

General English Quality Assurance and Program Development Annual Cycle

Quality Assurance Procedures: General English Program

The GE Quality Assurance document describes regularly scheduled quality assurance and program development procedures through the academic year. Significant QA events appear across columns on the document and identify stakeholders including Academic Support, students, Program Manager Team, instructors, the Assessment Committee, and the Curriculum Committee.

Ongoing

- Scheduled in-class observation of instructors (conducted by supervisors twice per year)
- Weekly General English Team meetings
- Weekly INTO OSU Academic Team meetings
- Weekly Curriculum Committee meetings
- Weekly Assessment Committee meetings

The General English Mission Statement is reviewed every 3 years (next scheduled review in 2015).

The General English Curriculum Guide is reviewed every 3 years (next scheduled review in 2015).

Fall Term Significant Tasks

- Collection and analysis of Summer term data
- Placement testing review
- Course description/syllabus submission and review
- Winter materials programming
- Faculty-Student Forum
- Final exam preparation
- Student course feedback
- Instructor course feedback
- Program meeting
- Course meeting
- Grammar Diagnostics Review

This document describes the timeline for the annual quality assurance cycle for the INTO Oregon State University General English Program.

Timeline Summary:

	Academic Support	Students	Program Management Team	Instructors	Assessment Committee/	Other events
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					Curriculum Committee	
Fall Week 1	-Compile summer term data: term grades, pass rate information, patterns of progression		-Analyze summer term data, begin summary/tracking report - Placement testing debrief -Review level change/misplacement information	- Placement testing debrief -Submit level change/misplacement information -Submit fall term syllabi	-CC: consulted for syllabus review	-Testing Coordinator : placement testing summary feedback
Fall Week 2			-Review placement testing summary feedback -Prepare summer term summary/ tracking report		-AC: Review placement testing summary feedback	
Fall Week 3			-Preparation for GE Faculty-Student Forum FSC members -Course meeting -Grammar Diagnostics Review	-Prepare students for Student-Faculty Forum -Course meeting -Grammar Diagnostics Review	-Grammar Diagnostics Review	
Fall Week 4			-Faculty course survey sent to instructors -Course meeting	- Faculty course survey -Course meeting	- Faculty course survey	
Fall Week 5		- GE Faculty-Student Forum	- GE Faculty-Student Forum - GE Program meeting -Publish summer term summary/ tracking report	- GE Faculty-Student Forum - GE Program meeting -Give input for Winter materials programming	- GE Program meeting -CC: consulted for materials review	
Fall Week 6		- Students receive minutes with action points from GE Faculty-Student Forum	- Minutes from GE Faculty Forum sent to students and faculty - Review level change/misplacement information - Placement testing debrief	- Submit level change/misplacement information - Placement testing debrief		

Fall Week 7			- Winter Term materials programming -Course meeting	- Winter Term textbook feedback -Course meeting	-AC: Coordinate final exam preparation with Lead Teachers	
Fall Week 8			-Course meeting	-Lead Teachers: submit final exam for approval -Course meeting	-AC: Finalize final exam	
Fall Week 9			- Faculty course survey sent to instructors -Course meeting	- Faculty course survey -Course meeting	- Faculty course survey	
Fall Week 10		-All students: feedback via course evaluations				
Fall Week 11				- Feedback on fall term courses -Submit assessment information to assessment tracking document on server -Submit student exams to Assessment - Committee for analysis/archiving	-AC: Coordinate assessment information submission with instructors -AC: Collect student exams from instructors for analysis/archiving	
Fall-Winter Interim			-Review fall term feedback from students and instructors -Make Lead Teacher assignments -Head syllabus review			

Winter Term Significant Tasks

- Collection and analysis of Fall term data
- Placement testing review
- Course description/syllabus submission and review
- Spring materials programming
- Faculty-Student Forum
- Final exam preparation
- Student course feedback (textbooks)
- Instructor course feedback (by level and course)
- Program Meeting
- Level Meeting

Timeline Summary:

