

Priority: Planning and Preparation for Teaching

Captain: H. Fred Walker

Team Champions: Joe Tarasovitch, Sandy Carr, Distinguished Instructors

Measurable/Observable Product

Year 1 (19-20): Updated Scope & Sequence, POS and Scope & Sequence Crosswalk, Curriculum Map, Updated Syllabi, CATS alignment with Scope and Sequence
Year 2 (20-21): Unit Plans for each course and Standards Based Grade Book
Year 3 (21-22): Central Repository for Course Materials and Emergency Files

Completion Date:

Year 1 (19-20): May 1, 2020
Year 2 (20-21): TBD
Year 3 (21-22): TBD

Action Steps	Responsible Party	Timeframe	Resources
Objective A. – Set The Stage			
1. Secure JOC support for the initiative	HFW	8/22/2019	
2. Secure PAC support for the initiative	HFW	9/6/2019	
3. Establish a sense of need and measured urgency to ECTS community	HFW	1 st In-Service	
4. Communicate Plan, timeline, expected outcomes, and implementation To ECTS community	SC & JT	9/13/2019	
Objective B. – Prepare for the Work			
1. Organize and Provide Charge to Distinguished Instructors and PLC's	JT & SC	9/6/2019	
2. Provide resource supports (time, workload adjustments, meetings, expertise/mentors, etc.)	JT & SC	8/13/19	Schedule
3. Articulate necessary outcomes	JT & SC, Dist. Inst.	9/13/19	
4. Reach consensus on a timeline and milestones	JT & SC	8/13/19	Schedule
5. Roll-out working papers and templates	JT & SC, Dist. Inst.	Ongoing	
6. Provide examples	JT & SC, Dist. Inst.	Ongoing	
Objective C. – Completion of Scope and Sequence that Reflects Consolidation for 20-21 School Year			
1. Analyze 2019-20 Scope and Sequence	PLC Groups	9/13/19	2019-20 Scope
2. Consolidate courses where possible (max. course hours 90), aligned with POS, NOCTI/NIMS, DACUM, National Certification requirements	PLC Groups	9/20/19	Curriculum Documents
3. Submit for approval 20-21 Scope and Sequence	PLC Groups	9/20/19	

Objective D. – Complete Program of Study Documentation with Local and National Competencies			
1. Analyze the local competencies and add to Program of Study	PLC Groups	9/20/19	POS, DACUM, OAC
2. Analyze the national/industry competencies and add to Program of Study	PLC Groups	9/20/19	POS, National/Industry Info
3. Integrate and complete competencies from the Program of Study Local and National into one document (ECTS Task List)	PLC Groups	10/11/19	ECTS Task List
Objective E. – Development of ECTS MAJOR Curriculum Maps			
1. Analyze ECTS Task List identify Units of Study for each course on Scope and Sequence	PLC Groups	10/11/19	Scope and Sequence 20-21
2. Create curriculum map document for each Major.	PLC Groups	10/25/19	
3. Create posters of each Curriculum Map for display in Major area.	PLC Groups, GRA Student Project	5/29/19	Curriculum Map
Objective F. – Crosswalk POS with course numbers			
1. Review POS and align tasks with courses	PLC Groups	10/25/19	Scope and Sequence 20-21 and ECTS Task List
2. List course numbers by appropriate level for each task on ECTS task list.	PLC Groups	11/22/19	
Objective G. – Syllabi Development and Updates (3 Phases)			
1. Develop and update Syllabi for Level I courses (Phase I)	PLC Groups	12/12/19 – 1/24/20	Template
2. Develop and update Syllabi for Level II or Level III courses (Phase II)	PLC Groups	1/24/20-3/12/20	Template
3. Develop and update Syllabi for Level II or Level III courses (Phase III)	PLC Groups	3/12/20-4/17/20	Template

Objective H. –CATS Review with Scope and Sequence

1. Align CATS sequence with 2020-2021 Scope and Sequence	PLC Groups	4/17/20-5/1/20	CATS Information
2. Update CATS information with new scope and sequence courses and hours	SC	5/30/20	

Notes: