Annual SDA Self-Assessment Report

SDA Organization: Dalton State College

SDA Number: 02

Fiscal Organization Head Signature:_____   Date:_____June 28, 2010

SDA Program Administrator's Signature:_____   Date:_____June 28, 2010

Directions:

1.	**Please select the response of "Meets Requirements," "Needs Improvement," or "Not Applicable" for each measure and provide a short narrative for each selection in the "Explanation" section.**
2.	**Submit (via e-mail) all reports to oalselfassess@tcsg.edu on or before July 1, 2010.**
3.	**Signature page should be mailed to the Assistant Commissioner by July 1, 2010.**

Assessment Area I: Quality of Administration

Category 1: Program Leadership

Measure	Documentation	Response	Explanation
1.1 Program Planning Practices: Did the program director engage in systematic and comprehensive program planning practices?	- needs assessments - GALIS data review - reports of program improvement - strategic plan and updates - staff development plan	☐ Meets Requirements X☐ Needs Improvement	The adult education program needs to be included in the Dalton State College Annual Strategic Plan.
1.2 Continuous Improvement Process: Was the full staff involved in the continuous improvement process?	- staff meeting records - staff input documents - organization surveys - student surveys - strategic and action plans	X☐ Meets Requirements ☐ Needs Improvement	The adult education program conducts quarterly staff meetings with full time and part time staff for informational and input purposes. Additionally, communication is exchanged daily via email, telephone. Student surveys are conducted quarterly. Staff are evaluated annually. Staff also evaluate the program administrator annually. Suggestion boxes are posted in learning centers.
1.3 Financial Management: Did the program director and the financial head or designee meet periodically to review and adjust budgets as necessary?	- budget comparison reports - budget amendments	X☐ Meets Requirements ☐ Needs Improvement	The program administrator and assigned staff from the Dalton State Fiscal Affairs office communicate as needed about budget reports.
1.4 Emergency Operations Plan: Did the program have an Emergency Operations and Safety Plan for all sites?	- written policies and procedures - postings of emergency procedures and maps	X☐ Meets Requirements ☐ Needs Improvement	Emergency plans are posted in all facilities.

Assessment Area I: Quality of Administration

Category 2: Management of Program Records

Measure	Documentation	Response	Explanation
2.1 Documentation of ABE/ASE Learning Outcomes: Did the program meet the level completion performance indicators for ABE/ASE?	GALIS Reports (NRS Table 4) FY 2010 ABE/ASE Level Completion Percentages: - ABE 1 – 46% - ABE 2 – 44% - ABE 3 – 45% - ABE 4 – 37% - ASE 1 – 43%	☐ Meets Requirements x☐ Needs Improvement	The adult education program continues to be challenged to meet the completion performance indicators. In order to improve the completion performance percentages, the adult education program is implementing a revised curriculum and SEP to meet or exceed state adult education standards. The local economy has affected the undereducated adult in the geographic region. Students continue to enter at lower educational functioning levels.
2.2 Documentation of ELP Learning Outcomes: Did the program meet the level completion performance indicators for ELP?	GALIS Reports (NRS Table 4) FY 2010 ELP Level Completion Percentages: - ELP 1 – 41% - ELP 2 – 47% - ELP 3 – 52% - ELP 4 – 49% - ELP 5 – 45% - ELP 6 – 40%	x☐ Meets Requirements ☐ Needs Improvement	See 2.1 response.
2.3 GED Core Goal: As to this date, has the program met the benchmark for students with a high school completion goal or recognized equivalent? *(Note: Benchmark not complete for FY 10, use YTD data).*	GALIS Reports (NRS Table 5) FY 2010 Goal: - 73% of adults with a high school completion goal will earn a high school diploma or recognized equivalent.	☐ Meets Requirements x☐ Needs Improvement	YTD data indicates that 61.6% of adults in the local adult education with a goal of earning a GED have earned the GED. The program will continue to collaborate with GED testing and the instructional program to improve the percentage rate.

Category 2: Management of Program Records (continued)

