

**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**

**West-MEC Strategic Plan 2016-2021**

**Vision Element 1: West-MEC provides all students with a quality educational experience.**

**Goal 1: The Career & Technical Education Delivery Model drives student learning.**

Objective	Critical Work Activities	Metrics / Deliverables	Champion	Start Date	Progress	End Date	Archived?		
a) Define career-based experiences and develop authentic models for all Central Programs.	1	Successfully complete the Arizona Science Foundation Grant and gather developed materials from the MA externship program to serve as a model for other internship/externship programs.	West-MEC internship/externship share drive.	Holly Medina Thomas Bogart	7/1/2016	100%	11/1/2016	SP Drive	100%
	2	Use the MA Externship model to build a template for externships/internships in all West-MEC programs.	Template	Layne P.	4/17/2017	100%	8/1/2018	C&I Drive	80%
	3	Embedment and articulation of career based experiences in all programs, to include practices such as: - Including overview of CBE opportunities in program syllabi - 120 hours of WBL - Job Shadowing - Internship/Externship - Student Based Enterprise	Essential Documents and/or Program Syllabi	Susan Leon & Katie Mehin	6/1/2018	100%	7/1/2020	Cluster Team Drives	60%
	4	Develop a professional development session on student-based enterprise	Presentation	C&I and PD	8/1/2017	100%	12/17/2017	PD Drive	40%
	4a	Revamp professional development session on student-based enterprise	Presentation	John and Rachael	10/24/2018	100%	3/1/2019		
	5	Career literacy/development resources (Career-based Experience Tracker, Financial Literacy Guest Speaker list, Link to Resume Builders, Activities for exiting completers.	Document outline	Katie M.	10/1/2016	100%	10/1/2016	Career Services Drive	20%
	6	Integrate CCRI A-F 120 hour "well defined WBL" experience into SchoolMaster	See CWA	Thomas B	6/1/2017	100%	7/1/2017	SchoolMaster	0%
7	Develop and deliver a PD session on Professional Skills to be approved by ADE	PRESENTATION, Materials, Attendance	Joel	6/1/2019	100%	6/1/2020			

b) Develop and identify meaningful and targeted supports for student learning, using a team approach with counselors, teachers and campus wide staff.	1	Roll out the Multi-Tiered Student Support system (MTSS) including all early intervention strategies.	MTSS timeline	Student Services	8/16/2016	100%	5/1/2017
	2	Institute regular reporting for the identification and tracking students identified by the MTSS system.	MTSS comparative report	Student Services	8/16/2016	100%	5/1/2017
	3	Explore all campuses becoming chapters of the National Technical Honor Society		Student Services	7/16/2016	100%	8/1/2016
	4	Identify process for students to become National Technical Honor Society members.		Student Services	8/16/2016	100%	1/1/2017

Student Services Drive

Campus Admin Drive

Total: 12 12

100%

**Goal 2: Students and Alumni benefit from Resources and Services**

Objective		Critical Work Activities	Metrics / Deliverables	Champion	Start Date	Progress	End Date	Archived?
a) Research best-practices and develop/implement local campus plans to more effectively engage parents in the learning process.	1	Research effective practices for parent engagement in student learning.	Research, JTED response, and summary report	Jessica R.	9/1/2016	100%	7/30/2017	SP Leadership Agenda
	2	Facilitate a campus leadership discussion surrounding ideas with regard parent engagement in the learning process (stemming from Research)	Agenda	Jessica R.	9/1/2016	100%	7/30/2017	SP Leadership Agenda
	3	Develop a menu of parent engagement strategies.	Menu	Jessica R.	8/1/2016	100%	6/1/2017	VE1 Drive
	4	Develop templates to make parent engagement strategies (identified in the menu) easily implementable.	Templates	Bryan	9/1/2017	100%	6/17/2018	C&I Portal
	5	Modify the format of orientation to be campus centric and better engage parents	Runbook	Marilynn	9/1/2017	100%	7/1/2018	
	6	Develop campus plans that include strategies to ensure meaningful engagement of all parents in student learning.	Compiled campus plans	Chris C., Marilynn B.	7/16/2016	100%	6/1/2017	Campus Admin Drive
	7	Implement campus plans recording the specific parent engagement strategies employed.	- Quarterly list of parent engagement activities engaging parents in student learning.  - Number of parents participating in engagement strategies.	Speranta K, Maya S.	8/16/2016	100%	6/30/2017	Virtual Collaboration VE1
	8	Measure effectiveness of implemented campus plans.	Stakeholder feedback on engagement	Monica H.	1/17/2016	100%	5/17/2016	Campus Admin Metrics Drive
	9	Implement a drip campaign to communicate with parents the opportunity for engagement.	Emails	Stephen	8/17/2017	100%	7/18/2018	Campus Planner
	10	Define metrics, including annual parent survey, and track parent engagement in the learning process.	Report	Diane	7/16/2016	100%	6/30/2021	
	11	Investigate the development of a mobile app that provides parents with easier access to information regarding their student, their student's campus, and West-MEC as a district.	Research and a recommendation	Chris	8/17/2017	100%	5/1/2018	Communication Dept.
	1	Design a process to connect Alumni to recruiting events.	Set platform and distribution process	Maya	7/30/2018	100%	1/18/2019	

b) Connect West-MEC staff and stakeholders to current and future student recruitment activities.	2	Create a user friendly system for teachers to sign up to attend various recruiting events.	Set platform and distribution process	Maya	7/30/2018	100%	1/18/2019
	3	Collect photos from teachers of their students actively participating in their program to utilize in recruiting events.	Set ideal photo components, housing location and distribuion and collection process	Maya	7/30/2018	100%	1/18/2019
c) Develop communication strategies for stakeholders where English is not the primary language	1	Translate the tax credit document to Spanish	Form		8/1/2017	100%	12/1/2017
	2	Inform parents and stakeholders about the FamilyLink language functions.	See CWA	Marilynn	10/17/2017	100%	8/1/2019
	3	Identify critical district documents to be translated and develop related systems	Systems Overview List	Marilynn	3/18/2018	100%	8/18/2018
	4	Work to translate identified documents, to include: Student Handbook, permission slips, tardy/absence letters.	See CWA	Marilynn Denise	4/18/2018	100%	6/30/2019
	5	Research potential companies for the translation of documents	Recommendation	Marilynn Denise	4/18/2018	100%	6/30/2019
	6	Train administrative professionals in basic Spanish to route callers to a number where they could leave a message and someone would call them back.	Training	Denise	4/18/2018	100%	12/30/2019
	7	Investigate website translation services.	See CWA	Chris/Erica	1/1/2018	100%	6/30/2018
	8	Train staff in the use of existing translation services.	Enrollment List	Marilynn Denise	4/18/2018	100%	8/1/2019
d) Intentionally label post-secondary connections to broaden pathways for continued career learning.	1	Explore dual enrollment opportunities.	Institutionalized practice	Counseling	Ongoing	100%	Ongoing
	2	Identify dual enrollment opportunities on Program Information Sheets	Program Information Sheets	Diane P.	7/1/2016	100%	8/1/2016
	3	Create a consolidated list of Dual and concurrent enrollment by program	Compiled list	Diane P.	8/1/2016	100%	9/1/2016
	4	Promote dual enrollment opportunities on West-MEC's Central Program Guide	Central Program Guide	Brittany L.	9/1/2016	100%	6/1/2017
e) Further develop Career Services systems and services to support students.	1	Fall Classroom Pop-in Visits	Presentation to Central Program Students	Katie M. Rahsaan	10/16/2016	100%	12/30/2016
	2	Resume builder tool updates / support	Working Resume builder for each program	Katie M.	7/16/2016	100%	6/17/2017
	3	Work to have a Career Services Coaches at each Central Campus	See CSA	Katie M.	6/17/2017	100%	1/18/2018
f) Further develop the Exceptional Student Services process and procedures.	1	Streamline IEP/504 documentation collection	Process Map		7/1/2016	100%	10/17/2017
	2	Develop process for identifying and tracking students eligible for exceptional student services.	Document		7/1/2016	100%	10/16/2016
	3	Develop an Exceptional Student Services Presentation for Staff	Powerpoint	Student Services	7/1/2016	100%	10/16/2016
	4	Develop an Education & Record Info Process and Release Form	Document and Form		7/1/2016	100%	10/16/2016
	5	Develop an exceptional student teacher notification procedure and document	Document		7/1/2016	100%	10/16/2016

West-MEC Website  
Student Services orientation?

Website  
campus planner

N/A  
C&I Drive  
C&I Drive  
PR Drive  
N/A  
Career Services Drive  
HR Staffing  
SP Drive  
Student Services Drive  
Student Services Drive  
Student Services Drive  
Student Services Drive

Total: 34      34      100%

**Goal 3: West-MEC learning systems in the areas of curriculum, instruction, and assessment are aligned to support teachers and student learning.**

