

# PREFACE

The Contra Costa County ROP began the WASC Focus on Learning self-study process in Fall 2008, anticipating that the Visiting Team would be coming in Spring 2010. The Leadership Team was formed and the timeline established. Stakeholders discussed, and fine-tuned the Expected Schoolwide Learning Results that would guide the process.

## Focus and Home Groups

Because the CCCOE ROP is so large and our area of service so vast, much of the early discussion centered around involving as many stakeholders as possible in home and focus groups. It was decided that home groups would be formed at each of the high schools we serve and that Student Programs Principals would meet with each home group.

Focus groups were formed when we invited our business advisors, parents, students, and teachers to participate. All ROP staff members were also invited to participate in Focus Groups according to their areas of expertise. In addition, CCCOE Board of Education members and employees from other departments agreed to participate in Focus Groups. Student Programs Principals were appointed as chairs of these groups and another member was appointed assistant chair. (See Appendix B for a complete list of Focus Group members.)

## Data Collection and Analysis

Much groundwork was done in advance of the initial focus group meetings in order to maximize the opportunities for input from the members. Surveys were conducted and results were tallied and distributed to the focus group chairs, who prepared rough drafts of the category reports. Focus group meetings reviewed the survey results and the drafts and determined what needed to be added or amended.

Home groups also reviewed the survey results and the drafts. Home group discussions focused on identifying what individual teachers are doing to enhance student learning and achievement of the ESLRs, how student progress is assessed, and evidence.

Both Home and Focus Groups were instrumental in identifying the Areas of Strength and the Opportunities for Growth.

## Development of Action Plan

In August 2009, the ROP Leadership team compiled all of the Opportunities for Growth that had been identified by the Focus Groups in each Focus on Learning category. The ROP staff grouped them into four major areas that we identified as our most pressing needs. This became our Action Plan. Staff members helped to develop goals, the rationale that explained why we chose them, and the ESLRs they addressed. In

subsequent meetings, the staff, together with the Leadership Team, developed the specific action steps that would enable us to achieve these goals. The Leadership Team then worked to develop a reasonable timeline as well as the ways we would assess and report our progress.

The Leadership Team has met regularly throughout this process to share and disseminate the discussions in focus and home group meetings and to review the self-study report for thoroughness, accuracy and readability. We feel the process has been complete and will benefit the CCCOE ROP for many years to come.