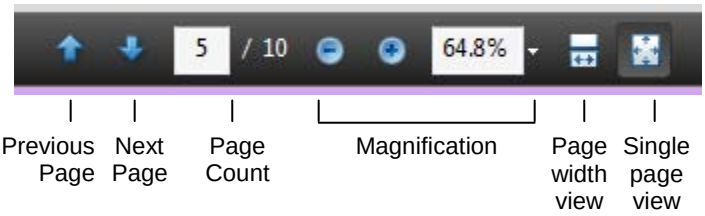
How to Complete the Campus/Department Improvement Plan



In the portfolio double click the Improvement Plan form to launch it.

Page 1 – Cover Page

- The 1st page is the plan's cover page. Fields for text entry should be highlighted blue. Click in the red rectangle to enter the campus/department name.
    - If you cannot see the text entry fields click the **Show Fields** button in the Navigation Pane and then the **Highlight Fields** button in the upper right corner.
- Pressing the Tab key will take you to page 2 or use the Next Page button.

Page 2 - Overview

- If the campus/department name is not appearing at the top of the page in the red rectangle it will need to be entered.
- Click in the Overview field to begin entering text.
    - This is a multi-line field. You will not be able to type beyond the field borders. The font size will not self-adjust.
- Click the **Save** button > **Save Portfolio**.
- Click the **Next Page** button in the form toolbar to move to the next page.

Page 3 – Improvement Goals & Measurable Objectives

- Enter the goal. This is a multi-line field. Press tab when finished.
- Enter the performance objective. This is a multi-line field. Press tab when finished.
- Select the focus area. Press tab.
- Enter the 1st improvement strategy. Row fields are multi-line fields. Press tab to move to the next field.
- <u>If too much text is entered in a field the field will flow off the bottom of the page.</u> You must monitor the field length. If you cannot see the **Add New Goal or Objective** button at the bottom of the page too much text has been entered. Remove some text then click the **Add New Goal or Objective** button to add another page and continue in a new field.
- If another improvement strategy is needed click the **Add** button at the end of the row. Continue to add additional strategies for <u>this</u> goal and measurable objective. New rows will force a new page if necessary.
- When you are finished adding strategies for this goal/objective click **Save** > **Save Portfolio**.
- Click the **Add New Goal or Objective** button to create another page for a new goal and/or measurable objective.
- Continue to add new pages as needed. Save after each new page.

Last Page – Bibliography

- Move to the last page of the document to add bibliography data. Add another page if necessary.
- **Save** > **Save Portfolio**.

Campus/Department Improvement Plan 2009-2010

Goal: District Goals: (one of the 5 goals) e.g. "Reduce course failure rate."

Performance Objective: SMART Objective (Specific, Measurable, Achievable, Relevant, Timely)

Summative Evaluation: How will you know if you've met your objective? e.g. "District Triand data for campuses"

Focus Area Addressed:

- Environment
- Instruction
- Assessment

Improvement Strategies	Resource Allocations	Person Responsible for Monitoring	Timeline for Monitoring	Formative Evaluation	
					Add Del

Add New Goal or Objective