

## Academic English Quality Assurance and Program Development Cycle

The following summary describes significant Quality Assurance and Program Development events for the four terms + Summer-Fall Interim.

### Ongoing

- Scheduled in-class observation of instructors (conducted by supervisors twice per year)
- Weekly Academic English Team meetings
- Weekly INTO OSU Academic Team meetings
- Weekly Associate Program Manager/Course Coordinator meetings

### Fall Term

- Collection and analysis of Summer term data
- Placement testing review
- Course description/syllabus submission and review
- Midterm exam preparation
- Board Meeting #1
- Faculty-Student Forum #1
- Winter materials programming
- Final exam preparation
- Student course feedback
- Instructor course feedback
- AE Program meetings

### Winter Term

- Collection and analysis of Fall term data
- Placement testing review
- Course description/syllabus review
- Midterm exam preparation
- Spring materials programming
- Final exam preparation
- Student course feedback
- Instructor course feedback
- AE Program meetings

### Spring Term

- Collection and analysis of Winter term data
- Placement testing review
- Course description/syllabus review
- Midterm exam preparation
- Faculty-Student Forum #2
- Summer materials programming
- Board Meeting #2
- Final exam preparation

- Item analysis of core course final exams
- Student course feedback
- Instructor course feedback
- AE Program meetings

#### Summer Term

- Collection and analysis of Spring term data
- Placement testing review
- Course description/syllabus review
- Midterm exam preparation
- Fall materials programming
- Final exam preparation
- Item analysis of core course final exams
- Student course feedback
- Instructor course feedback
- AE Program meetings

#### Summer-Fall Interim

- AE/GE Summit
- Review QAPD document
- Review mission goals (even-numbered years)
- Review curriculum documents (even-numbered years)
- Review testing practices (even-numbered years)
- Review rubrics (even-numbered years)
- Review placement instruments (even-numbered years)
- Review data on patterns of progression from level to level (even-numbered years)

This document describes the timeline for the annual quality assurance cycle for the INTO Oregon State University Academic English Program; physical meetings are underlined in bold type below.

**Timeline Summary:**

	<b>Academic Support</b>	<b>Students</b>	<b>Coordinator Team</b>	<b>Instructors</b>	<b>Course Coordinator</b>	<b>Other events</b>
	Page 14-15	Page 16	Page 17-22	Page 23-27	Page 28-30	
<b>Fall Week 1</b>			<ul style="list-style-type: none"> <li>-Analyze summer term data, begin summary/tracking report</li> <li>-Review level change/misplacement information</li> <li><b><u>AE Program Meeting</u></b></li> <li>-Head syllabus review</li> </ul>	<ul style="list-style-type: none"> <li>-Submit level change/misplacement information</li> <li><b><u>AE Program Meeting</u></b></li> </ul>	<ul style="list-style-type: none"> <li>-Consulted for syllabus review</li> </ul>	<ul style="list-style-type: none"> <li>-Testing Coordinator: placement testing summary feedback</li> </ul>
<b>Fall Week 2</b>	<ul style="list-style-type: none"> <li>-Compile Summer term data: term grades, pass rate information, patterns of progression</li> </ul>		<ul style="list-style-type: none"> <li>-Review placement testing summary feedback</li> <li>-Coordinate midterm exam preparation with Course Coordinators</li> </ul>	<ul style="list-style-type: none"> <li>-Contribute to midterm exam revisions</li> </ul>	<ul style="list-style-type: none"> <li>-Coordinate midterm exam preparation</li> </ul>	
<b>Fall Week 3</b>			<ul style="list-style-type: none"> <li>-Prepare summer term summary/tracking report</li> <li>-Finalize midterm exam</li> </ul>		<ul style="list-style-type: none"> <li>-Submit midterm exam for approval</li> </ul>	
<b>Fall Week 4</b>	<ul style="list-style-type: none"> <li>-Prepare annual data for report for Board Meeting #1 (AY ending prior August)</li> </ul>		<ul style="list-style-type: none"> <li>-Solicit topics for Faculty-Student Forum #1</li> <li>-Publish summer term summary/tracking report</li> </ul>	<ul style="list-style-type: none"> <li>-Solicit topics for Faculty-Student Forum #1</li> </ul>	<ul style="list-style-type: none"> <li>-Review summer term summary/tracking report</li> </ul>	<ul style="list-style-type: none"> <li>APR meetings #2</li> </ul>

