

English Certificate

Assessment of program

Goal Description:

Develop an assessment plan for the program

Providing Department: English Certificate

Progress: Ongoing

RELATED ITEMS/ELEMENTS

RELATED ITEM LEVEL 1

Develop an assessment plan

Performance Objective Description:

Develop an assessment plan for the program going forward.

RELATED ITEM LEVEL 2

KPI-Identify an assessment plan

KPI Description:

An assessment plan will be developed for the program.

Results Description:

An assessment plan has been developed through the Academic Planning Anthology Planning assessment repository.

RELATED ITEM LEVEL 3

KPI-Identify an assessment plan

Action Description:

The assessment plan needs to be reviewed and several items currently included need to be removed to better reflect the realities of the program and budget.

RELATED ITEM LEVEL 2

KPI-Identify learning outcomes

KPI Description:

Identify learning outcomes for the certificate program.

Results Description:

Learning outcomes have been derived from the syllabi. An English department committee should evaluate these outcomes.

RELATED ITEM LEVEL 3

KPI-Identify learning outcomes

Action Description:

Continue compiling learning outcomes from syllabi. Set up a committee to develop a set of learning outcomes for an overall assessment for students.

Employment of certificate students

Goal Description:

Students who complete the certificate will be employed as dual credit teachers at high schools or junior colleges or as teachers of freshman and sophomore students.

Providing Department: English Certificate

RELATED ITEMS/ELEMENTS -----

RELATED ITEM LEVEL 1

Students will demonstrate mastery of best practices in teaching literature in dual credit and high school and college classes.

Learning Objective Description:

Syllabi for courses will include objectives related to best practices in teaching literature in dual credit and high school and college classes.

RELATED ITEM LEVEL 2

IFC-Employment-Literature

Indicator Description:

Students will create an assignment for teaching literature in a dual credit, high school, or college class.

Criterion Description:

Students will complete the assignment with a B or better.

Findings Description:

The attached syllabi show that students had an opportunity to create a lesson plan over a literary work. All students completed the class with a B or better. Individual assignment grades were not collected.

Attached Files

 [Fall 2021 5308.pdf](#)

 [Summer 2022 5309.pdf](#)

 [Summer 2022 5310.pdf](#)

 [Summer 2022 6301.pdf](#)

 [Spring 2022 5309.pdf](#)

RELATED ITEM LEVEL 3

IFC-Employment-Literature

Action Description:

1. Develop a list of alumni of the program and their emails.
2. Develop and distribute a survey about their employment.

RELATED ITEM LEVEL 2

IFC-Teaching demonstration

Indicator Description:

Students will present a lesson in either composition or literature created for a course. The presentation will be recorded.

Criterion Description:

The presentation will be evaluated by the certificate admissions committee or other group of faculty as demonstrating mastery of best practices in either composition or literature teaching.

Attached Files

 [Criteria teaching demonstration.docx](#)

Findings Description:

No progress was made on this part of the assessment plan. For the 2022-2023 AY, each faculty member teaching a course that certificate students enrolled in it needs to be made aware of this assessment. All certificate students need to be made aware of this assessment. A Blackboard page

where students can upload their video needs to be created. A committee of English department members needs to be created to draft an assessment rubric and then score each video according to the rubric.

RELATED ITEM LEVEL 3

ICF-Teaching demonstration

Action Description:

A committee needs to be appointed to develop the criteria and mechanism for this.

RELATED ITEM LEVEL 1

Students will demonstrate mastery of current best practices in composition.

Learning Objective Description:

Syllabi in "Workshop in Teaching Writing" and "Rhetoric and Composition Theory" will contain objectives related to best practices in composition theory as regards dual credit programs and freshman composition.

RELATED ITEM LEVEL 2

ICF-Employment-Composition

Indicator Description:

Students will create assignments that demonstrate they can implement best practices in composition.

Attached Files

 [Spring_2022_5384.pdf](#)

 [Fall_2021_ENGL_5335.pdf](#)

 [Summer_2022_5335.pdf](#)

Criterion Description:

Students will create at least three assignments with a grade of B or better.

Attached Files

 [Criterion Best Practices in teaching composition.docx](#)

Findings Description:

The attached syllabi demonstrate that students were given opportunities to create lesson plans that would implement best practices in composition.

Attached Files

 [Fall_2021_ENGL_5335.pdf](#)

 [Spring_2022_5384.pdf](#)

 [Summer_2022_5335.pdf](#)

RELATED ITEM LEVEL 3

ICF-Employment-Composition

Action Description:

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RELATED ITEM LEVEL 2

IFC-Teaching demonstration

Indicator Description:

Students will present a lesson in either composition or literature created for a course. The presentation will be recorded.

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No progress was made on this part of the assessment plan. For the 2022-2023 AY, each faculty member teaching a course that certificate students enrolled in it needs to be made aware of this assessment. All certificate students need to be made aware of this assessment. A Blackboard page where students can upload their video needs to be created. A committee of English department members needs to be created to draft an assessment rubric and then score each video according to the rubric.

RELATED ITEM LEVEL 3

ICF-Teaching demonstration

Action Description:

A committee needs to be appointed to develop the criteria and mechanism for this.

RELATED ITEM LEVEL 1

Obtaining Employment

Performance Objective Description:

Students will successfully be employed as dual credit teachers in high school or junior college or will be employed teaching college level classes.

RELATED ITEM LEVEL 2

Employer satisfaction survey

KPI Description:

The employers of our graduate certificate in English recipients will be surveyed about their satisfaction with the recipients ability to effectively teach dual credit or college level courses. Ninety percent of employers should be satisfied with the recipients ability to effectively teach dual credit or college level courses.

