

Appendix 1. Program Self-Review Instrument: Electronic File

Standard 1. Program Structure, Administration, and Planning		
Standard 1. A. The program has a mission statement, philosophy, and goals.		
Action Plan/Next Steps	Comments	Score Priority
Standard 1. B. The program has an administrative system, participation of stakeholders, and accountability.		
Action Plan/Next Steps	Comments	Score Priority
Standard 1. C. The program has sound financial management procedures.		
Action Plan/Next Steps	Comments	Score Priority
Standard 1. D. The program has an accountability plan.		
Action Plan/Next Steps	Comments	Score Priority
Standard 1. E. The program fosters and maintains linkages and communications with internal and external stakeholders.		
Action Plan/Next Steps	Comments	Score Priority
Standard 1. F. The program ensures confidentiality in communications with internal and external stakeholders.		
Action Plan/Next Steps	Comments	Score Priority
Standard 1. G. The program provides equipment for daily operations and record keeping.		
Action Plan/Next Steps	Comments	Score Priority
Standard 1. H. The program uses appropriate facilities and resources.		
Action Plan/Next Steps	Comments	Score Priority
Standard 1. I. The program provides courses of sufficient intensity and duration with flexible schedules.		
Action Plan/Next Steps	Comments	Score Priority
Standard 1. J. The program maintains a learner-teacher ratio conducive to meeting learners' needs and goals.		
Action Plan/Next Steps	Comments	Score Priority
Standard 1. K, L, M, N. These are covered by other standard categories. (See <i>Standards for Adult Education ESL Programs</i>, p. 71.)		
Action Plan/Next Steps	Comments	Score Priority
Standard 1. O. The program has a planning process for initial program development and ongoing program improvement.		

Action Plan/Next Steps	Comments	Score Priority
Standard 1. P. The program has a technology plan aligned with program goals and learner needs.		
Action Plan/Next Steps	Comments	Score Priority
Standard 1. Q. The program has a plan for outreach, marketing, and public relations.		
Action Plan/Next Steps	Comments	Score Priority

Standard 2. Curriculum and Instructional Materials		
Standard 2. A. The program has a process for developing curriculum.		
Action Plan/Next Steps	Comments	Score Priority
Standard 2. B. The curriculum reflects the program's mission and philosophy and is compatible with current second language acquisition theory for adults.		
Action Plan/Next Steps	Comments	Score Priority
Standard 2. C. The curriculum includes goals, objectives, outcomes, approaches, methods, etc., appropriate to meet the needs and goals of adult learners.		
Action Plan/Next Steps	Comments	Score Priority
Standard 2. D. The curriculum specifies measurable learning objectives appropriate for learners in multilevel classes.		
Action Plan/Next Steps	Comments	Score Priority
Standard 2. E. Curriculum and instructional materials are easily accessible, up to date, and appropriate.		
Action Plan/Next Steps	Comments	Score Priority
Standard 2. F. The program has an ongoing process for curriculum revision.		
Action Plan/Next Steps	Comments	Score Priority

Standard 3. Instruction		
Standard 3. A. Instructional activities adhere to principles of adult learning and language acquisition.		
Action Plan/Next Steps	Comments	Score Priority
Standard 3. B. Instructional approaches are varied to meet different educational and cultural backgrounds of learners.		
Action Plan/Next Steps	Comments	Score Priority

Standard 3. C. Instructional activities engage learners in taking an active role in learning.		
Action Plan/Next Steps	Comments.	Score Priority
Standard 3. D. Instructional activities focus on acquisition of communication skills.		
Action Plan/Next Steps	Comments	Score Priority
Standard 3. E. Instructional activities integrate the four language skills.		
Action Plan/Next Steps	Comments	Score Priority
Standard 3. F. Instructional activities are varied to address different learning styles.		
Action Plan/Next Steps	Comments	Score Priority
Standard 3. G. Instructional activities incorporate grouping strategies and interactive tasks.		
Action Plan/Next Steps	Comments	Score Priority
Standard 3. H. Instructional activities take into account the needs of multilevel groups of learners.		
Action Plan/Next Steps	Comments	Score Priority
Standard 3. I. Instructional activities focus on the development of language and culturally appropriate behaviors for critical thinking, problem solving, team participation, and study skills.		
Action Plan/Next Steps	Comments	Score Priority
Standard 3. J. Instructional activities include use of authentic resources.		
Action Plan/Next Steps	Comments	Score Priority
Standard 3. K. Instructional activities include use of technologies.		
Action Plan/Next Steps	Comments	Score Priority
Standard 3. L. Instructional activities are culturally sensitive and integrate language and culture.		
Action Plan/Next Steps	Comments	Score Priority
Standard 3. M. Instructional activities prepare learners for formal and informal assessments situations.		
Action Plan/Next Steps	Comments	Score Priority

Standard 4. Learner Recruitment, Intake, and Orientation		
Standard 4. A. The program has effective procedures for identifying and recruiting adult learners.		
Action Plan/Next Steps	Comments	Score Priority
Standard 4. B. The program uses a variety of recruitment strategies.		
Action Plan/Next Steps	Comments	Score Priority
Standard 4. C. The program uses culturally and linguistically appropriate recruitment strategies and materials.		
Action Plan/Next Steps	Comments	Score Priority
Standard 4. D. The program evaluates the effectiveness of recruitment efforts.		
Action Plan/Next Steps	Comments	Score Priority
Standard 4. E. The program's intake process provides assessment of learners' needs, goals, and language proficiency.		
Action Plan/Next Steps	Comments	Score Priority

