**Purpose:** This tool is intended to help task force leaders develop a plan for monitoring and supporting institutional progress towards full-scale implementation of mathematics pathways.

**Users:** Facilitator and co-chairs (“executive committee”)

**Instructions:** Use this template, alongside the resource [*Developing a Plan to Monitor and Support Institutional Progress*](https://dcmathpathways.org/resources/developing-plan-monitor-and-support-institutional-progress)*,* to facilitate and document a discussion to build a plan to monitor and support institutional progress.

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| **Guiding Prompts** | **Responses** |
| 1. Which two-year and four-year institutions have committed to implementing mathematics pathways?
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| 1. What information **and** documentation will institutions be asked to provide to report their progress? For example, will institutions resubmit an updated [*Institutional Progress Assessment*](https://dcmathpathways.org/resources/institutional-progress-assessment) or action plan? Or will the task force develop its own template to monitor institutional progress? \*

*\* If not using a Charles A. Dana Center tool, attach a copy of the template that institutions will use to report their progress.* |  |
| 1. How will the information be used to inform ongoing implementation progress, make adjustments for improvement, and define structures to ensure sustainability over time?
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| 1. Develop a timeline of activity that specifies key actions and deliverables that will occur in the next 12 months.

Consider the following questions to support the development of this timeline:* 1. What and when will information be collected from institutions?
	2. When will the task force analyze and discuss this information to determine progress?
	3. When will institutions receive support (e.g., professional development, workshops, funding)?
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| 1. Define communication and engagement strategies for both committed and non-committed institutions that inform current progress and activity.
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