Objective	Critical Work Activities	Metrics / Deliverables	Champion	Start Date	Progress	End Date	Archived?	
a) Explore and design systems for promoting professional collaborations that advance teaching and learning.	1	Work with MCESA to facilitate a 2 day work session on collaboration with key district stakeholders.	Training agenda	Jarett	8/1/2017	100%	6/30/2018	VE1
	2	Research best practices	Minutes	Jarett	7/1/2017	100%	6/30/2018	VE1
	3	Develop a West-MEC Collaborative Framework planning outline, to include: who [Participants and Guides], when, timebound critical topics [i.e. Collaborative Norms], and needed resources)	Exemplar model, Template	Hailey & Del	12/1/2017	100%	2/1/2018	VE1
	4	Identify Guides and associated roles and responsibilities for each cluster/program (First-year only).	See CWA	Jarett and Stephen	12/1/2017	100%	2/1/2018	C&I Drive
	5	Plan and implement an effective capacity building of the collaborative norms (i.e. 7-norms of collaboration)	Implementation Plan, Agenda, Exemplar	Jarett and Stephen	12/1/2017	100%	6/1/2018	Leadership, Division, Dept., Committee Agendas
	6	Create West-MEC Collaborative Framework agenda template, to include: a statement of purpose for collaboration, defining the topic, clarifying the objective, and identifying critical questions	Template, Exemplar	Joel & Holly	12/1/2017	100%	2/1/2018	C&I Drive
	7	Celebrate West-MEC Collaborative Framework from the 18-19 School Year (validation, recognition, impact, +/-)	Agenda	Jennifer	3/1/2017	100%	8/1/2019	C&I Drive
	8	Draft a conceptual document articulating the West-MEC Collaboration Framework, including: tools, outline, norms, templates, etc.	Document	Jennifer	12/1/2017	100%	1/1/2018	C&I Drive
	9	Design and implement a plan regarding the use of technology to promote intra/inter program communication and provide for equitable student learning experiences.	- Team Drive in Google and G-Suite w/Essential Docs & a Common Unit - Related PD	Mark & Paul	12/1/2017	100%	7/1/2019	Team Drives
b) Align West-MEC learning systems in the area of curriculum.	1	Assess the current status of all programs curriculum maps and end of program assessments; Complete an inventory of West-MEC's curriculum and assessment system.	Curriculum and Assessment Inventory	C&I	8/1/2016	100%	6/1/2017	SP Drive
	2	Evaluate curriculum maps against phased checklist of essential components.	Training agenda	C&I	3/1/2017	100%	6/1/2017	C&I Drive
	3	Produce a common Unit Plan per program evaluated against checklist	Unit Plans	Brady	8/1/2018	100%	6/30/2021	Team Drives
	4	Create Scope and Sequence Essential Document Template and complete for each program.	Template, %C&A	Jen B.	5/1/2017	100%	6/1/2018	C&I Drive
	5	Develop curriculum map improvement as determined by phased checklist.	Improvement Measure	Jen B.	6/1/2017	100%	7/1/2018	
	1	Work with MCESA to develop a proposal to support the enhancement of West-MEC's assessment system to include more formal benchmark testing (formative assessments).	Meeting agenda	Jen B.	11/1/2016	100%	6/1/2017	VE1 Drive
	2	Conduct training and facilitate curriculum/assessment development including item-writing in June with all teachers.	Teacher Training Agenda	Jen B.	5/1/2017	100%	7/1/2018	C&I Drive
	3	Develop and deliver a "Grading 101" Professional Development for teachers.	Training Materials	C&I / PD	8/1/0116	100%	9/1/2017	SP Drive
	4	Creation of a District Assessment Blueprint Template and complete for each program.	Template, %C&A	Jen B.	1/1/2017	100%	6/30/2018	C&I Drive

c) Align West-MEC learning systems in the area of assessment.	5	Develop a process and timeline for creation of West-MEC Common Program Assessments aligned to the District Post-Assessments for each program.	Common Program Assessments	Laura J.	8/1/2019	100%	6/1/2020	Team Drives
	6	Research Performance based Assessment best practices and develop West-MEC Common PBA/Authentic Assessment Guidelines	Guidelines, Reflection of pilot	Laura J.	8/1/2019	100%	7/30/2020	Team Drives
	7	Facilitate a training on DOK for teachers	Presentation	Jen B.	6/1/2018	100%	6/30/2018	C&I Drive
	8	Research Best-Practices in Item Analysis	Research Report	Thomas B	7/1/2017	100%	8/1/2017	Thomas' Drive
	9	Produce Pilot Item Analysis for collaborative review	Item Analysis Report	Thomas B	7/1/2017	100%	9/1/2017	Thomas' Drive
	10	Develop and roll-out a training for teachers to use the item analysis to improve program assessments	Presentation	Thomas B	3/1/2018	100%	6/18/2018	Thomas' Drive
	11	Develop and adopt an Assessment decision logic model to improve Program Assessments	Model	Thomas B	2/1/2018	100%	4/18/2018	Thomas' Drive
d) Align West-MEC learning systems in the area of instruction.	1	Provide support for teachers in the analysis and use of student performance data to drive instruction through "data talks" with Campus Administration and Coaches.	Coach Interaction Tracker	C&I	8/1/2016	100%	6/1/2017	C&I Drive
	2	Identify training needs and possible resources for spring/summer training in the area of assessment for C&I, following a train the trainer approach.	Training plans, Agena	Jen B.	12/1/2016	100%	6/1/2017	VE1 Drive
	3	Identify PD capacity in June and place a hold on a number of days for assessment/curriculum training/development.	Meeting Agendas	Jen B.	1/1/2017	100%	1/1/2017	VE1 Drive
	4	Process the Curriculum and Assessment inventory with Campus Administrators	CA Agenda	Jen B.	1/1/2017	100%	1/1/2017	Campus Admin Drive
	5	Train instructional staff in the evaluation, interpretation and use of data to differentiate instruction using the Collaborative Learning Cycle. Observe teachers' use of the collaborative learning cycle with student performance data in making instructional decisions.	Training materials, Instructional Observation Metric	Laura J.	1/1/2018	100%	12/31/2020	C&I Drive
	6	Explore avenues to make instructional data transparent and meaningful.	Instructional Data Report	Thomas B	5/1/2017	100%	8/1/2017	Campus Admin Drive
c) Complete the AdvancED self-review analysis and host a team review in February 2017 to gain "System" level accreditation and identify West	1	Meet with AZ AdvancED to explore the system's accreditation standards and process.			3/1/2016	100%	3/1/2016	SP Drive
	2	West-MEC and its campuses complete the AdvancED Standards Assessment.	Standard reflection summary report		7/1/2016	100%	10/1/2016	SP Drive
	3	West-MEC and its campuses complete the AdvancED Stakeholder Feedback surveying process.	Stakeholder Feedback Data Document		3/1/2016	100%	3/1/2016	SP Drive
	4	West-MEC and its campuses complete the AdvancED Stakeholder Feedback Diagnostic.	Stakeholder Feedback Diagnostics		7/1/2016	100%	10/1/2016	SP Drive
	5	West-MEC and its campuses complete the AdvancED Student Performance Diagnostic.	Student Performance Diagnostics		7/1/2016	100%	10/1/2016	SP Drive
	6	West-MEC and its campuses complete the AdvancED School Assurances.	ERP, and other required documents	Point Person: Steve Weltsch Leadership Campus Admin. C&I	7/1/2016	100%	11/1/2016	SP Drive
	7	West-MEC develops and implements its Continuous Improvement Plan.	Strategic Plan		7/1/2016	100%	10/1/2016	SP Drive
	8	West-MEC and its campuses complete AdvancED Executive Summaries.	Executive Summaries		7/1/2016	100%	10/1/2016	SP Drive
	9	Identify and collect artifacts for the standards evidence folders.	Artifact inventory		7/1/2016	100%	10/1/2016	SP Drive

"System" level accreditation and identify West-MEC improvement areas.	10	Develop a plan to host a Quality Review Team.	All staff agenda, Parent and student lists		7/1/2016	100%	1/1/2017	SP Drive
	11	Successfully host a Quality Review Team and receives a recommendations for continuous improvement.	Summative recommendation report		2/17/2017	100%	2/1/2017	SP Drive
	12	Celebrate West-MEC's AdvancED Systems Accreditation.	AdvancED Flag		2/17/2017	100%	2/1/2017	SP Drive
	13	Gather resources/information to address Improvement Priorities	Document Drive	Thomas B.	7/1/2016	100%	8/1/2016	AdvancED Drive
	14	Draft a chrological and logical arguement to respont to Improvement Priorities	Document	Thomas B.	7/1/2018	100%	8/30/2018	AdvancED Drive
	15	Vet and Review responses	Revisions from Staff	Thomas B.	8/1/2018	100%	11/1/2018	
	16	Draft narrative responses in AdvancED Template	Document	Thomas B.	9/15/2018	100%	10/15/2018	
	17	Submit narrative respnses to AdvancED and renew our accreditation status	Confirmation Email	Stephen W.	11/1/2018	100%	1/1/2019	
	18	Reflect and plan according to West-MEC experiences and AdvancED reaction.	AdvancED Reaction, Various Meeting Agendas	Stephen W.	1/1/2019	100%	5/1/2019	

Total: 49

49

100%

**Goal 4: Learning environments reflect economic demand and exemplify the highest industry standards and technological capabilities.**

Objective		Critical Work Activities	Metrics / Deliverables	Champion	Start Date	Progress	End Date	Archived?
a) Develop a system to identify and build future Central Programs with guidance from business and industry.	1	Develop "Central Program Research and Development Matrix	Matrix	Stephen	1/1/2017	100%	6/1/2017	Campus Admin Drive
b) Design and develop systems to better connect students with aligned certifications, including the tracking and reporting of certification attainment.	1	Identify aligned certifications on WM info-sheets and WM website	See CWA	Diane P.	7/1/2016	100%	8/1/2016	C&I Drive
	2	Develop a certification reference sheet including all programs and certifications	See CWA	Diane P.	7/1/2016	100%	8/1/2016	C&I Drive
	3	Develop and implement certification tracking system for certifications tested at WM facilities	"Testing Stats" Google Sheet	Katie	7/1/2016	100%	6/1/2017	SchoolMaster
	4	Develop and implement certification tracking system for certifications from third party testing centers	"Master Tracking Sheet" Google Sheet	Katie	7/1/2016	100%	6/1/2017	SchoolMaster
	5	Produce statistics related to certification testing	End of year report at Admin. Data Days	Rahsaan	7/1/2016	100%	6/1/2017	Campus Admin Drive
	6	Create prep courses for assistance in student licensure/certification	Prep course offering document	Suzie Smith	6/1/2016	100%	5/1/2017	SP Drive
	7	Include Yes/No (1/0) certification attainment by student in All-Data System	See CWA	Thomas B.	1/1/2017	100%	6/1/2017	Thomas
	8	Integrate CCRI A-F and ADE Certification list into SchoolMaster for tracking	See CWA	Thomas B.	6/1/2017	100%	7/1/2017	SchoolMaster
	9	Provide training to all individuals responsible for input of certification data in SchoolMaster	Training document	Thomas B. Career Center	6/1/2017	100%	8/1/2017	Career Services Agenda
	1	Continue development of AWS Testing Center -Establish electronic record keeping system. -Move center to SWC	- AWS test Completers	Oscar	6/1/2016	100%	8/1/2017	PD Drive

c) Expand testing center options.	2	Investigate becoming a Pearson Vue testing center	Matrix	Jane F.	7/1/2016	100%	3/14/2018	PD Drive
	3	Investigate becoming an American Health Association testing center	Matrix	John M.	7/1/2016	100%	6/30/2018	
	4	Investigate becoming a Certiport testing center	Matrix	Jane F.	7/1/2016	100%	3/14/2018	PD Drive
	5	Open Pearson Vue Testing Center and Certiport Testing Center	Test Participation	Jane F.	7/1/2016	100%	5/15/2018	PD Drive
d) Develop a culture of safety consistent across all campuses and programs aligned with industry standards.	1	Use evaluation tool developed through Culture of Safety Project to gather data about safety.	Report on gathered data	Oscar Olivas, Rachael Mann	8/1/2017	100%	6/30/2018	PD Drive
	2	Train team of individuals to use the evaluation tool.	Training agenda	Racheael Mann	8/1/2017	100%	2/28/2019	PD Drive
	3	Provide communication about the Culture of Safety Project via department/campus meetings, all staff meetings, and presentations to Leadership.	Meeting agendas, Slide Deck	Rachael Mann	7/31/2017	100%	6/29/2018	
	4	Develop and add evaluation tool to TQI as an optional add on for member districts	TQI Communications	Frank Quinn	6/1/2019	100%	6/30/2021	

