

Adult Basic Education Individual Professional Development (PD) Plan

Name	
Job title	Data Analyst
Primary duties	Maintain accurate student, assessment, attendance, and outcome data systems Support ABE reporting compliance and accountability requirements Generate institutional and programmatic reports for leadership, funders, and state agencies Monitor measurable skill gains (MSGs), contact hours, persistence, and post-testing data Support dashboard development and data-informed decision-making processes Collaborate with instructional staff, student advisors, and leadership to improve student outcomes and operational effectiveness
Work site(s)	240 Plato Blvd, HAP Academy OIC

Preparation: Looking at the Data

Please consider these questions before completing the grid on the next page.

List 3 primary challenges you are facing in your adult education work.	Learning and navigating Minnesota ABE reporting systems, accountability measures, and compliance expectations.
	Improving data consistency and accuracy across attendance, assessment, workforce, and student support systems.
	Developing efficient reporting systems that provide actionable data for instructors, advisors, and leadership.

My Consortium's PD Goals

What are my consortium's PD goals?

1. Strengthen staff capacity to implement Integrated Education and Training (IET) models that align literacy instruction with HAP Academy OIC career pathway programming in healthcare, IT, business, manufacturing, and transportation.
2. ESL and Workforce Preparation Instruction - Increase staff knowledge and instructional strategies for supporting English Language Learners entering workforce training programs.
3. Strengthen instructional practices for teaching students with varied functioning levels and educational goals within the same classroom environment.

My Work

What are my work priorities in the upcoming year?	Improve accuracy and timeliness of ABE data tracking and reporting. Strengthen internal systems for attendance, assessment, and outcome monitoring. Develop dashboards and reports that support instructional and operational decision-making.
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	<p>Support staff understanding of measurable skill gains and student persistence trends.</p> <p>Build stronger systems for monitoring workforce transitions and student outcomes.</p>
<p>What am I already doing well with my current work?</p>	<p>Maintaining organized data and reporting systems.</p> <p>Supporting leadership with timely information and analysis.</p> <p>Collaborating across departments to improve communication and workflow.</p> <p>Identifying operational gaps and opportunities for process improvement.</p> <p>Supporting compliance and accountability efforts across programs.</p>

Student Data

<p>What does the data about students tell me (SiD “Level Gains, MSGs, and Post-Test Rates” Report, etc.)?</p>	<p>Many students stop attending before reaching sufficient contact hours for post-testing.</p> <p>Students often require additional support services to persist in training and instruction.</p> <p>English Language Learners may require longer persistence timelines before measurable gains are demonstrated.</p> <p>Students enrolled in career pathway programs benefit from integrated support and coordinated tracking systems.</p>
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Additional Factors

<p>What PD priorities do I have?</p>	<p>Minnesota ABE accountability systems and reporting requirements</p> <p>Data visualization and dashboard development</p> <p>Assessment and measurable skill gain reporting</p> <p>Integrated Education and Training (IET) reporting models</p> <p>Workforce and higher education data systems</p> <p>Data governance and compliance practices</p>
<p>Any additional factors to consider in planning my own professional learning?</p>	<p>HAP Academy OIC is a growing organization with evolving reporting and compliance systems.</p> <p>Multiple funding streams require coordinated data collection and reporting practices.</p> <p>Data systems must support both educational and workforce outcomes.</p> <p>Staff benefits from clear, accessible reporting tools and dashboards.</p>

My Individual Professional Development Plan

Plan Time Period: _____

Please refer to the PD needs and information collected on the previous page.

PD Goals	PD Activities and Resources		Application	Evaluation
What do I need to learn? (Please be detailed.)	How will I learn it?	When?	How do I hope to use or apply what I have learned?	How will I know I've learned it?
<p>Improve understanding of Minnesota ABE accountability systems, measurable skill gains (MSGs), assessment practices, and reporting expectations.</p>	<p>Participate in Minnesota ABE data trainings, accountability webinars, Summer Institute sessions, and internal reporting meetings throughout FY27.</p>	<p>FY2027</p>	<p>Improve accuracy and efficiency of ABE reporting systems and support stronger student outcome tracking.</p>	<p>Increased confidence with ABE reporting requirements and improved reporting accuracy/compliance.</p>
<p>Strengthen data visualization and dashboard development skills.</p>	<p>Complete professional development in Excel, Power BI, Tableau, or similar dashboard/reporting tools during FY27.</p>	<p>FY2027</p>	<p>Develop user-friendly dashboards to support leadership, instructional staff, and student advisors in monitoring outcomes and performance trends.</p>	<p>Creation and implementation of operational dashboards and improved staff access to actionable data.</p>
<p>Strengthen data governance, compliance, and validation practices.</p>	<p>Participate in trainings related to data governance, auditing, and compliance procedures throughout FY27.</p>	<p>FY2027</p>	<p>Improve consistency and reliability of institutional data systems and reporting processes.</p>	<p>Reduced reporting errors, improved audit readiness, and stronger data consistency across systems.</p>

ABE Staff Member Signature

ABE Manager/Supervisor Signature

Date