

COMMUNITY LEARNING CENTER GOALS AND MEASURES (REVISED)
Effective February 1, 2007

Mission

The mission of Community Learning Center (CLC) is to help adults develop literacy skills so that they can enrich their own and their families' lives, increase economic independence, and effect positive change in their communities. CLC offers far more than GED test preparation. The goals that follow assess the outcomes of CLC's offerings, excluding the Move Up program.

Education Program goals for the Adult Basic Education/General Educational Development (ABE/GED) students are grouped into four categories:

- Basic Skills
- Involved Citizen
- Employment
- Family/Personal Action Plan

Education Program goals for the English for Speakers of Other Languages (ESOL) students are grouped by skill level:

- Beginning Literacy (BLE)
- Beginner (BE)
- Intermediate
- Advanced

We also have goals for the Student Support Services Department (SSSD) and Family Literacy Initiative.

There are two groups of students:

- **Engaged students:** Those having attended 21-49 hours
- **Retained students:** Those having attended 50 or more hours of CLC classes during the current program year

ABE/GED Goals and Measures

I. Basic Skills Goals and Measures: Reading, Writing, Mathematics, and Computer Skills

A. Reading

1. Goal for Engaged Students

50% of engaged students will complete at least two of the following:

- a. Give one book talk
- b. Pass a test on vocabulary relating to the current curriculum
- c. Interpret charts and graphs relating to the current curriculum
- d. Label various countries on an unlabeled map of the world
- e. Interpret a political cartoon

2. Goal for Retained Students

50% of retained students will complete at least two of the following:

- a. Give one book talk
- b. Pass a test on vocabulary relating to the current curriculum
- c. Interpret charts and graphs relating to the current curriculum
- d. Label various countries on an unlabeled map of the world
- e. Interpret a political cartoon

AND

Improve at least one reading level on a standardized instrument between entry into CLC and the last retesting.

OR

Pass one of the reading components of the GED exam, i.e., reading, social studies, or science.

B. Writing

The writing skills continuum consists of five levels:

1. The student cannot yet write a sentence
2. The student can write a sentence
3. The student can write a paragraph
4. The student can write a multi-paragraph essay
5. The student can write an essay that would pass the GED writing test

1. Goal for Engaged Students

25% of engaged students will advance at least one level on the writing continuum.

2. Goal for Retained Students

33% of retained students will advance at least one level on the writing continuum.

AND

Receive a passing assessment, measured by a CLC staff member, for writing a business letter.

OR

Pass the writing component of the GED.

C. Mathematics

There is a four-level continuum, reflecting skills required to pass the GED exam. Each level has multiple components, each of which generally includes concepts, calculations, and problem solving. Students will master each component of a level before advancing to the next level.

Level 1: Whole numbers, including measurement

1. Place value
2. Writing large numbers as words and vice versa
3. Addition
4. Subtraction
5. Multiplication
6. Division
7. Averages
8. Medians

Level 2: Fractions, decimals, percents, proportions, and ratios

1. Addition of fractions (mixed, improper, proper, with the same denominator, with different denominators)
2. Subtraction of fractions (mixed, improper, proper, with the same denominator, with different denominators)
3. Addition of decimals
4. Subtraction of decimals
5. Multiplication fractions
6. Division of fractions
7. Multiplication of decimals
8. Division of decimals
9. Finding a percent
10. Expressing a decimal as a percent and a percent as a decimal
11. Expressing a fraction as a percent and a percent as a fraction
12. Proportions
13. Ratios

Level 3: Algebra

1. Signed numbers
2. Exponents
3. Square roots
4. Algebraic equations involving addition and subtraction
5. Algebraic equations involving multiplication and division

6. Algebraic equations involving multiple steps and operations
7. Coordinate plane (graphing)
8. Slope and intercepts
9. Simultaneous equations

Level 4: Geometry

1. Area and perimeter of 4-sided figures
2. Area and circumference of circles
3. Volume
4. Types of angles
5. Transversals
6. Sums of angles of triangles
7. Similar triangles
8. Area and perimeter of triangles
9. Pythagorean theorem

1. Goal for Engaged Students

33% of engaged students will master at least two steps of one level on the math continuum.

