

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:

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

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| Fall Week 5 | -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 | |
| Fall Week 6 | | -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 | | |
| Fall Week 7 | <u>-Faculty-Student Forum #1</u> | <u>-Faculty Student-Forum #1</u> | -Prepare for PED/SED <u>-Faculty-Student Forum #1</u> | -Prepare for PED/SED <u>-Faculty Student-Forum #1</u> -Contribute to final exam revisions | - Coordinate final exam preparation | <u>PED/SED</u> <u>Board Meeting #1</u> |
| Fall Week 8 | | | -Review feedback from FSF #1 -Finalize final exam | | -Finalize final exam | |
| Fall Week 9 | | | -Formal response to feedback from FSF#1 | -Give Week 9 feedback to students about course progress | | |
| Fall Week 10 | -Coordinate collection of student exams for archiving | -All students: feedback via course evaluations | | | | |

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

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| Winter Week 2 | -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 | |
| Winter Week 3 | | | -Prepare fall term summary/ tracking report | -Lead Teachers: submit midterm exam for approval | -Submit midterm exam for approval | |
| Winter Week 4 | | | -Publish fall term summary/ tracking report | | -Review summer term summary/ tracking report | APR meetings #3 |
| Winter Week 5 | | | -Head materials review | -Give input for spring term materials programming | -Consulted for Winter materials review | |
| Winter Week 6 | | | -Finalize Winter term materials programming | -Give midterm feedback to students about course progress | | |
| Winter Week 7 | | | -Prepare for PED/SED | -Prepare for PED/SED -Contribute to final exam revisions | -Coordinate final exam preparation | <u>PED/SED</u> |
| Winter Week 8 | | | -Finalize final exams | -Lead Teachers: submit final exam for approval | -Submit final final exam for approval | |

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| 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 | | | <u>AE Program Meeting</u> | <u>AE Program Meeting</u> -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 <u>APR Review Meeting 3:</u> Instructor/ Supervisor APR meeting |

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| <p>Spring Week 1</p> | | | <p>-Analyze winter term data, being summary/tracking report</p> <p>-Review level change/misplacement information</p> <p><u>-AE Program Meeting</u></p> | <p>-Submit level change/misplacement information</p> <p><u>-AE Program Meeting</u></p> | | <p>-Testing Coordinator: placement testing summary feedback</p> |
| <p>Spring Week 2</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>Spring Week 3</p> | | | <p>-Prepare winter term summary/ tracking report</p> <p>-Finalize midterm exams</p> | | <p>-Submit midterm exam for approval</p> | |

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| Spring Week 4 | | | -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 | APR Review Meeting 4: Instructor/ Supervisor APR meeting |
| Spring Week 5 | -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 | |
| 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 | <u>-Faculty-Student Forum #2</u> | <u>-Faculty-Student Forum #2</u> | -Prepare for PED/SED <u>-Faculty-Student Forum #2</u> -Coordinate final exam preparation with Course Coordinators | -Prepare for PED/SED <u>-Faculty-Student Forum #2</u> | -Coordinate final exam preparation | <u>PED/SED</u> <u>Board Meeting #2</u> (prior AY report) |
| Spring Week 8 | | | -Review feedback from FSF#2 -Finalize final exams | | -Submit final exam for approval | |

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| Spring Week 9 | | | -Formal response to feedback from FSF#2 -Sign off on final brochure draft | -Give Week 9 feedback to students about course progress | | APR sign off and planning meetings |
| Spring Week 10 | -Coordinate collection of student exams for archiving | -All students: feedback via course evaluations | | | | |
| Spring Week 11 | | | <u>-AE Program Meeting</u> | <u>-AE Program Meeting</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 | |
| Spring-Summer Interim | | | -Review spring term feedback from students and instructors -Update teaching materials -Head syllabus review | | -Review spring term feedback from students and instructors -Consulted for syllabus review | -Testing Coordinator: placement testing planning |

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

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| 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 | <u>PED/SED</u> |
| Summer Week 8 | | | -Finalize final exam | | -Submit final exam for approval | |
| 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 | | | <u>AE Program Meeting</u> | <u>AE Program Meeting</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 | |

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| <p>Summer-Fall Interim</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><u>AE/GE Summit</u></p> <p>-Review placement instruments</p> | <p><u>AE/GE Summit</u></p> | <p>-Review summer term feedback from students and instructors</p> <p>-Update teaching materials</p> <p>-Review curriculum documents</p> <p><u>AE/GE Summit</u></p> <p>-Review/ revision of testing practices</p> <p>-Review rubrics for all courses</p> <p>-Review placement instruments</p> | <p><u>AE/GE Summit</u></p> <p>-Testing Coordinator: placement testing planning</p> <p><u>Interim APR Meeting 1:</u> 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