<b>Fall Week 5</b>	-Deliver annual data for report for Board Meeting #1 to Program Management Team		-Review annual data from Academic Support  -Head materials review	-Give input for Winter materials programming	-Give input for Winter materials programming	
<b>Fall Week 6</b>		-Prepare for Faculty-Student Forum #1	-Compile annual data into report for Board Meeting #1  -Finalize Winter term materials programming  -Prepare for Faculty Student Forum #1	-Publicize Faculty Student Forum #1  -Give midterm feedback to students about course progress		
<b>Fall Week 7</b>	<b><u>-Faculty-Student Forum #1</u></b>	<b><u>-Faculty Student-Forum #1</u></b>	-Prepare for PED/SED  <b><u>-Faculty-Student Forum #1</u></b>	-Prepare for PED/SED  <b><u>-Faculty Student-Forum #1</u></b>  -Contribute to final exam revisions	- Coordinate final exam preparation	<b><u>PED/SED</u></b>  <b><u>Board Meeting #1</u></b>
<b>Fall Week 8</b>			-Review feedback from FSF #1  -Finalize final exam		-Finalize final exam	
<b>Fall Week 9</b>			-Formal response to feedback from FSF#1	-Give Week 9 feedback to students about course progress		
<b>Fall Week 10</b>	-Coordinate collection of student exams for archiving	-All students: feedback via course evaluations				

Fall Week 11			<p><b><u>AE Program Meeting</u></b></p>	<p><b><u>AE Program Meeting</u></b></p> <ul style="list-style-type: none"> <li>-Submit grades and feedback on assessments/students</li> <li>-Submit exams for for analysis/archiving</li> <li>-Give feedback on winter term courses</li> </ul>	<ul style="list-style-type: none"> <li>-Coordinate assessment information gathering</li> </ul>	
Fall-Winter Interim			<ul style="list-style-type: none"> <li>-Review fall term feedback from students and instructors</li> <li>-Update teaching materials</li> <li>-Head syllabus review</li> </ul>		<ul style="list-style-type: none"> <li>-Review fall term feedback from students and instructors</li> <li>-Consulted for syllabus review</li> </ul>	<ul style="list-style-type: none"> <li>-Testing Coordinator: placement testing planning</li> </ul> <p><b><u>Interim APR Meeting 2:</u></b> Instructor/ Supervisor APR meeting</p>
Winter Week 1			<ul style="list-style-type: none"> <li>-Analyze summer term data, begin summary/tracking report</li> <li>-Review level change/misplacement information</li> </ul> <p><b><u>-AE Program Meeting</u></b></p>	<ul style="list-style-type: none"> <li>-Submit level change/misplacement information</li> </ul> <p><b><u>-AE Program Meeting</u></b></p>		<ul style="list-style-type: none"> <li>-Testing Coordinator: placement testing summary feedback</li> </ul>

<b>Winter Week 2</b>	-Compile Fall term data: term grades, pass rate information, patterns of progression		-Review placement testing summary feedback -Coordinate exam preparation with Course Coordinators	-Contribute to midterm exams revisions	-Coordinate midterm exam preparation	
<b>Winter Week 3</b>			-Prepare fall term summary/ tracking report	-Lead Teachers: submit midterm exam for approval	-Submit midterm exam for approval	
<b>Winter Week 4</b>			-Publish fall term summary/ tracking report		-Review summer term summary/ tracking report	APR meetings #3
<b>Winter Week 5</b>			-Head materials review	-Give input for spring term materials programming	-Consulted for Winter materials review	
<b>Winter Week 6</b>			-Finalize Winter term materials programming	-Give midterm feedback to students about course progress		
<b>Winter Week 7</b>			-Prepare for PED/SED	-Prepare for PED/SED -Contribute to final exam revisions	-Coordinate final exam preparation	<b><u>PED/SED</u></b>
<b>Winter Week 8</b>			-Finalize final exams	-Lead Teachers: submit final exam for approval	-Submit final final exam for approval	

Winter Week 9				-Give Week 9 feedback to students about course progress		
Winter Week 10	-Coordinate collection of student exams for archiving	-All students: feedback via course evaluations				
Winter Week 11			<b><u>AE Program Meeting</u></b>	<b><u>AE Program Meeting</u></b> -Submit grades and feedback on assessments/students -Submit exams for for analysis/archiving -Give feedback on winter term courses	-Coordinate assessment information submission with instructors	
Winter-Spring Interim			-Review winter term feedback from students and instructors -Update teaching materials -Head syllabus review		-Review winter term feedback from students and instructors -Consulted for syllabus review	-Testing Coordinator: placement testing planning  <b><u>APR Review Meeting 3:</u></b> Instructor/ Supervisor APR meeting

