Plan for Review of Student Achievement: 2015-2018

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). This norming ensures instructors place students in the appropriately levels for academic English language learning.

- **Outcomes**: Review, apply, and practice evaluating CPE 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, Academic Assessment Specialist, Academic Support Coordinator

- **Instruments**: Instructions, tests, and rubrics for norming and orientation to the CPE.

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

- **Frequency**: Fall 1 and Spring 1 prior to CPE administrations

1.2 Review Placement Procedures and Instruments
Description Review CPE procedures and instruments 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 CPE instruments and review alignment with current program SLOs to ensure achievement of accurate student placement.

Staff Responsible Academic Support Coordinator, Academic Assessment Specialist

Materials CPE testing materials

Frequency Every year; Spring 2

1.1 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.

Staff Responsible Academic Assessment Specialist

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. Academic Assessment Specialist write 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  
Academic Assessment Specialist; office staff as needed

Materials  
Final student grades from Smartsheet; Excel spreadsheets

Frequency  
Every term; to be completed by the second 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 and Probation/Dismissal Report will look at annual trends of passing and failing rates, as well as dismissal and probation, will help determine long-term trends in success and failure at certain levels and skills areas. This data may help the director make decisions related to changes or improvements in the curriculum or program.

Staff Responsible  
Academic Assessment Specialist, CIEP Director, Academic Support Coordinator, 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  
Academic Assessment Specialist; office staff as needed

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

Frequency  
Every year; 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.

Instrument: CEA Annual Report, Pass/Fail Reports, additional assessments

Staff Responsible: CIEP Director; Academic Assessment Specialist

Materials: CEA Annual Report, Pass/Fail Reports

Frequency: Every year; February (Spring 1)

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.

Instrument: Graduation and Dismissal data gathering instruments.

Staff Responsible: CIEP Director; Academic Support Coordinator; Academic Assessment Specialist

Materials: Dismissal data; final grades

Frequency: Every two years; Fall 1
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 midterm 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) and “Item Analysis Sheets” for midterm and final exams (see item 5.3). 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**
Academic Support Coordinator; Academic Assessment Specialist; office staff as needed.

**Materials**
Placement, midterm, and final exam scores; spreadsheet calculations on average scores; statistical programs (e.g. SPSS); instructor feedback from “Item Analysis Sheets.”

**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 midterm and final exams which may lead to possible adjustment to those exams.

**Description**
Revise standardized midterms and finals in levels and/or classes where there has been a marked decrease in student success rate, according to reports and analyses.

Standardized exams can be found here: T:\CIEP teachers
3.2 Review Rubrics and Evaluation Tools

Outcomes Analysis of teacher feedback regarding midterm and final exams will lead to possible adjustment to those exams.

Description 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.

Staff Responsible Academic Support Coordinator; Academic Assessment Specialist; 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  
CIEP Director, Academic Support Coordinator, Academic Assessment Specialist, curriculum review committees, and 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**  
Academic Assessment Specialist

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

**Frequency**  
Ongoing

---

**5 Procedures and Protocol**

**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**  
Academic Assessment Specialist, Academic Support Coordinator, CIEP Director, instructional and office staff as needed.

**Materials**  
Plan for Review of Student Achievement

**Frequency**  
Every year; summer

**5.2 Conduct Level Meetings**

**Description**  
Comments and feedback will be used to conduct various analyses on standardized exams (see item 2.6) review rubric and evaluation tools (see item 3.2), as well as revise curriculum, policy, or procedures as necessary.

**Outcome**  
Apply feedback from instructors to revise exams where necessary to meet SLOs students need to achieve to succeed.
Staff Responsible: CIEP Director, Academic Support Coordinator, Academic Assessment Specialist

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 CIEP Director

Frequency: Every Term

5.3 Review Item Analysis Cover Sheets for Midterm and Final Exams

Outcomes: Comments and feedback will be used to conduct various analyses on standardized exams (see item 2.6) review rubric and evaluation tools (see item 3.2), as well as revise curriculum, policy, or procedures as necessary to ensure exams meet the SLOs students need to achieve.

Staff Responsible: Academic Assessment Specialist, Academic Support Coordinator

Materials Involved: Tally and Cover Sheets for midterms and finals exams

Frequency: Bi-annually; every Fall 1 and Spring 1

5.4 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 (e.g. tests, quizzes, journals, listening/speaking logs, presentation rubrics, Weekly Academic Readings, etc.). Instructors should include a list of the Student Learning Outcomes that are being assessed or targeted on these assessments. These will be submitted to the Academic Support Coordinator and Academic Assessment Specialist for evaluation in Fall 2 and Spring 2.

