

NOCTI IMPROVEMENT MEETING DOCUMENTATION

(Sample document)

Teacher Name: _____

Program Name: _____

Date: _____

NOCTI IMPROVEMENT PLAN:

On _____ we accomplished the following to improve the NOCTI scores.

1. Reviewed the NOCTI Post-Test Competency Reports and discussed curricular changes that could be made to address the areas of concern.
2. Discussed the Pre-test results and how to use data to develop individual student improvement plans in the study guides. Teacher has already has the students analyze their data.
3. Discussed the development of the syllabus and how it can be used to address the areas of concern in the NOCTI results.
4. Discussed the ways in which the coaches have been helping and other ways they can help in the program.

During the next month, the teacher will work on the following:

1. Teacher name will continue the work on the syllabus to ensure time is provided for those areas of concern in the NOCTI data.
2. Teacher name will do a cross-reference of NOCTI tasks and the tasks needed for the articulation agreement to determine needed time for each

3. Teacher name will continue to look at the hours needed for each task/duty area based on the analysis of the NOCTI results and articulation agreement

The tentative plan for our next meeting will be to:

1. Review Todd Luke material
2. Review work done by teacher in the previous month

Teacher Signature: _____

Administrator Signature: _____

(This can be the administrator, coach, CTDSL or whoever is assigned to work on the improvement plan with the teacher) **Copy to teacher and to administrator**