

Instructional Services Vision in Action (VIA)

Minutes
Tuesday, November 3, 2015



Meeting Conductors: Dr. Peggy Johnson, Dr. Charla Rudd and Dr. Linda Volz.

Members Present: Dr. Valerie Baxter, Demetrice Conner, Cynthia Denmark, Lisa Drafahl, Ginny Ellis, Beth Epperson, Ann Garrett, Jeremy Gilbert, Jeanne Gravitt, Mindy Hancock, Leslie Harris, Allison Hughes, Peggy Johnson, Joanna Maloney, Samenthia Milnes, Dr. Terri Patterson, Jennifer Pharris, Michelle Ramos, Dr. Charla Rudd, Lisa Seawright, Dr. Sharon Shields, Shaunte' Stewart, Linda Volz, April Wagner, Marilyn Wilson, and Jennifer Wright.

Members Absent: Kristen Chamblee, Brittany Hartley, Bennett Hoefler, Bobby Melton, Kristi Rizo, Candice Ross, and Mary Tate.

Other(s) Present: Lori Lang, Recorder of Minutes.

WELCOME

Dr. Rudd called the meeting to order at 1:03 p.m. The committee was grouped by campus sites.

Review of Work to be accomplished

Dr. Rudd reviewed what the committee did in the October VIA meeting.

- The four program areas for the Performance-Based Monitoring Analysis System (PBMAS) are Bilingual Education/English as a Second Language (BE/ESL), Career and Technical Education (CTE), No Child Left Behind (NCLB) and Special Education (SPED).
- Groups wrote findings after reviewing the data from the PBM report.
 - List the possible factors contributing to the data.
 - Circle the factors we have influence over.
 - Group charts were compiled for Bilingual/ESL and Special Education performance so the data can be used for today's meeting.
- Today, groups will prioritize areas of greatest impact on student achievement.
- For each prioritized achievement factor, groups will develop quarterly goals, strategies and monitoring tools.
- The development of annual goals; strategies; interventions by quarter; and data to be collected to monitor interventions were discussed. Report due to TEA November 20, 2015.
 - Data is to be compiled quarterly:
 - Quarter 1 – August, September, and October
 - Quarter 2 – November, December, and January
 - Quarter 3 – February and March
 - Quarter 4 – April, May, and June
 - Use the 5 Whys (*examples provided on the agenda*).

Generate Root Cause for each Problem Statement

Dr. Rudd and Dr. Johnson provided information on how to generate the root cause for each problem statement.

- The Root Cause needs to be prioritized.
 - The data is needed for a report that is to be submitted by December 17, 2015.
- Problem statements for SPED and BE/ESL were worked on as a group to demonstrate the process.
 - Time was allotted for each group to work on generating a problem statement, setting a goal for Quarter 2, strategies to be used in addressing the problem statement, what interventions will be used for the strategies, and what data will be collected to monitor interventions.
 - Groups were asked to use the template to document their data.
 - Look for commonalities in setting the problem statement.

- Developing the quarterly goals and strategies are developed using a backwards design.
 - The annual goal should be placed in Quarter 4 and work backwards with other quarters to show how the annual goal will be accomplished.
 - Beginning with the end in mind, achieving the goal identified, write SMART goals for each quarter.
 - Quarter 2 should have immediate things we can do to meet the annual goal.
 - Data and evidentiary documents reflect progress as goals are being met.
- Time was allotted for each group to share out.

ADJOURNMENT

The meeting ended at 2:55 pm. The next meeting is scheduled for February 2, 2016.