Continuing Education Advisory Group
Mid-Cycle Report Kick-Off

September 4, 2014

Purpose: Begin the Mid-Cycle Report process

- Welcome
- Updates
  - Revised CED Goals
  - Revised SLGs
  - Revised Action Plan
- Mid-Cycle Report Timeline
- Mid-Cycle Report Components
- Google Drive
- Q & A

Continuing Education Mid-Cycle Report Components

Section I: Introduction and Basic Student/Community Profile Data

Leadership Team

- 3 years of analyzed data with conclusions
  - School description, SLGs, demographics (students, faculty, staff), analytical summary of disaggregated & interpreted achievement data
- Include Fall 2014 data

Section II: Significant Changes and Developments

Advisory Group

- Since last Self-Study Report (program changes, enrollment, staffing, facilities, etc.)
- Impact on the school, programs, and outcomes

Section III: Process for the Development of the Progress Report

Advisory Group

- Description of the process for preparing progress report, including which stakeholders were involved
- Process to present the progress report to the Governing Board

Section IV: Critical Areas for Follow-Up Progress

Advisory Group

- List the critical areas for follow-up with reference to schoolwide action plan sections where each area has been addressed. Action plan must incorporate all areas for follow-up/major recommendations from VC Report
- Comment on progress made to date for each critical area for follow-up and cite evidence and examples of the impact on student learning.

Section V: Updated Schoolwide Action Plan

Advisory Group

- Discuss refinements made to plans since the last self-study and any newly identified issues
- Description of procedures for implementation and monitoring of action plan
- Comment of how action plan is integrated into single schoolwide plan
- Copies of latest updated schoolwide action plan

Appendix: Action Plans

- Include 3 years of plans

2015 Mid-Cycle Report & Visit Timeline

Timeline	Activities
April – July 2014	✓ Advisory Retreat Annual Revision of Action Plan ✓ Review/Revision of SLGs ✓ Mid-Cycle Report Planning ✓ Annual Student & Staff Surveys
August 2014	✓ Fall letter - Mid-Cycle Report Division Kick-off
Sept 2014	✓ Mid-Cycle Report Kick-Off – 9/4 @ 2 pm • Analysis of survey results and Profile update • Leadership completes drafts of Mid-Cycle Report sections 2, 3, 5 Analysis of survey results & Profile Update • Profile analysis by Program Teams (Section 1) • Action Plan Progress input & evidence gathering by Program Teams (Section 4)
October 2014	• Complete initial Draft of Mid-Cycle Report • Draft of Mid-Cycle Report to all CED stakeholders for input
November 2014	• 11/7/14 CED Advisory Retreat • Final input on Report • Revision of Action Plan (Section 5) • Mid-Cycle Report finalized (before Thanksgiving)
Dec 2014 - Jan 2015	• Report to Board of Trustees for Approval • Report to Visiting Team Chair
Feb – March 2015	• Visit preparations
March 18, 2015	• 1-day visit (Tentative)

Google Drive Overview

- Google Drive is entirely free and works within any browser, although ***to enjoy all of its features, you need to use Google's Chrome Browser.***

- You can download Google Drive to access files on every computer and mobile device.

- Each user will need a Google account to create and share documents; this is the way Google assures that document access can be controlled by the creator.
  - ***You do not have to use a Google account, you may use any email you choose***

- What makes Google Drive different is the ability to *share* documents with others.
  - Instead of emailing documents back and forth (which is a huge pain with many opportunities for confusion) users can go quickly to Drive, find and open the shared file in the Drive table of contents, and make "live" comments and corrections to it.
  - There are no duplicates or separate versions floating around in your inbox or mail folders — the document is always available in the cloud at your Google Drive account.
  - Changes are automatically saved as you work.
  - If a user shares a document with you or a group, you now have the ability to not only view the document, but to make revisions or comments along the way.
  - The share/feedback feature is a really powerful tool. To make a comment simply highlight a section with your cursor and click the "comment" button. You can add as little or as much text as you would like.
  - Challenge: Some features such as the drawing tools are not as easy to use as in Word. Also, in the download process, some formatting changes may occur.

- Google Drive also makes it easy to track revisions and a document's history. After you make comments you can go back and trace the alterations that have actually made, step by step, over the course of creation. Just select File > See Revision history and click on any date/time. If it's too much detail, click on Show less detailed revisions.

- Once the document is complete, it's simple to pull a copy from Google Drive in any of several formats (including MS Word and PDF) by selecting *File* > *Download as*… or simply choosing *File* > *Print*.

