

## CHAPTER FIVE

### CCCOE ROP ACTION PLAN

**Goal #1: Enhance communication strategies for all ROP stakeholders.**

**Rationale:**

- To inform more students about ROP classes.
- To involve more stakeholders in ROP classes.
- To inform parents and community of the accomplishments of ROP students.
- To keep ROP teachers current on emerging trends and technologies

**ESLRs addressed:**

Communication, Team Work

ACTION STEPS	STATUS	PERSON(S) RESPONSIBLE	RESOURCES	TIME LINE	WAYS OF ASSESSING PROGRESS	REPORT OF PROGRESS
Include CCCOE ROP web link on high school Web sites	O	<ul style="list-style-type: none"> <li>• Career Guidance Liaisons</li> <li>• Principals</li> </ul>	<ul style="list-style-type: none"> <li>• District administrators</li> <li>• Site and district technicians</li> </ul>	2010-2016	<ul style="list-style-type: none"> <li>• Monitoring high school Web sites</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda item at all staff meetings</li> </ul>
Promote the inclusion of more ROP information in high school publications and the publication Web sites	O	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Career Guidance Liaisons</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Journalism teachers</li> <li>• Publications teachers</li> <li>• Radio teachers</li> <li>• Video teachers</li> </ul>	2010-2016	<ul style="list-style-type: none"> <li>• Collect and monitor school publications</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda item at all staff meetings</li> <li>• COE bulletin boards</li> </ul>
Provide web based communication for teachers to collaborate	NS	<ul style="list-style-type: none"> <li>• Principals</li> </ul>	<ul style="list-style-type: none"> <li>• Internet</li> <li>• Teachers</li> <li>• Principals</li> </ul>	2010-2016	<ul style="list-style-type: none"> <li>• Teacher surveys</li> <li>• Evaluate web usage</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda item at staff meetings</li> </ul>
Improve industry advisors knowledge of ROP resources	O	<ul style="list-style-type: none"> <li>• Leadership Team</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Contact community partners</li> </ul>	2010-2016	<ul style="list-style-type: none"> <li>• Teacher and advisor surveys</li> </ul>	<ul style="list-style-type: none"> <li>• Newsletters</li> <li>• Agendas</li> </ul>
<ul style="list-style-type: none"> <li>▪ Promote to students, parents, counselors, site and district administration ROP's strong connection between academic and real world application</li> <li>▪ Disseminate information about ROP courses that are "a-g" approved and courses articulated with community colleges</li> </ul>	O	<ul style="list-style-type: none"> <li>• All ROP staff</li> </ul>	<ul style="list-style-type: none"> <li>• Career nights</li> <li>• College nights</li> <li>• Web site</li> <li>• Newsletter</li> <li>• Catalog</li> <li>• UC "a-g" Web site</li> </ul>	2010-2016	<ul style="list-style-type: none"> <li>• Enrollment data</li> <li>• Anecdotal evidence</li> <li>• Surveys</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda item</li> <li>• Letter to parents</li> <li>• Newsletter to stakeholders</li> <li>• Reports at committee meetings</li> </ul>
Continue to collaborate with districts	O	<ul style="list-style-type: none"> <li>• Principals</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in academy and pathway meetings</li> <li>• Assist in development of course sequences</li> </ul>	2010-2016	<ul style="list-style-type: none"> <li>• Opening of pathways and academies with ROP courses as the capstone classes</li> <li>• Full implementation of the ConnectEd grants</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting minutes</li> <li>• Pathway and academy brochures</li> <li>• Course catalogs</li> </ul>

\*(NS=not started, IP=in progress, O=on going, C=complete)

**Goal #2**

**Rationale**

**Maintain a quality program with reduced funding.**

To provide students throughout our service area with access to a broad array of ROP courses

To continue over CAP enrollment in ROP courses

To develop additional quality partnerships and internship opportunities for students

