/<br>ongoing | Barbara  |
| <b>c. Work with ADE to ensure uploads are accurate for funding purposes</b>                           | Analyze compliance reports from ADE to ensure accuracy                        | current    | complete/<br>ongoing | Barbara  |

**XV. To develop systems for ensuring appropriate and timely learning supports for all students**

| Strategies & Critical Work Activities  | Deliverables  | Start Date | Due Date             | Champion        |
|--|---|------------|----------------------|-----------------|
| <b>1. Design, communicate &amp; implement a MTSS (Multi-tiered system of support) model for West-MEC. Train staff &amp; provide ongoing support of MTSS processes &amp; procedures</b>   | MTSS training presentation & sign-in sheets, Related data (student retention)                           | current    | complete/<br>ongoing | Shelly          |
| <b>2. Establish &amp; refine special populations protocols</b>   | Policies & procedures documented & staff training w/presentations, sign-in sheets & attendance of staff | 7/2014     | complete             | Katie K         |
| <b>3. Collect, analyze &amp; track data related to students w/IEPs &amp; 504 plans</b>   | Related data, Student retention data  | 7/2014     | complete             | Katie K         |
| <b>4. Implement MTSS model to enhance student retention by maintaining a physical presence on campus, monitoring grades &amp; student attendance, providing counseling services &amp; referrals, communicating w/parents &amp; homeschool counselors &amp; supporting the classroom teachers</b> | Related data, Student retention data  | current    | complete/<br>ongoing | Shelly/Katie K. |

**XVI. To establish and maintain a career development system**

| Strategies & Critical Work Activities  | Deliverables   | Start Date | Due Date | Champion          |
|--|--|------------|----------|-------------------|
| <b>1. Develop &amp; co-teach lessons that provide students w/meaningful career development experiences</b> | Student resumes, career goals uploaded in an electronic portfolio (AZCIS), Job interview | 1/2015     | complete | Speranta/Marilynn |

|  |  |         |          |  |
|--|--|---------|----------|--|
| 2. Design & deliver career development experiences for all stakeholders that promote & create ambassadors for Career & Technical Education                         | Presentations including the Value of CTE & Creating a Great First Impression & events including Open Houses, Orientations, information session & tours, & PD | 7/2014  | complete | Speranta/Marilynn                      |
| 3. Complete at least two campus visits each semester for the purpose of promoting Career & Technical Education with counselors, students, parents & career centers | School visitation Board Presentations, Sign-sheets   | 9/2014  | complete | Marilynn/Speranta/Shelly/Katie K/Diane |
| 4. Bring together stakeholders for the consideration of an Advisory Council to explore the big picture of career development & related needs                       | Meeting agenda & notes   | 10/2014 | complete | Marilynn                               |

**XVII. To enhance communication with all stakeholders**

| Strategies & Critical Work Activities | Deliverables | Start Date | Due Date | Champion |
|---------------------------------------|--------------|------------|----------|----------|
| 1                                     |              |            |          | Greg/PIO |
| a.                                    |              |            |          |          |
| b.                                    |              |            |          |          |

**XVIII. To establish and/or enhance CTSOs in all Central Programs**

| Strategies & Critical Work Activities | Deliverables | Start Date | Due Date | Champion       |
|---------------------------------------|--------------|------------|----------|----------------|
| 1                                     |              |            |          | Stephen/Campus |
| a.                                    |              |            |          |                |
| b.                                    |              |            |          |                |

**XIX. To provide ongoing Professional Development for all West-MEC stakeholders**

| Strategies & Critical Work Activities     | Deliverables | Start Date | Due Date | Champion    |
|---|--------------|------------|----------|-------------|
| 1. Complete Work-Based Learning Course    |              |            | complete | John        |
| 2. Complete Advisory Council Course       |              |            | complete | John        |
| 3. Complete Special Education 101 Course  |              |            | complete | Shelly/John |
| 4. Complete CTE Program Management Course |              |            | complete | John        |
| 5. Revise Advisor Toolbox Course          |              |            | complete | John        |
| 6. Revise Technical Reading Course        |              |            | complete | Julie       |