2. Goal for Retained Students

33% of retained students who entered CLC above Level 1 will advance at least one level on the math continuum.

OR

Pass a GED mathematics practice test.

OR

Pass the mathematics component of the GED.

OR

Advance two levels on the math Wide Range Achievement Test.

D. Computers (Goals assume that students have access to computers in classrooms.)

1. Goal for Engaged Students

40% of engaged students will complete at least one of the following:

- a. Complete an Internet search activity that requires: framing a question; identifying the search engine used to find the answer to the question; listing

- appropriate key words used for the search; listing three sites that provide the answer to the question; and writing the answer to the question.
- b. Open an e-mail account and have two exchanges with the teacher.
- c. Complete a CLC word processing activity.

2. Goal for Retained Students

33% of retained students will complete at least one of the following:

- a. Complete an Internet search activity that requires: framing a question; identifying the search engine used to find the answer to the question; listing appropriate key words used for the search; listing three sites that provide the answer to the question; and writing the answer to the question.
- b. Open an e-mail account and have two exchanges with the teacher.

AND

Will complete a CLC word processing activity.

II. Involved Citizen Goals and Measures

A. Goal for Engaged Students

50% of engaged students will complete at least two of the following:

- 1. Participate in a CLC extracurricular activity. (Students may attend as many CLC activities as they desire; however, only two activities may count toward this goal.)
- 2. Register to vote.
- 3. Vote.
- 4. Become involved in the community (e.g., do volunteer work, serve as block captain).
- 5. Answer correctly at least 80% of the questions on the U.S. Citizenship Test, administered by a CLC staff member.
- 6. Write a persuasive letter or essay and send it to an elected official or a media outlet.
- 7. Give an oral presentation about or debate an issue of social or political significance.

B. Goal for Retained Students

50% of retained students will complete at least three of the following activities, two of which are different:

- 1. Participate in a CLC extracurricular activity. (Students may attend as many CLC activities as they desire; however, only two activities may count toward this goal.)
- 2. Register to vote.
- 3. Vote.
- 4. Become involved in the community (e.g., do volunteer work, serve as block captain).

5. Answer correctly at least 80% of the questions on the U.S. Citizenship Test, administered by a CLC staff member.
6. Write a persuasive letter or essay and send it to an elected official or a media outlet.
7. Give an oral presentation about or debate an issue of social or political significance.

III. Employment

A. Goal for Engaged Students

50% of engaged students will complete at least two of the following:

1. Complete a validated, standard interest inventory.
2. Write a resume.
3. Write a cover letter.
4. Conduct an Internet job search.

B. Goal for Retained Students

40% of retained students will complete at least six of the following:

1. Complete a validated, standardized interest inventory.
2. Write a resume.
3. Write a cover letter.
4. Conduct an Internet job search.
5. Create a career plan.
6. Complete a job application, job training application, or college admissions application.
7. Complete a job, job training, or post-secondary school interview.
8. Write a thank you letter after an interview.
9. Take a required job test (e.g., CNA exam, civil service exam, paraprofessional exam, ASVAB).
10. Take a required post-secondary school, e.g., college placement test, college entrance test.
11. Attend a job fair or college open house
12. Get accepted to college
13. Apply for a promotion/raise/bonus
14. Obtain a motor vehicle license

IV. Family/Personal Action Plan

A. Goal for Engaged Students

50% of engaged students will complete a Family/Personal Action Plan that will contain at least two goals in the areas of family, health, and/or finance, such as meeting with a child's teacher or other school representative; getting a library card; taking a child to the library; getting immunizations for a child; getting prenatal care; scheduling age-

appropriate doctor visits for a child; getting needed family/personal counseling/support for a problem specific to the family/individual; finding alternative housing; or making a financial management plan.

B. Goal for Retained Students

40% of retained students will complete a Family/Personal Action Plan that will contain at least two goals in the areas of family, health, and/or finance, such as meeting with a child's teacher or other school representative; getting a library card; taking a child to the library; getting immunizations for a child; getting prenatal care; scheduling age-appropriate doctor visits for a child; getting needed family/personal counseling/support for a problem specific to the family/individual; finding alternative housing; or making a financial management plan

AND

Will achieve at least two of the goals on the Family/Personal Action Plan.