	Academic Support	Students	Program Management Team	Instructors	Assessment Committee/ Curriculum Committee	Other events
Winter Week 1	-Compile fall term data: term grades, pass rate information, patterns of progression		-Analyze fall term data, begin summary/tracking report - Placement testing debrief -Review level change/misplacement information	- Placement testing debrief -Submit level change/misplacement information -Submit winter term syllabi	-CC: consulted for syllabus review	-Testing Coordinator : placement testing summary feedback
Winter Week 2			-Review placement testing summary feedback -Prepare fall term summary/ tracking report		-AC: Review placement testing summary feedback	
Winter Week 3			-Preparation for GE Faculty-Student Forum (agenda) -Level Meeting	-Prepare students for Student-Faculty Forum (agenda) -Level Meeting		
Winter Week 4			- Faculty course survey sent to instructors -Level Meeting	- Faculty course survey -Level Meeting	- Faculty course survey	

Winter Week 5		- GE Faculty-Student Forum	- GE Faculty-Student Forum - GE Program meeting -Publish fall term summary/ tracking report	- GE Faculty-Student Forum - GE Program meeting -Give input for Spring materials programming	- GE Program meeting -CC: consulted for materials review	
Winter Week 6		- Students receive minutes with action points from GE Faculty-Student Forum	- Minutes from GE Faculty Forum sent to students and faculty - Review level change/misplacement information - Placement testing debrief	- Submit level change/misplacement information - Placement testing debrief		
Winter Week 7			- Spring Term materials programming -Level Meeting	- Spring Term textbook feedback -Level Meeting	-AC: Coordinate final exam preparation with Lead Teachers	
Winter Week 8			-Level Meeting	-Lead Teachers: submit final exam for approval -Level Meeting	-AC: Finalize final exam	
Winter Week 9			- Faculty course survey sent to instructors	- Faculty course survey	- Faculty course survey	
Winter Week 10		-All students: feedback via course evaluations				

Winter Week 11				<ul style="list-style-type: none"> - Feedback on winter term courses -Submit assessment information to assessment tracking document on server -Submit student exams to Assessment - Committee for analysis/archiving 	<ul style="list-style-type: none"> -AC: Coordinate assessment information submission with instructors -AC: Collect student exams from instructors for analysis/archiving 	
Winter – Spring Interim			<ul style="list-style-type: none"> -Review winter term feedback from students and instructors -Make Lead Teacher assignments -Head syllabus review 			

Spring Term Significant Tasks

- Collection and analysis of Winter term data
- Placement testing review
- Course description/syllabus submission and review
- Summer materials programming
- Faculty-Student Forum
- Final exam preparation
- Student course feedback (textbooks)
- Instructor course feedback (by level and course)
- Program Meeting
- Course Meeting
- L/S/V Diagnostics Review

Timeline Summary:

	Academic Support	Students	Program Management Team	Instructors	Assessment Committee/ Curriculum Committee	Other events

Spring Week 1	-Compile winter term data: term grades, pass rate information, patterns of progression		-Analyze winter term data, begin summary/tracking report - Placement testing debrief -Review level change/misplacement information	- Placement testing debrief -Submit level change/misplacement information -Submit spring term syllabi	-CC: consulted for syllabus review	-Testing Coordinator : placement testing summary feedback
Spring Week 2			-Review placement testing summary feedback -Prepare winter term summary/ tracking report		-AC: Review placement testing summary feedback	
Spring Week 3			-Preparation for GE Faculty-Student Forum (agenda) -Course meeting -L/S/V Diagnostics Review	-Prepare students for Student-Faculty Forum (agenda) -Course meeting -L/S/V Diagnostics Review	-L/S/V Diagnostics Review	
Spring Week 4			- Faculty course survey sent to instructors -Course meeting	- Faculty course survey -Course meeting	- Faculty course survey	
Spring Week 5		- GE Faculty-Student Forum	- GE Faculty-Student Forum - GE Program meeting -Publish winter term summary/ tracking report	- GE Faculty-Student Forum - GE Program meeting -Give input for Summer materials programming	- GE Program meeting -CC: consulted for materials review	
Spring Week 6		- Students receive minutes with action points from GE Faculty-Student Forum	- Minutes from GE Faculty Forum sent to students and faculty - Review level change/misplacement information - Placement testing debrief	- Submit level change/misplacement information - Placement testing debrief		