Measure	Documentation	Response	Explanation
2.4 Post-Secondary Education Core Goal: As to this date, has the program met the benchmark for students with the goal of enter post-secondary education or training? *(Note: Benchmark not complete for FY 10, use YTD data).*	GALIS Reports (NRS Table 5) FY 2010 Goal: - 64% of adult learners with a goal of advanced education or training will enroll in postsecondary education or training.	x☐ Meets Requirements ☐ Needs Improvement	100% of students with a goal to enter postsecondary training have met goal.
2.5 Employment Core Goals: As to this date, has the program met the benchmarks for students with the goals of enter employment and retain employment? *(Note: Benchmark not complete for FY 10, use YTD data).*	GALIS Reports (NRS Table 5) FY 2010 Goals: - 64% for enter employment. - 65% for retain employment.	☐ Meets Requirements x☐ Needs Improvement	YTD data indicates that 33.6% of learners have met the employment benchmark, while 31.5% have met the retained employment. The adult education program will continue to collaborate with the department of labor and Work Ready Certification program to enhance employment skills to the learners. The region continues to have one of the highest unemployment rates in Georgia (9.9%). The textile/manufacturing companies have downsized and are not hiring.
2.6 Use of GALIS for Reporting: Did the program have procedures in place to record information in to GALIS in accordance with state guidelines?	- local policies/guidelines - student records - training records - locally generated reports - quality control checks	X☐ Meets Requirements ☐ Needs Improvement	The adult education program has a database administrator that oversees collection and input of data into GALIS.

Category 2: Management of Program Records (continued)

Measure	Documentation	Response	Explanation
2.7 Student Records: Did the program have policies and procedures for record maintenance (current, secured, appropriate signatures, and organized)?	- written policies and procedures	X☐ Meets Requirements ☐ Needs Improvement	The adult education program adheres to policies and procedures established by the State Office of Adult Education.
2.8 Recruitment, Outreach and Retention Plans: Did the program have written recruitment, outreach, and retention plans that met the needs of the population (including low income, disabled, single parents, displaced homemakers, limited English proficiency)?	- Recruitment Plans - Retention Plans - GALIS (NRS Table 5) - program files - needs assessments - brochures, announcements, and advertisements - scrapbooks/albums	x☐ Meets Requirements ☐ Needs Improvement	The adult education has written recruitment and retention plans.
2.9 Student Intake Process: Did the program have an established intake process that met the needs of the students?	- written intake policies and procedures - training activities - student handbooks - orientation packets - student surveys	X☐ Meets Requirements ☐ Needs Improvement	The adult education program follows policies and procedures established by the State Office of Adult Education.

Category 2: Management of Program Records (continued)

Measure	Documentation	Response	Explanation
2.10 Student Assessment: Were procedures for assessing student progress using approved standardized tests implemented?	- assessment policy training records - TABE and/or BEST training records	x☐ Meets Requirements ☐ Needs Improvement	The adult education program follows policies and procedures established by the State Office of Adult Education.
2.11 Personnel Records: Were personnel records maintained and teacher qualifications verified?	- process for maintaining personnel files - college transcripts and/or certification documents for teachers	X☐ Meets Requirements ☐ Needs Improvement	The adult education program follows policies and procedures established by human resources office at Dalton State College.

Assessment Area I: Quality of Administration

Category 3: Staff Development

Measure	Documentation	Response	Explanation
3.1 Access to Staff Development: Was systematic staff development implemented for all program personnel?	- registration information for state and regional training - documentation for local training (sign-in sheets, agendas, handouts, evaluations, etc.) - local training records - staff development plan	x☐ Meets Requirements ☐ Needs Improvement	Staff development was offered to full time and part time staff.
3.2 Training for National Reporting System: Were teachers and support staff trained to implement NRS reporting?	- local training records - training plans - workshop evaluations	x☐ Meets Requirements ☐ Needs Improvement	The Regional Rec conducted training with the local adult education staff. Additionally, staff were given NRS website.
3.3 Evaluation of Staff Development: Were staff development activities offered by the program evaluated by attendees?	- workshop evaluations - staff feedback/input documents	x☐ Meets Requirements ☐ Needs Improvement	Staff development activities were evaluated at state and local levels.

Assessment Area I: Quality of Administration

Category 4: Collaboration

Measure	Documentation	Response	Explanation
4.1 Collaboration with Other Agencies: Did the program collaborate with others in the community to provide adult education services?	- letters of agreement, memoranda of understanding, etc. - community resource lists	x☐ Meets Requirements ☐ Needs Improvement	The adult education collaborates with the community to provide/improve adult education. MOU's are available for review.
4.2 Advisory Committee (County or SDA): Did the program have an advisory group that they worked with to develop and implement long-term plans?	- committee membership roster - schedules and minutes of meetings	x☐ Meets Requirements ☐ Needs Improvement	The adult education program has an established advisory committee.
4.3 Certified Literate Community Program: Did the program actively seek and/or promote the CLCP program?	- advisory committee minutes - CLCP meeting agendas and minutes - CLCP applications and certifications - community forum agendas and minutes	☐ Meets Requirements x☐ Needs Improvement ☐ Not Applicable	Whitfield County was one of the first counties designated as a CLCP, in 1992. The CLCP has not a director/program administrator in 10 years.