ESOL Goals and Measures

I. Beginning Literacy (BLE) Goals and Measures

This level is for students who are not literate in their native language and who score 0-180 on the CASAS life skills reading test.

A. Goal for Engaged Students

50% of engaged students will:

1. Identify each letter of the alphabet.
2. Independently write the letters of the alphabet.
3. Orally spell their first and last names.
4. Count aloud from 1 to 20.

B. Goal for Retained Students

50% of retained students will:

1. Identify each letter of the alphabet.
2. Independently write the letters of the alphabet.
3. Orally spell their first and last names.
4. Count aloud from 1 to 100.
5. Pronounce, read, and comprehend the meaning of 90% of the 132 words in *Laubach Book 1*.

6. Advance to Beginner Level (BE) by scoring 181 or better on the CASAS life skills reading test.

II. Beginner Level (BE) Goals and Measures

This level is for those individuals who are literate in their native language and who score 181-200 on the CASAS life skills reading test.

A. Goal for Engaged Students

50% of engaged students will:

1. Identify each letter of the alphabet.
2. Independently write the letters of the alphabet.
3. Orally spell their first and last names.
4. Count aloud from 1 to 100.
5. Speak and spell their first and last names and other key words, such as subject pronouns and present tense forms of the verbs to be and to have.
6. Hold an "introductory" conversation in the present tense that includes key pieces of information, such as name, occupation, length of time in the U.S., and country of origin.
7. Read and write easy sentences using the verb to be and pronouns in positive and negative sentences and in questions, demonstrating proper word order.
8. Correctly identify 15 out of 20 commonly encountered symbols such as exit signs, on/off switches, caution signs and poison skull and crossbones.
9. Correctly identify 15 out of 20 vocabulary terms used on common application forms such as name, address, birth date, and gender.

B. Goal for Retained Students

50% of retained students will:

1. Complete the above nine goals for engaged students.
2. Correctly use 75% of interrogative words, such as who, what, when, where, and why in a written cloze exercise.
3. Correctly use 15 out of 20 verbs other than "to be" in a written cloze exercise.
4. Orally name all pieces of U.S. currency, up to a \$20 bill, and make correct change.
5. Orally tell time in increments of five minutes.
6. Read and identify elements of a calendar, i.e., days, dates, months, years.
7. Write a short story, approximately 100 words long, and read it to peers.

AND

Gain at least four scaled points on the CASAS life skills reading test between initial testing and post-testing.

III. Intermediate Goals

This level is for students who are literate in their own language and who score 201-220 on the CASAS life skills reading test.

A. Goal for Engaged Students

50% of engaged students will:

1. Read, understand, spell, and use correctly in a written sentence 50 words on John Bauman's General Service List of the 1000 most frequently used words.
2. Write 10 correct sentences using 10 verbs other than to be.
3. Read an easy book, i.e., one that uses approximately 400 different basic vocabulary words, such as a book in Tana Reiff's immigrant book series or a children's book, or read an article in an ESOL newspaper or magazine.
4. Understand and say the numbers 1-100, out of order, and read larger numbers up to one million.

B. Goal for Retained Students

50% of retained students will:

1. Read an easy book, i.e., one that uses approximately 400 different basic vocabulary words, such as a book in Tana Reiff's immigrant book series or a children's book, or read an article in an ESOL newspaper or magazine.
2. Write a paragraph or story approximately 150 words long.
3. Write a business letter.
4. Read, understand, spell, and use correctly in a written sentence 100 words on the 1000 most frequently used word list.
5. Understand and say the numbers 1-100, out of order, and be able to read larger numbers up to one million.
6. Master the vocabulary of time, and speak in the simple past, present, and future tenses.
7. Gain at least four scaled points on the CASAS life skills reading test between initial testing and post-testing.

IV. Advanced Goals

This level is for students who are literate in their own language and who score 221-245 on the CASAS reading test.

A. Goal for Engaged Students

50% of engaged students will write one paper approximately 250 words long on any subject.

