**Administrative Unit**

**Assessment Plan**

**The University of New Mexico**

**A. Unit and Date**

1. Unit (if relevant): *UNM-Los Alamos, AGB*

2. Department/Division: *Adult Basic Education*

3. Submission Date: *April 10, 2017*

**B. Contact Person(s) for the Assessment Plan**

*[Insert each person’s name, title, e-mail address] Add rows to table as needed.*

|  |  |  |
| --- | --- | --- |
| First and Last Name | Title | UNM Email Address |
| 1. Gabe Baca
 | Program Manager | gbaca@unm.edu |
| 1. Jane Clements
 | Program Coordinator | Janec181@unm.edu |

**C. Mission Statement(s):**

The UNM-LA Adult Learning Services program recognizes the value of every student and the importance of providing a diverse community of learners with the skills and support necessary to pursue personal, educational, and employment goals. We recognize the multiple roles our learners play within families, the workplace, and their communities. Our Mission is to support each individual’s academic growth within our community.

**D. Unit Goal(s), Outcomes & Assessment Matrix**

*Add rows to table as needed.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Broad Goals | Student Learning and/or Administrative Unit Outcomes | Univ. Goals/UNM Strategic Plan/UNM-LA Strategic Plan | When Assessed\*\* | Assessment Method(s)/Activity, unit, etc. if relevant | Direct/Indirect | \*Criteria to determine success |
| 1. Ensure that the appropriate training and resources for all ABE staff and instructors are provided
 | *AUO 1.1: All ABE Staff and Instructors will complete a workshop provided by ABE administrators as a group on UNM FERPA regulations or will complete online the UNM FERPA tutorially individually* | *UNM 2020 Goal 3/ UNM-LA Strategic Implementation Plan Goal II* | *Annually and as needed* | *To ensure that all staff and instructors attend the workshop and or complete the FERPA training at least once per year (i.e. documentation and evidence – power point presentation, agenda, sign-in sheets; completion documentation from Learning Central)* | *Direct (for those who attend the workshop) /Indirect (for those who complete the training online)* | *All staff and instructors must complete the training annually* |
| *AUO 1.2: Staff and Instructors involved in levels assessment test administration will complete TABE training for certification as a group in a workshop or individually one on one (with a certified TABE administrator) before test administration in compliance with TABE guidelines* | *UNM 2020 Goal 3/ UNM-LA Strategic Implementation Plan Goal II* | *Annually and as needed**Annually and as needed* | *Submit all required documentation to TABE for certification approval (i.e. track copies of submitted forms)* *Collect and archive all certificates (i.e. track copies of certificates received).* | *Direct**Direct* | *All staff and instructors must complete TABE training annually**All staff and instructors will complete and submit all required documentation for certification**ABE administrator will collect and archive certificates* |
| *AUO 1.3: All ABE Staff and Instructors will complete all mandatory UNM online training for UNM-LA personnel and Non Credit Instructors* | *UNM 2020 Goal 3/ UNM-LA Strategic Implementation Plan Goal II* | *Annually and as needed* | *Collect and archive all confirmation materials (i.e. hard copy of completed training)* | *Indirect* | *All UNM-LA personnel and Non Credit Instructors must complete all mandatory online training* |
| 1. *Provide ABE classes for students ages 16 and older*
 | *AUO 2.1: Ensure that sufficient number of ESL courses are offered to increase proficiency in English language skills* | *UNM 2020 Goal 3/ UNM-LA Strategic Implementation Plan Goal II* | *Fall and Spring semesters**Beginning of each contract period (semester or quarterly)* | *1. Collect, track and record enrollment numbers from previous semester to determine a sufficient number of courses to offer for the following semester (i.e. track number of attendance sheets submitted and generate draft report of enrollment numbers from LACES)**2. Develop, distribute and collect signed contracts from all appropriate instructors prior to start of course (i.e. track number of issues contracts against the number returned contracts)* | *Direct (ABE staff collect and review enrollment numbers)**And Indirect (Instructor records and submits enrollment numbers weekly)**Direct* | *All instructors will submit attendance sheets each week**All instructors will receive a contract at least one week prior to the start of the class**All instructors will sign a contract no later than the starting date/first day of the class* |
| *AUO 2.2: Ensure that sufficient number of HSE courses are offered to prepare students to take a High School Equivalency exam* | *UNM 2020 Goal 3/ UNM-LA Strategic Implementation Plan Goal II* | *Fall and Spring semesters* | *1.Collect, track and record enrollment numbers from previous semester to determine a sufficient number of courses to offer for the following semester (i.e. track number of attendance sheets submitted and generate draft report of enrollment numbers from LACES)**2. Develop, distribute and collect signed contracts from all appropriate instructors prior to start of course (i.e. track number of issues contracts against the number returned contracts)* | *Direct (ABE staff collect and review enrollment numbers)**And Indirect (Instructor records and submits enrollment numbers weekly)**Direct* | *All instructors will submit attendance sheets each week**All instructors will receive a contract at least one week prior to the start of the class**All instructors will sign a contract no later than the starting date/first day of the class* |
| *AUO 2.3 Ensure that ABE courses are marketed, advertised, and/or promoted to prospective students* | *UNM 2020 Goal 3/ UNM-LA Strategic Implementation Plan Goal II* | *Before the start of the Fall and Spring semesters* | *Collaborate w/campus partner such as PR to promote classes**Collaborate w/external partners to promote (radio, Dept. of WorkForce Solutions, etc.)**Utilize media to advertise (course schedule, etc.)* | *Direct* | *Copies of flyers, printed schedules, and lists of meetings with external partners* |