Category 4: Collaboration (continued)

Measure	Documentation	Response	Explanation
4.4 Local Workforce Investment Board: Was the program involved with the Local Workforce Investment Board?	- Local Workforce Investment Board plans - meeting minutes - intra-agency agreements - reports	x☐ Meets Requirements ☐ Needs Improvement ☐ Not Applicable	Dr. John Schwenn, President of Dalton State College, serves on the local Workforce Investment Board. Also, the program administrator may attend monthly workforce investment board meetings if desired.
4.5 One-Stop: Did the program collaborate with the local One-Stops?	- memoranda of understanding - brochures - other promotional information	☐ Meets Requirements ☐ Needs Improvement x☐ Not Applicable	

Assessment Area II: Quality of Instruction

Category 5: Instructional Facilities, Equipment, and Technology

Measure	Documentation	Response	Explanation
5.1 Classroom Environment: Did the program provide facilities that were comfortable and welcoming for students?	- student surveys	☐ Meets Requirements x☐ Needs Improvement	The Murray County Adult Learning Center restroom facilities for students need improvement. The learning center will be moving to a renovated site July 2010.
5.2 Availability of Equipment and Technology: Did the program provide a variety of technologies and equipment (computers, audiovisuals, internet, etc.) to the students?	- technologies and equipment inventory lists - student surveys	☐ Meets Requirements x☐ Needs Improvement	The adult education program at Phoenix Centre in Whitfield county no longer has a computer lab. Phoenix High School expanded their Nova Net lab for high school student which took the adult education computer lab space. Beginning August 2010, the adult education program will offer computer lab on campus at Dalton State two nights per week.
5.3 Maintenance of Equipment and Technology: Were there procedures for teachers and other staff to obtain maintenance of equipment, supplies, and materials?	- written policies and procedures - maintenance records	x☐ Meets Requirements ☐ Needs Improvement	Adult education staff follow policies and procedures required by Dalton State College and State of Georgia.

Assessment Area II: Quality of Instruction

Category 6: Curriculum

Measure	Documentation	Response	Explanation
6.1 Adequacy of Curriculum: Did the curriculum reflect the program goals and the needs of the students?	- student surveys - materials list - teacher feedback - SEPs	☐ Meets Requirements x☐ Needs Improvement	The adult education program is diligently working to implement new SEP's to align with adult education standards effective July 1, 2010.
6.2 Instructional Practices: Were the curriculum, instruction, and activities based on research that used a variety of instructional approaches, e.g. technology applications, group activities, videos, tutor, real life contextual learning, etc.?	- student surveys - materials list - lesson plans - SEPs - evaluations of teachers by administrator	x☐ Meets Requirements ☐ Needs Improvement	The adult education program uses a variety of instructional approaches in the classroom, individualized, peer, and teacher.
6.3 Books and Materials: Were the books and printed materials appropriate and available to students? (up-to-date, in fair condition, state approved, age/level/content appropriate, etc.)	- student surveys - materials list - SEPs - teacher feedback	x☐ Meets Requirements ☐ Needs Improvement	The adult education program maintains and update program material as the budget allows.

Category 6: Curriculum (continued)

Measure	Documentation	Response	Explanation
6.4 Software: Was software appropriate and available to all students? (e.g. up-to-date, good condition, state approved, age/level/ content appropriate, challenging)	- student surveys - software inventory list - teacher feedback	☐ Meets Requirements x☐ Needs Improvement	See Measure 5.2
6.5 Student Folders: Were student records maintained by the instructional staff? (secure, accurate and up-to-date)	- demographics - goals identified and updated - pre/post testing - teacher notes - counselor notes - SEPs	x☐ Meets Requirements ☐ Needs Improvement	The adult education program adheres to the policies and procedures of State Office of Adult Education. Once initial information is gathered on the Student Intake Form, data is entered into GALIS. The adult education program utilizes the student electronic folder to update student records (goals, post test, class enrollment, conference notes.)
6.6 Referral of Students with Special Needs: Did the program have a referral process for students with special needs?	- written policies and procedures for working with students with disabilities to provide services - community resource lists	X☐ Meets Requirements ☐ Needs Improvement	The adult education program refers students to community resources if needed. Community resource lists are posted in classrooms.

Category 2: Curriculum (continued)

Measure	Documentation	Response	Explanation
6.7 Student Recognition: Were student accomplishments recognized?	- written policies - student records - scrapbooks/ albums - GED graduations - recognition awards - press releases - event programs	x☐ Meets Requirements ☐ Needs Improvement	Events: Annual GED Cap and Gown Ceremony, EAGLE participation, National Honor Society, press releases
6.8 Instructional Strategies Training: Did the teaching staff participate in trainings designed to foster instructional approaches?	- training records - staff development plans - teacher feedback	☐ Meets Requirements x☐ Needs Improvement	The adult education program will be conducting intensive Student Education Plan, state standards, and lesson plan training during the month of July and August 2010 to improve instructional approaches in the classroom.