**PA Adult Ed Resources LogoPIT Minutes Template**

**Guidance for the Program Improvement Team (PIT)**

**The PIT oversees program improvement processes…**

**Agency Data**

1. **Review program(s) data.**

**Examples of eData data:** enrollment report, post-test rate, performance by class, student attendance hours, EFL gains, performance by subject, performance by NRS level, evidence of change

**Examples of other data:** attendance at orientation, classroom observations, lesson plans, student work, students surveys, job placements, postsecondary enrollment, student support coordinator notes, percentage of students attending regularly (engagement/retention), PD Portal reports, PLC participation, professional development feedback, tutor/classroom aide reports (surveys, observed interactions with students or staff), other evidence of change

1. As a result of reviewing data, what do you notice about the data? What questions does it raise? What needs to change? What is working well?
2. As a result of reviewing the data and asking questions of the data, what follow-up is needed, if any?

**Program Improvement-Professional Development (PI-PD) Plan**

The purpose of the PLC is to implement the instructional PI-PD work plan. Review the data associated with the PI-PD work plan.

1. What are the successes and challenges of the PLC?
2. What evidence of teacher change is there as a result of PLC work?
3. What evidence of student change is there as a result of PLC work?