WYOMING
COMMUNITY COLLEGES

Local Program Self-Assessment Review Instrument
Effective 2010

Wyoming Community College Commission
Adult Basic and Education State Office
2020 Carey Ave, 8th Floor
Cheyenne, WY   82002

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I. Administration

Please review the statements below and indicate if the local program has the administrative policy or process in place by checking "yes" or "no."	Yes	No	In Writing
The local program . . .			
1. Has a written program plan including Continuous Program Improvement (CPI) Goals			
2. Conducts a minimum of one staff meeting per quarter.			
3. Annually reviews and updates program plan, policies and CPI goals to ensure they reflect student needs and goals.			
4. Has evidence that staff is knowledgeable of current policies.			
5. Has evidence that staff implements the current policies.			
6. Has a process in place that includes standard accounting, budgeting, documenting and reporting practices. Submits draw-downs by the 5th of each month.			
7. Has a process in place for recruiting, hiring and evaluating staff as described by the Indicators of Program Quality (IPQ).			
8. Has a process to identify and update the staff certifications and /or teaching skills.			
9. Has processes that allow for staff and student feedback as described by the IPQs.			
10. Maintains strong linkages with community agencies to identify student support service needs and provides services and/or referrals.			
11. Has processes in place to provide support services that include: – Using assessment information to provide support services or make referrals; and – Determining the status of support service referrals.			
12. Has a process in place for determining why absent students are not attending classes and possible course of action to re-engage students in the educational program.			
13. Has a process in place to provide an appropriate adult learning environment that includes complying with fire and safety laws and providing accessible facilities.			
14. Has a process in place for securing records (especially student identified social security numbers and data match results), supplies and equipment.			
15. Has a well maintained facility that is accessible to all students and free from hazards.			

II. Data Collection and Analysis

Please review the statements below and indicate if the local program has the data collection and analysis policies or processes in place by checking "yes" or "no."	Yes	No	In Writing
The local program has a process in place to . . .			
1. Provide staff with a clear description and understanding of her/his role and responsibilities for data collection and analysis.			

	Yes	No	In Writing
2. Ensure that the program's computer meets the current technology requirements and has LACES capabilities.			
3. Ensure that program data confidentiality standards are being met.			
4. Use the state-required standardized intake forms for collecting student information.			
5. Collect forms from instructional sites (if applicable).			
6. Determine the frequency of entering data.(by the 5th for the previous month)			
7. Identify and train personnel to input data.			
8. Update student information.			
9. Check for errors and to identify missing and inaccurate data.(run diagnostics)			
10. Analyze data and address data analysis problems.			
11. Determine technical support needed to improve data collection procedures.			
12. Align reporting needs with deadlines for entering information.			
13. Review with the staff all data for program reporting and continuous improvement purposes.			

III. Staff Development

Please review the statements below and indicate if the local program has the staff development policy or process in place by checking "yes" or "no."	Yes	No	In Writing
The local program has a process in place to . . .			
1. Involve staff participation in program planning and receipt of needed information.			
2. Support collaborative staff teams.			
3. Recognize staff achievements and contributions document in personnel files.			
4. Use the Professional Development process set up by the State Office.			
— Complete Individual Professional Development Profiles (IPDP).			
— Review IPDPs and correlate them with the needs of the program.			
— Complete the Program Professional Development Plan.			
5. Provide ongoing staff training on data quality.			
6. Provide ongoing staff training on data collection, entry, and analysis.			
7. Review program training needs and look for professional development opportunities.			
8. Ensure that new instructors attend a New Teacher Orientation at local site.			

IV. Orientation

Please review the statements below and indicate if the local program has the orientation policy or process in place by checking "yes" or "no"	Yes	No	In Writing
The local program . . .			
1. Has an orientation process been put in place to support the Student Experience Model that includes: – Who will conduct the orientation; – How frequently orientation will take place;			

	Yes	No	In Writing
– Where orientations will take place; – What is information is included in the orientation; and – How long the orientation will take.			
2. Conducts staff training on orientation presentation.			
3. Conducts program and student information sharing activities.			
4. Has each student complete a Learning Style and/or Interest Inventory.			
5. Provides initial goal-setting instruction using an Individual Learning Plan which supports self-regulated learning.			
6. Administers a locator/initial standardized assessment.			

V. Goal Setting

Please review the statements below and indicate if the local program has the goal setting policy or process in place by checking "yes" or "no."	Yes	No	In Writing
The local program . . .			
1. Has established procedures for goal setting.			
2. Has on file a completed standardized goal form for each student's long-term and short-term goals to clarify purposes for learning and identify strengths and gaps in the skills and knowledge.			
3. Structures ongoing goal-setting dialogue with students to provide systematic documentation of progress toward and/or achievement of student centered and/or employer identified goals.			