|  |   |                           |                        |                 |
|--|---|---------------------------|------------------------|-----------------|
| 7. Develop Performance Literacy Course   |   |                           | complete               | Julie           |
| 8. Develop Rubrics course  |   |                           | complete               | Julie           |
| 9. Obtain ADE credit for Intro to Special Education  |   |                           | complete               | John            |
| 10. Obtain ADE credit for Advisory Council Course  |   |                           | complete               | John            |
| 11. Spell out in-service training that John & Oscar are providing for campuses with appropriate name & date        |   |                           | complete               | John/Oscar      |
| 12. Deliver all Fall Offerings   |   |                           | complete               | PD staff        |
| 13. Obtain ADE credit for Technical Reading/Performance Literacy course  |   |                           | complete               | Julie           |
| 14. Develop publication listing all induction courses in recommended order   |   |                           | complete               | John            |
| 15. Finalize ADE & U of A credit for selected course offerings   |   |                           | complete               | John            |
| 16. Develop, train and rollout InfusionSoft  | May need to be several sub-objectives                                 |                           | complete               | Anna            |
| 17. Develop, deliver comprehensive safety training   |   |                           | 6/2016                 | Oscar           |
| a. Deliver Lab Safety and Management PD as listed in PD Offerings  | Delivering though Premier Series                                      | Fall 2014/<br>Spring 2015 | complete               | Oscar           |
| b. Develop Safety Advisory Committee   | List has been generated   | 10/2014                   | complete               | Oscar           |
| c. Identify the role of potential partners in Safety Trainings -STP  | List has been generated   | 10/2014                   | complete               | Oscar           |
| d. Develop a comprehensive Safety Training Program for WM staff, faculty, and students                             | Developing a Strategic Plan for West-MEC                              | 12/2014                   | complete               | Oscar           |
| e. Develop Safety PD "Bundle" training for faculty/instructors   |   | 12/2014                   | 12/2016/<br>Developing | Oscar           |
| f. Develop PD for OSHA 10 Card training for students and instructors   |   | 2/2015                    | complete               | Frank Quinn     |
| 18. Deliver four Think Tanks 2014-2015   |   |                           | complete               | John            |
| 19. Deliver four Think Tanks 2015-2016   |   |                           | 4/2016                 | John            |
| 20. Deliver "Hear" Today..."Hear" Tomorrow 2014  |   |                           | complete               | PD staff        |
| 21. Deliver "Hear" Today..."Hear" Tomorrow 2015  |   |                           | complete               | John/Anna/Cindy |
| 22. Identify/collect & use data for continuous improvement and create credit awarded certificates for participants |   |                           | complete               | Anna            |
| 23. Involve PD staff in continuous improvement   | May need to be several sub-objectives                                 |                           | complete               | PD staff        |
| 24. Secure approval for work-based learning course to meet coop endorsement requirement                            |   |                           | complete               | John            |
| 25. Expand Snap-on industry certifications for Member & non-Member Districts                                       | Continue presentations at CTE Director's Meetings                     | 8/2014                    | complete               | Frank Quinn     |
| 26. Expand Snap-on programs into the adult community   | Work with Mike McAfee to make inroads with independents & dealerships | 8/2014                    | complete               | Frank Quinn     |

|   |   |        |          |                    |
|---|---|--------|----------|--------------------|
| 27. Continue to develop industry based PD opportunities for students & instructors, such as OSHA training | Inquire & pursue OSHA training & certification to include becoming an OSHA instructor | 9/2014 | complete | Frank Quinn        |
| 28. Develop and deliver Constitution course w/community college   |   |        | complete | Michelle Bush      |
| 29. Develop and deliver Masonry Madness   |   |        | complete | Oscar              |
| 30. Develop Strategic Planning Course   |   |        | complete | John               |
| 31. Deliver U.S. Constitution Course in concert with GCC  |   |        | complete | Michele            |
| 32. Develop and deliver Tech Thursdays  |   |        | complete | Julie              |
| 33. Develop a comprehensive PD marketing plan   |   |        | complete | PD Staff           |
| 34. Develop and deliver a consistent instructional coaching model   |   |        | complete | Julie, C&I         |
| 35. Regularly observe instruction   |   |        | 6/2016   | Julie, John, Oscar |
| 36. Deliver Spring/Summer PD Offerings 2015   |   |        | complete | Anna               |
| 37. Develop Fall 2015 PD Offerings  |   |        | complete | Anna               |
| 38. Develop and deliver Spring 2016 PD  |   |        | complete | Anna               |
| 39. Provide externships to 15 teachers during the 2015-2016 school year                                   |   |        | complete | Oscar              |
| 40. Develop Career Development Training   |   |        | complete | Katie              |

