Plan for Review of Student Achievement: 2018-2021

PHILOSOPHY: A review of student achievement procedures and practices may result in possible programmatic adjustment in assessment and the overall program, which will bring about improvement in students’ academic English language learning in the CIEP and fulfill the mission of the program.

EXPECTED OUTCOMES: Document student achievement in the CIEP and review and revise assessment practices so that students are accurately and fairly evaluated as to what extent they accomplish the goals, objectives and student learning outcomes of the program.

1 Review of Placement Exam

1.1 Placement Exam Orientation

Description  Prepare and guide instructional staff to accurately and consistently administer testing materials and evaluate new students’ performance during the CIEP Placement Exam (CPE) and English Assessment Exam (EAE). This norming ensures instructors place students in the appropriately levels for academic English language learning.

Outcomes  Review, apply, and practice evaluating placement materials with instructors to ensure their understanding, accuracy and coherence when administering and evaluating new students’ results on the tests and subsequent placement into specific levels according to the applicable student learning outcomes (SLOs).

Staff Responsible  Instructors, Curriculum and Assessment Coordinator

Instruments  Instructions, tests, and rubrics for norming and orientation to the CPE and EAE.

Materials  Past anonymous students’ test result samples, rubrics to evaluate the samples, answer keys that indicate how students were placed.

Frequency  Every year; Fall 1 and Spring 1 prior to placement administrations

1.2 Review Placement Procedures and Instruments

Description  Review placement procedures and instruments to ensure that they are free of errors and appropriately aligned with program level SLOs. Incorporate results of reliability analysis (see item 2.6).

Outcomes  Correct any errors in placement instruments and review alignment with current program SLOs to ensure achievement of accurate student placement.

Staff Responsible  Curriculum and Assessment Coordinator
1.3 Track Student Placement

Outcomes Record the initial level placement of newly arrived students to track current English proficiency of students arriving for program study. Record any subsequent change in placement at post-placement meeting discussion and reasons for any movement.

Description Track rate of movement between initial placement after being moved to higher levels due to teacher promotion and passing SLOs. Following the initial placement and any rates of subsequent changes in level for new student placement can help to inform the reliability of the CPE and EAE.

Staff Responsible Curriculum and Assessment Coordinator

Materials Placement Test results

Frequency Every term

2 Reports on Student Performance

2.1 Create Pass/Fail and Probation/Dismissal Reports for Term

Description Analyze student performance data and report on progress (or lack of) from term to term, every year, and every two years. Curriculum and Assessment Coordinator writes a report that summarizes passing and failing data to share with all CIEP staff. Success and failure of moving to next levels can be documented for further examination.

Outcomes Compile and analyze passing/failing data, divided by skill area, level, and first language, as well as and probation/dismissal data, for each term to determine student success in the program and areas where students struggle to achieve course SLOs.

Instrument A report on the pass/fail rates for skills, levels, and first languages in each term gives a focused analysis on the success and failures of individual classes, skill areas, and language groups.

Staff Responsible Curriculum and Assessment Coordinator, office staff

Materials Final student grades from Smartsheet; Excel spreadsheets

Frequency Every term; to be completed by the third week of the subsequent term.
2.2 Create Pass/Fail and Probation/Dismissal Reports for Calendar Year

**Description**
Compile and analyze passing and failing data for all five terms (ordered Spring 1 to Fall 2, see item 2.1) and make programmatic changes as necessary.

**Outcome**
Analysis of pass/fail and probation/dismissal results not only indicates where students succeed or fail in the program over the academic year, but combined with other factors may aid in the determination of why some students succeed and others do not.

**Instrument**
The annual Pass/Fail Report will look at annual trends of passing and failing rates, which will help determine long-term trends in success and failure at certain levels and skills areas. This data may help the Curriculum and Assessment Coordinator and Director make decisions related to changes or improvements in the curriculum or program.

**Staff Responsible**
Curriculum and Assessment Coordinator, Director, office staff as needed

**Materials**
final grades from Smartsheet; Excel spreadsheets

**Frequency**
Yearly; to be completed during Spring 1 term.

2.3 Report on Former CIEP Student Performance and Grade Point Averages (GPAs)

**Description**
The GPA Report will analyze GPA averages and compare the results to current domestic students enrolled in the university in order to assure that CIEP is adequately preparing students for success. The CIEP will gather GPAs for former students (both graduated and dismissed) that are currently enrolled in CIEP.

