

## Program Development, Planning, and Review Standards 1 and 2

Locate your program's or language institution's strategic or master planning document, as well as any planning documents you use for regular review of curriculum, student assessment, and student services. You will also need the CEA standards document with context and discussion, which you can download from the [Standards page under About CEA](#).

1. Check off any of the following aspects below from PDPR 1 that are included in your program's written plan documents:

- Planning
- Implementation
- Evaluation

2. For what three other standards areas does PDPR 2 require written plans?

3. What barriers to planning do you face personally and within your program or institution?

- Staff and faculty already overloaded, can't add planning to their schedule
- Too many urgent issues to address
- Not confident or experienced in strategic planning
- Resistance to planning among faculty or administration

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

4. Check off the elements below that are included in your curriculum planning document. If you do not have a planning document to reference for PDPR 2 curriculum, you can begin to fill in the matrix attached to this worksheet.

- Goals and objectives and syllabus for each course
- Teaching materials
- Methods and methodologies
- Student outcomes
- Feedback from faculty and students
- Research in the areas of language acquisition and language teaching

5. Check off the elements below that are included in your student assessment planning document. If you do not have a planning document to reference for PDPR 2 student assessment, you can begin to fill in the matrix attached to this worksheet.

- Placement tools
- Teacher-made tests
- Rubrics and other evaluation tools
- End-of- term exams
- Reporting practices

- Articulation patterns with programs to which students may be admitted after program completion
- Methods by which the program or institution documents student achievement
- Reliability studies of testing instruments relative to program objectives
- Faculty surveys and student satisfaction surveys
- Review of assessment and achievement research
- Data about student performance relative to course objectives such as pass/fail rates
- Data on assessment, achievement of learning outcomes and progression to the next level, program graduation, retention, and college admission

6. Check off the elements below that are included in your student services planning document. If you do not have a planning document to reference for PDPR 2 student services, you can begin to fill in the matrix attached to this worksheet.

- Admission policies
- Promotional materials
- Orientation materials and activities
- Social and recreational activities
- Personal, academic, and immigration advising services
- Housing
- Outside service providers
- Feedback from students, faculty, staff, homestay hosts

7. How would you describe the role of planning in the cycle of continuous improvement?

8. What questions or thoughts do you want to raise at the workshop about planning and review?

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**Other Notes**

**Draft** \_\_\_\_\_ **Planning Document**  
*(duplicate as needed)*

<b>TASK what</b>	<b>PROCESS how</b>	<b>RESPONSIBLE PARTIES who</b>	<b>TIMELINES when</b>	<b>DOCUMENTA- TION / EVIDENCE</b>

**Notes:**