<p><b>Spring Week 1</b></p>			<p>-Analyze winter term data, being summary/tracking report</p> <p>-Review level change/misplacement information</p> <p><b><u>-AE Program Meeting</u></b></p>	<p>-Submit level change/misplacement information</p> <p><b><u>-AE Program Meeting</u></b></p>		<p>-Testing Coordinator: placement testing summary feedback</p>
<p><b>Spring Week 2</b></p>	<p>-Compile Winter term data: term grades, pass rate information, patterns of progression</p>		<p>-Review placement testing summary feedback</p> <p>-Coordinate midterm exam preparation with Course Coordinators</p>	<p>-Contribute to midterm exam revisions</p>	<p>-Review placement testing summary feedback</p> <p>-Coordinate midterm exam preparation</p>	<p>-Initial brochure text generated</p>
<p><b>Spring Week 3</b></p>			<p>-Prepare winter term summary/ tracking report</p> <p>-Finalize midterm exams</p>		<p>-Submit midterm exam for approval</p>	



<b>Spring Week 4</b>			-Solicit topics for Faculty-Student Forum #2  -Publish winter term summary/ tracking report	-Solicit topics for Faculty-Student Forum #2	-Review Winter term summary/tracking report	<b>APR Review Meeting 4:</b> Instructor/ Supervisor APR meeting
<b>Spring Week 5</b>	-Prepare fall and winter term data for mid-year report for Board Meeting #2		-Review fall and winter term data from Academic Support  -Head materials review -Review brochure changes	-Give input for summer term materials planning	-Consulted for materials review	
<b>Spring Week 6</b>		-Prepare for Faculty-Student Forum #2	-Compile fall and winter term data into mid-year report for Board Meeting #2  -Prepare for Faculty-Student Forum #2	-Publicize Faculty-Student Forum #2  -Give midterm feedback to students about course progress		
<b>Spring Week 7</b>	<b><u>-Faculty-Student Forum #2</u></b>	<b><u>-Faculty-Student Forum #2</u></b>	-Prepare for PED/SED  <b><u>-Faculty-Student Forum #2</u></b>  -Coordinate final exam preparation with Course Coordinators	-Prepare for PED/SED  <b><u>-Faculty-Student Forum #2</u></b>	-Coordinate final exam preparation	<b><u>PED/SED</u></b>  <b><u>Board Meeting #2</u></b> (prior AY report)
<b>Spring Week 8</b>			-Review feedback from FSF#2  -Finalize final exams		-Submit final exam for approval	

Spring Week 9			<ul style="list-style-type: none"> <li>-Formal response to feedback from FSF#2</li> <li>-Sign off on final brochure draft</li> </ul>	<ul style="list-style-type: none"> <li>-Give Week 9 feedback to students about course progress</li> </ul>		<ul style="list-style-type: none"> <li>APR sign off and planning meetings</li> </ul>
Spring Week 10	<ul style="list-style-type: none"> <li>-Coordinate collection of student exams for archiving</li> </ul>	<ul style="list-style-type: none"> <li>-All students: feedback via course evaluations</li> </ul>				
Spring Week 11			<p><b><u>-AE Program Meeting</u></b></p>	<p><b><u>-AE Program Meeting</u></b></p> <ul style="list-style-type: none"> <li>-Submit grades and feedback on assessments/students</li> <li>-Submit exams for for analysis/archiving</li> <li>-Give feedback on winter term courses</li> <li>-Item analysis of core course final exams</li> </ul>	<ul style="list-style-type: none"> <li>-Coordinate assessment information submission with instructors</li> <li>-Collect/conduct item analyses for review</li> </ul>	
Spring-Summer Interim			<ul style="list-style-type: none"> <li>-Review spring term feedback from students and instructors</li> <li>-Update teaching materials</li> <li>-Head syllabus review</li> </ul>		<ul style="list-style-type: none"> <li>-Review spring term feedback from students and instructors</li> <li>-Consulted for syllabus review</li> </ul>	<ul style="list-style-type: none"> <li>-Testing Coordinator: placement testing planning</li> </ul>

