

2011-12 EL Civics - Civic Participation Guidelines

Following are the EL Civics Civic Participation guidelines in the areas of needs assessment, Civic Objectives, Language and Literacy Objectives, Additional Assessment Plans, and the Technology Plan

Needs Assessment

Each agency is strongly encouraged to complete the *Student Needs Assessment Summary Form* (see link on EL Civics Web site). Your CDE Consultant and CASAS WIA II/EL Civics Program Specialist may request to review your form and findings during a field evaluation and/or technical assistance visit.

Successful programs continually assess the needs, interests, and language skills of their learners by conducting ongoing needs assessments. Agencies should examine these assessments to identify the highest priority needs of their learners. The needs and interests of students enrolled in classes six months ago may be different than the learner's current needs. Agencies should also use these needs assessments to identify necessary collaborative arrangements and gaps in instructional services. Continuous assessments are vital to the selection of relevant civic objectives and additional assessment plans.

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. The instruction should be focused on student-identified civic issues in the following content areas: consumer economics, community resources, health, employment, and government and law. *Contact your CDE Regional Consultant if your agency needs to select less than three or more than six objectives.*

B. Agencies must identify language and literacy objectives within their civic objectives. These language and literacy objectives must also identify the appropriate language and literacy skill level(s) 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 are required to select or develop additional assessments for civic objectives, not for each language and literacy objective. Valid additional assessment outcome data for a specific objective must be preceded by a minimum of 30 hours of instruction in the specific objective.

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 must:

- Identify the civic objective
- Specify the type of assessment (oral, written, listening, reading, etc.)
- Describe the assessment process, including what the learners will be asked to do
- Detail the scoring criteria or rubric

- Provide 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 Federal Grants Administration section. Click on EL Civics Program Implementation—under Training and Technical Assistance on the right hand side, click on Civic Participation Implementation Video—or you can contact CASAS (Comprehensive Adult Student Assessment Systems) at (800) 255-1036 to request a DVD of the video.

EL Civics Objectives and Additional Assessment Plans Submittal Process

Submit EL Civics Objectives online at <https://www.casas.org/elc/> > Civic Objectives and Additional Assessment Plans—Selection Process. Complete directions are provided. In 2011-12, agencies have the following options and time lines for the selection:

Option 1:

Select pre-approved civic objectives and additional assessment plans (COAAPs). These will be automatically approved upon electronic submission.

Option 2:

Enter revised approved COAAPs. These can be either revised pre-approved COAAPs or revised previously approved Option 2 or Option 3 COAAPs.*

Option 3:

Enter new agency-created objectives and additional assessment plans.*

Deadlines for submission:

- **All Options – October 31, 2011**– At least one civic objective and additional assessment plan must be submitted
- **Option 1 – April 30, 2012** – Last date to add, edit or delete Option 1 COAAPs
- **Option 2 – April 30, 2012** – Last date to add, edit or delete Option 2 COAAPs
- **Option 3 – January 31, 2012** – Last date to submit Option 3 COAAPs (The CDE approval process may take up to 60 days.)

* Option 2 and 3 require agencies to consult with their CASAS WIA II/EL Civics Program Specialist and review the *COAAP Criteria* before submitting their plans on the Web site. This consultation must take place at least 30 days prior to the submission deadline. Once submitted, these COAAPs will enter the approval process.

Technology Plan

Agencies funded for EL Civics must submit a Technology Plan. For guidelines on Technology Plan submission, go to <https://www.casas.org/elc/> > Civic Participation Technology Plan