

ALSDE Educational Technology Approval Checklist

ALABAMA TECHNOLOGY PLAN: TRANSFORM 2020 APPROVAL CHECKLIST

ALSDE EDUCATIONAL TECHNOLOGY PLAN | DUE: October 15, 2016 | **YEAR: 2016**

	DISTRICT:	Mobile County
	REVIEWER:	Terry Atchison
ASSURANCES PAGE SIGNATURE WITH DATE:		10-12-16
PLAN SUBMISSION DATE:		10-15-16
APPROVAL DATE:		12-07-16

A.) EXECUTIVE SUMMARY

	Area	Component	Notes/ Information Needed
X	1.) Description	▪ Adequate demographic information is provided.	
X	2.) Purpose	▪ Technology clearly plays a viable role in learning, support for implementing the CCRS, and preparing students for school, careers, and adulthood; Mission, Vision, Values, and Beliefs are included.	
X	3.) Achievements/ Improvements	▪ The last 3 years and upcoming 3 years of achievements and needed improvements are described.	

B.) STAKEHOLDER INVOLVEMENT

X	4.) Planning Process	▪ The process for engagement and collaboration across all programs through scheduled meetings is clearly described.	
X	5.) Team Members	▪ A reasonable variety of expertise from representative grade levels, content areas, and skills is evidenced in the Team member List.	
X	6.) Communication	▪ A process is clearly in place to communicate the District Plan and Progress Reports throughout the year.	

C.) TECHNOLOGY DIAGNOSTIC

X	7.) Data Sources	▪ Data Sources for planning are listed. <i>(Note: Must list Transform 2020 Surveys as a minimum data source; every row and column should be checked below if the district has completed these items.)</i>		
X	8.) Needs Assessment (minimum of 1 each)	One Need	One Strength	One Data Source
	a. Infrastructure	X	X	X
	b. Inventory	X	X	X
	c. Student Learning	X	X	X
	d. Professional Learning Program	X	X	X
	e. Teaching	X	X	X
	f. Teacher Productivity	X	X	X
	g. School Leader Use	X	X	X

	Area	Component	Notes/ Information Needed
X	9.) Transform 2020 Surveys	▪ Teachers (At least 80%), Library Media Specialists (100%), and administrators (100%) completed the Transform 2020 Surveys. <i>(Note: Instructions to view/print/review the survey results are located in the Approval Process Document.)</i>	59% of teachers have taken survey. 73% of administrators have taken survey.
X	a. At least 80% of the teachers took the Transform 2020 Teacher Survey.		
X	b. 100% of the administrators took the Transform 2020 Administrator Survey.		
N/A	c. 100% of the Library Media Specialists took the Transform 2020 Library Media Survey.		
X	10.) Professional Learning	▪ Topics are listed and based upon needs/strengths.	
X	a. Topics are listed with delivery mode, hours, participants, presenters/trainers, and type or name of presenter(s).		
X	b. Topics are based upon need and strengths identified in the needs assessment section.		
X	11.) Inventory/ Infrastructure	▪ All Inventory/Infrastructure items are complete and reasonable and support student achievement.	
X	a. The inventory/infrastructure clearly supports student achievement for <u>all</u> schools.		
X	b. Specific narrative information is provided using these topics: WAN, LAN, Connectivity, Bandwidth, Internet Access, Information Security and Safety, Digital Content Delivery, and Digital Tools. <i>(Note: The Needs Assessment and Inventory should contain some of this information if it cannot be located in this section.)</i>		
X	c. Reasonable Inventory data is provided in the inventory for Hardware (A-T) .		
X	d. Reasonable Inventory data is provided in the inventory for Demographics (A-G) .		
X	e. Reasonable Inventory data is provided in the inventory for Infrastructure (A-C) .		
X	f. Reasonable Inventory data is provided in the inventory for Connectivity (A-F) .		

