

# Program Assessment Form (Academic Program)

Adult Basic Education Workforce

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## General Information (Program Assessment Form (Academic Program))

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## Standing Requirements

### NMC MISSION STATEMENT & ESIP (COLUMN 1 OF THE 5-COLUMN MODEL)

NMC Mission Statement: Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and the people of the Commonwealth. ESIP for ABE: The purpose of the Adult Education Programs is to ensure that educationally disadvantaged adults of the community have the opportunities to acquire basic skills necessary to function more effectively and productively in order to gain upward mobility by providing opportunities that will enable them to pursue further education in support of the Northern Marianas College mission.

### OUTCOMES (COLUMN 2 OF THE 5-COLUMN MODEL)

#### ABE Workforce Outcome Set (July 2020 to June 2021)

##### SLO 1

ASE Students will be able to gain employment in the 2nd quarter after exit. (SLO)

##### Mapping

*No Mapping*

##### SLO 2

ASE Students will be able to gain employment in the 4th quarter after exit. (SLO)

##### Mapping

*No Mapping*

#### ABE Workforce Outcome Set (September 2020)

##### SLO 1

ASE Students will be able to gain or retain placement or advance in employment. (SLO)

##### Mapping

*No Mapping*

##### SLO 2

ASE Students will be able to develop college and career readiness skills. (SLO)

##### Mapping

*No Mapping*

#### Adult Basic Education Workforce Outcome Set

##### ABE PLO 1

To improve competency levels in language arts and mathematics to empower adult learners to participate more fully in community life.

**Mapping**

*No Mapping*

**ABE PLO 2**

To prepare adults, who are parents, to become effective teachers of their children.

**Mapping**

*No Mapping*

**ABE PLO 3**

Prepare adult learners who did not complete their high school education to pass the high school equivalency tests.

**Mapping**

*No Mapping*

**ABE PLO 4**

To prepare adults for successful job placement or career performance.

**Mapping**

*No Mapping*

**CURRICULUM MAP**

*There are no curriculum maps*

## 2020-2021 Assessment Cycle

### MEANS OF ASSESSMENT & CRITERIA FOR SUCCESS (ASSESSMENT PLAN OR COLUMN 3 OF THE 5-COLUMN MODEL)

#### Mission Statement

NMC Mission Statement: Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and the people of the Commonwealth. ESIP for ABE: The purpose of the Adult Education Programs is to ensure that educationally disadvantaged adults of the community have the opportunities to acquire basic skills necessary to function more effectively and productively in order to gain upward mobility by providing opportunities that will enable them to pursue further education in support of the Northern Marianas College mission.

#### Measures

##### ABE Workforce Outcome Set (July 2020 to June 2021)

###### Outcome

###### Outcome: SLO 1

ASE Students will be able to gain employment in the 2nd quarter after exit. (SLO)

**Measure:** 2nd QTR Performance Measures DOE (Updated 2/23/21 Survey/Internal Tracking Sheet of Students in 2nd QTR)

*Other level Indirect - Other*

###### Details/Description:

Through Performance Measures negotiated with USDOE, 55% of ASE Students will enter employment in the 2nd quarter after exit.

Updated 2/23:

Students will be surveyed to evaluate how many have gained employment after the second quarter. This is an internal tracking survey.

USDOE's Office of Career, Technical, and Adult Education (OCTAE) has approved ABE's Assessment Policy. ABE uses CASAS (Comprehensive Adult Student Assessment System) to, Pre and Post Tests all students to track gains. Appraisal, Pre and Post Tests are offered every Tuesday and Wednesday at 10:30am and through appointments. Student hours are tracked using TOPSpro Enterprise. After 45 hours of documented academic instruction, the student is informed that they need to take the Post Test. Students only enter the system if they garner 12 or more hours. Students below 12 hours are not entered in the tracking system.

ABE negotiates performance measures with USDOE's OCTAE and is documented in the State Workforce Development Plan.

