| **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. ShaefferPost-Secondary PartnersC. KruegerJ. 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 beforeMay 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 beforeMay 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 |