**Outcomes**
Determine if CIEP is meeting its mission of preparing students for university academic classes.

**Staff Responsible**
Curriculum and Assessment Coordinator, office staff as needed

**Materials**
GPAs of former CIEP students (collected through SIS records)

**Frequency**
Every three years; summer

2.4 Complete the CEA Annual Report in regard to Pass/Fail Report and Assessments

**Description**
The CEA Annual Report will analyze Pass/Fail Report and Assessments to include while completing the CEA Report to verify if we are meeting standards in high quality of instruction, services, procedures, and finances for an accredited program.

**Outcomes**
Analyze pass/fail data of the CIEP and GPAs of former CIEP students currently enrolled in academic classes to determine their achievement.
Success of former CIEP students in academia fulfills the mission of the CIEP.

<table>
<thead>
<tr>
<th>Instrument</th>
<th>CEA Annual Report, Pass/Fail Reports, level meeting notes</th>
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<tbody>
<tr>
<td>Staff Responsible</td>
<td>Director, Curriculum and Assessment Coordinator</td>
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<tr>
<td>Materials</td>
<td>CEA Annual Report, Pass/Fail Reports</td>
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<td>Frequency</td>
<td>Every year; Spring 1</td>
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### 2.5 Create Comparative Analyses of Graduate and Dismissal Rates

**Description**
Collect graduate and dismissal data and compare to initial placement and eventual graduation or dismissal of CIEP Students in order to determine effectiveness of SLOs and curriculum. By analyzing and comparing graduate and dismissal rates based on initial placement, the CIEP can predict the likelihood of graduation or dismissal based on initial placement. After determining from which level students are more likely to be dismissed, assessment and curricular adjustments can be made to better support those students.

**Outcomes**
Determine why some students succeed and others do not in the CIEP and whether this can be predicted on their English language proficiency prior to starting the CIEP. Reflect on whether the curriculum prepares students for achievement and if any improvements might increase students’ success while following curriculum goals, objectives and SLOs.

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<tr>
<th>Instrument</th>
<th>Graduation and Dismissal data gathering instruments.</th>
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<tr>
<td>Staff Responsible</td>
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<tr>
<td>Materials</td>
<td>Dismissal data; final grades</td>
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<td>Frequency</td>
<td>Every two years; Fall 1</td>
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### 2.6 Conduct Reliability and Validity Analyses on Standardized Exams

**Description**
In order to ensure that standardized exams are valid and reliable assessment tools, statistical analyses will be run on past students’ test scores. Placement exams will be analyzed for reliability, and final exams will be analyzed for dependability and item discrimination if necessary. Validity issues such as face validity and construct validity will be investigated through instructor feedback on Level leader reports and teacher evaluation memos (see item 5.2). Informal evaluations and feedback from instructors will be taken into consideration as well to ensure exams are meeting SLOs and are appropriate for the level.

Revisions to all exams will be made as needed and as strongly supported by statistical analyses and instructor feedback.

**Outcomes**
Determine whether current standardized exams meet acceptable reliability and validity standards.

| Staff Responsible                    | Curriculum and Assessment Coordinator, office staff as needed. |
Materials Placement and final exam scores; spreadsheet calculations on average scores; instructor feedback from level meeting reports.

Frequency Every two years; summer

3 Review and Revision of Standardized Exams and Evaluation Tools

Description Revise standardized exams, rubrics, and classroom assessment tools based on various reports and analyses that indicate long-term trends of failure at specific levels and skill areas.

3.1 Revise Standardized Exams of Levels/Classes

Outcomes Analyze teacher feedback regarding final exams which may lead to possible adjustment to those exams.

Staff Responsible Curriculum and Assessment Coordinator, instructional staff

Materials Annual pass/fail reports (see item 2.1), graduate/dismissal rate reports; reports on former students’ GPAs (see item 2.3); reliability and validity analysis reports (see item 2.6); “Item Analysis and Sheets” and instructor feedback (see item 5.3).

Frequency Every two years; Spring 2

3.2 Review Rubrics and Evaluation Tools

Outcomes Revise standardized rubrics other evaluation tools in levels and/or classes where a marked decrease in student success rates has occurred, according to reports and analyses (see item 3.1). Taking into account the statistical analyses and instructor feedback from the tasks above, revisions and adjustments should be made to rubrics, classroom tests, quizzes, and any other evaluation tools. Analysis of teacher feedback regarding final exams will lead to possible adjustment to those exams.

Staff Responsible Curriculum and Assessment Coordinator, instructional staff

Materials Annual pass/fail reports, graduate/dismissal rate reports (see item 2.1); reports on former students’ GPAs (see item 2.3); reliability, validity, and dependability analysis reports; Level leader reports and teacher evaluation memos (see item 5.2); “Item Analysis Sheets” and instructor feedback (see item 5.3).

