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:**

<table>
<thead>
<tr>
<th>Academic Support</th>
<th>Students</th>
<th>Coordinator Team</th>
<th>Instructors</th>
<th>Course Coordinator</th>
<th>Other events</th>
</tr>
</thead>
</table>

**Fall Week 1**
- Analyze summer term data, begin summary/tracking report
- Review level change/misplacement information
  *AE Program Meeting*
- Head syllabus review
- Submit level change/misplacement information
  *AE Program Meeting*
- Consulted for syllabus review
- Testing Coordinator: placement testing summary feedback

**Fall Week 2**
- Compile Summer term data: term grades, pass rate information, patterns of progression
- Review placement testing summary feedback
- Coordinate midterm exam preparation with Course Coordinators
- Contribute to midterm exam revisions
- Coordinate midterm exam preparation

**Fall Week 3**
- Prepare summer term summary/tracking report
- Finalize midterm exam
- Submit midterm exam for approval

**Fall Week 4**
- Prepare annual data for report for Board Meeting #1 (AY ending prior August)
- Solicit topics for Faculty-Student Forum #1
- Publish summer term summary/tracking report
- Solicit topics for Faculty-Student Forum #1
- Review summer term summary/tracking report
- APR meetings #2
<table>
<thead>
<tr>
<th>Fall Week 5</th>
<th>Fall Week 6</th>
<th>Fall Week 7</th>
<th>Fall Week 8</th>
<th>Fall Week 9</th>
<th>Fall Week 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Deliver annual data for report for Board Meeting #1 to Program Management Team</td>
<td>-Review annual data from Academic Support</td>
<td>-Review feedback from FSF #1</td>
<td>-Formal response to feedback from FSF #1</td>
<td>-Coordinate collection of student exams for archiving</td>
<td>-All students: feedback via course evaluations</td>
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<tr>
<td>-Head materials review</td>
<td>-Give input for Winter materials programming</td>
<td>-Finalize final exam</td>
<td>-Give Week 9 feedback to students about course progress</td>
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<td>-Give input for Winter materials programming</td>
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<td>-Coordinate final exam preparation</td>
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AE QAPD updated 10-2014 TZ
<table>
<thead>
<tr>
<th>Fall Week 11</th>
<th>AE Program Meeting</th>
<th>AE Program Meeting</th>
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<tbody>
<tr>
<td>- Submit grades and feedback on assessments/students</td>
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<tr>
<td>- Submit exams for analysis/archiving</td>
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<tr>
<td>- Give feedback on winter term courses</td>
<td>- Coordinate assessment information gathering</td>
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<table>
<thead>
<tr>
<th>Fall-Winter Interim</th>
<th>- Review fall term feedback from students and instructors</th>
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<tbody>
<tr>
<td></td>
<td>- Update teaching materials</td>
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<td></td>
<td>- Head syllabus review</td>
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<tr>
<td></td>
<td>- Review fall term feedback from students and instructors</td>
</tr>
<tr>
<td></td>
<td>- Consulted for syllabus review</td>
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<td></td>
<td>- Testing Coordinator: placement testing planning</td>
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<td></td>
<td><strong>Interim APR Meeting 2:</strong> Instructor/Supervisor APR meeting</td>
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</table>

<table>
<thead>
<tr>
<th>Winter Week 1</th>
<th>- Analyze summer term data, begin summary/tracking report</th>
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<tbody>
<tr>
<td></td>
<td>- Review level change/misplacement information</td>
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<tr>
<td></td>
<td><strong>AE Program Meeting</strong></td>
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<td></td>
<td>- Submit level change/misplacement information</td>
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<td></td>
<td>- Testing Coordinator: placement testing summary feedback</td>
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<tr>
<td>Winter Week 2</td>
<td>- Compile Fall term data: term grades, pass rate information, patterns of progression</td>
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<tr>
<td>Winter Week 3</td>
<td>- Prepare fall term summary/ tracking report</td>
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<tr>
<td>Winter Week 4</td>
<td>- Publish fall term summary/ tracking report</td>
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<td>Winter Week 5</td>
<td>- Head materials review</td>
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<td>Winter Week 6</td>
<td>- Finalize Winter term materials programming</td>
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<tr>
<td>Winter Week 7</td>
<td>- Prepare for PED/SED</td>
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<td>Winter Week 8</td>
<td>- Finalize final exams</td>
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<td>Winter Week 9</td>
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<tr>
<td>Winter Week 10</td>
<td>-Coordinate collection of student exams for archiving</td>
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<tr>
<td>Winter Week 11</td>
<td>AE Program Meeting</td>
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<td></td>
<td>-Submit grades and feedback on assessments/students</td>
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<td>Winter-Spring Interim</td>
<td>-Review winter term feedback from students and instructors</td>
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<td>-Update teaching materials</td>
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<td>-Head syllabus review</td>
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<tr>
<td></td>
<td>APR Review Meeting 3: Instructor/Supervisor APR meeting</td>
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</tbody>
</table>
| Spring Week 1 | - Analyze winter term data, being summary/tracking report  
|              | - Review level change/misplacement information  
|              | - AE Program Meeting  
|              | - Submit level change/misplacement information  
|              | - AE Program Meeting  
| Spring Week 2 | - Compile Winter term data: term grades, pass rate information, patterns of progression  
|              | - Review placement testing summary feedback  
|              | - Coordinate midterm exam preparation with Course Coordinators  
|              | - Contribute to midterm exam revisions  
|              | - Testing Coordinator: placement testing summary feedback  
|              | - Initial brochure text generated  
| Spring Week 3 | - Prepare winter term summary/tracking report  
|              | - Finalize midterm exams  
|              | - Submit midterm exam for approval  

