

English Certificate

Assessment of program

Goal Description:

Develop an assessment plan for the program

Providing Department: English Certificate

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.

Target Description:

Assessment plan will be submitted before the 23-24 academic year.

Results Description:

An assessment plan has been developed to assess students' work in ENGL 5335. The program will look at differences between students who take the course early in their program and late in their program.

RELATED ITEM LEVEL 3

KPI-Identify an assessment plan

Action Description:

The assessment committee is working on an assessment plan.

RELATED ITEM LEVEL 2

KPI-Identify learning outcomes

KPI Description:

Identify learning outcomes for the certificate program.

Target Description:

Learning outcomes will be submitted prior to the 23-24 academic year.

Results Description:

Learning outcomes are being developed for the 23-24 academic year.

RELATED ITEM LEVEL 3

KPI-Identify learning outcomes

Action Description:

The assessment committee is working on assessment objectives.

Attached Files

 [ENGL 5335 Assessment Pre Survey Summer 2023.pdf](#)

 [ENGL 5335 Assessment Post Survey Summer 2023.pdf](#)

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:

Syllabi indicate that students created assignments implementing best practices.

Attached Files

 [Spring_2023_5311.pdf](#)

 [5308syllabussummer2023.docx](#)

 [5307syllabusfall2022.docx](#)

RELATED ITEM LEVEL 3

IFC-Employment-Literature

Action Description:

We are developing a survey to see how our graduates are employed.

RELATED ITEM LEVEL 2

IFC-Teaching demonstration

Indicator Description:

Students will present a lesson in either composition or literature created for a course.

Criterion Description:

Reflections on lesson plans created for ENGL 5335 were collected and scored by 3 faculty to determine how well the students were producing writing assignments that incorporated best practices in composition. A rubric was developed by the faculty.

Attached Files

 [5335 Assessment Student Writing SU 2023.pdf](#)

 [rubric for certificate program assessment 22-23AY.xlsx](#)

Findings Description:

We did not share the rubric with the students. We had nine samples to evaluate. Four students received a score above 80% and four additional students received scores above 50%. Our conclusion is that we need to be sure students understand the criteria.

RELATED ITEM LEVEL 3

ICF-Teaching demonstration

Action Description:

The assessment committee has decided to replace the teaching demonstration with an assessment of a written assignment.

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:

Syllabi for the courses indicate that students created assignments following best practices.

Attached Files

 [Spring 2023 5384.pdf](#)

RELATED ITEM LEVEL 3

ICF-Employment-Composition

Action Description:

We are in the process of creating a survey to see how our graduates are employed.

RELATED ITEM LEVEL 2

IFC-Teaching demonstration

Indicator Description:

Students will present a lesson in either composition or literature created for a course.

Criterion Description:

Reflections on lesson plans created for ENGL 5335 were collected and scored by 3 faculty to determine how well the students were producing writing assignments that incorporated best practices in composition. A rubric was developed by the faculty.

Attached Files

 [5335 Assessment Student Writing SU 2023.pdf](#)

 [rubric for certificate program assessment 22-23AY.xlsx](#)

Findings Description:

We did not share the rubric with the students. We had nine samples to evaluate. Four students received a score above 80% and four additional students received scores above 50%. Our conclusion is that we need to be sure students understand the criteria.

RELATED ITEM LEVEL 3

ICF-Teaching demonstration

Action Description:

The assessment committee has decided to replace the teaching demonstration with an assessment of a written assignment.

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.

Target Description:

Ninety percent of employers should be satisfied with the recipients ability to effectively teach dual credit or college level courses.

Results Description:

The survey is in development.

RELATED ITEM LEVEL 3

Employer satisfaction survey

Action Description:

We are planning to develop an employer survey after we have collected data about employment from our graduates.

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.

Target Description:

Ninety percent of students should be employed during the following academic year.

Results Description:

The survey is being drafted.

RELATED ITEM LEVEL 3

Action - Student Employment Survey

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.

Target Description:

Recruiting plan will be put into place prior to the 23-24 academic year.

Results Description:

No funds have been provided for recruiting.

RELATED ITEM LEVEL 3

KPI-Marketing

Action Description:

No funding has been given for marketing.

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](#)

Target Description:

Marketing material or initiatives will be implemented to recruit diverse student body into certificate program.

Results Description:

Since there has been no funding for recruiting, this item is on hold.

RELATED ITEM LEVEL 3

KPI-Target marketing districts with significant minority enrollment

Action Description:

No funds have been provided for recruiting.

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.

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.

Target Description:

Our target is to recruit at least three certificate students into the MA program.

Results Description:

During the 2022-2023 school year, three students have transferred to the MA program and one other student has expressed interest.

RELATED ITEM LEVEL 3

KPI-Recruitment for MA Program

Action Description:

Students are informed of the opportunities to enroll in the English MA program, and 3 students have done so.

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:

Nineteen students began an application for the program during 2022-2023. Sixteen students enrolled in the program. This is an 84% enrollment rate.

RELATED ITEM LEVEL 3

KPI-Recruitment

Action Description:

Students who express an interest in the program are sent emails explaining the program. Phone calls and follow up emails are used to recruit interested students.

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.

Target Description:

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

Results Description:

Of students who began the program in fall 2022, 92% completed by the end of summer 2023.

RELATED ITEM LEVEL 3

KPI-Retention

Action Description:

Students are contacted about their progress and plans for the next semester. During fall 2022, we had one student begin the program and withdraw from the university. We had one student who did not enroll in spring 2023, but she returned to complete the program summer 2023. We had one student who allowed her incompletes from spring 2022 turn into Fs, but she is planning to enroll in classes fall 2023.

Update to Previous Cycle's Plan for Continuous Improvement Item

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

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.

Update of Progress to the Previous Cycle's PCI:

1. A committee has been appointed (Ada Hubrig and Leslie Anglesey) to create learning outcomes and assessment instrument for students. A survey has been created and was distributed in ENGL 5335 summer 2023. An assessment of an assignment created in ENGL 5335 is being created and will be piloted on assignments done in ENGL 5335 summer 2023.
2. Students who have left the program have been contacted but did not respond to inquiries.
3. An employment and employer survey is being created.

New Plan for Continuous Improvement Item

Closing Summary:

The new plan will incorporate the new learning objectives and assessment program that the assessment committee has been working on. We are in the process of evaluating the information gained from the survey of students enrolled in ENGL 5335 summer 2023 and will proceed to develop a rubric to assess the example assignments the students produced for the class.

We also plan to refine our survey for students who have completed the program to learn if they are employed as dual credit or college credit teachers.