PROGRAM EVALUATION

5000. PROGRAM EVALUATION. The program evaluation system is designed to assess the quality and relevance of instruction at AAS. Data collected from the various assessment tools are used to directly improve the quality of instruction through the refinement of instructional skill, the improvement of course materials, and the gathering of data regarding the relevance of Individual Training Standards (ITS)/ Training and Readiness Manual Events (T&R) and learning objectives.

1. The School Academic Officer is responsible for establishing and maintaining a program evaluation system that assesses the quality and relevance of each program of instruction. The program evaluation system will be designed to ensure adherence to instructional standards, to ensure compliance with Marine Corps and Battalion Orders, and to ensure that AAS provides the best possible instruction.

2. The program evaluation system focuses on four areas: student performance, instructor evaluation, course materials, and the instructional environment. Methods of evaluation include student performance evaluation, student written evaluation, instructor evaluation, Instructional Rating Forms, End of Course Critiques, After Instruction Reports, and external evaluation instruments designed to gather data from the operating forces regarding the relevance of instruction and the quality of AAS graduates.

3. Course Supervisors are responsible for executing and supporting the program evaluation system within their respective courses.

5001. STUDENT PERFORMANCE. Chapter 4 of this SOP establishes procedures for developing, controlling, administering, grading, analyzing, and critiquing student written and performance examinations. Examination analysis becomes the foundation for measures of effectiveness and is an integral part of the program evaluation system.

5002. INSTRUCTOR EVALUATION. The Academic Officer/Course Supervisors are responsible for implementing the Command Instructor Evaluation Program. The Instructor Evaluation Program provides objective data regarding the overall quality of instruction and instructor skill. Instructors are observed and evaluated in multiple ways. Chapter 2 of this SOP establishes Instructor Certification procedures. The Instructor Evaluation Form (IEF) (see Appendix A) is a primary element of the program. Observation, Instructional Rating Forms, End of Course Critiques, and After Instruction Reports also evaluate instructor performance albeit at a lesser level than the IEF.

1. Command Instructor Evaluation Program. The 1800 and 2100 Course Supervisors will execute the Instructor Evaluation Program within their respective sections by designating qualified instructors to evaluate periods of instruction. Each quarter, Course Supervisors will develop an Instructor Evaluation Program schedule indicating the individuals assigned to evaluate each period of instruction. Instructors will be evaluated, at a minimum, twice per quarter.

    a. Instructor Evaluation Form (IEF). The Instructor Evaluation Form is the primary means of evaluating instructors. A blank copy of the Instructor Evaluation Form may be found in Appendix A.

    b. Each completed Instructor Evaluation Form will be provided to the Course Chief of the respective course for routing to the Course Supervisor or Commanding Officer, as appropriate. Each member of the routing list will make comments and sign the form, as indicated. Corrective action identified as a result of the evaluation will be directed for implementation, as appropriate.

   c. Course Sections will maintain copies of completed Instructor Evaluation Forms in the instructor's record. The original copy of completed Instructor Evaluation Forms will be routed to the Course Chief for inclusion in the AIR.

5003. <u>COURSE MATERIALS AND INSTRUCTIONAL ENVIRONMENT</u>. Chapter 3 of this SOP covers specific details for developing and managing the Course Descriptive Data, Program of Instruction and Master Lesson Files. These products and the instructional environment are evaluated by using the Instructional Rating Forms, End of Course Critiques, After Instruction Reports, and external evaluations.

1. <u>Instructional Rating Form (IRF)</u>. An Instructional Rating Form will solicit information from students regarding the overall quality of each period of instruction. A blank IRF is enclosed in Appendix B.

   a. The instructor will be responsible for ensuring that a minimum of 5 students will be selected to complete an IRF for the period of instruction.

   b. IRFs will be provided to the students at the beginning of the period of instruction. Students will complete and return the IRF after the Form (see Appendix B).

   c. Completed IRFs for each period of instruction will be maintained by the course section for a period of 3 years.