**ESLRs addressed**

Communication, Team Work, Job Skills, Critical Thinkers

ACTION STEPS	STATUS	PERSON(S) RESPONSIBLE	RESOURCES	TIME LINE	WAYS OF ASSESSING PROGRESS	REPORT OF PROGRESS
Identify priorities in course offerings and section distribution	O	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Directors</li> </ul>	<ul style="list-style-type: none"> <li>• Labor market trends</li> <li>• Enrollment data</li> <li>• District and academy data</li> </ul>	2010-2016	<ul style="list-style-type: none"> <li>• Analyzing Data</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda item</li> <li>• Newsletter</li> <li>• Board budget presentations</li> </ul>
Identify essential instructional materials for each course	O, IP	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Directors</li> <li>• Teachers</li> <li>• Advisors</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher meetings</li> <li>• Advisory meetings</li> <li>• Purchasing data</li> </ul>	2010-2016	<ul style="list-style-type: none"> <li>• Budget</li> <li>• Resource list for each course</li> <li>• Purchasing data</li> <li>• Meeting minutes</li> <li>• Teacher feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda item at staff meetings</li> <li>• Report to site principals</li> </ul>
Pursue alternate funding opportunities	O	<ul style="list-style-type: none"> <li>• Directors</li> <li>• Principals</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Foundations</li> <li>• Corporations</li> </ul>	2010-2016	<ul style="list-style-type: none"> <li>• Grant data</li> <li>• Funding data</li> </ul>	<ul style="list-style-type: none"> <li>• Staff meeting agenda item</li> <li>• Advisory meeting agenda item</li> </ul>
Increase collaboration with business and education partners to expand resources	O	<ul style="list-style-type: none"> <li>• Directors</li> <li>• Principals</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Advisory meetings</li> <li>• Academy meetings</li> <li>• CTE meetings</li> </ul>	2010-2016	<ul style="list-style-type: none"> <li>• Meeting minutes</li> <li>• Sharing of resources</li> <li>• List of guest speakers</li> <li>• Participation in our student scholarship program</li> <li>• Surveys</li> </ul>	<ul style="list-style-type: none"> <li>• Staff meeting agenda item</li> <li>• Advisory meeting agenda item</li> </ul>
Identify and implement cost saving measures	O	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Directors</li> <li>• Teachers</li> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Budget</li> </ul>	2010-2016	<ul style="list-style-type: none"> <li>• Reduced expenditures</li> </ul>	<ul style="list-style-type: none"> <li>• Staff agenda item</li> </ul>

\*(NS=not started, IP=in progress, O=on going, C=complete)

**Goal #3**                      **Design and implement opportunities to assist students in identifying career goals in high school.**

**Rationale**                      To provide students with additional services in the area of career guidance.

Students benefit from a well-defined sequence of programs which includes academic and career technical classes.

Students benefit from a seamless transition to postsecondary education and careers.

**ESLRs addressed**                      Job Skills (Career Goals)

ACTION STEPS	STATUS	PERSON(S) RESPONSIBLE	RESOURCES	TIME LINE	WAYS OF ASSESSING PROGRESS	REPORT OF PROGRESS
Identify model practices and new opportunities to connect with counselors and student services staff that support career activities at the high school and post secondary levels	O, IP	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Career Guidance Liaisons</li> </ul>	<ul style="list-style-type: none"> <li>• Survey for high school counselors to determine needs and areas for support</li> <li>• On-going leadership meetings</li> <li>• Career guidance liaison meetings</li> </ul>	2010-2012	<ul style="list-style-type: none"> <li>• Survey results</li> <li>• List of career guidance strategies</li> <li>• Presentation opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly report at Career Guidance meetings</li> </ul>
Develop strategies to strengthen the delivery of career-related information to students	IP	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Career Guidance Liaisons</li> <li>• Communications Specialist</li> </ul>	<ul style="list-style-type: none"> <li>• CDE Model Programs &amp; Practices Guidelines</li> <li>• Inventory of current practices</li> <li>• Career Guide</li> </ul>	2010-2012	<ul style="list-style-type: none"> <li>• Feedback from counseling staff, teachers site administrators, staff, parents, students</li> <li>• List of current practices and strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly reports at Career Guidance Liaison meetings</li> </ul>
Design and produce career-focused presentation and marketing materials that provide career pathway information	IP	<ul style="list-style-type: none"> <li>• Career Guidance Liaisons</li> <li>• Communications Specialist</li> </ul>	<ul style="list-style-type: none"> <li>• Funding resources for publication costs</li> <li>• Designated job-alike meetings</li> </ul>	2010-2011	<ul style="list-style-type: none"> <li>• Pathway guides</li> <li>• Brochures</li> <li>• Publications printed and distributed</li> </ul>	<ul style="list-style-type: none"> <li>• Report to stakeholders</li> <li>• Materials on ROP's Web site</li> </ul>
Research and design resource guides by industry sector that provide teachers with a list of guest speakers, field trip ideas, job-shadowing opportunities, and related instructional materials.	NS	<ul style="list-style-type: none"> <li>• Career Guidance Liaisons</li> <li>• Communications Specialist</li> <li>• Teachers</li> <li>• Principals</li> <li>• COE Communications Department</li> </ul>	<ul style="list-style-type: none"> <li>• Discussions</li> <li>• Survey teachers to gather resources</li> </ul>	2011-2013	<ul style="list-style-type: none"> <li>• Completed resource guide</li> </ul>	<ul style="list-style-type: none"> <li>• Fall in-service teacher feedback</li> </ul>

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**Goal #4 Work collaboratively with districts to increase Science, Technology, Engineering and Mathematics (STEM) & Green Technology opportunities for students.**

**Rationale**  
 To provide access to high level, rigorous coursework so students are better prepared for careers in STEM fields.  
 To provide opportunities for students to enhance their skills in mathematics, science and technology.  
 To expand student awareness of career opportunities in emerging fields.  
 To prepare students for post secondary opportunities.