Staff Responsible: All instructors, Level Leaders, Academic Assessment Specialist, Academic Support Coordinator

Materials Involved: copies of teacher-created assessments

Frequency: Every Fall 1 and Spring 1

5.5 Review Faculty-Made Tests and Other Assessments

Outcomes: From the assessment pool collected in level meetings, select 15 faculty-made assessments to ensure the sample of assessments reflects accepted CIEP Curriculum Assessment Guidelines and SLOs. Choices should focus on problematic levels identified through review of pass/fail rates.

Share results and feedback with instructors in a report.
<table>
<thead>
<tr>
<th>Staff Responsible</th>
<th>Academic Assessment Specialist, Academic Support Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials Involved</td>
<td>Faculty-made tests from the V: drive; CIEP Assessment Guidelines; other reports or memos as applicable.</td>
</tr>
<tr>
<td>Frequency</td>
<td>Every Fall 2 and Spring 2</td>
</tr>
</tbody>
</table>

### 5.5 Review and Update the CIEP Curriculum Assessment Guidelines

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Review and update the CIEP Curriculum Assessment Guidelines as any new concerns and questions arise in CIEP classes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instrument</td>
<td>The CIEP Curriculum Assessment Guidelines were written to establish that any method, instrument, or strategy the instructor uses to evaluate whether a student is meeting SLOs in a course.</td>
</tr>
<tr>
<td>Staff Responsible</td>
<td>Academic Assessment Specialist, CIEP Director, Academic Support Coordinator.</td>
</tr>
<tr>
<td>Materials Involved</td>
<td>Level meeting reports, Teacher Feedback reports, Teacher-Class Evaluation reports, other reports or memos as applicable.</td>
</tr>
<tr>
<td>Frequency</td>
<td>Every year; Spring 2</td>
</tr>
</tbody>
</table>

### 5.6 Review Needs-Assessment Tools and Evaluations

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Keeping in mind SLOs for CIEP individual immersion programs, review needs-assessment tools (such as interest surveys) and special program 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Responsible</td>
<td>Academic Assessment Specialist, Academic Support Coordinator, CIEP immersion program instructors</td>
</tr>
<tr>
<td>Materials</td>
<td>Immersion Program SLOs, CIEP Assessment Guidelines, Program’s needs-assessment tools and evaluations, other reports or memos as applicable</td>
</tr>
<tr>
<td>Frequency</td>
<td>As applicable</td>
</tr>
<tr>
<td>Task for Review</td>
<td>Fall 1 2015</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>1.1 Placement Exam Orientation</td>
<td>X</td>
</tr>
<tr>
<td>1.2 Review Placement Procedures and Instruments</td>
<td>X</td>
</tr>
<tr>
<td>1.3 Track Student Placement</td>
<td>X</td>
</tr>
<tr>
<td>2.1 Create Pass/Fail and Probation/Dismissal Reports for Term</td>
<td>X</td>
</tr>
<tr>
<td>2.2 Create Pass/Fail and Probation/Dismissal Reports for Calendar Year</td>
<td></td>
</tr>
<tr>
<td>2.3 Report on Former CIEP Student Performance and Grade Point Averages (GPAs)</td>
<td></td>
</tr>
<tr>
<td>2.4 Complete the CEA Annual Report in regard to Pass/Fail Report and Assessments</td>
<td></td>
</tr>
<tr>
<td>2.5 Create Comparative Analyses of Graduate and Dismissal Rates</td>
<td>X</td>
</tr>
<tr>
<td>2.6 Conduct Reliability and Validity Analyses on Standardized Exams</td>
<td></td>
</tr>
<tr>
<td>3.1 Revise Standardized Exams of Levels/Classes</td>
<td>X</td>
</tr>
<tr>
<td>3.2 Review Rubrics and Evaluation Tools</td>
<td></td>
</tr>
<tr>
<td>4.1 Review Current Second Language Assessment Theory and Research</td>
<td></td>
</tr>
<tr>
<td>4.2 Review Current Theory and Research on Computer-Based Statistical Analysis</td>
<td></td>
</tr>
<tr>
<td>5.1 Monitor Implementation of Plan for Review of Assessment</td>
<td></td>
</tr>
<tr>
<td>5.2 Conduct Level Meetings</td>
<td></td>
</tr>
<tr>
<td>5.3 Review Item Analysis Cover Sheets for Midterm and Final Exams</td>
<td>X</td>
</tr>
<tr>
<td>5.4 Collect Faculty-Made Tests and Other Assessments</td>
<td></td>
</tr>
<tr>
<td>5.5 Review Faculty-Made Tests and Other Assessments</td>
<td>X</td>
</tr>
<tr>
<td>5.6 Review and Update the CIEP Assessment Guidelines</td>
<td></td>
</tr>
<tr>
<td>5.7 Review Needs-Assessment Tools and Evaluations</td>
<td></td>
</tr>
</tbody>
</table>

Note: X indicates the task was completed in the specified term.