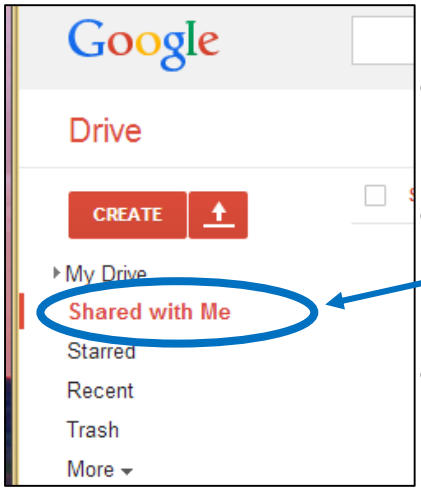
Google Drive Shared Folder:

CED Mid-Cycle Report 2016

I already have a Google Drive Account

- Send an email to lgreenlee@mtsac.edu with the subject heading: Google Drive Account Name. In the body of the email please include your Google Drive Account username

- Lianne will add you to the CED Mid-Cycle Report 2016 shared folder and send a confirmation email to you.



- After receiving the confirmation email, please log into your Google Drive Account at **https://drive.google.com**

- Access ***Shared with Me***.

- Inside you will find a folder titled "CED Mid-Cycle Review 2016".

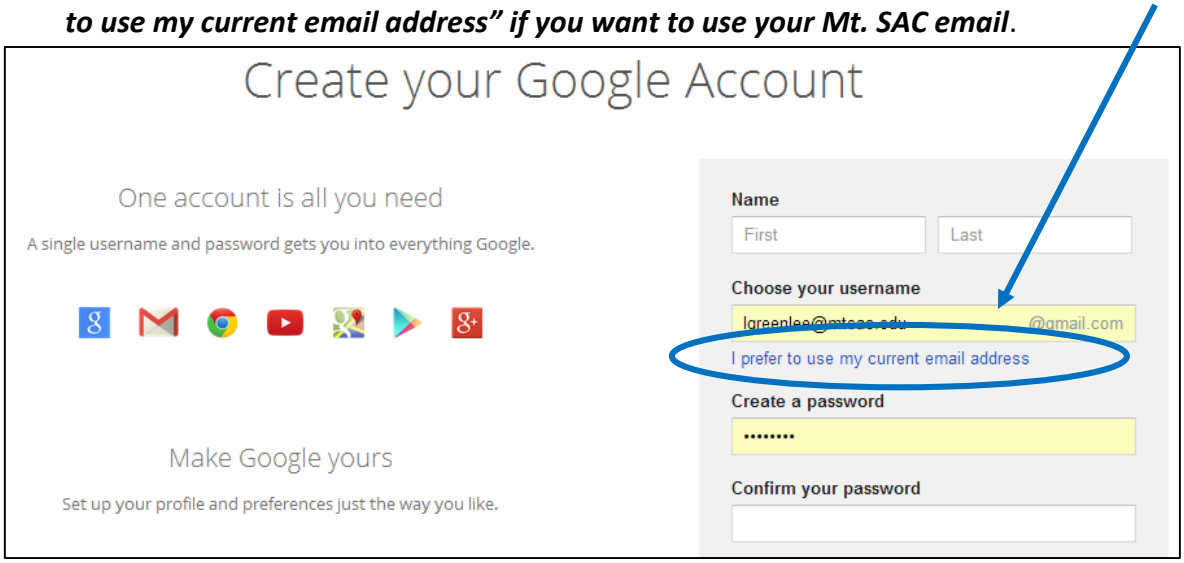
CED Mid-Cycle Review 2016

I Need to Create a Google Drive Account

- Open or download the Google Chrome browser (If you do not have administrative privileges on your computer you will need to ask for help from a technician)
  - https://support.google.com/chrome/answer/95346?hl=en

- Create a Google Account https://accounts.google.com/SignUp

- Choose a username. You do not need to establish a Gmail account. In fact, your username and email can be your current Mt. SAC email if you prefer. ***Be sure to click on the "I prefer to use my current email address" if you want to use your Mt. SAC email***.



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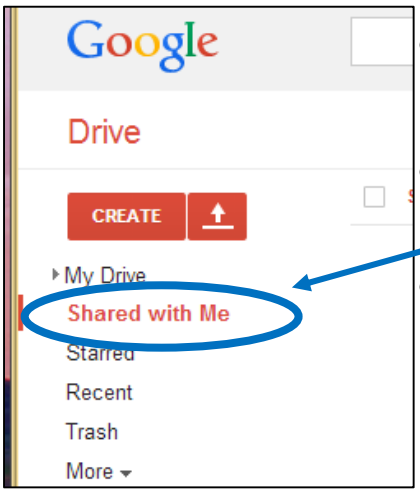

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