

Priority 1: Website and Resource Accessibility

Co-Captains: Jeff Smith/Terri Birchard/Natalie Fatica

Measurable/Observable Product: Simplified access to ECTS operational resources

Completion Date: May 1, 2019

Action Steps	Responsible Party	Timeframe	Resources
Objective A. Decommission outdated resources			
1. Decommission EBB and intranet, default website on browsers	Smith	August 2018	
2. Create a temporary alternative for the decommissioned resources	Smith	August 2018	
3. Connect ECTS website to the alternative	Smith	August 2018	
4. Communicate changes to the staff	Smith	August 2018	In-Service
Objective B. Identify Resource Needs and Audiences			
1. Assemble a team to build scope of work	Smith, Fatica, AFT	September 2018	
2. Prioritize needs and resources to address	Established team	November 2018	
3. Establish time line for implementation	Established team	November 2018	
Objective C. Implement Team Decisions			
1. Determine additional financial resources needed to implement	Smith, Established team	January 2019	
2. Complete implementation	Smith	March 2019	
3. Test/trial implementation	Admin	March 2019	
4. Identify content managers	Team	March 2019	
Objective D. Rollout and Training			
1. Conduct training for content managers	Smith	April 2019	
2. Conduct training for faculty use	Smith	April 2019	Faculty meeting

Notes:

- Ongoing maintenance and evaluation
- Process not to establish learning management tools for classrooms

Priority 2: Career Readiness Indicators

Co-Captains: Joe Tarasovitch, Sandy Carr, Lisa Sorensen, & CPC

Measurable/Observable Product: Creation of Plan that Supports Career Readiness Indicators in the Sending Schools

Completion Date: March 2019

Action Steps	Responsible Party	Timeframe	Resources
Objective A. Create Advisory Team			
1. Identify team members	Tarasovitch, AFT	September 2018	
2. Review requirements of Career Readiness Indicators	Team	September 2018	
3. Identify activities currently occurring	Team	October 2018	Portfolio Guidelines
4. Establish additional steps needed to fulfill requirements	Team	November 2018	
Objective B. Communication			
1. Discuss the Career Readiness requirements to Instructors	Captains	August 2018	In-Service ?
2. Survey current faculty practices (i.e. fieldtrip, advanced training day, guest speakers)	Captains	September 2018	
3. Analyze survey for consensus of practices	Captains	October 2018	
Objective C. Create Universal Artifacts			
4. Identify faculty accountability—in-program, follow-up activity	Team, CPC	December 2018	
5. Identify student accountability—graded, portfolio	Team, CPC	December 2018	
6. Establish level I accountable artifacts to sending schools-3	Team, CPC	December 2018	
7. Establish level II accountable artifacts to sending schools-2	Team, CPC	December 2018	
1. Develop organizational structure to store artifacts stored by sending school	CPC, Sorensen	February 2019	
2. Audit files to ensure campus engagement	CPC	February 2019	
Objective D. Assess Overall Program and Refine			
1. Review student artifacts for appropriateness	CPC, Sending schools GC	March 2019	
2. Adjust program based on feedback	Team	June 2019	

Notes:

This action plan supports sending schools Career Readiness Expectations,
Attend meeting in the fall to address implementation at IU5.

Other Issues & Considerations

Item	Disposition	Staff Assigned	Notes
No Votes Received			
15 Hours	Continue Investigation	Aldo	
Student Satisfaction Survey	Investigate alternative administration times	Joe, Natalie	
STAY Teams	Continue, discuss refinements	STAY Team Leaders	
Recycling	Investigate	Aldo, Del	Board action item
Student Certifications	Set expectation, EOY Assess	Joe, Jan, Aldo	
Curriculum Updates	Set expectation, EOY Assess	Jan, Joe, Aldo	
New Staff Members	Standard Orientation	Natalie, Patrick	
Maint./Custodial Staffing	Monitor, Discuss	Del, Natalie	
Building Mechanical Systems	Assess, Long-range Plan	Del, Aldo	
Building Security	Investigate, Monitor	Joe, Del, Marcia	
Votes Received			
Long-term Financial Plan	Assess, Planning	Marcia, Aldo, Joe, JOC	
NOCTI Plans	Revise Planning Process, Set expectations	Jan, Joe	
Parent Communication	Investigate/Assess, Plan	Natalie, Marcia, Pat, Joe, Jan	
Writing	Campus plan developed, Set expectation, EOY Assess	Pat, Aldo	
Food Service	Assess, Corrective Action Plan,	Marcia, Justin, Natalie	
Infinite Campus	Development Team	Jeff, Aldo, Patrick	