Summer Week 1			<ul style="list-style-type: none"> <li>-Analyze spring term data, begin summary/tracking report</li> <li>-Review level change/misplacement information</li> <li><b>-AE Program Meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>-Submit level change/misplacement information</li> <li><b>-AE Program Meeting</b></li> </ul>		<ul style="list-style-type: none"> <li>-Testing Coordinator: placement testing summary feedback</li> </ul>
Summer Week 2	<ul style="list-style-type: none"> <li>-Compile spring term data: term grades, pass rate information, patterns of progression</li> </ul>		<ul style="list-style-type: none"> <li>-Review placement testing summary feedback</li> <li>-Coordinate midterm exam preparation with Course Coordinators</li> </ul>	<ul style="list-style-type: none"> <li>-Contribute to midterm exam revisions</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate midterm exam preparation</li> </ul>	
Summer Week 3			<ul style="list-style-type: none"> <li>-Prepare spring term summary/ tracking report</li> <li>-Finalize midterm exams</li> </ul>		<ul style="list-style-type: none"> <li>-Submit midterm exams for approval</li> </ul>	
Summer Week 4			<ul style="list-style-type: none"> <li>-Publish spring term summary/ tracking report</li> </ul>		<ul style="list-style-type: none"> <li>-Review summer term summary/ tracking report</li> </ul>	<ul style="list-style-type: none"> <li>APR meetings #1</li> </ul>
Summer Week 5			<ul style="list-style-type: none"> <li>-Head materials review</li> </ul>	<ul style="list-style-type: none"> <li>-Give input for fall term materials programming</li> </ul>	<ul style="list-style-type: none"> <li>-Consulted for materials review</li> </ul>	
Summer Week 6			<ul style="list-style-type: none"> <li>-Finalize Fall term materials programming</li> </ul>	<ul style="list-style-type: none"> <li>-Give midterm feedback to students about course progress</li> </ul>		

<b>Summer Week 7</b>			-Prepare for PED/SED  -Coordinate final exam preparation with Course Coordinator	-Prepare for PED/SED  -Contribute to final exam revisions	-Coordinate final exam preparation	<u>PED/SED</u>
<b>Summer Week 8</b>			-Finalize final exam		-Submit final exam for approval	
<b>Summer Week 9</b>				-Give Week 9 feedback to students about course progress		
<b>Summer Week 10</b>	-Coordinate collection of student exams for archiving	-All students: feedback via course evaluations	-Set itinerary for AE/GE Summit			
<b>Summer Week 11</b>			<u><b>AE Program Meeting</b></u>	<u><b>AE Program Meeting</b></u>  -Submit grades and feedback on assessments/students  -Submit exams for for analysis/archiving  -Give feedback on winter term courses  -Item analysis of core course final exams	-Coordinate assessment information submission with instructors  -Collect/conduct item analyses for review	

<p><b>Summer-Fall Interim</b></p>	<p>-Prepare data reports: academic success of former AE students who progress to OSU, CAP, or PW</p>		<p>-Review data reports</p> <p>-Review summer term feedback from students and instructors</p> <p>-Update teaching materials</p> <p>-Review Mission Goals</p> <p>-With CC, review curriculum documents for all courses</p> <p><b><u>AE/GE Summit</u></b></p> <p>-Review placement instruments</p>	<p><b><u>AE/GE Summit</u></b></p>	<p>-Review summer term feedback from students and instructors</p> <p>-Update teaching materials</p> <p>-Review curriculum documents</p> <p><b><u>AE/GE Summit</u></b></p> <p>-Review/ revision of testing practices</p> <p>-Review rubrics for all courses</p> <p>-Review placement instruments</p>	<p><b><u>AE/GE Summit</u></b></p> <p>-Testing Coordinator: placement testing planning</p> <p><b><u>Interim APR Meeting 1:</u></b> Instructor/ Supervisor APR meeting</p>
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The following sections detail quality assurance activities by field; physical meetings underlined in bold.

### **Academic Support**

#### **Fall Week 2:**

Summer term report preparation begins

- Compile summer term data on student evaluation feedback
- Collect data related to summer term AE outcomes (PW progression, students joining CAP, direct admit, transfer, probation, suspension, misplacements, etc.)
- Identify AE level-progressor percentages by course

#### **Fall Week 4:**

Annual report preparation for Board Meeting #1 begins

- Compile prior AY data on student evaluation feedback
- Collect prior AY AE outcomes (PW progression, students joining CAP, direct admit, transfer, probation, suspension, misplacements, etc.)
- Identify prior AY AE level-progressor percentages by course
- Compile data related to pre-arrival standardized test scores, estimated AE level placement, actual AE level placement, end-of-term grades, etc.

