**College of Menominee Nation**

**September 1, 2017**

### Teacher Education Department

**Action Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | **Action/Activity** | **Target dates** | **Status** |
| 1. Reinstate and update electronic document room.    1. Transfer over documents from old electronic document room to new site.    2. Add new and updated documents to document room. Not limited to Teacher Advisory Board minutes, Teacher Education meeting notes, etc. | * Connect with Sue Delrow/IT to assist in transferring over of documents * Once the electronic document room is ready begin submitting minutes, notes, etc to Sue for inclusion in Electronic Document Room. | 08/21/2017 – 10/15/2017 | Ongoing |
| 1. Gather and organize data for FORT, PRAXIS II and edTPA    1. Place data in Electronic document room    2. Analyze data and place record of conclusions in Electronic    3. After analyzing data make recommended changes in our classes and/or program.    4. Place recommendations in Electronic document room. | * Begin organizing and collecting existing data on past students to place in the electronic document room. * Analyze data and make recommended changes * Create a document to place in electronic document room outlining recommendations and changes. | 09/01/2017 - 12/01/2017 | Ongoing |
| 3. Employer and Graduate Surveys  3.1 Place statement of Survey status for  2015-2016 graduates  3.2 Gather employer and graduate  Surveys for 2016-2017 AY. | * Create a statement regarding Employer and Graduate Survey collection for AY 2016-2017 * Send out employer and graduate surveys in the Spring. * Analyze results and discuss at our May Department Meeting. | 02/1/2017 – 05/01/2017 | Ongoing |