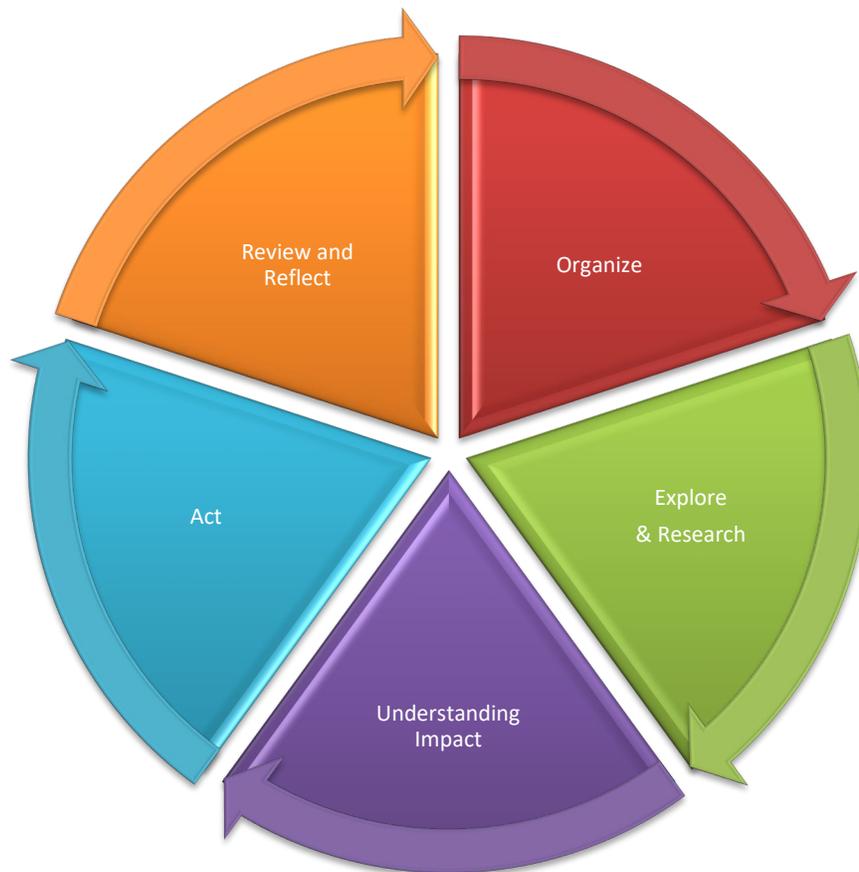


Continuous Improvement Plan for Adult Education:

Before starting this plan and process you are required to view the Recruitment Professional Development at <https://icsps.illinoisstate.edu/adult-education>

The **ADULT EDUCATION IMPROVEMENT PROCESS FOR RECRUITMENT** (AEIP) is a basic five step process that has been developed for Illinois Adult Education. Each program will engage with this process as an Adult Education program.

The Adult Education Improvement Process has five steps.



1. **Organize:** Each program will identify a recruitment strategy to address. Analysis of existing data on student enrollment that feeds into initial decisions of which strategies to address. Program leadership will collaborate to **focus on a critical recruitment problem** that need to be addressed to improve student participation, outcomes and enhance quality in education.
2. **Explore:** Programs are encouraged to examine college and program enrollment data comparing enrollment levels among students as it related to their overall recruitment efforts. Using these data, programs will identify areas where outcomes are especially successful and areas where short- and long-

term improvements are needed.

3. **Understanding Impact:** Programs seek to understand how key recruitment processes and practices impact student enrollment and contribute to the identified problem. Teams analyze core processes.
4. **Act:** Programs develop a solution to the problem. Complete the **Student Recruitment Action Plan**.
5. **Review and Reflect:** Six (6) months after the action plan has been implemented, we invite programs to explore practical and rigorous methods and tools for evaluating solutions.

This process will be supported by **three professional development benchmarking opportunities** provided by the PDN.

1. *Understanding the Process* - February 17, 2021 - at 11:00 am
 - a. Goal – to ensure all program leadership understand the process and expectations for the Adult Education programs.
2. *Gap Analysis* – February 24, 2021 at 11:00 am
 - a. Goal – to ensure all program leadership have identified problems to be addressed and provide guidance and support to programs who need assistance.
3. *Next Steps and Successful Submission* – March 3, 2021 at 11:00 am
 - a. Goal – Walk each program through the next steps and provide direction regarding the action plan submission.

Each hour-long session will be hosted by the PDN with leadership from ICSPS. Each session will be guided by questions and a brief presentation.

ICCB regional support staff and professional development staff will be reaching out to support programs as they work through the review and reflection portion of the process.