Results Description:

It was not possible to do this survey during the 2021-2022 AY because of the lack of contact information from students who have completed the program. During the 2021-2022 AY, permanent email addresses and telephone numbers of students were added to a database to be able to collect this data in the future.

RELATED ITEM LEVEL 3

Employer satisfaction survey

Action Description:

First, information about alumni's employment needs to be gathered. Then a survey needs to be developed and administered.

RELATED ITEM LEVEL 2

Student employment survey

KPI Description:

Students who have received a graduate certificate in English will be surveyed during the following academic year to see if they have obtained employment as a dual credit teacher in a high school or community college or are otherwise teaching college courses. Ninety percent of students should be employed during the following academic year.

Results Description:

Because of a lack of contact information on students who graduated prior to this AY, it was not possible to implement this survey.

RELATED ITEM LEVEL 3

Action - Student Employment Survey

Action Description:

1. Develop a list of alumni of the program and their emails.
2. Develop and distribute a survey about their employment.

Marketing the program

Goal Description:

Working with SHSU Marketing and Communications to develop a marketing plan.

Providing Department: English Certificate

RELATED ITEMS/ELEMENTS -----

RELATED ITEM LEVEL 1

The program will expand its outreach to districts throughout Texas.

Performance Objective Description:

Marketing material will be made available to school districts throughout Texas.

RELATED ITEM LEVEL 2

KPI-Marketing

KPI Description:

Marketing materials will be provided to fifty districts throughout Texas.

Results Description:

No funding has been provided for marketing the program.

RELATED ITEM LEVEL 3

KPI-Marketing

Action Description:

Gather information on the cost of a marketing plan.

RELATED ITEM LEVEL 2

KPI-Target marketing at districts with significant minority enrollment

KPI Description:

The program will target marketing to districts with significant minority enrollment to increase SHSU visibility to minority teachers and high school students. Half of the districts sent marketing materials will be ones with predominately minority enrollment.

Attached Files

 [Results Marketing.docx](#)

Results Description:

The program did no marketing during the AY 2021-2022. No funding was available for marketing for the program.

RELATED ITEM LEVEL 3

KPI-Target marketing districts with significant minority enrollment

Action Description:

Information needs to be gathered about districts with significant minority enrollment.

Recruitment and retention

Goal Description:

The program will recruit and retain students and help students become aware of resources and opportunities to enroll in the MA in English.

Providing Department: English Certificate

RELATED ITEMS/ELEMENTS -----

RELATED ITEM LEVEL 1

Recruiting for the MA program

Performance Objective Description:

Students will be provided information about the MA program and resources available to them.

RELATED ITEM LEVEL 2

KPI-Recruitment for MA program

KPI Description:

All students will be made aware of the option to apply for the MA degree and students will be made aware of the resources such as the ASPIRE program and other resources.

Results Description:

All students received an email from the director about the opportunity to continue with the MA program. However, it is currently not possible to complete all the requirements for the MA online which undercuts students interest in enrolling in the MA program.

RELATED ITEM LEVEL 3

KPI-Recruitment for MA Program

Action Description:

Until the department commits to a remote learning option for the MA, this KPI needs to be removed.

RELATED ITEM LEVEL 1

Recruitment

Performance Objective Description:

Recruitment will increase the enrollment of the program.

RELATED ITEM LEVEL 2

KPI-Recruitment

KPI Description:

The program will enroll 90% of the students who express interest or begin an application to the program.

Results Description:

Twenty students expressed interest in the program to during AY 2021-2022. Of those students, sixteen completed the application, were admitted, and enrolled. This is an 80% enrollment rate. Two students deferred their enrollment to AY 2022-2023 and one student deferred to Fall 2023.

Students have many reasons for not pursuing the certificate: professional duties change, family situations change, and financial circumstances may change. An 80% expectation may be more realistic.

RELATED ITEM LEVEL 3

KPI-Recruitment

Action Description:

Continue with partnership with Lone Star College and school districts.

RELATED ITEM LEVEL 1

Retention

Performance Objective Description:

The program will provide opportunities for students to complete the certificate in an academic year.

RELATED ITEM LEVEL 2

KPI-Retention

KPI Description:

Ninety percent of students will complete the program in an academic year.

Results Description:

This proved an unrealistic goal as students have family and professional obligations that require them to take longer to complete the certificate. A more realistic goal is that 85% of the students who begin the certificate program will complete the program. Some students are admitted to the certificate program to obtain fewer than 18 credits as they already have some English graduate credits. For AY 2021-2022, eighteen students in the certificate program took classes. Four of those students began the program in AY 2020-2021, and of those three students completed in summer 2022. Four students began in fall 2021, and one of those finished the program in August 2022. One student enrolled in classes in spring 2022 and has not enrolled in summer or fall 2022 classes.

RELATED ITEM LEVEL 3

KPI-Retention

Action Description:

A survey needs to be developed for students who end their enrollment before completion of the program. Some students begin our program with hours of English graduate credit, so that needs to be an option on the survey.

Update to Previous Cycle's Plan for Continuous Improvement Item

Previous Cycle's Plan For Continuous Improvement (Do Not Modify):

Closing Summary

The file Results in developing an assessment plan includes items that need to be implemented in the new assessment plan for the program.

Update of Progress to the Previous Cycle's PCI:

Progress was not made in several areas marked for action in the previous year. Data was kept on students who inquired about the program, applied to the program, and enrolled in the program. Data was not gathered on the employment of students who completed the program, nor was data gathered about students and employers satisfaction with the program. Nothing was implemented to assess students outside of the grades in the classroom.

New Plan for Continuous Improvement Item

Closing Summary:

1. Make contact with students who have successfully completed the program.
2. Create and distribute a satisfaction survey for graduates and their employers.
3. Appoint a committee to develop learning outcomes and assessment instrument for students.
4. Create a survey for students who leave the program.