VI. Standardized Assessment

Please review the statements below and indicate if the local program has the standardized assessment policy or process in place by checking "yes" or "no."	Yes	No	In Writing
The local program has a process in place to . . .			
1. Provide a clear understanding of test administration (i.e., timing, scoring, providing feedback).			
2. Assess each student's initial placement that includes determining : - who will assess the student and when			
- what instruments(s) will be used to assess the student.			
- the proper form of instrument used to assess student.			
- where the student will be assessed.			
3. Determine the student's appropriate level based on the initial assessment.			
4. Determine the student's level advancement based on the post-test.			
5. Maintain each student's pre- and post-test scores in LACES.			

VII. Performance Assessment

Please review the statements below and indicate if the local program has the performance assessment policy or process in place by checking "yes" or "no."	Yes	No	In Writing
The local program has a process in place to . . .			
1. Maintain a permanent file for each student.			
2. Require that each student's file contains the results of a Learning Styles Inventory, a goal form, an Individual Learning Plan, standardized ABE/ESL assessment results and/or checklists for ESL to document completion, release of information forms, Official Practice Test results, Progress notes/assignments sheet, and the student work used to document mastery.			
3. Use performance assessments results prior to instruction and use them as the basis for instructional planning.			
4. Determine how the file will be used for assessing the student learning.			
5. Determine what should be kept in a portfolio of student work.			
6. Determine how often the selection of student material will take place.			
7. Review the portfolios on a minimum 90-day cycle.			
8. Provide ongoing training for staff.			
9. Determine self-regulated learning models program will utilize with students of student monitoring of their own performance.			

VIII. Curriculum and Instruction

Please review the statements below and indicate if the local program has the curriculum and instruction policy or process in place by checking "yes" or "no."	Yes	No	In Writing
The local program . . .			
1. Uses standardized and performance assessment results as a basis for instruction, monitoring student progress, and revising learning goals.			
2. Maintains a written curriculum for managed classes within managed enrollment programs.			
3. Has a process in place to review its curriculum to ensure the material being presented matches the expectancies of the educational functioning levels.			
4. Aligns instructional materials (e.g., classroom materials and written lesson plans) with Wyoming's Standards.			
5. Ensures that instructional practices include focusing on real-life contexts related to student goals and arise from in-class and out-of-class student needs.			
6. Ensures that instructional practices include using multiple delivery methods (e.g., computer-based, direct teacher lead, small group, individual instruction).			
7. Ensures that instructional practices include encouraging students to reflect on and monitor their own learning (self-regulated approach).			
8. Ensures that instructional practices include helping students examine and clarify prior knowledge in order to construct new meaning.			

IX. Student Exit and Follow-Up

Please review the statements below and indicate if the local program has the student exit policy or process in place by checking "yes" or "no"	Yes	No	In Writing
The local program . . .			
1. Has a process in place for determining when a student has exited or plans to exit the program.			
2. Has a process in place for completing required follow-up on student achievements that includes determining: – When to conduct follow-up; – Which student to follow-up; and – What way to follow-up (i.e., data matching, survey).			
3. Has a process in place for storing and securing student data that includes how long to store and secure data and what data to keep.			
4. Has a process for destroying confidential student records and reports.			
5. Has a process in place for updating LACES after receiving survey feedback.			

X. Community Interaction & Recruitment

Please review the statements below and indicate if the local program has the student exit policy or process in place by checking "yes" or "no"	Yes	No	In Writing
The local program . . .			
1. Has formal collaborations with a variety of agencies such as Workforce Service offices, local education agencies, post-secondary institutions, job-training programs, and other community –based organizations.			
2. Has support through broad-based community interaction and involvement.			
3. Successfully recruits the population identified in the local program plan as submitted or modified from original grant application that are in need of basic education services.			

XI. Retention and Support Services

Please review the statements below and indicate if the local program has the student exit policy or process in place by checking "yes" or "no"	Yes	No	In Writing
The local program . . .			
1. Has a process in place to identify, inform and provide services either directly or indirectly to students who have health or social barriers that may interfere with their achieving their goals			
2. Has a process in place to obtain feedback concerning support services that are referred.			
3. Provides information about post-secondary education or job training to students.			
4. Has transition services that are provided to students advancing to post-secondary education or job-training..			

	Yes	No	In Writing
5. Has an attendance policy, accurately documents student attendance, and has a process for contacting students with extended absences.			
6. Organizes activities and/or procedures to encourage student retention.			
7. Recognizes and/or celebrates student achievement (academic and non-academic) through formal and /or informal awards events.			

XII. Local Fiscal Review

Please review the statements below and indicate if the local program has the student exit policy or process in place by checking "yes" or "no	Yes	No	In Writing
The local program . . .			
1. Has a process in place for monthly drawdowns of Federal and State funds			
2. Has a process in place for tracking expenditures and reimbursements.			
3. Has a process for balancing books against quarterly reports sent by the ABE state office and a process for handling differences.			
4. Retains orders, receipts, and other documents to support and explain all drawdown requests.			
5. Completes WY Fiscal Status Report and submits it to the state each August.			
6. Has a process to ensure that the "corrections and other institutions" category does not exceed the originally approved budget for this category. The "corrections and other institutions" category may be negotiated with the ABE state office. This will allow the state to maintain the 10% cap allowed for the state.			
7. Indirect cost, if applicable, is negotiated with the ABE state. Approval letter is on file.			