#### **Fall Week 5:**

Annual report data for Board Meeting #1 delivered to AE Coordinator Team

#### **Fall Week 7:**

**Faculty-Student Forum (FSF) Meeting #1**

#### **Fall Week 10:**

Coordinate collection of student exams from instructors for archiving

#### **Winter Week 2:**

Fall term report preparation begins

- Compile fall term data on student evaluation feedback
- Collect data related to fall term AE outcomes (PW progression, students joining CAP, direct admit, transfer, probation, suspension, misplacements, etc.)
- Identify AE level-progressor percentages by course

#### **Winter Week 10:**

Coordinate collection of student exams from instructors for archiving

#### **Spring Week 2:**

Winter term report preparation begins

- Compile winter term data on student evaluation feedback
- Collect data related to winter term AE outcomes (PW progression, students joining CAP, direct admit, transfer, probation, suspension, misplacements, etc.)
- Identify AE level-progressor percentages by course

**Spring Week 4:**

Mid-year report preparation for Board Meeting #2 begins

- Compile fall and winter term data on student evaluation feedback
- Collect fall and winter AE outcomes (PW progression, students joining CAP, direct admit, transfer, probation, suspension, misplacements, etc.)
- Identify fall and winter AE level-progressor percentages by course
- Compile data related to pre-arrival standardized test scores, estimated AE level placement, actual AE level placement, end-of-term grades, etc.

**Spring Week 5:**

Mid-year report data for Board Meeting #2 delivered to AE Coordinator Team

**Spring Week 7:**

**Faculty-Student Committee (FSC) #2**

**Sprint Week 10:**

Coordinate collection of student exams from instructors for archiving

**Summer Week 2:**

Spring term report preparation begins

- Compile spring term data on student evaluation feedback
- Collect data related to spring term AE outcomes (PW progression, students joining CAP, direct admit, transfer, probation, suspension, misplacements, etc.)
- Identify AE level-progressor percentages by course

**Summer Week 10:**

Coordinate collection of student exams from instructors for archiving

**Summer/Fall Interim:**

Annual Student Success Report

- Compile information related to academic success of AE students who have progressed into full-time OSU, CAP, or PW

**Students**

**Fall Week 7:**

**Faculty-Student Forum (FSF) Meeting #1**

- Students, instructors, and AE Program Management team meet for open forum

**Fall Week 10:**

Feedback via course evaluations

**Winter Week 10:**

Feedback via course evaluations

**Spring Week 7:**

**Faculty-Student Forum (FSF) #2**

- Students, instructors, and AE Program Management team meet for open forum

**Spring Week 10:**

Feedback via course evaluations

**Summer Week 10:**

Feedback via course evaluations



### Program Management Team

#### **Fall Week 1:**

Summer term data analysis

-Review data compiled by Academic Support

- term grades
- pass rates
- progression patterns

-Begin summary/tracking report

- guaranteed level placements

Review of placement testing

-Review level change/misplacement information

#### **AE Program Meeting**

-Review feedback on courses from students and instructors

-Midterm exam planning

-Reporting student issues

#### **Fall Week 2:**

Placement testing summary review

-Meet with Testing Coordinator to review Fall New Student Placement Testing summary

#### **Fall Week 3:**

Summer term summary/tracking report preparation

-Review and analysis of targeted student groups, including guaranteed level placements

#### **Fall Week 4:**

Completion/Publication of Summer term summary/tracking report

-Compare targeted student groups with others

-Make recommendations for curriculum, program requirements, and process

Solicit topics for Faculty-Student Forum #1

#### **Fall Week 5:**

Review of annual data from Academic Support:

- prior AY data on student evaluation feedback
- prior AY AE outcomes (PW progression, students joining CAP, direct admit, transfer, probation, suspension, misplacements, etc.)
- prior AY AE level-progressor percentages by course
- data related to pre-arrival standardized test scores, estimated AE level placement, actual AE level placement, end-of-term grades, etc.

Publicize Faculty Student Forum

-Listening/Speaking instructors announce Faculty Student Forum in courses

Head Winter term materials review:

-Solicit input from instructors and Curriculum Committee

-Inventory current materials

#### **Fall Week 6:**

Data compiled and report for Board Meeting #1 created

Prepare for Faculty-Student Forum #1

Finalize Winter term materials:

-Materials needed ordered

-Materials list to bookstore

Continue publicizing Faculty-Student Forum

**Fall Week 7:**

**Faculty-Student Forum (FSF) #1**

Prepare for Professional Enrichment Day/Student Enrichment Day  
-support logistical and class preparation

**Fall Week 8:**

Provide response to Faculty-Student Forum action items

**Fall Week 11:**

**AE Program Meeting**

- Student learning and adjustment issues
- Suspensions and probation
- Progression and recommendations

**Fall-Winter Interim:**

Review Fall term course feedback from students and instructors  
-student feedback via course evaluations  
-instructor feedback via faculty course evaluations

Update teaching materials for courses

- curriculum overview
- organization site updates
- assessment instruments
- calibration and exam schedules

