

**California Department of Education  
Continuous Improvement Plan  
Fiscal Year 2020–21  
MiraCosta Community College - Community Learning Center**

**MiraCosta Community College District 37-68240**

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The California Department of Education (CDE) is integrating three previously separate deliverables required of WIOA, Title II: AEFLA funded agencies into a new deliverable called the Continuous Improvement Plan.

The CIP asks agencies to consider current relevant data, to write specific performance goals, and to identify strategies for achieving continuous improvement and learner success. Replacing the Professional Development Plan, the Technology and Distance Learning Plan, and the Integrated English Literacy and Civics Education Plan, the CIP offers agencies consolidated guidance and resources to ensure successful implementation of performance goals. By setting SMART goals using the CIP, agencies can improve student outcomes by providing related professional development to instructors and other relevant personnel; supporting implementation of staff's new knowledge and skills; and monitoring change in teacher/staff practice and the impact on student outcomes.

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## SMART Goals

### Goal 1

By June 2022, the adult education office will implement methods to increase the collection and tracking of student data by 15% from the previous year. Staff responsible for working with students to collect data and staff working on entering data in the reporting system will participate in training sessions targeting implementation and outcomes..

Supporting Strategies (key action steps)	Measure of Success	Staff Accountable	Due Date	SLP / CDE support
1. Provide professional development on data analysis, customization, and organization of data in TOPSpro Enterprise. 2. Increase the amount of CASAS pre and post-tests pairs 3. Collect more relevant data to meet reporting requirements 4. Review persistence rate, identify and target learners that need improvement	1. Staff will participate in at least 4 training sessions by the end of the 2022 Academic Year, that include TOPSpro key reports, NRS Federal Reporting, CASAS assessments and eTests implementation 2. 100% of the instructional support staff who work with students will learn about reporting requirements 3. Bimonthly staff meetings to analyze best practices and analyze students' performance data collected 4. Quarterly Data Integrity Reports (DIR) analyzed to determine persistence and success	1. Adult Education instructional staff 2. Adult Education instructional aides 3. Administrator 4. Data Research Analyst	June 2022	OTAN CALPRO Regional Consultant CASAS Technical Support CAEP Professional Development