Implementation Plan (timeline): ABE submits federal reports on statistical data annually on October 1st. The data is taken from TOPSpro and an exit survey on employment and wages.

###### Success Criteria:

USDOE's Office of Career, Technical, and Adult Education (OCTAE) has approved

ABE's Assessment Policy. ABE uses CASAS (Comprehensive Adult Student Assessment System) to, Pre and Post Tests all students to track gains. Appraisal, Pre and Post Tests are offered every Tuesday and Wednesday at 10:30am and through appointments. Student hours are tracked using TOPSpro Enterprise. After 45 hours of documented academic instruction, the student is informed that they need to take the Post Test. Students only enter the system if they garner 12 or more hours. Students below 12 hours are not entered in the tracking system.

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Updated 2/23: Through Performance Measures negotiated with USDOE, 55% of ASE Students will enter employment in the 2nd quarter after exit.

**Implementation Plan (timeline):**

Our office receives from OCTAE a report on our performance every Spring. These results determine our success in meeting performance Measures.

**Key/Responsible Personnel:**

Lorraine C. Maui, ABE State Director

**Outcome: SLO 2**

ASE Students will be able to gain employment in the 4th quarter after exit. (SLO)

**Measure:** 4th QTR Performance Measures DOE (Updated 2/23/21 Survey/Internal Tracking Sheet of Students in 4th QTR)

*Other level Indirect - Other*

**Details/Description:**

Through Performance Measures negotiated with USDOE, 58% of ASE Students will enter employment in the 4th quarter after exit.

Update: 2/23:

Students will be surveyed to evaluate how many have gained employment after the second quarter. This is an internal tracking survey.

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Implementation Plan (timeline): ABE submits federal reports on statistical data

annually on October 1st. The data is taken from TOPSpro and an exit survey on employment and wages.

**Success Criteria:**

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\*\*\*Update 2/23: Through Performance Measures negotiated with USDOE, 58% of ASE Students will enter employment in the 4th quarter after exit.

**Implementation Plan (timeline):**

Our office receives from OCTAE a report on our performance every Spring. These results determine our success in meeting performance Measures.

**Key/Responsible Personnel:**

Lorraine C. Maui, ABE State Director

**SUMMARY OF DATA COLLECTED AND USE OF RESULTS (ASSESSMENT FINDINGS OR COLUMNS 4 & 5 OF THE 5-COLUMN MODEL)**

**Finding per Measure**

**ABE Workforce Outcome Set (July 2020 to June 2021)**

Outcome

**Outcome: SLO 1**

ASE Students will be able to gain employment in the 2nd quarter after exit. (SLO)

**Measure:** 2nd QTR Performance Measures DOE (Updated 2/23/21 Survey/Internal Tracking Sheet of Students in 2nd QTR)

*Other level Indirect - Other*

**Details/Description:**

Through Performance Measures negotiated with USDOE, 55% of ASE Students will enter employment in the 2nd quarter after exit.

Updated 2/23:

Students will be surveyed to evaluate how many have gained employment after the second quarter. This is an internal tracking survey.



USDOE's Office of Career, Technical, and Adult Education (OCTAE) has approved ABE's Assessment Policy. ABE uses CASAS (Comprehensive Adult Student Assessment System) to, Pre and Post Tests all students to track gains. Appraisal, Pre and Post Tests are offered every Tuesday and Wednesday at 10:30am and through appointments. Student hours are tracked using TOPSpro Enterprise. After 45 hours of documented academic instruction, the student is informed that they need to take the Post Test. Students only enter the system if they garner 12 or more hours. Students below 12 hours are not entered in the tracking system.

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Implementation Plan (timeline): ABE submits federal reports on statistical data annually on October 1st. The data is taken from TOPSpro and an exit survey on employment and wages.