Head course description/syllabus review

**Winter Week 1:**

Review of placement testing  
-Review level change/misplacement information

**AE Program Meeting**

- Review feedback on courses from students and instructors
- Midterm exam planning
- Reporting student issues

**Winter Week 2:**

Placement testing summary review  
-Meet with Testing Coordinator to review Winter New Student Placement Testing summary

**Winter Week 3:**

Fall term summary/tracking report preparation  
-Review and analysis of targeted student groups, including guaranteed level placements

**Winter Week 4:**

Completion of Fall term summary/tracking report  
-Compare targeted student groups with others  
-Make recommendations for curriculum, program requirements, and process

**Winter Week 5:**

Head Spring term materials review:  
-Solicit input from instructors and Course Coordinators

-Inventory current materials

**Winter Week 6:**

Finalize Spring term materials:

- Materials needed ordered
- Materials list to bookstore

**Winter Week 7:**

Prepare for Professional Enrichment Day/Student Enrichment Day

- support logistical and class preparation

**Winter Week 8:**

**Winter Week 11:**

**AE Program Meeting**

- Student learning and adjustment issues
- Suspensions and probation
- Progression and recommendations

**Winter-Spring Interim:**

Review Winter term course feedback from students and instructors

- student feedback via course evaluations
- instructor feedback via faculty course evaluations

Update teaching materials for courses

- curriculum overview
- organization site updates
- assessment instruments
- calibration and exam schedules

Head course description/syllabus review

**Spring Week 1:**

Review of placement testing

- Review level change/misplacement information

**AE Program Meeting**

- Review feedback on courses from students and instructors
- Midterm exam planning
- Reporting student issues

**Spring Week 2:**

Placement testing summary review

- Meet with Testing Coordinator to review Spring New Student Placement Testing summary

**Spring Week 3:**

Winter term summary/tracking report preparation

- Review and analysis of targeted student groups, including guaranteed level placements

**Spring Week 4:**

Solicit topics for Faculty-Student Forum #2

Completion of Winter term summary/tracking report

- Compare targeted student groups with others

-Make recommendations for curriculum, program requirements, and process

**Spring Week 5:**

Publicize Faculty Student Forum

-Listening/Speaking instructors announce Faculty Student Forum in courses

Review data from Academic Support:

- Fall and Winter term data on student evaluation feedback
- Fall and Winter term AE outcomes (PW progression, students joining CAP, direct admit, transfer, probation, suspension, misplacements, etc.)
- Fall and Winter term AE level-progressor percentages by course
- data related to pre-arrival standardized test scores, estimated AE level placement, actual AE level placement, end-of-term grades, etc.

Head Summer term materials review:

-Solicit input from instructors

-Inventory current materials

Review brochure changes

**Spring Week 6:**

Data compiled and report for Board Meeting #2 created

**Spring Week 7:**

**Faculty-Student Forum (FSF) #2**

Prepare for Professional Enrichment Day/Student Enrichment Day

-support logistical and class preparation

**Spring Week 8:**

Provide response to Faculty-Student Forum action items

**Spring Week 9:**

Sign off on brochure final draft

**Spring Week 11:**

**AE Program Meeting**

-Student learning and adjustment issues

-Suspensions and probation

-Progression and recommendations

**Spring-Summer Interim:**

Review Spring term course feedback from students and instructors

-student feedback via course evaluations

-instructor feedback via faculty course evaluations

Update teaching materials for courses

-curriculum overview

-organization site updates

-assessment instruments

-calibration and exam schedules

Head course description/syllabus review

**Summer Week 1:**

Review of placement testing

-Review level change/misplacement information

**AE Program Meeting**

- Review feedback on courses from students and instructors
- Midterm exam planning
- Reporting student issues

**Summer Week 2:**

Placement testing summary review

- Meet with Testing Coordinator to review Summer New Student Placement Testing summary

**Summer Week 3:**

Spring term summary/tracking report preparation

- Review and analysis of targeted student groups, including guaranteed level placements

**Summer Week 4:**

Completion of Spring term summary/tracking report

- Compare targeted student groups with others
- Make recommendations for curriculum, program requirements, and process

**Summer Week 5:**

Head Fall term materials review:

- Solicit input from instructors and Course Coordinators
- Inventory current materials

**Summer Week 7:**

Prepare for Professional Enrichment Day/Student Enrichment Day

- support logistical and class preparation

**Summer Week 10:**

Set itinerary for AE/GE Summit

- in coordination with GE Coordinator Team

**Summer Week 11:**

**AE Program Meeting**

- Student learning and adjustment issues
- Suspensions and probation
- Progression and recommendations