**ESLRs addressed** Critical, Complex and Creative thinkers

<b>ACTION STEPS</b>	<b>STATUS</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>RESOURCES</b>	<b>TIME LINE</b>	<b>WAYS OF ASSESSING PROGRESS</b>	<b>REPORT OF PROGRESS</b>
Provide professional development to teachers, career guidance liaisons, and administrators on STEM innovations.	NS	<ul style="list-style-type: none"> <li>Principals</li> <li>Teachers</li> <li>Staff</li> </ul>	<ul style="list-style-type: none"> <li>Professional development funding</li> <li>Latest research</li> <li>Lead teachers</li> <li>Web sites</li> </ul>	2011-2015	<ul style="list-style-type: none"> <li>Professional development</li> <li>Registration confirmation</li> </ul>	<ul style="list-style-type: none"> <li>Career Liaison quarterly meetings</li> <li>ROP staff meetings</li> <li>Annual teacher meeting</li> <li>Newsletters</li> <li>Collaboration meetings</li> <li>Train the Trainer</li> </ul>
Develop new curricula Update current curricula to include Green Technology modules	NS	<ul style="list-style-type: none"> <li>Communications Specialist</li> <li>Principals</li> <li>Teachers</li> </ul>	<ul style="list-style-type: none"> <li>Printing budget</li> <li>Meeting time</li> <li>Conferences</li> <li>Current practices</li> </ul>	2011-2013	<ul style="list-style-type: none"> <li>New courses and modules developed and offered</li> <li>CDE-certified curricula</li> </ul>	<ul style="list-style-type: none"> <li>Student Programs meetings</li> <li>ROP staff meetings</li> <li>Advisory meetings</li> <li>Board meetings</li> <li>Newsletters</li> </ul>
Work collaboratively with district principals to include ROP STEM and Green courses as new electives	IP	<ul style="list-style-type: none"> <li>Principals</li> <li>District Principals</li> </ul>	<ul style="list-style-type: none"> <li>STEM/green course brochures</li> <li>ROP Budget</li> </ul>	2010-2015	<ul style="list-style-type: none"> <li>New ROP STEM/green courses offered at high schools</li> </ul>	<ul style="list-style-type: none"> <li>Board meeting</li> <li>Course catalogs</li> <li>Newsletters</li> <li>Web site</li> <li>Staff meetings</li> </ul>
Communicate to counselors and students the ROP STEM courses	IP	<ul style="list-style-type: none"> <li>Career Guidance Liaisons</li> <li>Principals</li> </ul>	<ul style="list-style-type: none"> <li>STEM/green course brochures</li> <li>New emerging technologies flyers (to be developed)</li> <li>Parent newsletters</li> </ul>	2010-2014	<ul style="list-style-type: none"> <li>Student enrollment in STEM/green courses</li> </ul>	<ul style="list-style-type: none"> <li>Career Guidance Liaisons quarterly meetings</li> </ul>
Design materials that showcase ROP STEM course offerings	NS	<ul style="list-style-type: none"> <li>Communications Specialist</li> <li>Career Guidance Liaisons</li> </ul>	<ul style="list-style-type: none"> <li>Printing/Distribution budget</li> </ul>	2011-2014	<ul style="list-style-type: none"> <li>New materials designed, printed and distributed</li> </ul>	<ul style="list-style-type: none"> <li>Career Guidance Liaisons quarterly meetings</li> <li>Newsletters</li> </ul>

Participate on planning teams for new academies, multiple pathway committees, district level CTE advisory committees	O	<ul style="list-style-type: none"> <li>Principals</li> <li>Directors</li> </ul>	<ul style="list-style-type: none"> <li>Scheduling time to attend meetings</li> </ul>	2010-2016	<ul style="list-style-type: none"> <li>ROP courses are capstone in academies and multiple pathways</li> <li>Minutes from district &amp; community college meetings</li> </ul>	<ul style="list-style-type: none"> <li>C5CTE meetings</li> <li>Tech Prep meetings</li> <li>Student Programs meetings</li> </ul>
Collaborate with community colleges: <ul style="list-style-type: none"> <li>Tech Prep</li> <li>Sequencing</li> <li>SB70 Funding</li> <li>Articulation</li> </ul>	O	<ul style="list-style-type: none"> <li>Principals</li> <li>Directors</li> </ul>	<ul style="list-style-type: none"> <li>Scheduling time to attend meetings</li> <li>SB70 Grants</li> <li>Sequencing Grid</li> <li>Tech Prep Plan from Community Colleges</li> </ul>	Timeline established by grant deadlines; Articulation Day event November	<ul style="list-style-type: none"> <li>Grant funding success</li> <li>Articulations completed</li> </ul>	<ul style="list-style-type: none"> <li>C5CTE meeting</li> <li>Tech Prep meetings</li> <li>Student Programs meetings</li> </ul>
Communicate students' successes in ROP STEM/Green courses	NS	<ul style="list-style-type: none"> <li>Communications Specialist</li> <li>Teachers</li> <li>Career Guidance Liaisons</li> <li>Principals</li> </ul>	<ul style="list-style-type: none"> <li>Funds for publications</li> </ul>	2011-2016	<ul style="list-style-type: none"> <li>Newsletters published and distributed</li> <li>Articles in newspapers</li> <li>Web site</li> <li>High school newsletters</li> </ul>	<ul style="list-style-type: none"> <li>Spring Awards ceremony</li> </ul>

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