**Success Criteria:**

USDOE's Office of Career, Technical, and Adult Education (OCTAE) has approved ABE's Assessment Policy. ABE uses CASAS (Comprehensive Adult Student Assessment System) to, Pre and Post Tests all students to track gains. Appraisal, Pre and Post Tests are offered every Tuesday and Wednesday at 10:30am and through appointments. Student hours are tracked using TOPSpro Enterprise. After 45 hours of documented academic instruction, the student is informed that they need to take the Post Test. Students only enter the system if they garner 12 or more hours. Students below 12 hours are not entered in the tracking system.

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Updated 2/23: Through Performance Measures negotiated with USDOE, 55% of ASE Students will enter employment in the 2nd quarter after exit.

**Implementation Plan (timeline):**

Our office receives from OCTAE a report on our performance every Spring. These results determine our success in meeting performance Measures.

**Key/Responsible Personnel:**

Lorraine C. Maui, ABE State Director

Findings for 2nd QTR Performance Measures DOE (Updated 2/23/21 Survey/Internal Tracking Sheet of Students in 2nd QTR)

**Summary of Findings:** 55% of ASE Students entered employment in the 2nd quarter after exit.

**Results :** Success Criteria Achievement: Met

**Recommendations:** ABE will continue to track and survey students after they exit from the program. This is required and must be reported every October 1st.. While the percentage will remain the same for PY 2020-2021, as negotiated, meeting the criteria is somewhat difficult due to the pandemic situation. Finding employment or remaining employed is a challenge for our students.

**Reflections/Notes:**

ABE met its performance measure. PY 2019-2020, ABE tracked graduates and surveyed them with questions regarding employment after the 2nd quarter after exit.

**Outcome: SLO 2**

ASE Students will be able to gain employment in the 4th quarter after exit. (SLO)

**Measure:** 4th QTR Performance Measures DOE (Updated 2/23/21 Survey/Internal Tracking Sheet of Students in 4th QTR)

*Other level Indirect - Other*

**Details/Description:**

Through Performance Measures negotiated with USDOE, 58% of ASE Students will enter employment in the 4th quarter after exit.

Update: 2/23:

Students will be surveyed to evaluate how many have gained employment after the second quarter. This is an internal tracking survey.

USDOE's Office of Career, Technical, and Adult Education (OCTAE) has approved ABE's Assessment Policy. ABE uses CASAS (Comprehensive Adult Student Assessment System) to, Pre and Post Tests all students to track gains. Appraisal, Pre and Post Tests are offered every Tuesday and Wednesday at 10:30am and through appointments. Student hours are tracked using TOPSpro Enterprise. After 45 hours of documented academic instruction, the student is informed that they need to take the Post Test. Students only enter the system if they garner 12 or more hours. Students below 12 hours are not entered in the tracking system.

ABE negotiates performance measures with USDOE's OCTAE and is documented in the State Workforce Development Plan.

Implementation Plan (timeline): ABE submits federal reports on statistical data annually on October 1st. The data is taken from TOPSpro and an exit survey on employment and wages.

**Success Criteria:**

USDOE's Office of Career, Technical, and Adult Education (OCTAE) has approved ABE's Assessment Policy. ABE uses CASAS (Comprehensive Adult Student Assessment System) to, Pre and Post Tests all students to track gains. Appraisal, Pre and Post Tests are offered every Tuesday and Wednesday at 10:30am and through appointments. Student hours are tracked using TOPSpro Enterprise. After 45 hours of documented academic instruction, the student is informed that they need to take the Post Test. Students only enter the system if they garner 12 or more hours. Students below 12 hours are not entered in the tracking system.