**Summer-Fall Interim:**

Review Summer term course feedback from students and instructors

- student feedback via course evaluations
- instructor feedback via faculty course evaluations

Update teaching materials for courses

- curriculum overview
- organization site updates
- assessment instruments
- calibration and exam schedules

Review Mission Goals

- team composed of Program Management Team and 2-3 instructor volunteers
- meeting to review, discuss, recommend/confirm current AE Mission Goals

Review Curriculum Documents

-team composed of Program Management Team, Course Coordinators, and 2-3 instructor volunteers

-meeting to review, discuss, recommend/confirm current curriculum documents

Head course description/syllabus review

**AE/GE Summit**

-AE Program Staff and GE Program Staff

-Invitations to instructors depending on specific agenda items

**Instructors**

**Fall Week 1:**

Submit level change/misplacement information  
-Input information to data collection sheet on the server

**AE Program Meeting**

- Review feedback on courses from students and instructors
- Midterm exam planning
- Reporting student issues

**Fall Week 3:**

Midterm exam planning and development  
-CCs submit midterm exam to APM collaborator for approval

**Fall Week 5:**

Publicize Faculty-Student Forum  
-Listening/Speaking teachers announce FSF in classes  
Materials programming for Winter  
-Level cohorts review assessment instruments and materials, as directed by Program Management Team

- standardization of outcomes
- recommendations for materials programming

**Fall Week 6:**

Midterm feedback to students on course progress  
-Instructors provide written summaries of course progress and highlight what students need to do in order to meet course objectives

**Fall Week 7:**

**Faculty-Student Forum (FSF) Meeting #1**

Prepare for Professional Enrichment Day/Student Enrichment Day  
-class preparation

**Fall Week 8:**

Final exam planning and development  
-Course Coordinators submit final exam to Program Management Team for approval

**Fall Week 9:**

Week 9 feedback to students on course progress  
-Instructors provide written summaries of course progress and highlight what students need to do in order to meet course objectives

**Fall Week 11:**

**AE Program Meeting**

- Student learning and adjustment issues
- Suspensions and probation
- Progression and recommendations

Fall term course feedback

- course review forms

Record final assessment information

Archive student exams

**Fall-Winter Interim:**

**AE Program Meeting**

- Diagnostics and level check
- Attendance recording
- Blackboard sites

**Winter Week 1:**

Submit level change/misplacement information

- Input information to data collection sheet on the server

**AE Program Meeting**

- Review feedback on courses from students and instructors
- Midterm exam planning
- Reporting student issues

**Winter Week 3:**

Midterm exam planning and development

- CCs submit midterm exam to APM collaborator for approval

**Winter Week 5:**

Materials programming for Spring

- Level committees review assessment instruments and materials, as directed by Program Management Team
  - standardization of outcomes
  - recommendations for materials programming

**Winter Week 6:**

Midterm feedback to students on course progress

- Instructors provide written summaries of course progress and highlight what students need to do in order to meet course objectives

**Winter Week 7:**

Prepare for Professional Enrichment Day/Student Enrichment Day

- class preparation

**Winter Week 8:**

Final exam planning and development

- CCs submit final exam to APM collaborator for approval

**Winter Week 9:**

Week 9 feedback to students on course progress

- Instructors provide written summaries of course progress and highlight what students need to do in order to meet course objectives

**Winter Week 11:**

**AE Program Meeting**

- Student learning and adjustment issues
- Suspensions and probation
- Progression and recommendations

Winter term course feedback



-course review forms  
Record final assessment information  
Archive student exams

**Winter-Spring Interim:**

**AE Program Meeting**

- Diagnostics and level check
- Attendance recording
- Blackboard sites

**Spring Week 1:**

Submit level change/misplacement information  
-Input information to data collection sheet on the server

**AE Program Meeting**

- Review feedback on courses from students and instructors
- Midterm exam planning
- Reporting student issues

**Spring Week 3:**

Midterm exam planning and development  
-CCs submit midterm exam to APM collaborator for approval

**Spring Week 5:**

Publicize Faculty-Student Forum  
-Listening/Speaking teachers announce FSF in classes  
Materials programming for Summer  
- Level cohorts review assessment instruments and materials, as directed by Program Management Team

- standardization of outcomes
- recommendations for materials programming

**Spring Week 6:**

Midterm feedback to students on course progress  
-Instructors provide written summaries of course progress and highlight what students need to do in order to meet course objectives

**Spring Week 7:**

**Faculty-Student Forum (FSF) #2**

Prepare for Professional Enrichment Day/Student Enrichment Day  
-class preparation