Total: 19

19

100%

**Goal 5: Member districts advance from resources, professional support and quality program reviews.**

Objective	Critical Work Activities	Metrics / Deliverables	Champion	Start Date	Progress	End Date	Archived?	
a) Increase services to member districts.	1	Roll out \$1M equipment grant to member districts	Allocation breakdown and grant utilization report	Stephen	8/16/2016	100%	6/17/2016	Local Directors Drive
	2	Roll out \$1.35M equipment grant to member districts	Allocation breakdown and grant utilization report	Stephen	6/17/2017	100%	6/18/2017	
	3	Roll out Industry Certification Grant	Allocation breakdown and grant utilization report	Layne P	6/1/2018	100%	7/1/2019	
	4	Roll out New Program Grant	Allocation breakdown and grant utilization report	Stephen W.	7/1/2016	100%	8/1/2018	Local Directors Drive
	5	Roll out Instructional Effectiveness Grant	Allocation breakdown and grant utilization report	Julie Stockwell	7/1/2018	100%	7/1/2019	
	6	Investigate "Career Services Support"	List of current and potential benefits	Katie M. Thomas B.	8/1/2018	100%	9/1/2018	Google Drive.
	7	Workforce Summit	Agenda, Sign-In, Collatorol	Laura, Katie M.	7/1/2018	100%	6/30/2019	
	8	Offer BHHS Legacy Foundation Healthcare Certification Grant to member districts.	# of students served	Thomas B.	7/1/2018	100%	7/15/2019	
	9	Develop and roll out "grow your own grant"	# of participants	Stephen W.	7/1/2019	100%	6/30/2020	
b) Develop a collaborative effort to...	1	Conduct a crosswalk with the the new ADE compliance document.	Crosswalk embedded in TQI tool.	Debbie H.	7/1/2016	100%	9/1/2017	SP Drive
	2	Review and gain consensus of TQI tool with local directors	Agenda Item at Local Directors	Debbie H.	8/1/2016	100%	8/1/2016	C&I Drive
	3	Pilot a narrative component to improve qualitative evaluation of TQI.	-Draft Narrative	Laura	9/1/2017	100%	12/1/2017	

b) Engage in collaborative efforts to systematically review and enhance Satellite and Central Program quality.	4	Create a TQI subcommittee to review the tool and provide suggestions for process improvement.	Participant List / Agenda	Laura	3/18/2018	100%	7/18/2018
	5	Provide Local Directors with recommendations to improve tool for the 2018-2019 school year	Recommended list	Laura	3/18/2018	100%	8/18/2018
	6	Provide Local Directors with recommendations to improve tool and process for the 19/20 to 25/26 six year cycle	Recommendations	Laura	1/1/2019	100%	5/19/2019
	7	Adopt an improved TQI tool and process for the 19/20 to 25/26 six year cycle	Approved tools and process	Laura	6/1/2019	100%	5/19/2019

No Change

Total: 16 16

100%

**Goal 6: All teachers receive resources and professional support.**

Objective	Critical Work Activities	Metrics / Deliverables	Champion	Start Date	Progress	End Date	Archived?	
a) Create a resource guide available for instructors of interventions categorized by academic and social/emotional areas.	1	Create a West-MEC Teacher Resource Guide	C&I	Prior Work	100%	6/1/2016	C&I Drive	
	2	Develop Presentations for critical areas, including: FERPA, McKinney-Vento, Bullying, Child abuse and reporting	PowerPoint	Student Services	Prior Work	100%	10/1/2016	SP Drive
	3	Develop student resource documents for critical areas, including: Test taking, Test anxiety, Time management, Study skills, Reading comprehension, Math reasoning, and Math calculations	Handouts	Student Services	6/1/2016	100%	10/1/2016	SP Drive
	4	Create synergy within the teacher resource guide across C&I and SS environments	CISS Comprehensive resource guide	C&I Student Services	Prior Work	100%	7/1/2016	Portal
b) Create data driven teacher professional development plans informed by coaches observation data and teacher analysis of targeted needs in the areas of instruction and technology.	1	Gain recommendations from Qualified Evaluators on teacher evaluation tool.	QET Day 1 Agenda		7/1/2016	100%	10/1/2016	C&I Drive
	2	Modify Instructional and Non-Instructional Evaluations to include Professional Development Plans	Adopted evaluation tool.	Campus Admin.	3/1/2017	100%	5/1/2017	Campus Admin Drive
	3	Conduct a technology survey to identify professional development need.	Results from the survey.		8/1/2016	100%	7/1/2017	IT Drive
c) Design and implement a support system and training plans for teachers and staff regarding special education needs and supports.	1	Develop and deliver an Exceptional Student Services Presentation	PowerPoint	Student Services	8/1/2016	100%	7/1/2017	SP Drive
d) Increase collaboration efforts between teachers and the Career Center.	1	Facilitate a Resume/Mock Interview discussion at Campus Staff Meetings.		Katie M.	11/1/2016	100%	1/1/2017	N/A
e) Identify and share critical work activities for CTSO advisors to better support effective, co-curricular student learning experiences and leadership development opportunities.	1	Develop and roll-out a CTSO Advisor Toolkit PD.	Developed and delivered PD	John M., Kristen	8/1/2016	100%	8/17/2016	PD Drive
	2	Create Screencasts of CTSO Advisor Toolkit PD	Screencasts	Rachael M., Lennon A.	6/1/2018	100%	8/1/2018	
	3	Create Google Page of Resources for Advisors	Link: <a href="https://sites.google.com/teachliketed.org/resources/CTSOChapterResources">https://sites.google.com/teachliketed.org/resources/CTSOChapterResources</a>	Rachael M	7/1/2018	100%	9/1/2018	<a href="https://sites.google.com/teachliketed.org/resources/CTSOChapterResources">https://sites.google.com/teachliketed.org/resources/CTSOChapterResources</a>
	4	Create a 2.0 Menu of CTSO Trainings	Google Doc	Rachael M	5/1/2018	100%	9/1/2018	
	5	Create supplemental CTSO deeper dive PD's	Presentation Materials, Sign-in Sheets	Pat Clawson	7/1/2019	100%	6/1/2020	



	6	Create and implement campuswide assembly to meet the needs of large numbers of advisors absent for CTSO or other PD related events	Presentation Materials, Sign-in Sheets	Joel	7/1/2019	100%	6/1/2020
f) Explore strategies for better aligning the teacher evaluation system to the CTE Delivery Model.	1	Review and revise the existing Teacher Effectiveness rubrics for opportunities to embed CTE Delivery Model language: CTSO and WBL	Revised rubrics	Joel W. & Stephen W.	4/1/2018	100%	6/1/2021
	2	Crosswalk the evaluation domains to the CTE Delivery Model	Crosswalk	Joel W.	8/1/2018	100%	6/1/2019
	3	Process revised rubric language with teachers to seek feedback and further revisions to better align to the CTE Delivery Model.	Revised rubrics	Joel W.	9/1/2018	100%	5/1/2019
	4	Develop and facilitate an all teacher newsletter/webinar for the purpose of increasing teacher capacity around teacher evaluation and the Teacher Effectiveness Rubrics.	Newsletter and/or Webinar	Laura Jaime	2/1/2019	100%	6/1/2021

19      19      100%  
**149      149      100%**

## West-MEC Strategic Plan 2016-2021

### Vision Element 2: West-MEC creates and maintains systems to achieve organizational excellence.

#### Goal: A sound financial plan sustains West-MEC's fiscal well-being.

Objective	Critical Work Activities	Metrics / Deliverables	Champion	Start Date	Progress	End Date	Archived?	
a) Streamline budget development and reporting processes to ensure all program and department requests are met.	1 Create a Budget planning process for campus administrators and department heads.	Create a budget request form for departments and campus administrators.		1/1/2017	100%	4/17/2017	SP Drive	
	1a Create an annual budget schedule to align with the statutory requirements.			7/1/2016	100%	10/1/2016	SP Drive	
	1b Work with campus administrators and department heads to determine building improvements and capital expenditures.	Develop an approval process for submission, changes/further research/substantiation, resubmissions, approved.			7/1/2016	100%	12/1/2016	
	1c Business office will create a form for budget submittals for building improvements and capital expenditures.				7/1/2016	100%	12/1/2016	SP Drive
	1d Campuses and departments will submit proposals to Business office for compilation.		Business		7/1/2016	100%	12/1/2016	
	1e Leadership will review and return to the business office for revisions/changes.	Input budget into financial management system for tracking.			7/1/2016	100%	1/1/2017	
	1f Business office will submit back to campuses and departments.				7/1/2016	100%	1/1/2017	
	1g Present preliminary budget requests and proposals to governing board at least twice before presenting the official proposed budget to them.	Create budget expense reports for staff review.			7/1/2016	100%	3/1/2017	
	1h Adopt proposed budget.				12/1/2016	100%	7/17/2017	
	1i Improve punctuality and efficiency of budget planning process.	% complete and accurate alignment to budget schedule			7/1/2017	100%	7/18/2018	
	2 Create and distribute monthly expenditure reports.				7/1/2016	100%	10/30/2016	Example in SP Drive
	2a cial				7/1/2016	100%	10/30/2016	Example in SP Drive
	2b Run and verify the monthly expenses for each program/campus/department.	Print YTD expense reports and create budget request forms for budgeting			7/1/2016	100%	10/31/2016	
	2c Distribute the monthly expenditure reports to campus/department administrators for review.		Business		7/1/2016	100%	11/1/2016	Example in SP Drive
	2d Train administrators how to read the reports for expenditures and encumbrances.				7/1/2016	100%	11/2/2016	Barbara
	2e Improve punctuality and efficiency of monthly expenditure reports.	% complete and accurate expenditure reports			8/1/2017	100%	7/1/2018	
	2f Develop and communicate plan for budget reconciliation in instances when budgets do not align (i.e. campus vs. business office)				8/1/2017	100%	7/1/2018	
	2g Train administrators how to use the monthly reports for forecasting and budgeting each year				12/8/2016	100%	2/1/2017	Barbara
	3 Create procedures for Purchasing	- Setup and train support staff willing to request purchase orders through iVisions			7/1/2016	100%	11/1/2016	Portal
	3a Putting in place procedures for sites and district for inputting purchase requests.	- Input detailed budgets from campus/programs into iVisions	Business		7/1/2016	100%	11/1/2016	Portal
	3b Train designated staff to perform their own requisitions electronically, including uploading document for support. From input to purchase order.	train support staff on lookup menu			7/1/2016	100%	2/1/2017	SP Drive
	3c Train designated staff reviewing requisitions turned to purchase orders.				7/1/2016	100%	2/1/2017	Barbara
	3d Train designated staff on budget look up and how to run expense reports.				7/1/2016	100%	2/1/2017	Barbara
	4 Create procedures for CTSO (student activity organizations).	- How to create a CTSO club, electing officers, how to run a meeting, i.e., procedure on proposing, approving, and taking action on an item, taking minutes.			7/1/2016	100%	1/1/2017	Portal
4a Train campus staff on rules and regulations.		Business		7/1/2016	100%	1/1/2017	Barbara	
4b Train campus staff on procedures to follow to ensure compliance.	- Processing minutes to purchase requests.			7/1/2016	100%	1/1/2017	Barbara	
4c Establish Budget Control	- Compliance with fundraising.		Barbara	7/1/2017	100%	7/18/2018		
b) Develop a process to collaborate and educate staff	1 Develop a Business Services Manual to improve clarity on West-MEC fiscal practices/procedures in order to drive departmental cross training and department/campus training district-wide	Manual	Barbara	7/1/2018	75%	6/30/21		
	2 Develop a calendar for site visits	Calendar		8/1/2018	100%	9/21/18	0%	
	3 Develop value-adding agendas for site visits	Agenda		8/1/2018	100%	9/21/2018	5%	

