Appendix 2. Summary Scores and Action Plan Chart: Electronic File

Standard 1. Program Structure and Administration

Specific Standards	0	1	2	3	NA
A. Mission statement, philosophy, goals					
B. System of Governance					
C. Financial Management Procedures					
D. Accountability					
E. Linkages and communications with internal and external stakeholders					
F. Confidentiality in communications, internal and external					
G. Equipment for daily operations and record keeping					
H. Facilities and resources					
I. Courses of sufficient intensity and duration with flexible schedules					
J. Learner-teacher ratio					
(K. See 2. Standards for curriculum)					
(L. See 3. Standards for instruction)					
(M. See 6. Standards for Assessment)					
(N. See 7. Standards for Employment Conditions and Staffing)					

Program Planning

Specific Standards	0	1	2	3	NA
O. Planning process for program development and improvement					
P. Technology plan aligned with program goals and learner needs					
Q. Plan for outreach, marketing, and public relations					

Action Plan

Standard 2. Curriculum and Instructional Materials

Specific Standards	0	1	2	3	NA
A. Process for developing curriculum					
B. Curriculum reflects mission and philosophy and is compatible with current second language acquisition theory for adults					
C. Curriculum includes goals, objectives, teaching practices, materials, technological resources, and evaluation procedures					
D. Measurable objectives appropriate for learners in multilevel classes					
E. Curriculum and instructional materials					

F. Ongoing process of curriculum revision					

Action Plan

Standard 3 Instruction

Specific Standards	0	1	2	3	NA
A. Instructional activities adhere to principles of adult learning and language acquisition					
B. Instructional approaches vary					
C. Instructional activities engage the learners in taking an active role.					
D. Focus on communication skills					
E. Integration of the four language skills					
F. Instructional styles varied to meet individual needs.					
G. Instructional activities incorporate grouping strategies and interactive tasks.					
H. Instructional activities take into account proficiency levels in reading and writing, as well as speaking and listening.					
I. Activities that focus on language and culturally appropriate behaviors, the higher order thinking skills, team participation and study skills.					
J. Use of authentic resources.					
K. Use of technology to meet lesson objectives					
L. Instructional activities are culturally sensitive and integrate language and culture.					
M. Preparation for formal and informal assessment. Personal learning records.					
F. Varied activities according to different learning styles and special learning needs.					

Action Plan

Standard 4. Recruitment, intake, and orientation

Specific Standard	0	1	2	3	NA
Standard 4. A. Effective procedures for identifying and recruiting students					
Standard 4. B. A variety of recruitment strategies					
Standard 4. C. Culturally and linguistically appropriate recruitment strategies and procedures					
Standard 4. D. Evaluates effectiveness of recruitment strategies					
Standard 4. E. Intake process that provides assessment of learners' proficiency level and personal needs					

Action Plan

Standard 5. Learner Retention and Transition

Specific Standards	0	1	2	3	NA
A. The program supports retention.					
B. Encourages learners to participate fully and long enough to reach their identified goals.					
C. Program accommodates the special needs of learners as fully as possible.					
D. Contact students with irregular attendance patterns and acknowledge regular attendance.					
E. Provides learners with support for transition to other programs.					

Action Plan

Standard 6. Assessment and Learner Gains

Specific Standard	0	1	2	3	NA
A. Comprehensive assessment policy					
B. C., & D. refer back to standard A. since at this time there is no comprehensive assessment policy in place.					
E. Provides support for transition to other programs.					
F. through O refer back to standard A. since at this time there is no comprehensive assessment policy in place.					

Action Plan

Standard 7. Employment conditions

Specific Standards	0	1	2	3	NA
A. The program supports compensation and benefits commensurate with those of service and professional staff in comparable positions in other programs					
B. Policies and procedures that ensure professional treatment of staff					
C. Safe and clean working environment					
D. Recruits and hires qualified instructional staff					
E. Hires instructors and staff who have appropriate training in cross-cultural communication, reflect the cultural diversity of the learners, and have awareness of the specific needs of adult English learners in the community					
F. Recruits and hires qualified support staff to ensure effective program operation					

Action Plan

Standard 8. Professional Development

Specific Standards	0	1	2	3	NA
A. Process for orienting new administrative, instructional, and support staff.					
B. A professional development plan. Resources to implement the plan					
C. through L. are the same as B. since there is no professional development plan.					

Action Plan

Standard 9. Support Services

Specific Standards	0	1	2	3	NA
A. Provides access to a variety of services.					
B. Identification of leaning disabilities and accommodation of identified special needs.					
C. The program develops linkages with cooperating agencies to ensure that referrals to support services result in meeting learners' needs, including those of learners with disabilities.					

Action Plan