

This guide will help you establish, implement, and support a Program Improvement Team (PIT) to achieve program improvement and professional development objectives.

## What Is a Program Improvement Team?

The Program Improvement Team (PIT) includes the administrator, the in-house professional development specialist, and members who will be directly involved in the current year's program improvement. The administrator establishes a culture that supports professional development and continuous learning as a means of program improvement. The PIT meets at least quarterly to review the program's progress on program improvement. The Program Improvement-Professional Development (PI-PD) Plan incorporates both program improvement and professional development goals. The PIT uses quantitative and qualitative data to identify goals and activities of the PIT.

## How to Establish a PIT

Introduce the Program Improvement Team concept:

1. Share and discuss the Adult Education and Family Literacy Guidelines section on Professional Development and Program Improvement for the relevant program year.
2. Provide staff with rationale for working in a PIT.
3. Discuss how PIT work is different than other staff meetings and Professional Learning Community (PLC) meetings (see page 2).

## How to Determine the PIT Logistics:

1. Budget and plan for the time allotted for PIT activities (administrator).
2. Select PIT members, including the administrator, IHPDS, and program-wide representation.
3. Consider student participation in PIT meetings.
4. Select the time for each PIT meeting.
5. Select the location for each PIT meeting.
6. Choose how often you will meet (at least quarterly).
7. Assign member roles and responsibilities.
8. Plan how to document your meetings (PIT minutes).

## How to Implement and Support a PIT

Focus the Program Improvement Team around program improvement goals:

1. Review agency data regularly to establish and revise program improvement goals.
  - a. Discuss and plan to collect evidence of progress towards goals.
2. Develop and oversee the Program Improvement-Professional Development (PI-PD) Plan(s) (instructional and non-instructional).
3. Review the Program Improvement-Professional Development (PI-PD) Plan:
  - a. Discuss the objective and target data.
  - b. Review and discuss evidence to determine if the job-embedded professional learning has made an impact.
  - c. Review and revise action plan as needed.
  - d. Address action steps in non-instructional PI-PD Plan.

## Support the program improvement work:

- Provide resources: materials, supplies, information, technology, and access to expertise.
- Provide space for staff to meet.
- Provide time for staff to meet.
- Protect program improvement time from intrusions and interruptions.
- Maintain an atmosphere of mutual respect, trust, and openness for creative solutions.

## What Is the Difference Between a Program Improvement Team (PIT) and a Professional Learning Community (PLC)?

### PIT

- Oversees development of instructional and non-instructional PI-PD Plan(s).
- Oversees program improvement by analyzing program data.
- Collects data and evidence of change.
- Includes program-wide representation.

### PLC

- Implements instructional PI-PD Plan(s).
- Conducts and supports job-embedded professional learning to improve instruction.
- Collects data and evidence of change.
- Includes the IHPDS and instructors.

## Program Improvement