on West-MEC business practices	4	Visit each West-MEC site for related training in FY18/19	See CWA		7/1/2018	100%	6/30/2018	10%
	5	Develop a tool (Communication Map) to help guide training opportunities and improve efficiencies	Tool	Thomas	8/1/2018	100%	9/1/2018	15%
	6	Evaluate communication map to guide training development	Agenda	Barbara	9/1/2018	100%	6/1/2019	20%
	7	Develop trainings for prioritized needs	Training Materials	Business	1/1/2019	100%	6/30/2020	25%
d) Manage Student Information System (SIS)	1	Work with ADE on changes and upgrades to ensure student ADM accuracy	See ADM Reports from ADE	Andi/Naomi	2/1/2019	100%	1/26/2020	40%
e) Implement Adult financing system	2	Train staff on FAFSA requirements and implement processing system	Contingent on FAFSA approval	Joleen	7/1/2019	100%	8/1/2020	

Total: 35 36

97% 45%

**Goal: Effective and efficient communication systems strengthen district connections.**

Objective	Critical Work Activities	Metrics / Deliverables	Champion	Start Date	Progress	End Date	Archived?		
a) Design and deliver a consistent stakeholder communication system utilizing multi-media platforms while maintaining district branding objectives.	1	Create and send out Fall, Winter, & Spring newsletters to governing board members via email regarding PR outreach, including Central and Satellite programs.	Fall, Winter, Spring Newsletters	Kyle Backer	8/1/2017	100%	7/1/2019	Communication Dept.	65%
	2	Create Fall, Winter, & Spring newsletter to celebrate Career and Technical Education in both Central and Satellite programs for parents, students, community members, business & industry, and member district partners.	Fall, Winter, Spring Newsletters	Kyle Backer	8/1/2017	100%	7/1/2019	Communication Dept.	70%
	3	Develop strategic press database, organized by location and specialty.	Press Database	Kyle Backer	8/1/2016	100%	9/1/2018	Communication Dept.	75%
	4	Develop a documented system to update and expand press database quarterly.	Finderbinder subscription	Kyle Backer	1/1/2018	100%	7/1/2019		80%
	5	Write and distribute press releases to relevant media outlets as warranted depending on district happenings.	Increase number of press releases submitted by 25% annually.	Kyle Backer	1/1/2018	100%	7/1/2019		85%
	6	Develop quarterly social media engagement tracking system, including follower count.	Increase online social media presence (followers, engagement, and reach) by an aggregate of 20% annually.	Kyle Backer	1/1/2018	100%	6/1/2019	Communication Dept.	90%
	7	Implement Canva training system for West-MEC staff.	Provide 2 staff trainings and create branded Canva accounts for each campus.	Erica Shumaker	3/1/2018	100%	7/1/2018		95%
	8	Create external press/media kit with limited district brand assets.	Add link with completed kit to website.	Chris Cook	7/1/2018	100%	1/11/2019		100%
	9	Build internal press/media kit microsite with a robust offering of district brand assets.	Microsite	Chris Cook	7/1/2018	100%	1/11/2019		
	10	Develop social media calendar system to increase the consistency and relevancy of posts.	Monthly calendar	Kyle Backer	7/1/2018	100%	6/1/2019		
	11	Create communication scripts for ERP	Communication scripts	Kyle Backer	7/1/2019	100%	10/1/2019		
b) Develop a strategic approach to increase consistent communication to Member District administration, CTE Directors, West-MEC reps, and students.	1	Communications Department will attend a CTE Director meeting during the 2016-2017 school year to discuss ways to enhance communication from the CTE Director perspective. Work to identify any needs and/or ways of improving communication to Member Districts.	Presentation to CTE Local Directors, Survey / Feedback from Local Directors	Kyle Backer	4/1/2017	100%	5/1/2017	Communication Dept.	
	2	Conduct analysis of print materials. Evaluate and produce promotional print material based on analysis results. Feedback should include CTE Directors, West-MEC Reps, and internal staff.	Analysis of data using Typeform	Erica Shumaker	5/1/2017	100%	6/30/2018	Communication Dept.	
	3	Build a system for Student of the Month that alternates between Satellite and Central students.	System plan, nomination form, special gifts	Kyle Backer	2/1/2018	100%	5/1/2018	Communication Dept.	
	4	Work with Recruitment team to evaluate promo items for future recruiting engagements.	Analysis of current promo items and suggestions of future items.	Erica Shumaker	2/1/2018	100%	5/30/2018	Communication Dept.	
	5	Develop mobile app to engage Central program students and parents.	Launching app	Kyle Backer	1/10/2018	100%	8/1/2018	Communication Dept.	
	6	Develop new website based on stakeholder feedback to better engage parents, students, member districts, business & industry, and staff.	Launch new website	Erica Shumaker	1/18/2018	100%	8/1/2018	Communication Dept.	
	7	Create a system for yearly district videos that explain topics and target audience. System will be based on feedback from internal staff and PR branding initiatives.	System document	Chris	3/1/19	100%	8/1/2019		
	8	Develop and produce videos for High Opportunity programs.	2-4 videos	Chris/Erica	7/1/19	100%	6/30/2020		
	9	Update drone tour videos with new programs.	SWC and NWC video updates	Chris	3/1/19	100%	12/31/2019		

	11	Develop and produce an electronic tracking system for PR service requests.	Develop and produce an electronic tracking system for PR service requests.	Erica	3/1/2019	100%	8/1/2019
c) Develop a strategy and approach to increase consistent communication to Homeschool, Private and Charter School administration and students.	1	Create a system for introducing West-MEC to new Charter/private school administration or home school parents and students.	Meeting plans, charter packet, private FAQ	Kyle	3/22/19	100%	3/22/2019
	2	Establish new charter school relationships.	Visit 10 new charter schools	Robby Hutchison	1/18/2018	100%	5/19/2019
	3	Establish new private school relationships.	Visit 5 new private schools	Ryan Sanborn	8/15/2018	100%	5/19/2019
	4	Establish new home school relationships	Visit 3 home school groups	Ryan Sanborn	8/15/2018	100%	5/19/2019
	5	Share Professional Development Offerings with Charter School and HomeSchool Associations	Flyer/Email	Rachael M	10/1/2018	100%	6/1/2019
	6	Communicate Professional Development Services and Offerings with Charter School and HomeSchool Associations	Zoom Meeting December 2020	Joel	8/1/2019	100%	6/1/2020

Total: 27 27

Communication Dept.	10	30 second Central Campus videos	4 videos	Chris	7/1/2020	5%	12/31/2020
Recruiting	11	Adult Ed 360 videos	7 videos	Chris	7/1/2020	45%	12/31/2020
Recruiting	12	A Day in the Life Alumni videos	2 videos	Comm Specialist	7/1/2020	5%	12/31/2020
Recruiting	13	Why I Hire West-MEC videos	2 videos	Comm Specialist	7/1/2020	5%	12/31/2020

100%

**Goal: Human Resources ensure the health and overall well-being for all employees.**

Objective		Critical Work Activities	Metrics / Deliverables	Champion	Start Date	Progress	End Date
a) Deliver HR services, programs, and communications that add value for our prospective employees, current employees, and retirees.	1	Develop an HR Handbook outlining hiring procedures, publish to the Portal.	Electronic Access for Employees to HR Handbook	HR	8/1/2016	100%	12/1/2016
	2	Publish Job Descriptions with Salary Ranges to the Portal.	Electronic access to Job Descriptions via Portal	Pat	8/1/2016	100%	8/1/2016
	3	Survey staff regarding their growth with West-MEC and which positions they would like to learn more about as potential growth opportunities.	Electronic Survey Data	Jack	8/1/2016	100%	12/1/2016
	4	Evaluate survey results regarding staff growth.	Analysis of Results	HR	11/1/2016	100%	1/1/2017
	5	Provide campus level visits to education employees on available benefits (i.e. Insurance options, Tuition Reimbursement, ASRS, AFLAC, 403B, etc.)	Presentations to each campus during Campus Staff Meeting	HR	9/1/2016	100%	11/15/2016
b) Promote the achievement of work-life harmony and wellness in our employee community.	1	Identify and train employees on each campus to promote a healthy work environment and reinforce district-wide activities	Health/wellness rep on each campus	HR	7/1/17	100%	6/30/2018
	2	Continue educating employees about the importance in participating in the biometric screening for their personal health and wellbeing	75% participation in bio-screener	HR	7/1/17	100%	6/30/2018
	3	Partner with outside organizations/individuals to promote employee wellness and identify experts in the area of work-life harmony to present to employees. - Meritain Health Presenter will speak with the benefits committee	One guest speaker in 17/18	HR	7/1/17	100%	6/30/2018
c) Build an environment of employee engagement, empowerment and involvement where people can offer their best	1	Participate in the healthy Arizona worksites program for state of Arizona organizations.	Submission resources	HR	4/1/17	100%	12/1/2017
	2	Apply for recognition for one of Arizona's top employers/organisations.	Application / Award	HR / Katie	12/11/17	100%	3/1/2018
	3	Support participation in individual Professional Growth Plan	100% Adoption	HR / PD	1/1/18	100%	8/1/2018
d) Develop a document that outlines the systems used to hire/retain staff and the advantages of being employed by West-MEC.	1	Identify what should be included regarding Recruitment (i.e. web postings, hiring procedures)		HR	7/1/2018	100%	1/1/2019
	2	Package and brand the document for dissemination.		HR	7/1/2018	100%	1/1/2019
	3	Develop a document that identifies all compensation and benefits for WM employees and make it available on the portal for employee access		HR	7/1/2018	100%	1/1/2019

