

## **Needs Assessment/ Civic Objectives/ Language and Literacy Objectives/ Additional Assessment Plans**

Agencies should examine the results of their student needs assessments, as well as the community needs assessment submitted with their grant application to identify the highest priority needs of their learners. In addition, successful programs continually assess the needs, interests, and language skills of their learners by conducting on-going student needs assessments. The needs and interests of students enrolled in classes six months ago may be different than today. Agencies should also use these assessments to identify gaps in instructional services and necessary collaborative arrangements for providing educational services to target populations. These continuous assessments are vital to the up-front and ongoing selection of relevant **civic objectives** and **additional assessment plans**.

Each agency is strongly encouraged to complete the **Student Needs Assessment Summary Form** (see link on EL Civics Web site). Agencies are no longer required to submit this form to CDE for approval. However, your CDE Consultant and CASAS Program Specialist may request to review your form and findings upon a field evaluation and/or technical assistance visit.

### **Civic Objectives, Language and Literacy Objectives, and Additional Assessment Plans:**

**A.** All agencies with a Civic Participation program will use information gathered from their community and student needs assessments to select from the pre-approved list, or develop, up to six measurable **civic objectives**. Each **civic objective** should require the learners to participate in real or simulated interaction in the local community. It should focus instruction on student-identified civic issues in the following content areas: consumer economics, community resources, health, employment, and government and law. *Agencies that feel the need for more than six objectives should contact their CDE Regional Consultant and be prepared to justify this need.*

**B.** Agencies must then identify **language and literacy objectives** within their **civic objectives**. These **language and literacy objectives** must also identify the appropriate language and literacy skill level of their learners.

**C.** For each **civic objective** an agency must use an **additional assessment** that will assess the learner mastery of the objective. Agencies will not need to select or develop separate additional assessments for each **language and literacy objective** – only for their **civic objectives**. Valid additional assessment outcome data must be preceded by a **minimum** of 30 hours of instruction.

Assessments described in the **additional assessment plan** must (1) measure student mastery of an identified **civic objective** that cannot be effectively measured by

standardized multiple choice or paper and pencil tests, and (2) document attainment of clearly identified, observable, measurable, and meaningful outcomes.

Each additional assessment plan created or selected:

- ◆ Identifies the civic objective
- ◆ Specifies the type of assessment (oral, written, listening, reading, etc.)
- ◆ Describes the assessment process, including what the learners will be asked to do
- ◆ Details the scoring criteria or rubric
- ◆ Provides a rating scale, based on the scoring guides listed in the rubric, that determines passing scores for each instructional level for which the assessment is being used.

More detailed information on civic and language and literacy objectives is available in video format online at <http://www.cde.ca.gov/sp/ae/> under the **Governance and Accountability** section and the link **EL Civics Program Implementation** – under **Training and Technical Assistance**, click on **2004-05 Civic Participation Implementation Video** – or you can contact CASAS (Comprehensive Adult Student Assessment System) at (800) 255-1036 to request a DVD of the video.

### **EL Civics Objectives and Additional Assessment Plans Submittal Process**

In 2004-05, agencies have the following options and time lines for the selection and submittal of Civic Objectives and Additional Assessment Plans:

1. Select from 2004-05 pre-approved civic objectives, language and literacy objectives, and additional assessment plans, and submit online for automatic approval.
2. Use 2003-04 approved objectives and additional assessment plans. This option is available for continuing agencies only. Agencies that choose to make changes to their 2003-04 approved objectives and additional assessment plans must email the changes to their CDE Consultant or mail a hard copy to the following address:

California Department of Education  
Adult Education Office  
1430 N Street, Suite 4503  
Sacramento, CA 95814  
Attn: (Your CDE Regional Consultant)

***The approval process for the following options will take place at the California Department of Education and may take up to 120 days.***

3. Make changes to 2004-05 pre-approved objectives and additional assessment plans and submit changes online for approval.\*
4. Create new objectives and additional assessment plans and submit online for approval.\*

\*Please note: the online submission process for these two options will begin September 15, 2004.

**At least one civic objective, language and literacy objective, and additional assessment plan must be submitted by September 30, 2004.**

Agencies can access the above options through California Department of Education Web site at [www.cde.ca.gov/sp/ae](http://www.cde.ca.gov/sp/ae), under the Governance and Accountability section at EL Civics Program Implementation.