| **Date** | **Vertical Alignment Actions** | **Resources Required and Persons Responsible** | **Evidence of Implementation** | **Evidence of Impact** |
| --- | --- | --- | --- | --- |
|  | **Forming and Sustaining Vertical Alignment Partnerships and Course Team Relationships** |  |  |  |
| September 10, 2012 | Convene Vertical Alignment Partners | Coordinator/Facilitator –  R. Shaeffer | **Products:**   * Meeting/Session Documentation Form * AVATAR Meeting Minutes * AVATAR Meeting Participant List   **Action Items:**   * Group norms established and communicated * Format for meeting established – online & face to face * Developed process for meeting evaluation * Recorded minutes * Distributed meeting minutes after meeting * Meeting/session documentation form completed with agreed upon action items and deadlines for completion | Forming and Sustaining Vertical Alignment Partnerships in Region |
|  | **Promoting Student Success through Critical Conversations, Actions, and Outcomes to Promote Student Success** |  |  |  |
| September 24, 2012 | Regional Action Plan for 2012-2013 Due | Coordinator/Facilitator –  R. Shaeffer | **Products:**   * Regional Action Plan for 2012-2013   **Action Items:**   * Developed plan for implementation * Present Regional Action Plan for collaboration at meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | Forming and Sustaining Vertical Alignment Partnerships in Region |
| May 24, 2013 | Regional Sustainability Plan for 2013-2014 Due | Coordinator/Facilitator –  R. Shaeffer | **Products:**   * Regional Sustainability Plan for 2013-2014   **Action Items:**   * Developed plan for sustainability | Sustaining Vertical Alignment Partnerships in Region |
|  | **Collecting and Reporting Regional Student Data** |  |  |  |
| September 17, 2012 | Development and Approval of Regional PowerPoint Due | Coordinator/Facilitator –  R. Shaeffer  P-16 Council Coordinator –  J. McCormick/C. Villafranco | **Products:**   * Regional Data * Regional PowerPoint   **Action Items:**   * Submit completed Regional PowerPoint * Present Regional PowerPoint data to partners at meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Creating Shared Understandings and Foundations |
|  | **Creating Shared Student College and Career Readiness and Success Understandings and Foundations** |  |  |  |
| January 7, 2013 | Convene Vertical Alignment Partners, Secondary and Postsecondary Administrators, and P-16 Council Members for Progress Update | Coordinator/Facilitator –  R. Shaeffer | **Products:**   * Meeting/Session Documentation Form * AVATAR Meeting Minutes * AVATAR Meeting Participant List   **Action Items:**   * Progress Update Meeting with Vertical Alignment Partners, Secondary and Postsecondary Administrators, and P-16 Council Members | Creating Shared Understandings and Foundations |
| May 24, 2013 | Convene Vertical Alignment Partners, Secondary and Postsecondary Administrators, and P-16 Council Members for Progress Update | Coordinator/Facilitator –  R. Shaeffer | **Products:**   * Meeting/Session Documentation Form * AVATAR Meeting Minutes * AVATAR Meeting Participant List   **Action Items:**   * Progress Update Meeting with Vertical Alignment Partners, Secondary and Postsecondary Administrators, and P-16 Council Members | Creating Shared Understandings and Foundations |
|  | **Training 2012-2013 Vertical Alignment Course Team** |  |  |  |
| September 17, 2012 | Identify Team Members | Coordinator/Facilitator –  R. Shaeffer | **Products:**   * VAT training team members list * Communication with VAT supervisors * VAT roles and responsibilities documentation and training * Training agenda * Participant sign-in sheet * Training follow-up dates   **Action Items:**   * Training follow-up dates * Determine training location, date, time * Create training agenda * Notify Team Members and Supervisors * Communicate Roles and Responsibilities | Forming and Sustaining Vertical Alignment Partnerships in Region |
| October 8, 2012 | Documentation of Training | Coordinator/Facilitator –  R. Shaeffer | **Products:**   * VAT training team members list * Communication with VAT supervisors * VAT roles and responsibilities documentation and training * Training agenda * Participant sign-in sheet * Training follow-up dates   **Action Items:**   * Training follow-up dates | Forming and Sustaining Vertical Alignment Partnerships in Region |
| Start by Oct. 15, 2012 | **Reviewing Course Syllabi and Reference Course Profile Information** |  |  |  |
| January 10, 2013 | Document Review of Course Profile Information | Coordinator/Facilitator –  R. Shaeffer  Post-Secondary Partners  C. Krueger  J. Kulhanek | **Products:**   * Course Profile   **Action Items:**   * Review Course Syllabi * Develop Regional Course Profile for course | Promote Student Success through Critical Conversations, Action and Outcomes |
|  | **Training 2013-2014 Course Team and Sustaining the Regional Partnership and Vertical Alignment Work** |  |  |  |
| On or before  May 24, 2013 | Hold Training for 2013-14 Vertical Alignment Course Team (Vertical alignment agreement completed) | Coordinator/Facilitator –  R. Shaeffer  P-16 Council Coordinator –  J. McCormick/C. Villafranco | Partnership Created and Training Conducted and Documented | Sustaining Vertical Alignment Partnerships in Region |
| On or before  May 24, 2013 | Conduct Regional Vertical Alignment Partners’ Reflections, Celebrations and Next Steps 2013-2014. | Coordinator/Facilitator –  R. Shaeffer  P-16 Council Coordinator –  J. McCormick/C. Villafranco | Meeting Held and Actions’ Documented | Sustaining Vertical Alignment Partnerships in Region |
|  | **Outreaching and Communicating Your Regional Work with Education System Administrators, Key Leaders, P-16 Council Members, and Others** |  |  |  |
| Monthly | Partners and Team Members Vertical Alignment Outreach Activities and Outcome Logs and Meeting/Sessions Forms Completed and Submitted | Coordinator/Facilitator –  R. Shaeffer  P-16 Council Coordinator –  J. McCormick/C. Villafranco | **Products:**   * P-16 Council Meeting Dates includes AVATAR report * P-16 Council Meeting Minutes include AVATAR report * Partnership leaders Meeting Dates include AVATAR report * Partnership leaders Meeting Minutes include AVATAR report   **Action Items:**   * Request time on agenda for P-16 Council Meetings * Request time on agenda for Partnership leaders meetings | Sustaining Vertical Alignment Partnerships in Region |