2. <u>End of Course Critiques (ECC)</u>. The Academic Officer will establish and execute a program for conducting End of Course Critiques for each class conducted at AAS. The purpose of the ECC is to gather data from students to determine student reaction toward the course and an overall assessment of the quality of instruction, plus feedback on billeting, messing, facilities, and services. All ECCs will contain the same generic questions plus questions concerning the course's specific duty areas and/or tasks. ECCs can be accessed by all personnel at http://cpen54a/aec/crtqbrowser.cfm .

      a. A time and location for the ECC will be designated on the training schedule for each class. All students will fill out an ECC.

      b. Curriculum Development will administer all ECCs to ensure objectivity. Upon completion of the ECC, Curriculum Development will number the ECCs and deliver them to the appropriate Course Chief. At no time will instructors coach students regarding their ratings or comments on an ECC.

3. <u>After Instruction Report (AIR)</u>. An After Instruction Report is the AAS Commanding Officer's review of the graduated course. A sample of the AIR contents is available from the Academic Officer. At a minimum, it will contain copies of the following items:

   a. After Course Analysis with comment blocks

   b. Training Schedule

   c. Instructor Evaluations

   d. Instructional Rating Forms (IRFs) w/RECAP

   e. Course Roster W/GPAs (Measure of Effectiveness record)

   f. End of Course Critiques

g. Graduation Roster showing destination unit

4. <u>Routing of AIRs</u>.

   a. The Course Chief, in cooperation with his instructor(s), will consolidate the contents of the AIR, make appropriate comments and forward the completed AIR through their respective chain of command for comment and corrective action.

   b. The AIR will be routed internally from the Course Supervisor to specific commodity sections for review and action. The Course Supervisor will then forward the AIR to the Battalion Commander, via the following shop sections: Instructional Systems Specialist, S-1, S-3, S-4, Schools Company, BN SGTMAJ, BN XO, BN CO.

   c. AIRs will be maintained for a period of 3 years.

   d. Platform Instructors and Curriculum Developers will use the data from AIRs to identify trends that may indicate a need to improve a period of instruction by addressing logistical issues, revising instructional materials, or improving instructor skills.

5004. <u>EXTERNAL EVALUATION</u>. The Academic Officer is responsible for establishing and executing an external evaluation program. The purpose of the external evaluation program is to assess the quality and relevance of instruction by gathering data from past students and Operating Forces personnel who gain AAS graduates. This data will be collected through personal interview, telephone interview, or questionnaire and will be used to assess the appropriateness of course content with regards to the needs of the Operating Forces. There will be two types of surveys, one for the recently graduated student and the other for a supervisor of a recently graduated student (Appendix D). The conclusions from this data will be used to revise course material and will also be presented at respective CCRBs to determine if a POI must be revised to better meet the needs of the Operating Forces. An external evaluation of each course will be conducted at a minimum annually to ensure that current external data is available for presentation at CCRBs or other events that may affect the content of a course.

5005. <u>ACADEMIC AUDIT</u>. An Academic Audit is an informal review designed to assess a command's compliance with Marine Corps and School academic policy, procedure, and guidance. The Academic Officer will establish and execute the Academic Audit program.

1. The Academic Officer will schedule an academic audit(s) for each section as directed by the Battalion Commander. Course Supervisors may also request that an academic audit be provided to assess the section's level of compliance with academic policy, procedure, and guidance.

2. The academic audit may include, but is not limited to, a review of student records, instructor records, adherence to training schedules, adherence to the approved POI, fitness of training areas and facilities, appropriate utilization of approved instructional materials, and observations of scheduled training. An Academic Audit Checklist will be used and will reflect the training requirements established in the Marine Corps Orders 1553-Series and appropriate School Orders.

3. Upon completion of the academic audit, a formal report will be submitted to the respective Course Supervisor and the Battalion Commander for review and

action. A copy of the academic audit report will be maintained in the training unit and in the School Academic Section.