

## **Adult Education Program Improvement Plan (PIP) Template**

**Instructions:** Follow the guidelines outlined below and upload into AEGIS per the automated notice and instructions sent to you by AEGIS.

### **Part I – Program Improvement Team and Tools**

1. Immediately establish a program improvement team. The team must have a minimum of 5 members (more are encouraged) that should include the director, at least one teacher, and one current or former student. Submit the members' names and their current program role in your program improvement plan. [See below for program improvement instructions]
2. Describe when and where you will meet and who will lead the meetings.
3. Describe how you will ensure that each member will be heard.
4. Maintain documentation of team meeting agendas, minutes, and sign-in sheets.
5. Provide each team member the following from TEAMS: A program-wide Table 4 and Table 4B for 2005-2006, 2006-2007, 2007-2008, and 2008-2009.
6. Provide each teacher in your program a "class level" copy of 2008-2009 Table 4 for each class they taught in 2008-2009.
7. Each quarter, provide a current Participant Roster by Class Report for each teacher for the 2009-2010 (current) year. (The class roster shows which students have completed the level, and which students need a post-test.)
8. Provide each staff and teacher with a copy of the state assessment policy and evidence of receipt. The policy is posted on the Texas Learns site at: <http://www-tcall.tamu.edu/texaslearns/docs/assmtpol/09assessmentpolicy.pdf>
9. Assign the primary data entry or data collection person to complete the NRS online tutorials found at <http://www.nrsweb.org/trainings/online.aspx> (Texas LEARNS highly recommends that additional members of the program improvement team and/or data entry/collection staff complete the NRS online tutorials.)

### **Part II - Current Program Practice**

Describe the following:

- a. List (in order of importance) reasons for poor performance identified by your program improvement team.
- b. Identify the person responsible for data entry and describe his/her training.
- c. Describe the current student recruitment plan.
- d. Describe the current plan for student persistence and retaining students long enough for post-testing.
- e. Describe the process for supervisors to approve exceptions to the 60 hour post-testing rule, and how teachers document post-testing before the required 60 hours.
- f. Describe your student orientation plan, attendance policy, goal-setting process, intake/interview process and content, frequency of registration, follow-up with students, how enrollment is managed, and how staff is trained to deliver these components.

- g. Describe your current professional development plan for teachers, aides, testers, management staff, and the program director.
- h. Describe how follow-up test administration training is provided.
- i. Describe the current data collection and data entry process.
- j. Describe how you ensure data integrity and accuracy of data.
- k. Describe how data gets from point of origination to the point of entry.
- l. Describe how pre- and post- testing is delivered.
- m. Describe how class schedules are established.
- n. Describe how class locations are determined.
- o. Describe how you evaluate teacher and tester performance
- p. Describe how you are implementing the Content Standards.

**Part III - Proposed Solutions, Timelines, and Evidence**

1. Describe proposed changes and/or adjustments in:
  - a. data collection and data entry
  - b. student recruitment plans
  - c. retention strategies
  - d. state assessment policy implementation
  - e. student orientation
  - f. student intake/interview
  - g. attendance policy
  - h. professional development plan
  - i. follow-up test administration training
  - j. local data transmission/submission
  - k. data integrity and accuracy
  - l. pre- and post- testing strategies
  - m. class schedules and locations
  - n. Content Standards implementation
  - o. teacher and tester performance evaluation
2. Describe timeline for implementing changes/adjustments
3. Identify person/persons responsible for each change/or adjustment implementation
4. Describe evidence of implementation that you will collect
5. Describe how you will evaluate if changes and/or adjustments were successful.

**Part IV: Data Sign Off**

Complete 100% of current participant personal information, contact information, profiles, class registration, pre-test, post-tests, contact hours, achievements, etc. through March 31 annually. (Due date for 3<sup>rd</sup> Quarter Data Sign Off is April 15 annually.)