**XX. To establish, enhance and maintain START related services**

| Strategies & Critical Work Activities  | Deliverables                             | Start Date | Due Date | Champion    |
|--|--|------------|----------|-------------|
| 1. Develop internal work culture document (work schedule, job duties, purpose) | Document on Google Drive/START operation | 7/2014     | complete | Chris       |
| 2. Develop START goals 2014-2016   | Document on Google Drive/START operation | 7/2014     | complete | Chris       |
| 3. Develop online fiscal year budget form                                      | Document on Google Drive/START operation | 7/2014     | complete | Chris       |
| 4. Develop coding decision matrix document                                     | Document on Google Drive/START operation | 7/2014     | complete | Chris       |
| 5. Develop facility use data form  | Document on Google Drive/START operation | 7/2014     | complete | Chris/Erica |
| 6. Create profit center system forms/procedures                                | Document on Google Drive/START operation | 8/2014     | complete | Chris       |
| 7. Create online business anchor facility forms                                | Document on Google Drive/START operation | 8/2014     | complete | Chris       |
| 8. Create external culture document  | Document on Google Drive/START operation | 9/2014     | complete | Chris       |
| 9. Create IT equipment external support document                               | Document on Google Drive/START operation | 10/2014    | complete | Chris       |
| 10. Develop CTE Camp system (elementary/high school)                           | Document on Google Drive/START operation | 10/2014    | complete | Chris/Erica |

|   |  |         |          |             |
|---|--|---------|----------|-------------|
| 11. Develop START education/business tour system    | Document on Google Drive/START operation | 11/2014 | complete | Chris/Erica |
| 12. Develop CTE/STEM field trip system (elementary) | Document on Google Drive/START operation | 12/2014 | complete | Chris       |
| 13. Develop Media Lab Community Rental Form         | Document on Google Drive/START operation | 1/2015  | complete | Chris       |
| 14. Develop Create Lab Community Rental Form        | Document on Google Drive/START operation | 1/2015  | complete | Chris       |

Goal : To hire and develop staff to further the mission and vision of WM

Objective A: To identify and fill staffing needs

**I. Organizational chart**

| Strategies & Critical Work Activities                                 | Deliverables   | Start Date | Due Date | Champion        |
|---|--|------------|----------|-----------------|
| 1. Revise & update additional positions for the 2015-2016 school year | Provide updated, revised organizational chart to all employees | 9/2014     | complete | Jack/Dee        |
| 2. Develop organizational chart for Adult Program                     | New Adult organizational chart; share w/Board & staff          | 8/2014     | complete | Jack/Cliff/John |

**II. Staffing Plan**

| Strategies & Critical Work Activities            | Deliverables  | Start Date | Due Date | Champion |
|--|---|------------|----------|----------|
| 1. Develop 5-yr draft plan for future programs   | Provide Leadership w/proposed future program positions needed                     | 8/2014     | complete | Jack/Pat |
| 2. Develop staffing request form                 | WM Staffing Request Document  | 8-2014     | complete | Jack/Pat |
| 3. Provide staffing request to Business Services | Form will be provided to Business Services to incorporate in the 2015-2016 Budget | 10/2014    | complete | Jack/Pat |
| 4. Propose staffing plan presented to Board      | Board presentation  | 10/2014    | complete | Jack/Pat |
| 5. Advertise new positions for 2014-2015         |   | 12/2014    | complete | Jack/Pat |
| 6. Hire new staff for 2015-2016                  | Posting positions, interviewing for positions & bringing recommendations to Board | 12/2014    | complete | Jack/Pat |

|  |  |               |                 |                                  |
|--|--|---------------|-----------------|----------------------------------|
| <b>7. Revise current job descriptions &amp; develop descriptions for new positions approved by the Board</b> | <b>Revised job descriptions provided to employee supervisors. Request input from campus administrators on new positions. Seek feedback from advisory group members</b> | <b>2/2015</b> | <b>complete</b> | <b>Jack/Pat/Leadership/Staff</b> |
|--|--|---------------|-----------------|----------------------------------|

**Objective B: To fully develop staff**

***I. PD - Staff - WM University, staff meetings, workshops, courses***

| <b>Strategies &amp; Critical Work Activities</b>  | <b>Deliverables</b>   | <b>Start Date</b> | <b>Due Date</b> | <b>Champion</b> |
|---|---|-------------------|-----------------|-----------------|
| 1. Evaluate current PD provided to district employees. Provide Leadership w/summary of PD training currently provided to district employees. Bring summary of employee training to Leadership | Summary of current training being offered   | 6/2014            | 9/2016          | Jack/John/Steve |
| <b>2. Solicit input from Leadership for Brown Bag Presentations for 2014-2015 school year</b>   | <b>Bring to Leadership Meeting</b>  | <b>8/2014</b>     | <b>complete</b> | <b>Jack</b>     |
| 3. Set up time for WM University presentations & inform district employees of time, place, & location   | Provide employees list of proposed Brown Bag Presentations, Communicate information to employees through district Leadership meeting & e-mail | 10-11/2014        | 9/2016          | Jack            |
| 4. Recognize WM employees as ambassadors for the organization   | Recognition of employees at May District Meeting  | 5/2015            | 5/2016          | Jack/Greg       |