ABE negotiates performance measures with USDOE's OCTAE and is documented in the State Workforce Development Plan.

|  |   |
|--|---|
| <b>Implementation Plan (timeline):</b> | Implementation Plan (timeline): ABE submits federal reports on statistical data annually on October 1st. The data is taken from TOPSpro and an exit survey on employment and wages. |
| <b>Key/Responsible Personnel:</b>      | Lorraine C. Maui, ABE State Director  |
|  | ***Update 2/23: Through Performance Measures negotiated with USDOE, 58% of ASE Students will enter employment in the 4th quarter after exit.  |
|  | Our office receives from OCTAE a report on our performance every Spring. These results determine our success in meeting performance Measures.                                       |

Findings for 4th QTR Performance Measures DOE (Updated 2/23/21 Survey/Internal Tracking Sheet of Students in 4th QTR)

|                             |   |
|-----------------------------|---|
| <b>Summary of Findings:</b> | 58% of ASE Students entered employment in the 4th quarter after exit.   |
| <b>Results :</b>            | Success Criteria Achievement: Met   |
| <b>Recommendations:</b>     | ABE will continue to track and survey students after they exit from the program. This is required and must be reported every October 1st.. While the percentage will remain the same for PY 2020-2021, as negotiated, meeting the criteria is somewhat difficult due to the pandemic situation. Finding employment or remaining employed is a challenge for our students. |
| <b>Reflections/Notes:</b>   | ABE met its performance measure. PY 2019-2020, ABE tracked graduates and surveyed them with questions regarding employment after the 4th quarter after exit.  |

**Overall Recommendations**

No text specified

**Overall Reflection**

No text specified

**OPERATIONAL PLAN** (THIS IS WHERE YOU CAN LINK AN OUTCOME TO AN ACTION PLAN WITH OR WITHOUT A SPECIAL BUDGET REQUEST.)

**STATUS REPORT**

## 2021-2022 Assessment Cycle

### MEANS OF ASSESSMENT & CRITERIA FOR SUCCESS (ASSESSMENT PLAN OR COLUMN 3 OF THE 5-COLUMN MODEL)

#### Mission Statement

NMC Mission Statement: Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and the people of the Commonwealth. ESIP for ABE: The purpose of the Adult Education Programs is to ensure that educationally disadvantaged adults of the community have the opportunities to acquire basic skills necessary to function more effectively and productively in order to gain upward mobility by providing opportunities that will enable them to pursue further education in support of the Northern Marianas College mission.

#### Measures

##### ABE Workforce Outcome Set (July 2020 to June 2021)

###### Outcome

###### Outcome: SLO 1

ASE Students will be able to gain employment in the 2nd quarter after exit. (SLO)

**Measure:** 2nd QTR Performance Measures DOE (Updated 2/23/21 Survey/Internal Tracking Sheet of Students in 2nd QTR)

*Other level Indirect - Other*

###### Details/Description:

Through Performance Measures negotiated with USDOE, 57% of ASE Students will enter employment in the 2nd quarter after exit.

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Implementation Plan (timeline): ABE submits federal reports on statistical data annually on October 1st. The data is taken from TOPSpro and an exit survey on employment and wages.

###### Success Criteria:

USDOE's Office of Career, Technical, and Adult Education (OCTAE) has approved

ABE's Assessment Policy. ABE uses CASAS (Comprehensive Adult Student Assessment System) to, Pre and Post Tests all students to track gains. Appraisal, Pre and Post Tests are offered every Tuesday and Wednesday at 10:30am and through appointments. Student hours are tracked using TOPSpro Enterprise. After 45 hours of documented academic instruction, the student is informed that they need to take the Post Test. Students only enter the system if they garner 12 or more hours. Students below 12 hours are not entered in the tracking system.

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Updated 2/23: Through Performance Measures negotiated with USDOE, 55% of ASE Students will enter employment in the 2nd quarter after exit.

**Implementation Plan (timeline):**

Our office receives from OCTAE a report on our performance every Spring. These results determine our success in meeting performance Measures.

**Key/Responsible Personnel:**

Lorraine C. Maui, ABE State Director

**Outcome: SLO 2**

ASE Students will be able to gain employment in the 4th quarter after exit. (SLO)

**Measure:** 4th QTR Performance Measures DOE (Updated 2/23/21 Survey/Internal Tracking Sheet of Students in 4th QTR)

*Other level Indirect - Other*

**Details/Description:**

Through Performance Measures negotiated with USDOE, 60% of ASE Students will enter employment in the 4th quarter after exit.

