PLANNING TOOL: MAEIA Arts Education Program Review Tool (PRT)

How to use this document: This document describes the step-by-step implementation process for the MAEIA *Arts Education Program Review Tool (PRT),* a self-study tool for schools and districts that is aligned to the criteria in the *Michigan Blueprint of a Quality Arts Education Program*. After completing the Program Review Tool, use the *Strategy Guide: MAEIA Michigan Blueprint of a Quality Arts Education Program* document to find guidance on best practice, and refer to the complete compendium of *Research and Recommendations*. For more information, visit the *Michigan Arts Education Instruction and Assessment (MAEIA) website.*

Getting Ready to Implement	Implement	Monitor the Fidelity of Adult Implementation and Student Impact	Evaluate the Fidelity of Adult Implementation and Student Impact
QUESTIONS: How will we ensure **READINESS** for implementation? How will we ensure that staff and administrators have the **KNOWLEDGE and SKILLS** to implement? How will we ensure **OPPORTUNITY** for high quality implementation of the strategy?	**QUESTIONS**: How will we ensure **HIGH QUALITY IMPLEMENTATION** of the strategy? What are the activities during implementation?	**QUESTIONS:** How will we ensure the strategy is **MONITORED FOR FIDELITY OF ADULT IMPLEMENTATION**? How will we ensure the strategy is **MONITORIED FOR IMPACT ON STUDENT ACHIEVEMENT**?	**QUESTIONS:** How will we ensure that the **FIDELITY OF ADULT IMPLEMENTATION** of the strategy IS EVALUATED? How will you ensure the strategy's **IMPACT ON STUDENT ACHIEVEMENT** IS EVALUATED?
ACTIVITY: **Background Information** The Michigan Blueprint of a Quality Arts Program, the Arts Education Program Review Tool, and the Research and Recommendations compendium provide a roadmap for voluntary arts program improvement in Michigan schools. These resources were created by the Michigan Arts Education Instruction and Assessment (MAEIA) Project, which was commissioned by the Michigan Department of Education in support of local districts and school efforts to provide the highest quality arts education to Michigan students K-12. Visit the MAEIA website to learn about the purpose of the Arts Education Program Review Tool (PRT) and the types of data that will be collected. You can also view the companion resources mentioned in the introduction above. View an Overview of the Program Review Tool, and/or explore our free Edupaths course about assessing program quality (MAEIA Course 3). Have an informational meeting with your superintendent, your principal, and other	**ACTIVITY:** **Assess Needs** Collect your data and enter it into the online PRT. Print your report. Review your data as a whole with your Arts Ed Leadership team. (Team Leader will print the report and show it to the team online.) Identify strengths/assets and challenges from your data (see sheet). Meet with administration and superintendent to share the results (within building, across district, etc.). Prioritize the strengths and challenges you identified. **Develop a 3-5 year plan** Refer to the Michigan Blueprint of a Quality Arts Program and the Research and Recommendations compendium to develop a written Arts Ed Plan (action plan) related to the strengths and challenges you identified.	**ACTIVITY:** **Monitor** Monitor interim targets and goals for arts programming and monitor interim targets and goals for student impact. -Make notes within your Arts Ed Plan document regarding the status of each activity and next steps. -Be sure to communicate the status to your Arts Ed Leadership team, administrators, and other colleagues. **Develop a calendar for monitoring the targets and goals (set meeting dates).**	**ACTIVITY:** **ANNUALLY EVALUATE** …the interim targets and goals for the *current* Arts Ed plan. **DETERMINE** …the need and timeline to re-administer the entire Program Review Tool or portions of it to evaluate progress and effects. **MODIFY EXISTING ARTS ED PLAN BASED ON NEW DATA.** Determine specific actions (continue, discontinue, modify, expand/generalize to other content areas or other genres within the arts, for example)

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administrator(s) to explain the PRT and how using it can benefit your school/district. Form an **Arts Ed Leadership Team** to guide the PRT process: be sure to include arts teachers, continuous improvement team members, principals, and a central office administrator. Be sure to select a **Team Lead.** **Decide:** -Whether do the PRT at a school level, district level, or both. Also, decide which schools will participate in the PRT. -Which arts disciplines you want to include in the review of your arts programming. Register/create an account for the online PRT software and become familiar with how the software works. (The person who creates the account is the key contact person.) Identify your data collectors — colleagues in your school and/or district who will help gather the data. Also, establish a timeline to collect the data: who will collect it, by when? Create an overall Project Timeline (Meet with your Arts Ed Leadership Team to do a kick-off meeting, hold status meetings, gather the data, etc.)	-Coordinate your **Arts Ed Plan** with the school/district **Continuous Improvement Plan** -Determine interim targets and goals for arts programming. -Determine interim targets and goals for student impact. **Align Funding** Identify and align funding sources to activities described in your written Arts Ed Plan and in arts activities in your school/district Continuous Improvement Plan. **Communicate** …with your Arts Ed Leadership Team, administrators, Continuous Improvement Team, and other colleagues about the plan. **IMPLEMENT your Arts Ed Plan**		

Developed for the MIStrategy Bank – March 2021
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Michigan Arts Education Instruction & Assessment: *Advancing Creativity in Education*
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