Standard 5. Learner Retention and Transition		
Standard 5. A. The program supports retention through enrollment and attendance procedures.		
Action Plan/Next Steps	Comments	Score Priority
Standard 5. B. The program encourages learners to participate consistently and long enough to reach their identified goals.		
Action Plan/Next Steps	Comments	Score Priority
Standard 5. C. The program accommodates the special needs of learners.		
Action Plan/Next Steps	Comments	Score Priority
Standard 5. D. The program contacts learners with irregular attendance patterns and acknowledges regular attendance.		
Action Plan/Next Steps	Comments	Score Priority
Standard 5. E. The program provides learners with support for transition to other programs.		
Action Plan/Next Steps	Comments	Score Priority

Standard 6. Assessment and Learner Gains		
Standard 6. A. The program has a comprehensive assessment policy.		
Action Plan/Next Steps	Comments	Score Priority
Standard 6. B. The program has a process for assessing learners' skills and goals.		
Action Plan/Next Steps	Comments	Score Priority
Standard 6. C. Assessment activities are ongoing and appropriately scheduled.		
Action Plan/Next Steps	Comments	Score Priority
Standard 6. D. The program has procedures for collecting and reporting data on educational gains and outcomes.		
Action Plan/Next Steps	Comments	Score Priority
Standard 6. E. The program provides appropriate facilities, equipment, supplies, and personnel for assessment activities.		
Action Plan/Next Steps	Comments	Score Priority
Standard 6. F. The program identifies learners' needs and goals in their different roles.		
Action Plan/Next Steps	Comments	Score Priority
Standard 6. G. The program assesses learners' proficiency in listening, speaking, reading, and writing.		
Action Plan/Next Steps	Comments	Score Priority
Standard 6. H. The program uses a variety of appropriate, valid, and reliable assessments.		
Action Plan/Next Steps	Comments	Score Priority
Standard 6. I. The information obtained through needs assessment is used in developing curricula, materials, skills assessments, and teaching approaches that are relevant to learners' lives.		
Action Plan/Next Steps	Comments	Score Priority
Standard 6. J. Assessment results are clearly explained and shared with learners.		
Action Plan/Next Steps	Comments	Score Priority
Standard 6. K. Assessment activities document learners' progress within the program and toward making transitions beyond the program.		

Action Plan/Next Steps	Comments	Score Priority
Standard 6. L. Results of assessment provide information about learner gains and outcomes.		
Action Plan/Next Steps	Comments	Score Priority
Standard 6. M. The program has a process to identify and document learner progress.		
Action Plan/Next Steps	Comments	Score Priority
Standard 6. N. The program has a process for learners to demonstrate skill-level improvements in listening, speaking, reading, and writing.		
Action Plan/Next Steps	Comments	Score Priority
Standard 6. O. The program has a process for learners to demonstrate progress in nonlinguistic areas.		
Action Plan/Next Steps	Comments	Score Priority

Standard 7. Employment Conditions and Staffing		
Standard 7. A. The program supports compensation and benefits commensurate with those of instructional and professional staff with comparable positions in other programs.		
Action Plan/Next Steps	Comments	Score Priority
Standard 7. B. The program's policies and procedures ensure professional treatment of staff.		
Action Plan/Next Steps	Comments	Score Priority
Standard 7. C. The program supports a safe and clean working environment.		
Action Plan/Next Steps	Comments	Score Priority
Standard 7. D. The program recruits and hires qualified instructional staff.		
Action Plan/Next Steps	Comments	Score Priority
Standard 7. E. The program recruits and 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.		
Action Plan/Next Steps	Comments	Score Priority
Standard 7. F. The program recruits and hires qualified support staff.		
Action Plan/Next Steps	Comments	Score Priority

Standard 8. Professional Development and Staff Evaluation		
Standard 8. A. The program has a process for orienting new administrative, instructional, and support staff.		
Action Plan/Next Steps	Comments	Score Priority
Standard 8. B. The program has a professional development plan and resources to implement the plan.		
Action Plan/Next Steps	Comments	Score Priority
Standard 8. C. The program provides opportunities for instructional staff to expand their knowledge.		
Action Plan/Next Steps	Comments	Score Priority
Standard 8. D. The program provides opportunities for administrators and project evaluators to become knowledgeable about effective teaching strategies.		
Action Plan/Next Steps	Comments	Score Priority
Standard 8. E. Professional development activities are varied, based on needs of staff, and provide opportunities for practice and follow-up.		
Action Plan/Next Steps	Comments	Score Priority
Standard 8. F. The program provides training in assessment procedures and use of assessment results.		
Action Plan/Next Steps	Comments	Score Priority
Standard 8. G. The program encourages faculty and staff to join professional organizations and supports participation in activities of the organizations.		
Action Plan/Next Steps	Comments	Score Priority
Standard 8. H. The program supports collaborations.		
Action Plan/Next Steps	Comments	Score Priority
Standard 8. H. The program recognizes staff participation in professional development activities.		
Action Plan/Next Steps	Comments	Score Priority
Standard 8. J. The program has a process for regular evaluation of staff performance.		

Standard 8. K. The program provides learners with opportunities to evaluate staff.		
Standard 8. L. The program provides staff with opportunities to develop performance improvement plans.		
Action Plan/Next Steps	Comments	Score Priority

Standard 9. Support Services		
Standard 9. A. The program has access to a variety of services.		
Action Plan/Next Steps	Comments	Score Priority
Standard 9. B. The program has a process for identifying learning disabilities and accommodating special needs.		
Action Plan/Next Steps	Comments	Score Priority
Standard 9. C. The program develops linkages with cooperating agencies.		
Action Plan/Next Steps	Comments	Score Priority