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**Implementation Plan (timeline):**

Our office receives from OCTAE a report on our performance every Spring. These results determine our success in meeting performance Measures.

**Key/Responsible Personnel:**

Lorraine C. Maui, ABE State Director

**SUMMARY OF DATA COLLECTED AND USE OF RESULTS (ASSESSMENT FINDINGS OR COLUMNS 4 & 5 OF THE 5-COLUMN MODEL)**

**Finding per Measure**

**ABE Workforce Outcome Set (July 2020 to June 2021)**

Outcome

**Outcome: SLO 1**

ASE Students will be able to gain employment in the 2nd quarter after exit. (SLO)

**Measure:** 2nd QTR Performance Measures DOE (Updated 2/23/21 Survey/Internal Tracking Sheet of Students in 2nd QTR)

*Other level Indirect - Other*

**Details/Description:**

Through Performance Measures negotiated with USDOE, 57% of ASE Students will enter employment in the 2nd quarter after exit.

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**Success Criteria:**

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**Implementation Plan (timeline):**

Our office receives from OCTAE a report on our performance every Spring. These results determine our success in meeting performance Measures.

**Key/Responsible Personnel:**

Lorraine C. Maui, ABE State Director

Findings for 2nd QTR Performance Measures DOE (Updated 2/23/21 Survey/Internal Tracking Sheet of Students in 2nd QTR)

*No Findings Added*

**Outcome: SLO 2**

ASE Students will be able to gain employment in the 4th quarter after exit. (SLO)

**Measure:** 4th QTR Performance Measures DOE (Updated 2/23/21 Survey/Internal Tracking Sheet of Students in 4th QTR)

*Other level Indirect - Other*

**Details/Description:**

Through Performance Measures negotiated with USDOE, 60% of ASE Students will enter employment in the 4th quarter after exit.

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\*\*\*Update 2/23: Through Performance Measures negotiated with USDOE, 58% of ASE Students will enter employment in the 4th quarter after exit.

**Implementation Plan (timeline):**

Our office receives from OCTAE a report on our performance every Spring. These results determine our success in meeting performance Measures.

**Key/Responsible Personnel:**

Lorraine C. Maui, ABE State Director



Findings for 4th QTR Performance Measures DOE (Updated 2/23/21 Survey/Internal Tracking Sheet of Students in 4th QTR)

*No Findings Added*

**Overall Recommendations**

No text specified

**Overall Reflection**

No text specified

**OPERATIONAL PLAN** (THIS IS WHERE YOU CAN LINK AN OUTCOME TO AN ACTION PLAN WITH OR WITHOUT A SPECIAL BUDGET REQUEST.)

**STATUS REPORT**

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## **Pilot Programs/Practice Assessment Cycle (2009, 2016)**

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**MEANS OF ASSESSMENT & CRITERIA FOR SUCCESS (ASSESSMENT PLAN)**

**ASSESSMENT FINDINGS**

**OPERATIONAL PLAN**

**STATUS REPORT (THIS SIMPLY STATES THE STATUS OF YOUR OPERATIONAL PLAN.)**

## 2019-2020 Assessment Cycle

### MEANS OF ASSESSMENT & CRITERIA FOR SUCCESS (ASSESSMENT PLAN OR COLUMN 3 OF THE 5-COLUMN MODEL)

#### Mission Statement

NMC Mission Statement: Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and the people of the Commonwealth. ESIP for ABE: The purpose of the Adult Education Programs is to ensure that educationally disadvantaged adults of the community have the opportunities to acquire basic skills necessary to function more effectively and productively in order to gain upward mobility by providing opportunities that will enable them to pursue further education in support of the Northern Marianas College mission.

