Program Name:

PROGRAM DESCRIPTION

Program Profile		
What is the purpose of the program (in 3-4 sentences explain why it exists)?	The purpose of the Adult Learning Center program is to provide adult education and literacy services to adults in Region II of Idaho. Adult education is defined as academic instruction below the postsecondary level that increases an individual's ability to: read, write, speak in English, and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; and obtain employment.	
List 3-4 key functions of the program	1. Students will demonstrate improvements in literacy skill levels in reading, writing, and speaking the English language, problem solving, English language acquisition, and other literacy skills.	2. Students will be successful in their employment pursuits including employment rate and median earnings.
	3. Students will earn a GED credential if they haven't already earned a high school diploma.	4. Students will enter postsecondary education or further training.
Whom does the program serve directly and primarily?	Services must be provided to eligible adults, defined as anyone who is at least 16 years of age who is not enrolled or required to be enrolled in secondary school under state law. Additionally, eligible adults must either be basic skills deficient (skills below the post-secondary level), lack a secondary school diploma or its recognized equivalent, or be an English language learner.	

What do you measure when you identify user demand for the program (e.g., number of students served, number of documents processed, etc.)?
Number of students served.

KEY PERFORMANCE MEASURES

Performance Measure	[Fill in timeframe here]	[Fill in timeframe here]	[Fill in timeframe here]
[Fill in performance measure here]	**Result:**	**Result:**	**Result:**
	Annual Benchmark:	**Annual Benchmark:**	**Annual Benchmark:**
	Stretch Goal:	**Stretch Goal:**	**Stretch Goal:**
Did you meet your benchmark (if yes what is your new benchmark)**?** YES NO			
Interpretation of Results:			
Opportunity Analysis -If you did not reach your benchmark, what will you do or what resources will you need to meet your goal (both monetary and non-monetary)? Monetary resources will be carried over to the RRF.			
Prior Year Actions [include increased efficiency/ effectiveness enacted through reallocation of existing resources].			

Performance Measure	[Fill in timeframe here]	[Fill in timeframe here]	[Fill in timeframe here]
[Fill in performance measure here]	**Result:**	**Result:**	**Result:**
	Annual Benchmark:	**Annual Benchmark:**	**Annual Benchmark:**
	Stretch Goal:	**Stretch Goal:**	**Stretch Goal:**
Did you meet your benchmark (if yes what is your new benchmark)**?** YES NO			
Interpretation of Results:			

Opportunity Analysis -If you did not reach your benchmark, what will you do or what resources will you need to meet your goal (both monetary and non-monetary)? Monetary resources will be carried over the RRF.	
Prior Year Actions [include increased efficiency/ effectiveness enacted through reallocation of existing resources].	

STUDENT/CLIENT SATISFACTION AND COMPLIANCE EFFECTIVENESS

Please list how you measure effectiveness with the constituencies you serve, such as students, clients, or agencies.

Satisfaction Measure	Assessment Method	[Fill in timeframe here]	[Fill in timeframe here]	[Fill in timeframe here]
[Fill in satisfaction measure here]	[Fill in assessment method here]	**Measure:** **Annual Benchmark:** **Stretch Goal:**	**Measure:** **Annual Benchmark:** **Stretch Goal:**	**Measure:** **Annual Benchmark:** **Stretch Goal:**
Strategic Plan or Enrollment Plan Objective Alignment				
Interpretation of Results (Did you meet your benchmark? If yes, what is your new benchmark? If not, what will you do to meet your benchmark?).				
Work plan actions to improve the outcome over the year				

Satisfaction Measure	Assessment Method	[Fill in timeframe here]	[Fill in timeframe here]	[Fill in timeframe here]
[Fill in satisfaction measure here]	[Fill in assessment method here]	**Measure:** **Annual Benchmark:** **Stretch Goal:**	**Measure:** **Annual Benchmark:** **Stretch Goal:**	**Measure:** **Annual Benchmark:** **Stretch Goal:**
Strategic Plan or Enrollment Plan Objective Alignment				
Interpretation of Results (Did you meet your benchmark? If yes, what is your new benchmark? If not, what will you do to meet your benchmark?).				
Work plan actions to improve the outcome over the year				

STUDENT LEARNING OUTCOMES – Consult with your supervisor to ascertain if this needs to be completed.

Learning Outcome	Assessment Method	[Fill in timeframe here]	[Fill in timeframe here]	[Fill in timeframe here]
	[Fill in assessment method here]	**Measure:** **Annual Benchmark:**	**Measure:** **Annual Benchmark:**	**Measure:** **Annual Benchmark:**

[Fill in Learning Outcomes measure here]		Stretch Goal:	Stretch Goal:	Stretch Goal:
Interpretation of Results (Did you meet your goal? If yes, what is your new goal? If not, what will you do to meet your goal?).				
Work plan actions to improve the outcome over the year				

Learning Outcome	Assessment Method	[Fill in timeframe here]	[Fill in timeframe here]	[Fill in timeframe here]
[Fill in Learning Outcomes measure here]	[Fill in assessment method here]	**Measure:** **Annual Benchmark:** **Stretch Goal:**	**Measure:** **Annual Benchmark:** **Stretch Goal:**	**Measure:** **Annual Benchmark:** **Stretch Goal:**
Interpretation of Results (Did you meet your goal? If yes, what is your new goal? If not, what will you do to meet your goal?).				
Work plan actions to improve the outcome over the year				

REVIEW

	Name	Date
Program Assessment Monitor		
Director		
Vice President/ President		