

English Early College Program Committee

This committee oversees the mentoring and assessment of the courses taught through the Early College Program. The committee is made up of three to four members of the full-time English faculty, appointed by the Policy and Personnel Committee, and a graduate student member who is approved by the committee members. In addition, the Director of Composition chairs the committee. All members have a vote in committee decisions.

The committee meets as needed, normally at least every month during the academic year.

Responsibilities

- The committee coordinates courses taught in high school systems that receive university credit.
- The committee formulates appropriate ways to monitor and to evaluate ECP courses.
- The committee coordinates assignment of liaisons among departmental faculty and ECP instructors.
- The committee plans training workshops for ECP teachers. When these trainings are carried out during the regular faculty contract period, committee members will run the training sessions.
- The committee will develop and maintain ongoing assessment of the ECP courses, ensuring that the overall quality is maintained. The assessment process will include the following activities:
 - a. The committee reviews the current assessment plan, determining its overall effectiveness, and updates it as needed.
 - b. The committee reviews and updates the stated student outcomes which will be used to perform the assessment.
 - c. The committee reviews and updates the assessment rubrics as needed.
 - d. The committee works with ECP instructors, collecting materials that are needed to carry out the assessment.
 - e. The committee prepares an Annual Assessment Report, which is delivered to the Department Chair (and others, if necessary) by the end of spring semester.
 - f. The committee coordinates with the Composition Committee on any Goal 1 assessment concerns.

Departmental Review

- The committee will report to the Department Chair any recommendations for changes to the ECP process or courses.
- The Department Chair and Director of Composition will consult with the Director of the Early College Program regarding any recommendations.

Approved: April 19, 2011