

ADULT LITERACY PROGRAM/STAFF GOALS

GOAL 1: Related to data, accountability and/or benchmarks.	GOAL 2: Related to program/staff quality.
1. Clarify TOPSpro coding to ensure accurate coding and reporting.	1. Improve staff understanding of transition process for adult secondary students by attending 2 Vision Stream Process meetings.
2. Improve benchmark attainment.	2. Ensure IVCCD reports accurate program data and maintains data integrity.
3. Hold two TOPsPro updates for teachers who input data into TOPS.	3. New and current teachers will receive NRS training so that they have a foundation and basis for proper assessment and coding.
4. 80% attendance at monthly staff meetings.	4. Send two electronic newsletter updates to the NCC Board of Directors.
5. Increase pre/post testing.	5. Developing a regular communication process to support teachers sharing strategies.
6. Continue to expand locations at both large full service centers as well as district-wide. DMACC will look to add three new locations this year.	6. Provide competency reports for individual students and the class as a whole, in order to adjust their curriculum to meet student needs.
7. Ongoing CASAS System training and review for all staff.	7. Plan programming to meet constituent needs through advisory input
8. Meet the benchmark of Entered Post-Secondary Education with at least 57% accuracy	8. Have all of our teachers share an article or strategy for teaching in the coming year.
9. ABE Staff including ABE, GED, ESL, and support staff will be provided with the orientation, as well as in-service training and support necessary to provide quality instruction.	9. ABE Staff, including ABE, GED, ESL, and support staff will understand their role in the assessment, accountability, and reporting activities required by the Iowa Department of Education. Special focus on targeted concerns including increasing CASAS post-testing, and using Content Standard reports.
10. Strengthen local programs through in-services.	10. Stimulate personal and professional growth among coordinators and instructors.
11. Review CASAS testing and update coding strategies for NRS.	11. Stimulate personal and professional growth among instructors, coordinator and TOPSpro specialist.
12. Increase the overall number of attained benchmarks.	12. Provide follow-up to research-based study circles and provide new study circle opportunities.
13. Train all teachers to use EXCEL spreadsheets for attendance and tracking of update hours.	13. Support beginning literacy for ESL learners with appropriate curriculum.
14. Increase appropriate completion of TOPSpro forms.	14. Address staff concerns about understanding Adult Lit student motivation and retention.
15. Improve CASAS post-testing strategies.	15. Weekly meeting with instructors at CB Center.

Here is the synthesis of the 30 goals as an overview:

Training:7

Communication/Meetings:6

Coding/Tops:7

Benchmarks:6

Data integrity:1

Transition, motivation and retention:1

Program expansion:1

Curriculum: 1