Frequency Every two years; Spring 1

4 Current Research and Theory in the Field

Description In order to stay updated on assessment practices, it is essential that administration and instructional staff review current research and theory in relation to assessment in Teaching English as a Second Language (TESOL), linguistics, applied statistics, and other related fields.
4.1 Review Current Second Language Assessment Theory and Research

Outcomes: Regularly review publications and websites in related fields in order to stay informed and apprised on current trends in assessment practices, as well as share these resources with other staff members. Such information would be used to construct assessment tools in the program.

Staff Responsible: Director, Curriculum and Assessment Coordinator, curriculum review committees, instructional staff

Materials: Textbooks, professional books, refereed articles from reputable publications in the field

Frequency: Ongoing

4.2 Review Current Theory and Research on Computer-Based Statistical Analysis

Outcomes: Regularly review publications and websites in related fields in order to stay informed and apprised on current trends in computer-based statistical analysis. Report on findings.

Staff Responsible: Curriculum and Assessment Coordinator

Materials: Textbooks, article publications and web pages from reliable and reputable sources.

Frequency: Ongoing

5 Procedures and Protocol

Description: utilized the Plan for Review: Student Achievement to complete monitoring of student achievement, use comments and feedback from level meetings to review learning and assessment materials, review rubric and evaluation tools (see item 3.2), as well as revise and update curriculum, policy, or procedures as necessary.

5.1 Monitor Implementation of Plan for Review of Student Achievement

Outcomes: Monitor the staff’s implementation of the Plan for Review: Student Achievement. Staff members are to ensure that they are completing each aspect of the plan on time to meet student achievement needs.

Staff Responsible: Curriculum and Assessment Coordinator, Director, instructional and office staff as needed.

Materials: Plan for Review of Student Achievement

Frequency: Every year; summer
5.2 Conduct Level Meetings

Outcome
Apply feedback from instructors to revise exams where necessary to meet SLOs students need to achieve to succeed.

Staff Responsible
Director, Curriculum and Assessment Coordinator

Materials
Level meeting reports and feedback from level leaders; scanned copies of instructor-completed surveys and checklists; level meeting notes; Teacher-Class Evaluation Memos from the Director

Frequency
Every Spring and Fall Term

5.3 Collect Faculty-Made Tests and Other Assessments

Outcomes
Level leaders request each instructor in their level meetings to submit one example of all faculty-created assessments that are calculated into the students’ grades (i.e. quizzes and tests.). Instructors should list the Student Learning Outcomes that are being assessed or targeted on these assessments.

Staff Responsible
All instructors, Level Leaders

Materials Involved
Copies of faculty-made assessments

Frequency
Every Spring 1, Spring 2, Fall 1, and Fall 2

5.4 Review Faculty-Made Tests and Other Assessments

Outcomes
From the assessment pool collected in level meetings, review faculty-made assessment to ensure the sample of assessments reflects accepted CIEP Curriculum Assessment Guidelines and SLOs. Focus on problematic levels identified through review of pass/fail rates.

Share results and feedback with instructors in a report.

Staff Responsible
Curriculum and Assessment Coordinator

Materials Involved
Faculty-made tests from the W:\CIEPPublic drive; CIEP Assessment Guidelines; other reports or memos as applicable.

Frequency
Every Fall 2 and Spring 2

5.5 Review and Update the CIEP Curriculum Assessment Guidelines

Outcomes
Review and update the CIEP Curriculum Assessment Guidelines as any new concerns and questions arise in CIEP classes.

Staff Responsible
Director, Curriculum and Assessment Coordinator
<table>
<thead>
<tr>
<th>Materials Involved</th>
<th>Level meeting reports, Teacher Feedback reports, Teacher-Class Evaluation reports, other reports or memos as applicable.</th>
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<tbody>
<tr>
<td>Frequency</td>
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### 5.6 Review Needs-Assessment Tools and Evaluations for Immersion Programs

**Outcomes**
Keeping in mind SLOs for CIEP individual immersion programs, review needs-assessment tools (such as interest surveys) and evaluations (such as exit surveys) in order to ensure all materials are meeting expectations and SLOs, as well as checking that evaluations at the end of the immersion program are in need of any revisions.

**Staff Responsible**
Curriculum and Assessment Coordinator, CIEP immersion program instructors

**Materials**
Immersion Program SLOs, CIEP Assessment Guidelines, Program’s needs-assessment tools and evaluations, other reports or memos as applicable

**Frequency**
As applicable
## Task for Review

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<tr>
<th>Task Description</th>
<th>Fall</th>
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<td>1.1 Placement Exam Orientation</td>
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