AE QAPD updated 10-2014 TZ
### Spring Week 4
- Prepare fall and winter term data for mid-year report for Board Meeting #2
- Solicit topics for Faculty-Student Forum #2
- Publish winter term summary/tracking report
- Review Winter term summary/tracking report
- Solicit topics for Faculty-Student Forum #2

<table>
<thead>
<tr>
<th>APR Review Meeting 4: Instructor/Supervisor APR meeting</th>
</tr>
</thead>
</table>

### Spring Week 5
- Deliver fall and winter term data to Coordinator Team 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

### Spring Week 6
- 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

### Spring Week 7
- Faculty-Student Forum #2
- Faculty-Student Forum #2
- Faculty-Student Forum #2
- Faculty-Student Forum #2
- Coordinate final exam preparation with Course Coordinators
- Coordinate final exam preparation

<table>
<thead>
<tr>
<th>PED/SED Board Meeting #2 (prior AY report)</th>
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</table>

### Spring Week 8
- Review feedback from FSF#2
- Finalize final exams
- Submit final exam for approval
<table>
<thead>
<tr>
<th>Spring Week 9</th>
<th>Spring Week 10</th>
<th>Spring Week 11</th>
<th>APR sign off and planning meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Formal response to feedback from FSF#2</td>
<td>-Coordinate collection of student exams for archiving</td>
<td>-AE Program Meeting</td>
<td>- Coordinate assessment information submission with instructors</td>
</tr>
<tr>
<td>-Sign off on final brochure draft</td>
<td>-All students: feedback via course evaluations</td>
<td>-AE Program Meeting</td>
<td>-Collect/conduct item analyses for review</td>
</tr>
<tr>
<td>-Give Week 9 feedback to students about course progress</td>
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<td>-Submit grades and feedback on assessments/students</td>
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<td>-Consulted for syllabus review</td>
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<tr>
<td></td>
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<td></td>
<td>-Testing Coordinator: placement testing planning</td>
</tr>
<tr>
<td>Summer Week 1</td>
<td>- Analyze spring term data, begin summary/tracking report - Review level change/misplacement information - AE Program Meeting</td>
<td>- Submit level change/misplacement information</td>
<td>- Testing Coordinator: placement testing summary feedback</td>
</tr>
<tr>
<td>Summer Week 2</td>
<td>- Compile spring term data; term grades, pass rate information, patterns of progression - Review placement testing summary feedback - Coordinate midterm exam preparation with Coordinators</td>
<td>- Contribute to midterm exam revisions - Coordinate midterm exam preparation</td>
<td></td>
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<tr>
<td>Summer Week 3</td>
<td>- Prepare spring term summary/tracking report - Finalize midterm exams</td>
<td>- Submit midterm exams for approval</td>
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<tr>
<td>Summer Week 4</td>
<td>- Publish spring term summary/tracking report</td>
<td>- Review spring term summary/tracking report</td>
<td>APR meetings #1</td>
</tr>
<tr>
<td>Summer Week 5</td>
<td>- Head materials review</td>
<td>- Give input for fall term materials programming - Consulted for materials review</td>
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<td>Summer Week 6</td>
<td>- Finalize Fall term materials programming</td>
<td>- Give midterm feedback to students about course progress</td>
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</tbody>
</table>
| Summer Week 7 | -Prepare for PED/SED  
-Coordinate final exam preparation with Course Coordinator | -Prepare for PED/SED  
-Contribute to final exam revisions | -Coordinate final exam preparation | PED/SED |
| Summer Week 8 |  | -Finalize final exam |  |  |
| Summer Week 9 |  | -Give Week 9 feedback to students about course progress |  |  |
| Summer Week 10 | -Coordinate collection of student exams for archiving  
-All students: feedback via course evaluations | -Set itinerary for AE/GE Summit |  |  |
| Summer Week 11 | AE Program Meeting  
-Submit grades and feedback on assessments/students  
-Submit exams for analysis/archiving  
-Give feedback on winter term courses  
-Item analysis of core course final exams | AE Program Meeting  
-Coordinate assessment information submission with instructors  
-Collect/conduct item analyses for review |  |  |
<table>
<thead>
<tr>
<th>Summer-Fall Interim</th>
<th>-Prepare data reports: academic success of former AE students who progress to OSU, CAP, or PW</th>
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<tbody>
<tr>
<td>AE/GE Summit</td>
<td>-Review data reports</td>
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<td>-Review summer term feedback from students and instructors</td>
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<td>-Update teaching materials</td>
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<td>-Review Mission Goals</td>
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<td>-With CC, review curriculum documents for all courses</td>
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<tr>
<td>AE/GE Summit</td>
<td>-Review placement instruments</td>
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<tr>
<td>AE/GE Summit</td>
<td>-Review/revision of testing practices</td>
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<td>-Review rubrics for all courses</td>
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<td></td>
<td>-Review placement instruments</td>
</tr>
<tr>
<td>AE/GE Summit</td>
<td>-Review curriculum documents</td>
</tr>
</tbody>
</table>

Testing Coordinator: placement testing planning

Interim APR Meeting 1: Instructor/Supervisor APR meeting

AE QAPD updated 10-2014 TZ
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
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
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

AE QAPD updated 10-2014 TZ
- 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
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