***II. Benefits***

| <b>Strategies &amp; Critical Work Activities</b>  | <b>Deliverables</b>                                | <b>Start Date</b> | <b>Due Date</b> | <b>Champion</b>           |
|---|--|-------------------|-----------------|---------------------------|
| <b>1. Establish dates &amp; times for 2015-2016 Benefits Committee Meetings</b>   | <b>Calendars &amp; Agendas</b>                     | <b>9/2014</b>     | <b>complete</b> | <b>Jack/Pat/Committee</b> |
| <b>2. Review, discuss &amp; finalize recommendations for Return to Work and Sick Leave Payout</b>   | <b>Bring proposal to Leadership for discussion</b> | <b>9/2014</b>     | <b>complete</b> | <b>Jack/Pat/Committee</b> |
| <b>3. Survey employees that are participating in an HDHP to evaluate the effectiveness of these medical plan options - Flexible Spending account &amp; Health Savings Account</b> | <b>Survey</b>                                      | <b>12/2014</b>    | <b>complete</b> | <b>Jack</b>               |
| <b>4. Discuss &amp; evaluate any new recommendations for 2015-2016 school year</b>  | <b>Proposal to Board</b>                           | <b>12/2014</b>    | <b>complete</b> | <b>Jack</b>               |

***III. Portal***

| Strategies & Critical Work Activities   | Deliverables   | Start Date | Due Date | Champion                      |
|---|--|------------|----------|-------------------------------|
| 1. Continue to meet w/George & other committee members on development of WM Portal                    | Meet with vendors on option/, capability/compatibility systems with finance systems and HR | 9/2014     | complete | Jack/Barbara/George/Committee |
| 2. Bring recommendation to Leadership to review proposal  | Bring quotes and analysis for review   | 11/2014    | complete | Jack/Barbara/George/Committee |
| 3. Evaluate cost of hardware, software & development  | Evaluate input and determine advantage to the district for product                         | 12/2014    | complete | Jack/Barbara/George/Committee |
| 4. Provide Business Services w/budget cost for implementation to evaluate impact on District's budget |  | 11/2014    | complete | Jack/Barbara/George/Committee |
| 5. Begin implementation with departments  | Bring a beta test site for options and features  | 2/2015     | complete | Jack/Barbara/George/Committee |
| 6. Collect data & feedback from employees on the effectiveness of the Portal                          | Evaluate feedback from beta testing for analysis and recommendations                       | 4/2015     | complete | Jack/Barbara/George/Committee |

Goal : To acquire and maintain the facilities, equipment and related services necessary to further WM's vision and mission

Objective A: To identify and construct appropriate facilities

I.

| Strategies & Critical Work Activities                                   | Deliverables        | Start Date | Due Date             | Champion |
|---|---------------------|------------|----------------------|----------|
| 1. Establish Industry Councils for program roll out in each fiscal year | Industry Councils   | 7/2014     | complete/<br>ongoing | Cliff    |
| a. Develop a calendar of meetings to design facilities                  | Calendar of meeting | 7/2014     | complete/<br>ongoing | Cliff    |
| b. Utilize Decision Matrix  | Decision Matrix     | 7/2014     | complete/<br>ongoing | Cliff    |
| c. Contracts w/architects, contractors, & vendors                       | List of contractors | 7/2014     | complete/<br>ongoing | Cliff    |

Objective B: To identify and purchase appropriate equipment

I.

| Strategies & Critical Work Activities                                | Deliverables         | Start Date | Due Date             | Champion      |
|--|----------------------|------------|----------------------|---------------|
| 1. Utilize Industry Councils to determine equipment needs by program | Equipment needs list | 7/2014     | complete/<br>ongoing | Cliff/Stephen |
| a. Establish budget to support equipment needs                       | Budget               | 7/2014     | complete/<br>ongoing | Cliff/Stephen |
| b. Purchase equipment  | Equipment            | 7/2014     | complete/<br>ongoing | Cliff/Stephen |

**Objective C: To manage facilities in a safe and efficient manner**

***1. Ensure all facilities are built and maintained with current safety standards***

| Strategies & Critical Work Activities   | Deliverables   | Start Date | Due Date             | Champion      |
|---|--|------------|----------------------|---------------|
| 1. Work with contractors and architects on build outs to stay current on safety standards | Review plans and drawings to ensure that safety standards are met  | current    | complete/<br>ongoing | Vince/Barbara |
| 2. Establish maintenance plans for review and of facilities                               | Routinely review the safety standards are being met  | current    | complete/<br>ongoing | Vince/Barbara |
| 3. Follow a maintenance and repair plan   | Review facilities and equipment for efficiency,<br>Review on an established schedule and review for machine and equipment efficiency and update as necessary | current    | complete/<br>ongoing | Vince/Barbara |





































