













TOOL 3.6

Continuous improvement of a comprehensive professional learning system

PURPOSE	
Prioritize continuous improvements to the professional learning system.	
TIME	
1 hour on a regular schedule, e.g., annually	
MATERIALS	
<ul style="list-style-type: none"> • Sample Criteria Matrix • Chart paper for an alternative simple matrix if desired 	
STEPS	
1.	<p>Gather the leadership team responsible for the comprehensive professional learning system at least twice a year to discuss the questions below:</p> <ul style="list-style-type: none"> • What input have we received related to needed improvements in the comprehensive professional learning system? • What is the rationale for these improvements? • How widespread is the need for the improvements?
2.	<p>Create a criteria matrix for prioritizing the needed improvements.</p> <ul style="list-style-type: none"> • Level of effort (including staff time, contracted services, etc.) to make the improvements, represented in cost. • Impact on the system if the changes are made. • Impact on the system if the changes are not made. • Impact on educators if the changes are made. • Impact on educators if the changes are not made. • Note recommended improvements that fall in the category of “consider it done,” because they are relatively easy, logical, can be done without significant effort, and are important to do. Many improvements may fall into this category and they merely need to be scheduled.
3.	<p>Estimate impact and represent it as a level of impact for the improvements. (3 = significant impact; 2 = moderate impact; 1 = no impact).</p> <p>If needed, a wider range of impact options might be created. Create the matrix and enter the information for each recommended improvement.</p>

TOOL 3.6 *cont'd*

STEPS						
4.	An alternative to a full criteria matrix is to use a simple clustering of needed improvements into four categories:					
	Cost					
	<table border="1" style="width: 100%; height: 100%; background-color: #ADD8E6;"> <tr> <td style="text-align: center; vertical-align: middle; width: 15%;">Impact</td> <td style="text-align: center; vertical-align: middle;"></td> <td style="text-align: center; vertical-align: middle;"></td> </tr> <tr> <td style="text-align: center; vertical-align: middle;"></td> <td style="text-align: center; vertical-align: middle;"></td> <td></td> </tr> </table>	Impact				
Impact						
						
5.	Use the data to prioritize resources to the improvements.					
6.	Develop a timeline for the improvements.					
7.	Report back to the leadership team in 30, 60, 90 days, or more if necessary.					

Source: Killion, J. (2013). *Comprehensive professional learning system: A workbook for states and districts*. Oxford, OH: Learning Forward.

TOOL 3.6 *cont'd***Sample criteria matrix**

Recommended improvements	Consider it done	Cost	Impact on system if made	Impact on system if <i>not</i> made	Impact on educators if made	Impact on educators if <i>not</i> made
Recommendation 1						
Recommendation 2						
Recommendation 3						
Recommendation 4						
Recommendation 5						
Recommendation 6						
Recommendation 7						
Recommendation 8						