**Spring Week 8:**

Final exam planning and development  
-CCs submit final exam to APM collaborator for approval

**Spring Week 9:**

Week 9 feedback to students on course progress  
-Instructors provide written summaries of course progress and highlight what students need to do in order to meet course objectives

**Spring Week 11:**

**AE Program Meeting**

- Student learning and adjustment issues
- Suspensions and probation
- Progression and recommendations

Spring term course feedback

- course review forms

Record final assessment information

Archive student exams

**Spring-Summer Interim:**

**AE Program Meeting**

- Diagnostics and level check
- Attendance recording
- Blackboard sites

**Summer Week 1:**

Submit level change/misplacement information

- Input information to data collection sheet on the server

**AE Program Meeting**

- Review feedback on courses from students and instructors
- Midterm exam planning
- Reporting student issues

**Summer Week 3:**

Midterm exam planning and development

- CCs submit midterm exam to APM collaborator for approval

**Summer Week 5:**

Materials programming for Fall

- Level committees review assessment instruments and materials, as directed by Coordinator Team
  - standardization of outcomes
  - recommendations for materials programming

**Summer Week 6:**

Midterm feedback to students on course progress

- Instructors provide written summaries of course progress and highlight what students need to do in order to meet course objectives

**Summer Week 7:**

Prepare for Professional Enrichment Day/Student Enrichment Day

- class preparation

**Summer Week 8:**

Final exam planning and development

- CCs submit final exam to APM collaborator for approval

**Summer Week 9:**

Week 9 feedback to students on course progress

-Instructors provide written summaries of course progress and highlight what students need to do in order to meet course objectives

**Summer Week 11:**

**AE Program Meeting**

- Student learning and adjustment issues
- Suspensions and probation
- Progression and recommendations

Summer term course feedback

- course review forms

Record final assessment information

Archive student exams

**Summer-Fall Interim:**

**AE/GE Summit**

- AE Program Staff and GE Program Staff
- Invitations to instructors depending on specific agenda items

**AE Program Meeting**

- Diagnostics and level check
- Attendance recording
- Blackboard sites

**Course Coordinator**

**Fall Week 1:**

Syllabus review  
-as directed by Program Management Team

**Fall Week 2:**

Coordinate midterm exam preparation

**Fall Week 3:**

Midterm exam preparation  
-CC and APM collaborator finalize midterm exam

**Fall Week 5:**

Materials review  
-as directed by Program Management Team

**Fall Week 7:**

Coordinate Final exam preparation

**Fall Week 8:**

Final exam preparation  
-CC and APM collaborator finalize final exam

**Fall Week 11:**

Final exam review  
Syllabus Review by CC  
-as directed by Program Management Team  
Review fall term feedback from students and instructors

**Winter Week 1:**

Syllabus review by CC  
- as directed by Program Management Team

**Winter Week 2:**

Coordinate midterm exam preparation

**Winter Week 3:**

Midterm exam preparation  
-CC and APM collaborator finalize midterm exam

**Winter Week 5:**

Materials review by CC  
-as directed by Program Management Team

**Winter Week 7:**

Coordinate final exam preparation

**Winter Week 8:**

Final exam preparation

-CC and APM collaborator finalize final exams

**Winter Week 11:**

Final exam review

Syllabus Review by CC

-as directed by Program Management Team

Review winter term feedback from students and instructors

**Spring Week 1:**

Syllabus review by CC

- as directed by Program Management Team

**Spring Week 2:**

Coordinate midterm exam preparation

**Spring Week 3:**

Midterm exam preparation

-CC and APM collaborator finalize midterm exam

**Spring Week 5:**

Materials review by CC

-as directed by Program Management Team

**Spring Week 7:**

Coordinate final exam preparation

**Spring Week 8:**

Final exam preparation

-CC and APM collaborator finalize final exams

**Spring Week 11:**

Final exam review

Syllabus Review by CC

-as directed by Program Management Team

Review winter term feedback from students and instructors

**Summer Week 1:**

Syllabus review by CC

- as directed by Program Management Team

**Summer Week 2:**

Coordinate midterm exam preparation

**Summer Week 3:**

Midterm exam preparation

-CC and APM collaborator finalize midterm exam

**Summer Week 5:**

Materials review by CC

-as directed by Program Management Team

**Summer Week 7:**

Coordinate final exam preparation

**Summer Week 8:**

Final exam preparation

-CC and APM collaborator finalize final exams

**Summer Week 11:**

Final exam review

Syllabus Review by CC

-as directed by Program Management Team

Review winter term feedback from students and instructors

**Summer-Fall Interim:**

Testing practices review

Rubric review