Spring Week 7			- Summer Term materials programming -Course meeting	- Summer Term textbook feedback -Course meeting	-AC: Coordinate final exam preparation with Lead Teachers	
Spring Week 8			-Course meeting	-Lead Teachers: submit final exam for approval -Course meeting	-AC: Finalize final exam	
Spring Week 9			- Faculty course survey sent to instructors -Course meeting	- Faculty course survey -Course meeting	- Faculty course survey	
Spring Week 10		-All students: feedback via course evaluations				
Spring Week 11				- Feedback on spring term courses -Submit assessment information to assessment tracking document on server -Submit student exams to Assessment - Committee for analysis/archiving	-AC: Coordinate assessment information submission with instructors -AC: Collect student exams from instructors for analysis/archiving	
Spring-Summer Interim			-Review spring term feedback from students and instructors -Make Lead Teacher assignments -Head syllabus review			

Summer Term Significant Tasks

- Collection and analysis of Spring term data
- Placement testing review
- Course description/syllabus submission and review

- Fall materials programming
- Faculty-Student Forum
- Final exam preparation
- Student course feedback (textbooks)
- Instructor course feedback (by level and course)
- Program Meeting
- R/W Diagnostics Review
- Materials Review Committee

Timeline Summary:

	Academic Support	Students	Program Management Team	Instructors	Assessment Committee/ Curriculum Committee	Other events
Summer Week 1	-Compile spring term data: term grades, pass rate information, patterns of progression		-Analyze spring term data, begin summary/tracking report - Placement testing debrief -Review level change/misplacement information	- Placement testing debrief -Submit level change/misplacement information -Submit summer term syllabi	-CC: consulted for syllabus review	-Testing Coordinator : placement testing summary feedback
Summer Week 2			-Review placement testing summary feedback -Prepare spring term summary/ tracking report		-AC: Review placement testing summary feedback	
Summer Week 3			-Preparation for GE Faculty-Student Forum (agenda) -Level Meeting -R/W Diagnostics Review	-Prepare students for Student-Faculty Forum (agenda) -Level Meeting -R/W Diagnostics Review	-R/W Diagnostics Review	
Summer Week 4			- Faculty course survey sent to instructors -Level Meeting -Materials Review Committee	- Faculty course survey -Level Meeting -Materials Review Committee	- Faculty course survey -Materials Review Committee	

Summer Week 5		- GE Faculty-Student Forum	- GE Faculty-Student Forum - GE Program meeting -Publish spring term summary/ tracking report	- GE Faculty-Student Forum - GE Program meeting -Give input for Fall materials programming	- GE Program meeting -CC: consulted for materials review	
Summer Week 6		- Students receive minutes with action points from GE Faculty-Student Forum	- Minutes from GE Faculty Forum sent to students and faculty - Review level change/misplacement information - Placement testing debrief	- Submit level change/misplacement information - Placement testing debrief		
Summer Week 7			- Fall Term materials programming -Level Meeting	- Fall Term textbook feedback -Level Meeting	-AC: Coordinate final exam preparation with Lead Teachers	
Summer Week 8			-Level Meeting	-Lead Teachers: submit final exam for approval -Level Meeting	-AC: Finalize final exam	
Summer Week 9			- Faculty course survey sent to instructors	- Faculty course survey	- Faculty course survey	
Summer Week 10		-All students: feedback via course evaluations				

<p>Summer Week 11</p>				<ul style="list-style-type: none"> - Feedback on summer term courses -Submit assessment information to assessment tracking document on server -Submit student exams to Assessment - Committee for analysis/archiving 	<ul style="list-style-type: none"> -AC: Coordinate assessment information submission with instructors -AC: Collect student exams from instructors for analysis/archiving 	
<p>Summer-Fall Interim</p>			<ul style="list-style-type: none"> -Review summer term feedback from students and instructors -Make Lead Teacher assignments -Head syllabus review 			