#### Measures

##### ABE Workforce Outcome Set (September 2020)

###### Outcome

###### Outcome: SLO 1

ASE Students will be able to gain or retain placement or advance in employment. (SLO)

**Measure:** Performance Measures DOE

*Program level Indirect - Other*

**Details/Description:** Through Performance Measures negotiated with USDOE, \*25% of ASE Students will enter employment and 25% will retain employment after exiting program.

\*These are negotiated percentiles with the department of USDOE.

**Success Criteria:** \*25% of ASE Students will enter employment and 25% will retain employment after exiting program.

\*These are negotiated percentiles with the department of USDOE.

**Implementation Plan (timeline):** July 1st, 2019 to June 30th, 2020

**Key/Responsible Personnel:** Leonard A. Morales, Administrative Manager  
Lorraine C. Maui, ABE State Director

###### Outcome: SLO 2

ASE Students will be able to develop college and career readiness skills. (SLO)

**Measure:** College and Career Readiness Workshop Survey

*Program level Indirect - Survey*

|  |   |
|--|---|
| <b>Details/Description:</b>            | *17% of assessed ABE students will complete College and Career Readiness Workshops. |
|  | *These are negotiated percentiles with the department of USDOE.                     |
| <b>Success Criteria:</b>               | *17% of assessed ABE students will complete College and Career Readiness Workshops. |
|  | *These are negotiated percentiles with the department of USDOE.                     |
| <b>Implementation Plan (timeline):</b> | July 1st, 2019 to June 30th, 2020   |
| <b>Key/Responsible Personnel:</b>      | Leonard A. Morales, Administrative Manager<br>Lorraine C. Maui, ABE State Director  |

**SUMMARY OF DATA COLLECTED AND USE OF RESULTS (ASSESSMENT FINDINGS OR COLUMNS 4 & 5 OF THE 5-COLUMN MODEL)**

**Finding per Measure**

**ABE Workforce Outcome Set (September 2020)**

Outcome

**Outcome: SLO 1**

ASE Students will be able to gain or retain placement or advance in employment. (SLO)

**Measure:** Performance Measures DOE  
*Program level Indirect - Other*

**Details/Description:** Through Performance Measures negotiated with USDOE, \*25% of ASE Students will enter employment and 25% will retain employment after exiting program.

\*These are negotiated percentiles with the department of USDOE.

**Success Criteria:** \*25% of ASE Students will enter employment and 25% will retain employment after exiting program.

\*These are negotiated percentiles with the department of USDOE.

**Implementation Plan (timeline):** July 1st, 2019 to June 30th, 2020

**Key/Responsible Personnel:** Leonard A. Morales, Administrative Manager  
Lorraine C. Maui, ABE State Director

Findings for Performance Measures DOE

*No Findings Added*

**Outcome: SLO 2**

ASE Students will be able to develop college and career readiness skills. (SLO)

**Measure:** College and Career Readiness Workshop Survey

*Program level Indirect - Survey*

**Details/Description:** \*17% of assessed ABE students will complete College and Career Readiness Workshops.

\*These are negotiated percentiles with the department of USDOE.

**Success Criteria:** \*17% of assessed ABE students will complete College and Career Readiness Workshops.

\*These are negotiated percentiles with the department of USDOE.

**Implementation Plan (timeline):** July 1st, 2019 to June 30th, 2020

**Key/Responsible** Leonard A. Morales, Administrative Manager

**Personnel:** Lorraine C. Maui, ABE State Director

Findings for College and Career Readiness Workshop Survey

*No Findings Added*

**Overall Recommendations**

No text specified

**Overall Reflection**

No text specified

**OPERATIONAL PLAN** (THIS IS WHERE YOU CAN LINK AN OUTCOME TO AN ACTION PLAN WITH OR WITHOUT A SPECIAL BUDGET REQUEST.)

**STATUS REPORT** (THIS SIMPLY STATES THE STATUS OF YOUR OPERATIONAL PLAN.)