

**Harlan County Public Schools**  
**Guidelines for Program Review Process and Completion**  
**2012-13**

**Part 1:** *Create Review Committees* (Be strategic in your committee assignment) and Conduct initial meeting by August 17, 2012. At first meeting:

- ✓ Review Program Review rubric (used revised rubric if released) and guidelines.
- ✓ Thoroughly discuss each standard and demonstrator.
  - Consider for each indicator: What would this look like at a proficient level in a classroom/school?
- ✓ Review the example evidence and discuss potential evidence “look-for’s” in your building.
- ✓ Review a master schedule to identify all teachers/courses/classrooms associated with your program.
- ✓ *Assure that program specific curriculum committees are formed and meeting. (Ex. Arts and Humanities school curriculum committee is different and serves a different purpose from Arts and Humanities program review committee.)*
- ✓ Assign evidence-identification tasks. No **one** person, discipline or department is responsible for identifying and gathering all the evidence for a given indicator. Remember, each indicator is assessing a **PROGRAM**, not a classroom or a course.
- ✓ Set a schedule of meetings to review evidence.
- ✓ Keep all committee meeting agendas, sign-in sheets and minutes.

**Part 2:** *Analyze evidence*- This part of the work is the heart of each program review!

❖ *Evidence identification should be an agenda item for each meeting.*

On an ongoing and regular schedule:

- ✓ Committee members meet and review evidence that has been identified throughout the building
- ✓ Committee determines the rating that the evidence supports
- ✓ Brainstorm together to generate a list of additional evidence that is needed to make or support judgments
- ✓ Make further evidence identification assignments

This should be a fluid and ongoing process **between** the three (fall, winter, spring) **ongoing, year-long** reviews for each program.

**Part 3: Rubric Review and Rating**-Each program review committee meets to:

- ✓ Review the rubric and the evidence for their program
- ✓ Assign a rating for each indicator (each indicator is represented as a question on the ASSIST document) based on **current** evidence
- ✓ List evidence in detail
- ✓ Provide a rationale for the evidence that is included in justifying the rating.

**Part 4: Program Improvement Plan**- Based on current evidence and ratings, the committee shall engage in a discussion about how their program can be improved.

❖ ***Program improvement discussion should be an agenda item for each meeting.***

Program Improvement planning should be:

- ✓ Ongoing

And should include:

- ✓ “Next Steps”
  - For all “Needs Improvement” ratings a “Next Steps” plan is generated.
    - What will assist the school in moving from “Needs Improvement” to “Proficient” for a particular standard, demonstrator, or indicator?
    - An Improvement plan for each demonstrator will be generated on the ASSIST platform in the space for narrative. Each indicator will be identified in the plan to correspond with a, b, c, etc. on the ASSIST document.
  - For schools who can justify a “Proficient” rating,
    - KDE recommends a “Next Steps” plan for moving each proficient rating to distinguished. (SBDM decisions regarding training, staff)

**Part 5: Program Review Reports**-Prepare reports (Using the ASSIST platform) and share with staff, SBDM council, and district external review committee. Each program review report should include:

- ✓ Program Review rubric complete with ratings
- ✓ A detailed list of evidence for each indicator clearly marked to correspond with a, b, c, etc.
- ✓ A rationale for each indicator/demonstrator
- ✓ Program Review Improvement Plan

Each program review is shared with school staff, SBDM Council and District External Review Team two times per year. Agendas and sign-in sheets from ALL Program Review meetings, along with a paper copy of each review including the program improvement plan (Print the PDF version from the ASSIST Platform) are ***turned into district office by 9/21/2012*** in the fall and ***4/12/2013 in the spring***. *The winter program review is a formative review and is only required to be shared with each program review committee. The winter review should have occurred by January 11, 2013.*

- ❖ **The district external program review committee will be in schools following the 9/21/12 deadline and the 4/12/13 deadline to monitor and assist in Program Review development.**

### 2012-13 Program Review Timeline:

<b>Deadline Date</b>	<b>Requirement</b>	<b>Completion Date</b>
Friday, August 17, 2012	Conduct initial meeting.	Meeting Date:
Friday, September 21, 2012	Complete and share <b>fall</b> review, report and plan.	Review Completed by Committee:  Staff Share:  SBDM Share:  District Share:
Friday, January 11, 2013	Complete <b>winter formative</b> review, report and plan.	Review Completed by Committee:
Friday, April 12, 2013	Complete and share <b>spring</b> review, report and plan.	Review Completed by Committee:  Staff Share:  SBDM Share:  District Share: