**Plan: Action Steps for Using Your Data**

|  |
| --- |
| **Sample** |
| **Data Point to Make Actionable** | There is a 20 percentage point difference in passing rates between different courses that satisfy the B4 requirement. |
| **Action Step 1**  | Discuss across disciplines (e.g., include statistics instructors) to determine which courses are more successful. |
| **Who is responsible for Action Step 1?** | Math dept. chair will coordinate a meeting.  |
| **Who else should be included in the conversation?** | All instructors teaching these courses. |
| **Expected Outcome of Action Step 1** | Passing rates differ by course and by placement category.  |
| **Action Step 2** | Examine common syllabi, course requirements, and work examples to hypothesize why the gap is appearing. |
| **Who is responsible for Action Step 2?** | Dept. chairs acoss disciplines teaching related courses. |
| **Who else should be included in the conversation?** | All instructors teaching these courses should be informed after outcomes emerge. |
| **Expected Outcome of Action Step 2** | Particular groups of students need additional support; instructors need workshop on uses of formative assessment. |
| **Action Step 3** | Connect course instructors with learning center staff to embed tutoring opportunities. |
| **Who is responsible for Action Step 3?** | Dept. chairs acoss disciplines teaching related courses. |
| **Who else should be included in the conversation?** | Tutoring center staff and all instructors |
| **Expected Outcome of Action Step 3** | Higher passing rates in courses with increased tutoring support. |

**Plan: Action Steps for Using Your Data**

|  | **Priority 1 (Address Immediately)** | **Priority 2 (Address by Fall Term)** |
| --- | --- | --- |
| **Data Point to Make Actionable** |  |  |
| **Action Step 1**  |  |  |
| **Who is responsible for Action Step 1?** |  |  |
| **Who else should be included in the conversation?** |  |  |
| **Expected Outcome of Action Step 1** |  |  |
| **Action Step 2** |  |  |
| **Who is responsible for Action Step 2?** |  |  |
| **Who else should be included in the conversation?** |  |  |
| **Expected Outcome of Action Step 2** |  |  |
| **Action Step 3** |  |  |
| **Who is responsible for Action Step 3?** |  |  |
| **Who else should be included in the conversation?** |  |  |
| **Expected Outcome of Action Step 3** |  |  |