D.) ACCOUNTABILITY

X	12.) Accountability	▪ All Accountability requirements are met. <i>(Note: In some cases, the same activity may be used-use good judgment here.)</i>	
X	a. All 3 Transform 2020 Goals are addressed verbatim <i>(using exact wording)</i> .		
X	b. Objectives wording matches Transform 2020 <i>(See Transform 2020 document)</i> and “measureable” wording that includes Who, Proportion, What, Measured By, and When.		
X	c. Each goal’s objective, strategy, and activities make sense and are located under the appropriate goal, objective, and strategy, respectively.		
X	d. It is clear that the plan is at least a 3-year plan. <i>(See begin and end dates.)</i>		
X	e. At least three (3) programmatic, digital learning integration activities are geared toward impacting student achievement in all schools (District Plan). <i>(Note: May be different activities for different schools, but all schools must be implementing at least one major related strategy.)</i>		
X	f. One (1) or more activities focus upon using digital tools to improve achievement of all students with special emphasis upon high need and high poverty students.		
X	g. At least five (5) district-wide activities are geared toward preparing PK-12 teachers to use technology and digital content to help students meet Alabama’s College- and Career-Ready Academic Standards .		
X	h. At least two (2) district-wide activities are geared toward preparing leaders to lead technology planning and use digital tools and resources effectively in their jobs as instructional leaders.		

X	i. At least (1) or more activities facilitate and improve the use of telecommunications networks (phone/Internet/email) among educators, students, and parents/community to improve learning .	
X	j. At least three (3) activities explain how the network, technical support staff, instructional support staff, and digital teaching and learning resources accessed through the network will be linked to the achievement of learning goals of the District.	

E.) DISTRICT TACTICAL PLAN

	Area	Component	Notes/ Information Needed
X	13.) Goals Summary	▪ Goal type and funding make sense.	
X	14.) Goal 1	▪ Goal 1 components are reasonable and complete (a-d).	
X		a. Goal 1 wording is verbatim (<i>using exact wording</i>).	
X		b. Objectives wording is consistent with Transform 2020 wording (<i>See Transform 2020 document</i>) and “measurable” wording includes Who, Proportion, What, Measured By, and When.	
X		c. All activity types, begin/end dates, funding amount/source, and staff responsible is complete and makes sense (wording <u>and</u> relationship to strategy, objective and goal).	
X		d. It is clear that the Goal 1 section is at least a 3-year plan. (<i>See begin and end dates.</i>)	
X	15.) Goal 2	▪ Goal 2 components are reasonable and complete (a-d).	
X		a. Goal 2 wording is verbatim (<i>using exact wording</i>).	
X		b. Objectives wording is consistent with Transform 2020 wording (<i>See Transform 2020 document</i>) and “measurable” wording includes Who, Proportion, What, Measured By, and When.	
X		c. All activity types, begin/end dates, funding amount/source, and staff responsible is complete and makes sense (wording <u>and</u> relationship to strategy, objective and goal).	
X		d. It is clear that the Goal 2 section is at least a 3-year plan. (<i>See begin and end dates.</i>)	
X	16.) Goal 3	▪ Goal 3 components are reasonable and complete (a-d).	
X		a. Goal 3 wording is verbatim (<i>using exact wording</i>).	
X		b. Objectives wording is consistent with Transform 2020 wording (<i>See Transform 2020 document</i>) and “measurable” wording includes Who, Proportion, What, Measured By, and When.	
X		c. All activity types, begin/end dates, funding amount/source, and staff responsible is complete and makes sense (wording <u>and</u> relationship to strategy, objective and goal).	
X		d. It is clear that the Goal 3 section is at least a 3-year plan. (<i>See begin and end dates.</i>)	

ADDITIONAL NOTES/COMMENTS

<p>Area 9. Transform 2020 Surveys</p> <p>a. < 59 > % of your Teachers and < 73 > % of your Administrators (principals, and assistant principals) district-wide took the survey.</p> <p>b. Ensure that at least <u>80%</u> of the Teachers, and <u>100%</u> of the Administrators and Library Media Specialists in <u>each</u> school take the Transform 2020 Survey.</p>
--