Archived?
Portal
Portal
SP Drive
SP Drive
N/A
Meritain Health
West-MEC awarded Gold
HR Personnel

	4	Update current employee orientation video for new employees. Collected and reviewed information from all District administrators		HR	7/1/2018	100%	1/1/2021
e) Deliver HR services, programs, and communications that add value for our prospective employees, current employees, and retirees.	1	Continue evaluating Medical, Dental, Vision and other benefits offered by West-MEC		HR	7/1/2019	100%	5/1/21
	2	Evaluate West-MEC salary ranges with Evit, PIMA and our 10 member districts		HR	7/1/2019	100%	5/1/21
	3	Review, revise and update Employee Handbook		HR	7/20/2019	100%	01/20/2021
	4	Develop a process to review, purchase & implement time accounting and absence recording system		HR	7/1/2019	100%	03/01/2021
	5	Review and evaluate electronic personnel records, benefits, Recruiting and application process		HR	7/1/2019	100%	03/01/2021
f) Promote the growth of West-MEC alliance	1	Determine a need to recruit additional board members		Alliance	7/1/2019	100%	01/01/2020
	2	Create a framework to investigate grants, additional funds and resources.		Alliance	7/1/2019	100%	01/05/2020

Total: 22 22

100%

Goal: Universally available professional development actuate personal growth.							
Objective		Critical Work Activities	Metrics / Deliverables	Champion	Start Date	Progress	End Date
a) Develop a plan to ensure training and development opportunities exist that enhance staff growth and succession in leadership capabilities, job skills and employee productivity (at all levels of the organization).	1	Augment professional development opportunities and awareness for all non-certificated personnel	PGP document, Class descriptions & dates	Diane Parsons / Anna Abe	8/1/2016	100%	6/1/2017
	2	Develop and deliver West-MECYou.	Presentation slides from PD offering, Sign-in sheets/ participation totals	John Mulcahy, et al.	7/1/2017	100%	6/1/2018
	3	Augment follow-up to professional development offerings.	Emails sent through InfusionSoft	Anna Abe	7/1/2017	100%	6/1/2018
	1	Research best practices in mentorship and create mentorship resources for all staff.	Develop Mentorship series through West-MECyou/supplemental documents, Research findings from Best Practices in Mentorship	John Mulcahy, Rachael Mann	1/1/2017	100%	6/1/2018
	2	Revise the evaluation tools for both certified and non-certified staff to allow for the creation and use of a Professional Growth Plan.	Copy of PGP document, PPT of Evaluator Training	John M	2/1/2017	100%	5/1/2017
	3	Develop and facilitate course on emotional intelligence.	Presentation slides from PD offering, Evidence of attendance/participation	Katie Mehin, Julie Stockwell	10/1/2016	100%	5/1/2018
	4	Investigate microcredentials as a career management tool.	Documents on research gathered	Rachael Mann, Jennifer Brooks	3/1/2017	100%	6/1/2018
	5	Roll out Professional Growth Plan.	Copy of completed PGPs	John Mulcahy, et al.	5/1/2017	100%	6/1/2018
	6	Expand and deliver West-MECYou: Develop and facilitate Personal Branding course.	Presentation slides from PD offering, Evidence of attendance/participation	Rachael Mann	10/1/2016	100%	5/1/2018
	7	Expand and deliver West-MECYou: Deliver Effective Communication 101.	Presentation slides from PD offering, Evidence of attendance/participation	Kyle Backer	10/1/2017	100%	11/1/2017
	8	Expand and deliver West-MECYou: Deliver Effective Communication 102.	Presentation slides from PD offering, Evidence of attendance/participation	Kyle Backer	1/1/2018	100%	3/18/2017
b) Develop comprehensive career management tools, job enrichment strategies, and mentoring programs to help	9	Expand and deliver West-MECYou: Deliver Effective Communication 103.	Presentation slides from PD offering, Evidence of attendance/participation	Maya Shaw	3/1/2018	100%	4/1/2018
	10	Expand and deliver West-MECYou: Develop and deliver Book Study: Leaders Eat Last.	See CWA	Dee Markham	10/1/2017	100%	5/1/2018

Archived?

mentoring programs to help employees prepare for new opportunities.	11	Expand and deliver West-MECYou: Develop and deliver Book Study: Many Communicate, Few Connect	Presentation slides from PD offering, Evidence of attendance/participation	Jack Erb	10/1/2017	100%	5/1/2018		
	12	Further define WM You	West-MEC You Collateral	John M	1/1/2018	100%	6/19/2019		
	13	Identify WM Skill Sets	Skillset Overview	Julie S.	1/1/2018	100%	8/18/2018		
	14	Align skill sets with revised employee evaluation	Crosswalk	Julie S.	1/1/2018	100%	8/18/2019		
	15	Create a rubric to measure skill sets	Sign in Sheets, presentation materials	Julie	6/30/2019	100%	6/30/2019		
	16	Clarify delivery model	West-MEC You Collateral	John M.	1/1/2018	100%	8/18/2018		
	17	Develop marketing plan	West-MEC You Collateral	Joel	1/1/2018	100%	8/1/2019		
	18	Increase West-MEC You participation %	See CWA	Anna Abe	6/1/2018	100%	6/19/2019		
	19	Expand and deliver West-MECyou: Develop and Deliver Customer Service Series	Sign-in Sheets, presentation materials	Chris & Rachael	6/1/2018	100%	6/19/2019		
	20	Expand and deliver West-MECyou: The Mentor in You	Sign-in Sheets, presentation materials	Rachael	6/1/2018	100%	6/19/2019		
	21	Expand and deliver West-MECyou: The Happiness Equation	Sign-in Sheets, presentation materials	Thomas	6/1/2018	100%	6/19/2019		
	22	Expand and deliver West-MECyou: Ambassador Series	Sign-in Sheets, presentation materials	Julie	6/1/2018	100%	6/19/2019		
	23	Create a Professional Skills Leadership Assembly Concept that allows a campus to attend professional learning	Sign-in Sheets, presentation materials	Joel	6/1/2019	100%	6/1/2020		
	24	Expand and deliver West-MECyou: (Add New Offerings for 2019-20)	Sign-in Sheets, presentation materials	John	6/1/2019	100%	6/1/2020		
	25	Establish a relationship with Arizona Juvenile Corrections for PD Classes	Enrollments	Joel	6/1/2019	100%	6/1/2020		
		1	Extend trainings to all target audiences with particular attention to administrators and core subject teachers.	Copy of PD Circle newsletter sent to member districts, Sign-in sheets from trainings attended	John Mulcahy, Anna Abe, et al.	8/1/2016	100%	6/1/2017	
		2	Develop & Deliver Professional Knowledge Assessment Course.	Presentation slides from PD offering, Sign-in sheets/ participation totals	Kristen Pearson/Rachael Mann	8/1/2016	100%	11/30/2017	
		3	Interface with C&I administrators from each of our Member Districts.	Agenda from meetings	John Mulcahy	7/1/2016	100%	6/1/2017	
		4	Develop Volunteer Training	Copy of handbook, Presentation slides, Agenda	John Mulcahy, et al	7/1/2016	100%	10/1/2018	
		5	Develop and implement a comprehensive public relations program to address all target markets.	Copy of PD Circle Newsletter, Evaluation forms with comments of where/how people heard about training attended	Kristen Pearson	7/1/2016	100%	10/1/2016	
		6	Certify Oscar Olivas as a NCCER trainer.	Certificates	Oscar Olivas	7/1/2016	100%	11/1/2016	N/A
		7	Certify Oscar Olivas as an OSHA trainer.	Certificates	Oscar Olivas	7/2/2016	100%	2/1/2017	N/A
		8	Develop math training for teachers on task analysis of math concepts	Presentation slides from PD offering	Bryan Kestle	9/1/2016	100%	6/1/2017	
		9	Enhance and improve CTSO training.	Presentation slides from PD offering, Evaluations from students/advisors	Oscar Olivas, Kristin Pearson	7/1/2016	100%	10/1/2016	PD Drive
		10	Conduct 4 Think Tanks to address a variety of topics including career literacy and advocacy.	Agenda from Think Tanks, Sign-in sheets/ participation totals	John Mulcahy, Cindy Strozewski	7/1/2106	100%	5/1/2017	
11		Develop Student-Based Enterprise Training.	Presentation slides from PD offering, Sign-in sheets/ participation totals	John Mulcahy	9/1/2016	100%	6/1/2017		
12		Develop course in Strategic Planning.	Presentation slides from PD offering, Sign-in sheets/ participation totals	John Mulcahy	7/1/2016	100%	6/1/2017	PD Drive	

