Proposal for Instructional Program Pilot

Program name:

Owner:

Proposed start date: End date:

Description of Program

1. Provide a brief description of the proposed pilot. Include involved campuses, staff members, and applicable student populations. Describe the processes and procedures expected to be put into place. List resources that will be required for the implementation and any costs to be incurred.

2. Provide a brief rationale for the program. Describe the perceived benefits of the program and the gaps or needs being addressed. What would happen if we do not implement this program? What are some possible negative ramifications of program implementation?

3. What are the key program outcomes to be achieved? What is our current state related to these outcomes? How will program implementation address the needs described above? What evidence exists to suggest that this is a viable solution?

4. How will achievement of desired program outcomes be measured? When will achievement of outcomes be evaluated? What criteria will be used to determine program effectiveness?

5. How will fidelity of implementation be assessed? What aspects of implementation are most critical to assess in determining effective implementation? When will formative and summative assessment of implementation occur?

6. What program decisions will be made as a result of the pilot implementation? Who will make these decisions? Assuming the pilot shows promise, what is the desired end state to be achieved on a larger scale? What factors need to be considered when scaling up the program?

Approval process documentation

Submitted to PAR	Owner		
Submitted to ACT	PAR Director		
ACT review	Assoc. Supt.		
ACT Decision:	Approved	Revise	Denied
Cabinet review	Assoc. Supt.		
Cabinet Decision:	Approved	Revise	Denied

Overview of Approval Process

1. Pilot proposal submitted by owner to Director of Planning, Assessment and Research for initial review.

2. Director assesses proposal and seeks clarification from owner as needed.

3. Pilot owner presents plan to ACT (5-10 minutes max).

4. ACT discusses merits and limitations of the plan and makes a decision among three possible choices: Approve as written; provide list of revisions needed; deny the proposal.

5. If revisions needed, plan is reworked and resubmitted to ACT.

6. If approved by ACT, plan goes to Cabinet for final approval/rejection through Associate Superintendent of Curriculum and Instruction.

Overview of Implementation Process

1. Pilot owner communicates implementation plan to involved campuses and staff members, including expectations for fidelity of processes and procedures and any data collection necessary for formative and summative evaluation purposes.

2. Pilot implemented by owner and involved staff.

3. Formative assessment of implementation performed as outlined in the proposal. Interim report submitted to ACT for review and consultation. Any necessary changes are made to pilot program in response to study findings.

4. Proposed program changes, if any, are implemented.

5. Summative evaluation of program implementation and outcomes is performed by owner. Written report prepared and presented to ACT.

6. ACT discusses merits of scaling up innovation and makes decision as to expand program, continue pilot (with or without modification), or discontinue program.