PROGRAM PROPOSAL FORM

☐ **Preliminary Approval** – Check here when using this form for preliminary approval of a program proposal, and respond to the items in general terms.

☒ **Final Approval** – Check here when completing this form after the Vice President for Instruction has given preliminary approval to a program proposal. For final approval, complete information must be provided for each item.

Program Name:	English as a Second Language Certificate	**Program Code:**
Division and Department:	English/Writing	
Type of Award:	☐ AA ☐ AS ☐ AAS ☒ Cert. ☐ Adv. Cert. ☐ Post-Assoc. Cert. ☐ Cert. of Comp.	~~ESEC~~ ESL1
Effective Term/Year:	Fall 2015	**CIP Code:**
Initiator:	Heather Zettelmaier	32.0109

Program Features Program's purpose and its goals. Criteria for entry into the program, along with projected enrollment figures. Connection to other WCC programs, as well as accrediting agencies or professional organizations. Special features of the program.	This certificate is designed for international students whose goal is to obtain a college degree in the United States. The courses in this program offer rigorous English language study to the intermediate-to-advanced English as a Second Language (ESL) student. Students who enroll in this certificate program must take the ESL Compass Reading, Writing, and Listening tests, regardless of whether or not they also submit a TOEFL score. Following the placement test, they must meet with an advisor to determine their coursework. After completing the English as a Second Language Certificate, students may select another area of study at WCC or transfer to another institution.
Need Need for the program with evidence to support the stated need.	The need for this program comes from the requirement for ESL students on F-1 visas to be enrolled in an accredited certificate program. Accreditation can be achieved with a Third Party letter to HLC. The need for this certificate was recognized by the ESL and English/Writing faculty, HSBS Division, and Interim VP of Instruction.

Program Outcomes/Assessment State the knowledge to be gained, skills to be learned, and attitudes to be developed by students in the program. Include assessment methods that will be used to determine the effectiveness of the program.	Outcomes	Assessment method
	1. Write an essay that demonstrates high intermediate organizational skills, development of ideas, and language use.	1. ESL 138, ENG 090 or ENG 091 exit exams
	2. Write sentences and paragraphs using advanced level ESL grammar.	2. ESL 138, ENG 090 or ENG 091 exit exams
	3. Listen to recordings of academic English and respond to global and discrete questions	3. ESL 135 final listening exam
	4. Read at an intermediate or advanced ESL level or higher.	4. exit-level score on ESL Compass Reading or regular Compass Reading

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Office of Curriculum & Assessment

Curriculum	Grammar Requirements	
List the courses in the program as they should appear in the catalog. List minimum credits required. Include any notes that should appear below the course list.	ESL 132* Intermediate ESL Grammar	**4 credits**
	ESL 161* Advanced ESL Grammar	**4 credits**
	Reading Requirements:	
	ESL 128* Low Intermediate ESL Reading and Writing	**4 credits**
	ESL 134* Intermediate ESL Reading	**4 credits**
	Notes: students with higher reading levels may substitute REA 070, ACS 107 and/or ACS 108 for ESL 128 and/or ESL 134	
	Writing Requirement:	
	ESL 138* Intermediate ESL Writing	**4 credits**
	or students may substitute ENG 090 or ENG 091	
	Listening/Speaking Requirement:	
	ESL 135* ESL Listening, Pronunciation and Conversation	**4 credits**
	or student may substitute ESL 165	
	Minimum credits: **(24 credits)**	
	*Students will be placed at appropriate entry level course based on ESL or regular Compass Scores.	

Budget		START-UP COSTS	ONGOING COSTS
Specify program costs in the following areas, per academic year:	Faculty	$ 0.	$ 0.
	Training/Travel	.	.
	Materials/Resources	.	.
	Facilities/Equipment	.	.
	Other	.	.
	TOTALS:	$ 0.	$ 0.

| Program Description for Catalog and Web site | This certificate is for international students who would like to prepare for college degree study in the United States. Students experience rigorous English study in grammar, writing, listening/speaking, and reading in order to give them the best possible chances of success in further degree studies.

The program welcomes students who attend WCC on an F-1 (full-time student) visa. The minimum TOEFL scores for F-1 student admission are Writing 10-11 (iBT), Reading 10-11 (iBT), and Listening/Speaking 10-11 (iBT) or the MELAB equivalents. |
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| Program Information | **Accreditation/Licensure** – to be sought with a Third Party letter to HLC by Julie Morrison

Advisors – Heather Zettelmaier

Advisory Committee - None

Admission requirements – This certificate is open only to international students who speak English as their second language. Students must place into Low- |
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| | Intermediate to Advanced ESL courses at WCC using the ESL Compass test battery.

 For students in this program seeking an F-1 visa, the minimum iBT TOEFL scores required for F-1 student admissions are Writing 10-11, Reading 10-11, and Listening/Speaking 10-11, or the MELAB or TOEFL PBT equivalents. (iBT TOEFL scores are from the computerized TOEFL test, the most commonly available test of English as a foreign language.)

Articulation agreements – None

Continuing eligibility requirements – None |
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Assessment plan:

Program outcomes to be assessed	Assessment tool	When assessment will take place	Courses/other populations	Number students to be assessed
Write an essay that demonstrates high intermediate organizational skills, development of ideas, and language use.	ESL 138 or ENG 090 or ENG 091 exit exam	Fall 2018	All ESL students enrolled in ESL 138 or ENG 090 or ENG 091	All
Write sentences and paragraphs using college entry-level grammar.	ESL 138 or ENG 090 or ENG 091 exit exam	Fall 2018	All ESL students enrolled in ESL 138 or ENG 090 or ENG 091	All
Read at an intermediate or advanced ESL level or higher.	ESL Compass or regular Compass Reading test	Fall 2018	All ESL students enrolled in ESL 134 or REA 070 or ACS 107 or ACS 108	All
Listen to recordings of academic English and respond to global and discrete questions.	ESL 135 final listening exam	Fall 2018	All students enrolled in ESL 135	All

Scoring and analysis plan:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally-developed rubric, external evaluation, other). Attach the rubric.
    ESL 138 or ENG 090 or ENG 091 exit exam will be scored using a departmentally-developed rubric
    ESL 138 or ENG 090 or ENG 091 exit exam will be scored using the grammar portion of a departmentally-developed rubric
    ESL Compass or regular Compass Reading test are automatically scored using an answer key.
    ESL 135 final listening exam will be scored using a departmentally-developed rubric

2. Indicate the standard of success to be used for this assessment.
    70% of the students will score 70% or higher on the ESL 138/ENG 090/ENG 091 exit exam.
    70% of the students will score at college entry-level reading or higher on the ESL or regular Compass Reading test.
    70% of the students will score 70% or higher on the final listening exam.

3. Indicate who will score and analyze the data.

    English as a Second Language faculty will score and analyze the data.

REVIEWER	PRINT NAME	SIGNATURE	DATE
Department Chair/Area Director	Carrie Krantz		11/24/14
Dean	Dena Blair		11/24/14
Vice President for Instruction ☐ Approved for Development ☐ Final Approval	William Abernethy		1/21/15
President	Rose Bellanca		2/25/15
Board Approval	███████████████		3/24/15