B. Goal for Retained Students

50% of retained students will:

1. Read an intermediate book, i.e., one that uses approximately 600-800 different basic vocabulary words, such as a level two Cambridge English Reader, or read an article in an ESOL newspaper or magazine.
2. Write two papers, each approximately 250 words long, about any subjects.
3. Gain at least four scaled points on the CASAS life skills reading test between initial testing and post-testing

ESOL Curriculum

In addition to teaching the skills reflected in the above goals, the ESOL curriculum includes instruction in the following areas as appropriate:

Health and Safety—Lessons will cover such topics as creating a disaster plan, making medical appointments, reading medicine labels, and calling 911.

Job/Housing Search—Lessons will include such topics as completing applications, writing resumes and business letters, participating in an interview, reading classified ads, and using the phone.

Food/Consumer Needs—Lessons will include such topics as measurement, recipes, money, product labels, banking, credit cards, shopping, price comparisons, supermarket circulars, coupons, food names, container names, and nutrition.

Community Resources—Lessons will include such topics as using public transportation, the telephone, maps, the public library, computers, the Welcoming Center, and the USCIS.

Student Support Services Department Goals and Measures

The following goals relate to services provided to all ABE/GED and ESOL students:

Goal 1: Maintain and update resource libraries for ABE/GED and ESOL students, including books, pamphlets, and other media about life skills, experiences, issues, and related community resources.

Goal 2: Maintain and update community resource guides for ABE/GED and ESOL students, and distribute them regularly.

Goal 3: Address 100% of students' emergency situations of which the SSSD is made aware.

Goal 4: When CLC is in session, all classes will meet with a member of the SSSD on a weekly basis.

Goal 5: When CLC is in session, the SSSD will respond to all students who seek its services.

Goal 6: Maintain a bulletin board and binder with job postings and job training opportunities appropriate for CLC students and recent graduates. Bring these resources to students' and graduates' attention.

The following goals apply to ESOL students only:

Goal 1: 50% of retained students who enter CLC at the beginner level and 50% of engaged students who enter CLC at the intermediate or advanced level will create a Family/Personal Action Plan containing at least two goals in the areas of family, health, and/or finance, such as meeting with a child's teacher or other school representative; getting a library card; taking a child to the library; getting immunizations for a child; getting prenatal care; scheduling age-appropriate doctor visits for a child; getting needed family/personal counseling/support for a problem specific to the family/individual; finding alternative housing; or making a financial management plan

AND

Will achieve at least one goal on their Family/Personal Action Plan.

Goal 2: 50% of retained students who enter CLC at the intermediate or advanced level will create a Family/Personal Action Plan that will contain at least two goals in the areas of family, health, and/or finance, such as meeting with a child's teacher or other school representative; getting a library card; taking a child to the library; getting immunizations for a child; getting prenatal care; scheduling age-appropriate doctor visits for a child; getting needed family/personal counseling/support for a problem specific to the family/individual; finding alternative housing; or making a financial management plan

AND

Will achieve at least two personal goals on their Family/Personal Action Plan.

Family Literacy Initiative

Goal 1: CLC will distribute at least 1,200 new or lightly used children's books to students and their families.

Goal 2: CLC will distribute at least 600 new or lightly used adult books to students.

Outputs

Target numbers are based on an annual enrollment of 300 ABE, GED, and ESOL students.

Goal 1: 75 students who did not previously have a library card will obtain one.

Goal 2: 50 students who did not previously have a home smoke detector will complete an application for one.

Goal 3: 75 students will write a resume that is approved by a CLC staff member.

Goal 4: 100 students will write and mail a business letter, such as a cover letter, which has been approved by a CLC staff member, to a prospective employer.

Goal 5: 10 students who did not previously have a driver's license will obtain a license or learner's permit.

Goal 6: 100 students will participate in a CLC extracurricular activity.

Goal 7: 20 different guest speakers will give a total of 35 presentations to various CLC classes.

Goal 8: 300 former students and graduates from the four previous years will receive recruitment letters encouraging them to return to CLC to continue to pursue their goals.

Goal 9: The SSSD will attempt to call 300 former students and graduates from all previous years encouraging them to return to CLC to continue to pursue their goals. The SSSD will make referrals as necessary and track the progress of at least 15 of those contacted.

Goal 10: The SSSD will work on an ongoing, substantive basis with six former students or graduates to help them to continue to achieve their goals.