

Year 4: 2018-2019 AHS/GED AEBG PROPOSAL Activity Chart

Program Area: Adult Education (ABE, ASE, Basic Skills) --- SBCC Adult High School/GED Program

Objective 1: Improve AHS/GED Health Course Materials to Increase Student Course Completion

	Activity Description	Timeline for Completion	Person or Agency responsible	Outcome	Data capture method
1	Review curriculum of AHS Health Course to pinpoint areas of need	April-June	AHS/GED Faculty Team	Streamlined curriculum/assignment outline and list of needed support materials	AHS/GED Curriculum Library Archive
2	Research, evaluate and catalog possible text and multimedia instructional resources	May-June	AHS/GED Faculty Team	Selection of best-fit materials appropriate for ABE-level students to integrate into course content/assignments	Annotated catalog of resources and uses
3	Develop outlines to create modules for promoting strategies for processing informational text and graphics	July-Oct	AHS/GED Faculty Team	Set of best practices and design rubrics for designing, guiding and evaluating non-fiction reading skills	Internal written design rubric and guide
4	Develop, test, and refine set of supplemental support materials	July-Oct	AHS/GED Faculty Team	Set of support materials	AHS/GED Curriculum Library Archive
5	Streamline existing AHS self-paced, asynchronous courses. and integrate selected support materials	Oct-Jan	AHS/GED Faculty Team	Course materials	AHS/GED Curriculum Library Archives
6	Pilot revised course materials with students; refine as needed	Feb-May	AHS/GED Faculty Team	Implementation of pilot course, with embedded benchmark completion data	Student and instructor survey/feedback data, attendance and completion data
7	Meet regularly with all AHS instructors and LTAs to train and obtain feedback on new materials	April-June	AHS/GED Faculty Team	Constructive feedback on materials; set of needed refinements	instructor survey/feedback data,

Objective 2: Provide Vital Classroom TA Support to Implementation of Enhanced AHS/GED Courses

	Activity Description	Timeline for Completion	Person or Agency responsible	Outcome	Data capture method
1	Classroom tutor assistance with implementation of updated course activities	March	AHS/GED Faculty and Director	Documents describing training responsibilities;	Reports to the noncredit coordinator
2	Tutor training with the enhanced curriculum/manipulatives/software	July	AHS/GED Faculty and Director	Development of guidelines for use of materials with students	Internal written guidelines
3	Tutor assistance with gathering measures on effectiveness of enhancements	November	AHS/GED Faculty and Director	Documents describing roles in gathering data; data files	Internal written reports; data files

Objective 3: Develop Integrated "College Ready" and "Career Track" Modules					
	Activity Description	Timeline for Completion	Person or Agency responsible	Outcome	Data capture method
1	Survey needs of current and potential students in vocational courses	April-May	AHS/GED Faculty Team	Survey data and needs assessment identifying which courses to target first.	Written summary of survey data
2	Research, evaluate and catalog possible instructional resources and activities	May-June	AHS/GED Faculty Team	Selection of best-fit materials appropriate for ABE-level students to integrate into course content	Annotated catalog of resources and uses
3	Develop, test, and refine set of materials and activities	July-Oct	AHS/GED Faculty Team	Set of support materials	AHS/GED Curriculum Library Archive
4	Pilot revised course materials with students; refine as needed	Oct-Nov	AHS/GED Faculty Team	Implementation of pilot course, with embedded benchmark completion data	Student and instructor survey/feedback, attendance and completion data
Objective 4: Update and Develop Basic Skills Enrichment Program					
	Activity Description	Timeline for Completion	Person or Agency responsible	Outcome	Data capture method
1	Update course outlines and write program narrative; submit to CAC	June -Aug	AHS/GED Project leads	approved set of course and program outlines	curriQunet documents
2	Gather, update and develop materials for the certificate courses	July-Sept	AHS/GED Faculty Team	assignment plans (syllabi)	BSE Curriculum Library Archive
3	Pilot updated materials	Sept-Dec	AHS/GED Faculty Team	student feedback and learning outcomes (e.g., pre to post test gains)	Student and instructor feedback, attendance and completion data
4	Develop Marketing materials for the program	Dec	AHS/GED Project leads	Written Marketing plan	Set of marketing materials (fliers, info sheets, etc)
Objective 5: Accelerated GED Preparation Workshops					
	Activity Description	Timeline for Completion	Person or Agency responsible	Outcome	Data capture method
1	Survey students, agencies who work with clients who need GED	May-June	AHS/GED Project leads	approved set of course and program outlines	curriQunet documents
2	Consult with schools that have successfully implemented similar program	July-Sept	AHS/GED Project leads	class outlines (syllabi)	BSE Curriculum Library Archive
3	Develop workshop materials	Aug-Sept	AHS/GED Faculty Team	workshop script, powerpoint slides, activity packets	BSE Curriculum Library Archive
4	Pilot updated materials	Sept-Dec	AHS/GED Faculty Team	student feedback and learning outcomes (e.g., pre to post test gains)	Student and instructor feedback, attendance and completion data
5	Develop marketing materials for the program	Dec	AHS/GED Project leads	Written Marketing plan	Set of marketing materials (fliers, info sheets, etc)

Objective 6: AHS/GED Program Needs Analysis					
	Activity Description	Timeline for Completion	Person or Agency responsible	Outcome	Data capture method
1	Hire consultant to research, consolidate and document existing practices in AHS/GED in order to work towards a better understanding of existing service provision and practices to enable analysis and improvement.	January-February	AHS/GED faculty and consultant	Better understanding of existing processes and workflow to facilitate discussion and collaboration between relevant college departments to streamline service provision and better meet student needs	Report
2	Consultant will work with faculty to research and document relevant legislative requirements and document best practices from comparable colleges across the state. Goal is to Increase understanding of changing legislative requirements and best practices	January-February	AHS/GED faculty and consultant	Better understanding of legislative requirements and opportunities as well as potential approaches to service provision with documented success to facilitate discussion and development of a plan to streamline service provision and improve student outcomes	Report
3	Identify and address needs and gaps in service provision Consultant will guide faculty and parties identified in the research and documentation phase through a collaborative process to determine priorities, target groups, gather data to define needs and gaps in services, identify and analyze causes, summarize findings and advise on allocation of time and resources to address needs and gaps	March-April	AHS/GED faculty and consultant	Development of an implementation plan for data collection and analysis and a report identifying and prioritizing needs and gaps in service provision	Implementation Plan and Report
4	Use consultant's analysis to guide development of an action plan addressing specific program and student needs to streamline service provision and improve student outcomes Consultant will guide and support faculty in the development of an action plan including advising on allocation of time and resources to ensure compliance and support the ongoing development of pathways that better support student persistence and success rates.	April-May	AHS/GED faculty and consultant	Development of a customized action plan to guide program improvement and improvement of student outcomes, goal	Action plan