c) Expand professional development offerings that address the needs of a variety of audiences including Member Districts, Charter Schools, and the community at large.	13	Develop courses in Rubrics.	Presentation slides from PD offering, Sign-in sheets/ participation totals	Julie Stockwell	7/2/2016	100%	6/1/2017	SP Drive	
	14	Develop course in Grading and Assessment.	Presentation slides from PD offering, Sign-in sheets/ participation totals	Julie Stockwell, Joel Wakefield	7/3/2016	100%	6/1/2017	SP Drive	
	15	Develop course in Lesson Planning.	Presentation slides from PD offering, Sign-in sheets/ participation totals	Kristen Pearson	4/1/2017	100%	6/1/2017	PD Drive	
	16	Develop course in Scope & Sequence.	Presentation slides from PD offering, Sign-in sheets/ participation totals	Jennifer Brooks, Kristen Pearson	12/1/2017	100%	6/1/2017	C&I Drive	
	17	Deliver School-Based Enterprise course.	Presentation slides from PD offering, Sign-in sheets/ participation totals	John Mulcahy	10/26/2017	100%	10/26/2017		
	18	Interface with C and I administrators from each of our member districts.	Agendas from meetings	John Mulcahy	7/1/2017	100%	6/1/2018		
	19	Conduct four think tanks to address a variety of topics.	Agenda for Think Tanks, Sign-in sheets/ participation totals	John Mulcahy, Cindy Strozewski	7/2/2017	100%	6/1/2018		
	20	Investigate online learning and LMS.	Report detailing findings from research	Rachael Mann	7/2/2017	100%	6/1/2018		
	21	Deliver Online-Learning for Applied Digital Skills (Technology/GSuite) for practical problem solving with digital tools	Online Platform	Rachael Mann	7/2/2018	100%	6/1/2019		
	22	Create and deliver GSuite 101 Course	Online Platform	Rachael Mann	7/2/2018	100%	6/1/2019		
	23	Create and deliver new GSuite 101 Course	Online Platform	Rachael Mann, Bryan Kestle	7/3/2018	100%	4/2/2019		
	24	Introduce webinars as a PD option.	Links to recorded webinars: CTSO Competition Readiness Digital Citizenship	Rachael Mann	7/2/2018	100%	4/2/2019		
	25	Develop and deliver 6 hour Presentation Literacy workshop	Sign-in sheets, agenda, presentation materials	Rachael Mann	1/1/2018	100%	6/1/2018		
	26	Develop and deliver OSHA Healthcare	Slide decks, sign-in sheets, Agenda from training(s)	Oscar Olivas	7/2/2017	100%	6/1/2018		
	27	Develop and deliver 5S Training	Slide decks, sign-in sheets, Agenda from training(s)	Oscar Olivas	7/2/2018	100%	6/1/2019		
	28	Restructure concepts of 5S into training modules that are embedded in Lab Safety	Documentation of training	Tama	8/2/2019	100%	6/1/2021		
	29	Develop and deliver a training on how to participate in a Webinar and How to Set Up and	Training Materials/Sign in Sheets	Patrick	7/2/2019	100%	6/1/2020		
	30	Select LMS, launch, pilot, train, and implement	Implemented Learning Management System	Pat Clawson	7/1/2019	100%	6/1/2021		
	31	Create and deliver new GSuite technology trainings	Resources and Sign-in Sheets	Pat Clawson	7/1/2019	100%	6/1/2020		
	<b>Total:</b>					59		59	100%

Goal: Information Technology provides adaptive and practical technology solutions								
Objective		Critical Work Activities	Metrics / Deliverables	Champion	Start Date	Progress	End Date	Archived?
a) Protect district data and Personal and Intellectual Information.	1	Continue emphasis on cybertraining	Mandatory cybertraining for new staff	IT	7/1/2016	100%	1/31/2017	
	2	Improve security infrastructure -Random phishing tests for staff - Revisiting security initiative from 2016	Random phishing tests for staff, % staff clicks	IT	5/1/2016	100%	1/1/2018	
b) Enhance asset management by leveraging asset management tools in order to collect a complete inventory of assets and applications.	1	Monitor and assess capital replacement needs	Capital Replacement Tracking System	IT	7/1/2016	100%	6/30/2020	
	2	Improve process for asset tracking.	Updated Asset Tracking System, Asset Tracking policy / procedure	IT	7/1/2016	100%	6/30/2020	
	3	Develop and implement a comprehensive strategic plan regarding resource management	Strategic Plan	IT	12/1/2017	100%	6/30/2020	
c) Plan for year end processes and prepare for the start of	1	Meet with campus admins for next years technology	Budget	IT	1/1/2017	100%	6/30/2017	

and prepare for the start of next year	2	Coordinate ordering of equipment and project planning.	Purchase Orders	IT	1/1/2017	100%	6/30/2017
d) Safeguarding student technology usage	1	Research tools that gives campus admin, counselors and leadership the visibility on cyber bullying, self harm and other warning signs of student risks	BlackBoard texting system, Impero, managed methods	Culture of Safety Committee	12/1/2017	100%	6/30/2020
	2	Recommend to District Leadership options/programs that provide visibility in order to implement the practices	Creation of policy/safeguards in place to protect students	Culture of Safety Committee	12/1/2017	100%	6/30/2020
e) Continued IT PG Training	1	Review of techs goals for the year and this upcoming year	Online training material consisting of virtual labs, learning modules and sandbox environments	IT	7/1/2016	100%	6/30/2020
f) Single Sign on	1	A single log on for all staff and students for websites and district resources to improve efficiency and security for numerous passwords used to perform our daily tasks	See CWA	IT	11/1/0207	100%	6/30/2019
g) Systems Setup Default Checklists	1	Standarization of deploying systems	record process for building servers	All techs	09/01/2018	100%	9/1/2019
	2	Standarization of deploying systems	record process for adding print devices to the network	All techs	09/01/2018	100%	9/1/2019
	3	Standardize deployment systems	Record and document all critical systems and who manages them ie: Trane, BrightBlue	All techs, maintenance	09/01/2018	100%	9/1/2019
	4	Paper Cut implementation	Deploy software to audit and curve high cost of printing.	George, Darin, Dan	02/01/2019	100%	2/1/2020
	5	Implement a new Inventory tracking system	Track all distirct IT equipment and record in an inventory system	All of IT	02/01/2019	100%	12/1/2019
	6	Standardize district digital signage	deploy Chromebits to sites for use in common area TVs	John, Dan, George	11/01/2018	100%	12/1/2019
	7	Explorer new shared calender system for the district	Explore options to improve room and equipment reservations	IT	12/01/2018	100%	12/1/2019
	8	Create a process to systematically test our network security against internal and external threats	Defined process	IT	04/01/2019	100%	12/1/2019
	9	Select a vendor the test our network security against internal and external threats	Secure a vendor agreement to test the systems	IT	04/01/2019	80%	12/1/2019
	10	Upgrade the district paging system to be aligned with the district ERP	Upgrade paging system at corporate office and across the district	IT	04/01/2019	100%	12/1/2019
	11	Project management training	Implement a project management platform to communicate and roll out systems	John, Dan, Darin	06/01/2019	100%	12/1/2019
on-line safety for students	1	Design Digital citizenship Curriculum for students and implement cyber awareness training	Research options and content to introduce and implement at the campuses	IT	10/08/2019	100%	10/8/2020

Total: 22

23

96%

**Goal: West-MEC Facilities/Maintenance Department provides safe, functional, clean and comfortable learning environments to maintain organizational excellence.**

Objective	Critical Work Activities	Metrics / Deliverables	Champion	Start Date	Progress	End Date	
a) Establish sustainability and transferability of tasks	1	Comprehensively identify and schedule reminders in Google Calendar.	See CWA	Matt	6/1/2018	100%	10/30/2018
	2	Share Google Calendar with team.	See CWA	Facilities Admin.	10/30/2018	100%	12/1/2018
	3	Establish a Google Team Drive to store materials, resources and schedules.	See CWA	Matt	1/1/2018	100%	5/1/2018
	1	ERP- Conduct Safety and Risk Assessments	Risk Assessment	Mike B.	1/1/2018	100%	3/31/2018
	2	ERP- Review compliance with State Life Safety Drill requirements		Mike B.	1/1/2018	100%	6/30/2019
	3	ERP- Update ERP Binders	Binders	Mike B.	1/1/2018	100%	6/30/2018
	4	ERP- Interface with local emergency services		Mike B.	1/1/2018	100%	3/31/2018
	5	ERP- Evaluate DHS threat assessment reports with Local EMS		Mike B.	1/1/2018	100%	6/30/2019

Archived?

SP Drive  
 SP Drive  
 On Campuses  
 SP Drive  
 SP Drive



b) Improve the organization of systems	6	ERP- Review ERP with staff/students	Resources	Mike B.	1/1/2018	100%	10/1/2018
	7	Auto Fleet- Hold discussion of potential efficiencies (i.e. tire pressure, cleaning, oil change, etc.)	Agenda	Matt	5/1/2018	100%	10/30/2018
	8	Auto Fleet- Provide recommendation to leadership	List	Matt	7/1/2018	100%	1/1/2019
	9	Auto Fleet- Implement new Auto Fleet practices	Plan	Facilities	6/30/2019	100%	3/1/2018
	10	Landscaping subcontractor- Provide landscape company facilities maps		Matt	7/1/2018	100%	6/30/2019
	11	Landscaping subcontract- Implement a schedule for charted maps to be provided to West-MEC		Matt	1/1/2018	100%	3/1/2018
	12	AHERA plan- Update Asbestos Hazard Emergency Response Act) to maintain EPA compliance		Matt	1/1/2018	100%	2/5/2020
	13	Purchase and implement cloud based system for Trane HVAC/Lighting controls		Matt	6/20/2020	100%	7/7/2020
c) Participate in value-adding trainings/certifications	1	Identify strengths of staff (i.e. plumbing, door/hardware, landscaping, etc.)	List	Facilities	1/1/2019	100%	2/30/19
	2	Connect with vendors to provide specialized training to staff on maintenance of building systems	Resources (documentation)	Facilities	12/30/2019	100%	1/1/2020
	3	OSHA-10	Certs	Facilities	1/1/2018	100%	5/1/2018
	5	Purchase and implement Trane BAS Service agreement/includes monthly maintenance staff training for one year	Signed Agreement	Matt	11/4/2019	100%	7/7/2020
	6	Execute the Trane BAS Service Agreement-particiate in training of maintenance personnel	Meetings and Log of Time	Matt	6/30/2021	100%	6/30/2021
	7	Fine Tune energy management systems with service agreement	Meeting with Trane for Training	Matt	6/30/2021	100%	3/30/2021
	d) Develop a comprehensive long range resource planning system to maintain, repair, and replace equipment.	1	Identify and purchase software (SchoolDude) to track equipment	Req.	Facilities/Busin ess	1/1/2017	100%
2		Inventory Program Equipment (including: unique ID, cost, lifespan, maintenance notes)	Inventory List	Facilities/Camp us	5/1/2017	100%	6/30/2018
3		Cross reference inventory with ADE recommended Equipment List	See CWA	Administration Facilities/C&I	7/1/2019	100%	1/1/2020
5		Develop a District Wide Emergency Response Plan	Schedule	Facilities	7/1/2019	100%	2/5/2020
e) Evaluate the effectiveness of our new custodial services		1	Hold a organizational meeting wth our new custodial services ABM	Schedule	Facilities	6/30/2019	100%
	2	Meet monthly for the first 3 months with the forman for ABM	Schedule	Facilities	On-going	100%	
	3	Meet with building administrators to see how the new custodial services are being recieved	Schedule	Facilities	On-going	100%	
	4	Create a process to receive and analyze services	Schedule	Facilities	On-going	100%	
<b>Total:</b>					30		30

