|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Plan Worksheet**  *Teachers should complete this individually based on program/course data.* | | | | |
| Name: Program/Course: School: | | | | |
| **Directions:** Using your program data, develop outcomes and performance targets; determine the indicators of success and whether new practices need to be implemented as part of the next steps. Use information and data sources identified as important for student success and overall program/course improvement. | | | | |
| Overall goal: (Reason for Necessary Action) | | | | |
| What are the strengths in my data? | | | | |
| Summarize the weaknesses or gaps identified in my data: | | | | |
| Prioritize Short-Term Performance and Outcomes: (What Will I Do Before May?) | Data Required:  (What Types of Data Do I Need to Collect?) | Indicators of Success:  (What Will Determine If I Was Successful?) | Steps for Current School Year:  (What is My Plan?) | Strategies for Groups and/or Individual Students:  (What Specific Strategies Can I Use With Students to Make Necessary Gains?) | |
|  |  |  |  |  | |
|  |  |  |  |  | |
| Prioritize Long-Term Performance Outcomes:  (What Areas Have I Noticed That Need Attention Next School Year?) | Data Required:  (What Data Have I Collected and/or Need to Collect to Develop My Long Term Plan?) | Indicators of Success:  (What Will I Use to Determine Whether My Students Were Successful?) | Steps Before Next School Year:  (What Steps Do I Need to Put in Place Prior to Next School Year Beginning?) | Strategies for Groups and/or Individual Students:  (What New Strategies and/or Training Do I Need to Assist in Improvement?) | |
|  |  |  |  |  | |
|  |  |  |  |  | |