Follow-up Questions – ***Form Revised -01/28/09***

Agency Name: _____

Agency Staff: _____ **Date:** _____

Section 1: Customer Results and Program Accountability

1. **How do you determine when your learners are ready to progress to the next instructional level? What criteria do you have set? How and where is the criteria documented?**

2. **How do you demonstrate learners' progress? What evidence do you have to demonstrate this?**

   i.e.
   - ☐ **Advancing through instructional levels**
   - ☐ **Obtaining appropriate educational credentials or certificates**
   - ☐ **Pursuing postsecondary education**
   - ☐ **Training and employment**
   - ☐ **Achieving other personal goals identified by the learner**
   - ☐ **Student Work (Pre/Post-Test format)**
   - ☐ **Other:**

3. **How does your program track and help learners to attain their educational goals? How is this evident through your student folders and your information management tracking systems?**

4. **How does your program show its effectiveness?**

   -Enrollment (12 hours of instruction) *(Same as Served)*

   -Retention:

   -Educational gains:

   -GED achievement:

   -Placement and retention in unsubsidized employment:

   -Placement in unsubsidized education or training:

   -Achievement of other appropriate goals articulated by the learner or program:

   -Other:

Section 2: Instructional System

Assessment

1. **How are your teachers / practitioners trained to use standardized and informal assessments to produce valid and reliable results?** *(PDC trainings, in-house trainings – what evidence exists*)

2. **How do you determine your learner's placement for instruction? – Response may be different depending on agency's size and the number of classes.** *(TABE/CASAS scores, speaking abilities, writing samples, agency-developed assessment)*

Planning for Instruction

3. **Explain how you use the assessment results to update your instructional process. Give one example.**

   i.e.
   - ☐ **Regularly evaluate**
   - ☐ **Update instructional plans to fit individual learning styles & preferences**
   - ☐ **Incorporate short-term educational and employment goals**
   - ☐ **Incorporate long-term educational and employment goals**
   - ☐ **Other:**

   ☐ **Example:**

4. **Who do you involve in this whole process?**

Curriculum Frameworks

5. **How does your curriculum provide for learning and skill building in real life contexts?**

6. **In what ways does your curriculum instruct learners to become effective family members, workers, and citizens?**

7. **Explain how your curriculum is / was developed and used?**

   -What materials are you using? Is this documented?

   -Does your program have a written scope and sequence for your curriculum?

-How do you keep your staff accountable to the scope and sequence?

Instructional Practices and Delivery

8. **Give one example of the way your program provides information to staff about research based instructional practices?**

   -About technology?

   -About multiple-delivery systems for different instructional needs?

Section 3: Leadership and Continuous Improvement

Excellence & Accountability

1. **How do your planning efforts reflect coordination with the agency's overall strategic plan?**

2. **In what ways does your agency coordinate planning efforts with local adult education coalitions? How is evidence of this currently documented?**

   i.e. ☐ **Local workforce investment board**
   ☐ **Community partners / resources**
   ☐ **Other:**

3. **How does input from staff, volunteers, and learners impact your planning? How frequently does this happen?**

Section 4: Professional Development

Tutors –

1. **What pre-service training do you offer you new tutors? Is it documented and can it be submitted?**

2. **What additional trainings do you offer to your established tutors? When does this happen? Are these requirements and the trainings documented?**

Teachers/Practitioners –

3. **What pre-service training do you offer your new teachers? Is it documented and can it be submitted?**

4. **What components are included in your new teacher training? Is it documented and can it be submitted?**

5. **What additional trainings do you offer to your established teachers? When does this happen? Are these requirements and the training documented?**

Administrators –

6. **What pre-service training do you offer your new administrators?**

7. **What components are included in your new administrator training? Is it documented and can it be submitted?**

8. **What additional trainings do you offer to your established administrators? When does this happen? Are these requirements and the training documented?**

Program Professional Development –

9. **Explain specifically how your program teachers and administrators use the Pennsylvania Teacher & Administrator Core Competencies. Cite examples.** *(self-assessment, adult teacher matrix, action plan, appraisal process with supervisor, copies collected?)*

Participation in Professional Development –

10. **How do you currently keep track of whether this professional development is being done?** *(agency keeps track of e-campus transcripts, submit copies of agendas, submit copies of certificates of completion, present highlights at a staff meeting)*

Section 5: Community Interaction and Outreach

Recruitment –

1. **Which of the following methods do you use to recruit adult learners?**

   i.e.
   - ☐ **Brochures to social service agencies**
   - ☐ **Public service announcements**
   - ☐ **Articles in local print media**
   - ☐ **Presentations at local agencies**
   - ☐ **Word of mouth**
   - ☐ **Other:**

2. **How is your recruitment process consistent with United Way's mission?**

3. **In what ways does your program meet the needs of your learners, including learners with special needs?**

   i.e.
   - ☐ **Offer flexible schedules**
   - ☐ **Coordinate support services. What kinds?**
   - ☐ **Offer referrals for learners whose needs cannot be met at the program**
   - ☐ **Instructional needs specific for learners with disabilities or special needs**
   - ☐ **One-on-one or small group tutoring on site**
   - ☐ **Other:**

4. **How does your program recruit volunteers?**

5. **What support do you offer your volunteers?** *(volunteer training, volunteer appraisal)*