100%

**West-MEC Adult Education provides exceptional CTE programs to adult learners.**

a) Obtain Federal Student Aid approval	1	Develop language for Federal Student Aid Program	Bill mock-up	Diane M.	10/1/2016	100%	12/1/2016
	2	Obtain sponsor for Federal Student Aid Program	Bill	Diane M.	9/1/2016	100%	12/1/2016
	3	Develop advocacy plan for Federal Student Aid Program	Action plan	Diane M.	12/1/2016	100%	6/1/2017
	4	After language is changed submit application to DOE	Application	Lizeth	8/17/2017	100%	Sept-17
	5	Supply DOE with additional supporting documents for application.		Lizeth	8/1/2017	100%	5/1/2019
b) Obtain VA approval for new programs	1	Obtain VA approval for NEC and programs	Application	Lizeth	11/1/2018	100%	5/1/2019
	2	Obtain VA approval for SWC & programs	Application	Lizeth	11/1/2018	100%	2/28/2019
	1	Use data to inform decision making regarding program delivery utilizing Adult Program Decision Matrix	Application	Lizeth, AECs	9/15/2014	100%	6/30/2019

c) Identify potential Adult Education programs to offer to adult learners.	2	Explore Auto Tech. at NEC		Lizeth, AECs	TBD	100%	6/30/2017
	3	Explore and roll out HVAC at NEC		Lizeth, AECs	6/1/2016	100%	1/28/2019
	4	Explore and roll out Pharmacy at NEC		Lizeth, AECs	10/1/2019	100%	2/1/2020
	5	Explore and roll out Coding at Central Campus		Lizeth, AECs	TBD	100%	2/2/2021
	6	Explore and roll out Avionics at Central Campus	Student Enrollment	Lizeth, AECs	1/10/2017	100%	10/1/2017
	7	Explore and roll out Pharmacy at SWC	Student Enrollment	Lizeth, AECs	5/31/2017	100%	11/1/2017
	8	Explore and roll out Pharmacy Morning at SWC	Student Enrollment	Lizeth, AECs	1/1/2020	100%	10/1/2019
	9	Explore and roll out Welding Tech. at SWC	Student Enrollment	Lizeth, AECs	5/31/2017	100%	2/5/2018
	10	Explores and roll out Welding Tech Morning at SWC	Student Enrollment	Lizeth, AECs	11/1/2018	100%	6/3/2019
	11	Explore and roll out IT Security at SWC	Student Enrollment	Lizeth, AECs	5/31/2017	100%	3/5/2018
	12	Explore and roll out DIY at SWC	Student Enrollment	Lizeth, AECs	11/1/2017	100%	3/18/2018
	13	Explore Construction at SWC		Lizeth, AECs	TBD	100%	6/30/2019
	14	Explore and Roll out Project SEARCH at Luke Air Force Base	MOU, Enrollment	Julia	10/1/2017	100%	8/1/2018
	15	Explore and roll out Medical Billing and Coding at NWC	Agendas/Student Enrollment	Lizeth, AECs	5/31/2017	100%	5/6/2019
	16	Explore and Roll out customized trainings- Reboot and Insurance Licensing Test Preparation	Agendas/Student Enrollment	Lizeth	5/16/2019	100%	6/7/2019
	17	Explore Water Treatment at SW	Agendas/Student Enrollment	Chris B.	5/16/2019	100%	06/30/2020
	18	Explore Managed Provider Service (IT) program	Agendas/Student Enrollment	Chris B.	5/16/2019	100%	06/30/2020
	19	Explore Medical Assistant at NW	Agendas/Student Enrollment	Chris B.	5/16/2019	100%	6/30/2020
	20	Explore CCNA prep course at NWC	Agendas/Student Enrollment	Chris B.	5/16/2019	100%	06/30/2020
	21	Explore Phlebotomy	Agendas/Student Enrollment	Chris B.	5/16/2019	100%	06/30/2019
	22	Explore Community Education: Auto for Consumers at NW	Agendas/Student Enrollment	Chris B.	5/16/2019	100%	06/30/2020
	23	ExploreCommunity Education: Home Computer Security	Agendas/Student Enrollment	Chris B.	5/16/2019	100%	06/30/2020
	24	Explore Electrical at NEC	Agendas/Student Enrollment	Chris B.	5/16/2019	100%	06/30/2020
	25	Explore Law Enforcement Agency Preparation Course	Agendas/Student Enrollment	Chris B.	5/16/2019	100%	06/30/2020
	26	Explore Solar	Agendas/Student Enrollment	Chris B.	5/16/2019	100%	06/30/2020
	27	Explore a new cohort to an existing program: Precision Manufacturing AM Schedule	registration	Lizeth	7/1/2020	100%	6/30/2021
	28	Add one new program: Coding	Student Enrollment	Lizeth	7/1/2020	100%	2/2/2021
	d) Improve the quality of Adult Education instruction.	1	Establish and conduct two PD inservices during 16-17 school year and four per year during subsequent years.	Agenda	Paul McClendon	8/1/2016	100%
2		Develop and implement a plan for teacher observation and evaluations.	Calendar, pla, evaluation instrument	Paul McClendon Bill Gahn	7/1/2016	100%	9/1/2016
3		Update and offer induction program for all new teachers	Agendas	Lizeth	12/1/2016	100%	12/1/2016
4		Investigate involving secondary coaches in AE coaching		John M.	12/1/2016	100%	6/30/2018
5		Train Adult Ed Coordinators in instructional coaching	Docs	Julie	10/1/2017	100%	8/1/2018
6		Participate in collaborations meetings with secondary industry clusters	C&I Cluster Agendas	Lizeth/C&I	8/1/2018	100%	6/1/2019
7		AdultEd instructors will meet semi-annually with secondary instructors in collaboration meetings.	# of meetings	Julie / Adult Coordinators	8/1/2018	100%	6/1/2009
8		Establish essential documents for all programs and trainings	Docs	Chris	12/1/2018	100%	12/1/2019
	1	Promotion of IT Security, Medical Billing & Coding, Pharmacy Technician and Welding Technology	Promotional material		4/1/2017	100%	9/7/2017
	2	Pandora streaming radio ad campaign, mobile video and image display ad campaign	See CWA		4/1/2017	100%	9/7/2017
	3	Search engine marketing	See CWA		4/1/2017	100%	9/7/2017
	4	Social media sponsored advertising & boosted posts advertising	See CWA	Lizeth	4/1/2017	100%	9/7/2017
	5	Improve AdultEd positioning, content and usability on WM website			4/1/2017	100%	9/7/2017
	6	Hire PR Consultant			4/1/2017	100%	9/7/2017

SP Drive

SP Drive  
AdultED Drive

e) Establish a promotion campaign for enrollment in AdultEd	7	Launch PR Campaign			4/1/2017	100%	9/7/2017
	8	Establish AdultED facebook		Suzie	4/1/2017	100%	9/7/2017
	9	Sustain PR Campaign in subsequent years		Lizeth	4/1/2017	100%	9/7/2017
	10	Identify targeted industry events (Career Fairs, presentation opportunities)	Calendar of events	Mariela	7/1/2018	100%	10/1/2019
	11	Update website	Website	Erica	2/1/2018	100%	8/1/2018
	12	Open Achademix Student Portal to capture interest/request	Portal	Registrar	7/1/2018	100%	2/1/2019
	13	Develop marketing materials: Including BLS data, completers and cert. by program	Materials, Program Info Sheets, We	Mariela	12/1/2019	100%	12/1/2019
	14	Facilitate student information sessions (HVAC)	Agenda	Lizeth	7/1/2018	100%	9/8/2018
	15	Create, test, and launch automated email templates for all programs through mailchimp	Emails		1/10/2019	100%	4/1/2019
	16	Obtain employer/student testimonials.	Testimonials	Chris B.	7/1/2018	100%	12/15/2019
f) Develop an AdultEd Staffing Plan	1	Clearly define duties for all AdultEd personnel	Updated job duties/responsibilities	Lizeth	7/1/2017	100%	12/1/2017
	2	Develop a three year staffing plan	Chart	Lizeth	9/1/2016	100%	11/16/2017
g) Implement an AdultEd Student Information System	1	Find student management system: Achademix from Code Level LLC		Lizeth	12/1/2017	100%	2/17/2017
	2	Identify initial visit dates with key staff members		Lizeth	6/1/2017	100%	8/25/2017
	3	House initial visit with Code Level staff to begin process		Lizeth	8/1/2017	100%	8/17/2017
	4	Implement schedule per module		Lizeth	7/1/2017	100%	6/30/2018
	5	Conduct staff training for implementation		Lizeth	7/1/2017	100%	6/30/2018
	6	Student Portal availability to students		Polly	5/1/2018	100%	5/18/2018
h) Obtain PTCB accreditation for Pharmacy Technician Program	1	Compliance with all applicable PTCB Certification Policies	Accreditation	Tye/Chris	8/1/2018	100%	12/1/2018
i) COE Standards Annual Review	1	Create a process to prepare West-MEC for COE visit in 2021	Newsletters	Christine / Mariela	2/1/2020	100%	6/30/2021
	2	Review COE 10 Standards to ensure we have documented process to to establish outcom	Docs	Champions	10/1/2019	100%	1/5/2021

Total: 70 70  
265 267

100%  
99%

## West-MEC Strategic Plan 2016-2021

### Vision Element 3: West-MEC establishes and maintains relationships with the community at large, including business and industry, non-profit organizations and governmental agencies.

