

**KEN Applications Subcommittee
Application Work Group Template**

This template is to be used by the KEN application work groups that are charged with making recommendations to the KEN Applications Subcommittee on applications that are in the Applications Matrix and have statewide budget request implications.

I. Charge:

The work group is to review current use of this application and make recommendations from the statewide perspective, with an established timeline, on how to make better use of this application to enhance teaching and learning.

II. Scope: Define what will be covered in this application

III. Timeline: Recommendations due to the Subcommittee August 15, 2007

IV. Format: Recommendations are to include I, II, V, VI, VII, VIII, IX. Use the section titles and order as given. Make it brief and easy to understand for a non-user. Attach documentation if needed.

V. Proposed Work Group Members:

VI. Where We Are in the Use of This Application:

Describe how the application is being used currently, resources that are available, and deficiencies that are in place.

VII. Where We Want to Go in the Use of This Application:

Describe the vision or long-term plan for the use of this application from the statewide perspective and why this is important.

VIII. How Are We Going to Get There:

Describe existing barriers such as policies, processes or resources associated with the desired use of this application and how these barriers can be removed. Include your current plan to address deficiencies. Recommendations include improvement of processes, refinement of policies and budget requests.

IX. Impact on Teaching and Learning:

Describe how the implementation of these recommendations can have impact on teaching and learning from the statewide perspective with measurable outcomes.