1. **Who**: State explicitly whether the unit’s assessment will target all students/clients and/or a sample for each outcome. Address the validity of any proposed sample of students. [**NOTE:** *Although one size does not fit all and it does depend on the assessment method, sampling should not be taken lightly. Best practices indicate that sampling approx. 20% of the student population (or student participants) is valid and reliable if the number exceeds 99. Otherwise, a valid rationale has to be provided for samples that are less than 15% of the student population (or student participants).*]
*Hiring documentation and training requirements will apply to all ABE instructors.*

 2. **When will the outcomes be assessed? *When and in what forum will the results of the assessment be discussed*?**

*[Briefly describe the timeframe over which your unit will conduct the assessment of its student learning and/or administrative unit outcomes selected for the one, two, or three year plan and/or complete the following table. For example, provide a layout of the semesters or years (e.g., 2014-2015, 2015-2016, and 2016-2017), list which outcomes will be assessed, and which semester/year the results will be discussed and used to improve student learning (e.g., discussed with unit staff, relevant faculty, advisory boards, students/clients, etc.)] Add rows to table as needed.*

*The UNM-Los Alamos Adult Basic Education Program will use a one-year assessment cycle. Information regarding when each outcome will be assessed, and the assessment methods for measuring outcomes, is outlined in the table above in Section D. The evidence/data that will be collected regarding each assessment method is outlined in the table above in Section D.*

3. **What is the unit’s process to analyze/interpret assessment data and use results to improve and/or maximize**

**performance on the outcomes?**

*Briefly describe:*

*1. who will participate in the assessment process (the gathering of evidence, the analysis/interpretation, recommendations).*

*2. what is the process for considering the implications of assessment/data for change:*

 *a. to assessment mechanisms themselves,*

 *b. to curriculum/program/activities design,*

 *c. to service delivery and/or client’s knowledge*

 *…in the interest of improving services, resources, unit, etc.*

*3. How, when, and to whom will recommendations be communicated?*

*The UNM-Los Alamos Adult Basic Education Program Manager and Coordinator will be responsible for the gathering of evidence/data and information. During the summer session, these two individuals will meet to analyze and evaluate the data/evidence in order to determine how and where to improve our assessment practices, services, etc. Recommendations will communicated to the Dean of Instruction as needed.*