**Goal: Business, industry, and community members recognize and support West-MEC's mission and vision, program development, and the benefits it provides to local and statewide communities.**

Objective	Critical Work Activities	Metrics / Deliverables	Champion	Start Date	Progress	End Date	Archived?		
a) Develop systems for advisory boards that ensure consistent, robust participation among all programs.	1	Revise the purpose statement for advisory boards.	Document	Rahsaan	9/1/2017	100%	3/17/2017	SP Drive	100%
	2	Revise current Advisory Council handbook.	Handbook	Rahsaan	9/1/2016	100%	5/17/2017	SP Drive	80%
	3	Develop a Quickbook guide to advisory.	Quickbook	Rahsaan	1/17/2017	100%	6/1/2017	SP Drive	40%
	4	Confirm current advisory council members.	Advisory List	Thomas	1/17/2017	100%	8/17/2017	SP Drive	60%
	5	Create standardized agendas for three West-MEC Advisory Days.	Document	Rahsaan	9/1/2016	100%	3/1/2017	SP Drive	20%
	6	Create a system of best practices to identify, industry partners as advisory council members.	Document	Rahsaan	1/1/2017	100%	6/1/2017	Advisory Team Drive	0%
	7	Create a system of best practices to invite industry partners as advisory council members.	Handbook	Rahsaan	1/1/2017	100%	6/1/2017	Advisory Team Drive	
	8	Create a system to properly onboard industry partners as advisory council members. (video)	Video	Rahsaan	1/1/2017	100%	6/1/2017	Vimeo, Advisory Drive, Communication Dept.	
	9	Research companies that are hiring in relation to West-MEC programs and invite them to join our advisory boards.	EMSI reports; invitations	Rahsaan	5/17/2017	100%	8/17/2018		
	10	Revise advisory council training.	Powerpoint	John M.	7/1/2016	100%	9/16/2016	PD Drive	
	11	Deliver advisory council training to all teachers.	Staff training	John M.	7/1/2017	100%	6/1/2018		
	12	Research the establishment of a District level Advisory Commission.	SP Leadership Meeting agenda	Rahsaan	1/1/2017	100%	6/1/2017	Dee Drive	
	13	Streamline the process to submit and archive advisory council documentation (sign-in, agenda, minutes, contact sheets).	Google Form	Thomas	1/17/2017	100%	1/17/2017	SP Drive	
	14	Solicit input on standardized agendas and disseminate updated versions	Agenda Templates	Rahsaan	7/1/2018	100%	9/1/2018		
	15	Create individual advisory lists on West-MEC website - Ensure current information and update annually - Identify Current Chairs/Roles and update annually - Post information on website and keep current	Comprehensive and Current Advisory Contact List	Spencer	4/1/2018	100%	6/30/2018		
b) Develop a tiered system for business and industry partner engagement and participation in West-MEC activities.	1	Define a business partner	Definition	Rahsaan	7/1/2017	100%	6/1/2018	Advisory Team Drive	
	2	Develop community partnership collateral( direct contact, solicitation of ways to engage, exemplars of partnership, examples of recognition, thank, website, banner on buildings, marquee,	Collateral	Rahsaan	7/1/2017	100%	6/30/2018	Career Services Drive	
	3	Develop a life cycle system for partner engagement to included identification, orientation, connection, engagement, follow up/recognition	Lifecycle Explanation document	Rahsaan	7/1/2017	100%	6/1/2018		
	4	Develop staff training community partner engagement system	Training Resources	Rahsaan	6/1/2018	100%	6/1/2019		
	5	Disseminate information regarding partnership cycle and related collateral to all staff	Sign in Sheet	Rahsaan	7/18/2018	100%	12/18/2018		
	6	Develop and roll out tiered system	Collateral	Rahsaan	8/1/2019	100%	7/1/2019		
	7	Identify and utilize a District Level Commission for FY 18/19	West-MARC Agenda	Spencer	4/1/2018	100%	8/1/2018		

	8	Evaluate District Level Commission	Survey	Spencer/Rahsaan	8/1/2018	100%	6/1/2019	
c) Develop a structure that engages West-MEC employees in a wide variety of community events.	1	Research and identify organizations/events of interest.	Organization/Event List	Rahsaan/Julie	10/1/2016	100%	6/1/2017	Portal
	2	Develop a schedule of West-MEC supported community event opportunities.	Event Schedule	Julie	9/1/2016	100%	6/1/2017	Portal
	3	Develop and implement a system of sharing events employees can participate.	Portal and Email	Julie	Sept. 2016	100%	6/1/2017	Portal
	4	Create a process for employee participation.	Online form	Julie	1/1/2017	100%	7/1/2017	Portal
	5	Create a system of metrics to determine success of engagement	Survey	Thomas	1/1/2017	100%	7/1/2017	SP Drive
	6	Develop a system to provide recognition for participation.	Agenda Item at last All-Staff - Thank you email	Julie	1/1/2017	100%	7/1/2017	
	7	Develop a process that sustains and refines these structures for engagement in community events.	Community Service Committee	Julie	7/1/2018	100%	12/1/2018	
d) Create a structure for planning, implementing and publicizing campus-driven community outreach.	1	Publish a calendar of events for 2017-2018	Calendar of events	Leticia	1/1/2017	100%	8/17/2017	
	2	Create a scheduling process for planning, executing, and debriefing on-campus outreach events.	Document outlining process	Leticia	1/1/2017	100%	12/1/2017	
	3	Create a system to provide publicity for both on-campus and off-campus outreach events.	Document outlining process	Leticia	1/1/2017	100%	12/1/2017	
	4	Create a system of metrics to determine and track the level of success for each event as was as the improvements needed.	Runbook	Thomas	8/1/2017	100%	12/1/2018	
	5	Create and execute a district-wide community outreach event: the WM 5K.	Runbook	Julie	9/1/2018	100%	6/1/2019	
	6	Create a feedback loop within the signature event runbook for data collection	Runbook	Leticia	8/1/2018	100%	7/1/2019	
	7	Link runbook and additional resources to the WM portal	Link on WM Portal	Leticia	7/1/2017	100%	6/30/2018	
	8	Survey all outward facing West-MEC Events for effectiveness	Survey Results	Leticia	8/1/2019	100%	7/1/2019	
e) Develop a more comprehensive partnership with West-MEC Alliance.	1	Investigate Nonprofit options		Spencer	3/1/2018	100%	7/1/2019	
	2	Develop/submit a West-MEC Alliance Ask for SY2018-2019	Document	Spencer	3/1/2018	100%	6/1/2018	
f) Develop a Brick Campaign to celebrate community partners in commemoration of the 20th Anniversary of West-MEC	1	Identify all current and past community partners who have supported West-MEC since its inception	Document	Rahsaan/Spencer	7/1/2020	100%	6/30/2021	
	2	Research best practices regarding engraved Brick Campaign	Document	Rahsaan/Spencer	7/1/2020	100%	6/30/2021	
	3	Have leadership (District and Campus) identify appropriate usage of space for recognition	Document	Rahsaan	7/1/2020	100%	6/30/2021	
	4	Develop guidelines and other documentation surrounding the campaign	Document	Rahsaan/Spencer	7/1/2020	100%	6/30/2021	

Total: 44

44

100%

**Goal: A wide variety of opportunities for West-MEC stakeholders to advocate at the local, state and national levels will strengthen West-MEC's ability to achieve its mission.**

Objective	Critical Work Activities	Metrics / Deliverables	Champion	Start Date	Progress	End Date	Archived?
1	Develop and implement professional development for employees on how to deliver a consistent message on the value of CTE/JTEDs/West-MEC.	Presentation from West-MEC 103,	Kyle	3/1/2017	100%	6/30/2018	
1a	Develop and deliver Communication PD for staff (WMYou, Comm. 102/3)	Presenation	Kyle, Maya	9/1/2017	100%	6/30/2018	

a) Create a system that provides professional development in ambassador and advocacy training for West-MEC staff and supporters and increases opportunities for them to use those skills.	1b	Develop and implement professional development for staff and supporters on JTED and other CTE educational systems in Arizona.	Presentation from the PD -Sign in s	Diane M.	8/1/2017	100%	6/30/2017
	1c	Develop an ongoing process to identify, understand and share information about CTED initiatives.	Presentation from the PD -Sign in s	Spencer	8/1/2017	100%	8/1/2019
	2	Develop and deliver a formal ambassador program for employees.	Presentation from the PD -Sign in s	Julie	3/1/2018	100%	8/1/2018
	2a	Create a working definition of ambassador and its critical elements to direct development of professional development for all West-MEC employees.	Definition	Julie/Diane	8/1/2017	100%	8/1/2018
	2b	Develop professional development for employees on becoming a West-MEC ambassador.	Training; Sign in sheet	Julie	8/1/2017	100%	8/1/2018
	2c	Create and implement a plan to connect West-MEC ambassador efforts with the program advisory councils.	Document	Julie	3/1/2018	100%	6/1/2019
	2d	Develop an event list for ambassadors to network in business and industry, non-profit organizations, and governmental agencies.	Document	Julie	6/1/2018	100%	6/1/2019
	2f	Track the formal engagement of ambassadors in the community.	List of events attended	Julie	8/1/2018	100%	7/1/2019
	3	Develop a formal advocacy program for employees.	Run book for this process	Julie/John	8/1/2019	100%	3/1/2020
	3a	Create a working definition of advocacy and its critical elements.	Definition	Julie	8/1/2019	100%	7/1/2019
	3b	Develop professional development for employees on becoming a West-MEC advocate.	Presentation from PD-Sign in sheet	Julie	8/1/2019	100%	3/1/2020
	3c	Develop and implement training on acceptable work-based and personal political involvement for all employees.	Run book for this process	Julie	3/1/2018	100%	10/1/2019
	b)Develop an annual advocacy plan.	1	Enter an IGA for lobbying services with Triadvocates LLC	Document	Spencer	7/1/2018	100%
2		Work with AZCTEDS and lobbyist to develop legislative agenda	Report	Spencer	7/1/2018	100%	6/30/2019
3		Deliver regular updates to the governing board and staff regarding legislative items and accomplishments	Report	Spencer	7/1/2018	100%	6/30/2019
c) Create Student Ambassador Program	1	Create necessary support documents such as guidelines and expectations, application process, training program etc.	Documents	Maya	5/17/2017	100%	9/1/2017
	2	Create a plan to launch program.	See CWA	Maya	5/17/2017	100%	9/1/2017
	3	Send out Student Ambassador Program Information and Application via Mailchimp	See CWA	Maya	9/1/2017	100%	9/1/2017
	4	Train students about West-MEC programs, and explain the ambassador process	# of students trained Scores from training quiz	Maya	10/17/2017	100%	5/18/2018
	5	Organize 20 ambassador experiences	List of opportunities Participation #s	Maya	9/1/2017	100%	5/18/2018
	6	Refine Student Ambassador Program for coming year	Self assessment quiz results	Maya	5/18/2017	100%	8/18/2018

Total: 23

23

67

67

100%

100%

Vision Element 1	100%
Vision Element 2	99%
Vision Element 3	100%
<b>Total</b>	<b>100%</b>