The Whys and Hows of EL Civics Needs Assessment

Presented by:

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California EL Civics Student Needs Assessment

Goals and Objectives

- By the end of this session, participants will be able to:
  - Identify the purpose of EL Civics Student Community Needs Assessment
  - Identify best practices of EL Civics Student Community Needs Assessment
  - Identify Resources for EL Civics Needs Assessments

Self-Assessment

How would you characterize your understanding of EL Civics Student Community needs assessment?

On a piece of paper, rate yourself from 1-5

1 ⟶ **5**

I don't
know much

I'm an
expert

Why does California do EL Civics?

- The opportunity to:
  - Build on Competency Based Education (CBE)
  - Connect language instruction to the real world.
  - Utilize Performance-Based Assessment to:
    - evaluate how learners use the language.
    - measure possible learner success in the community.
  - Connect English learners to the Workplace (IELCE)

California Civic Participation and IELCE Requirements

I. Develop and Administer a School Community

      Student Needs Assessment

- Complete a summary form

  II. Select Civic Objectives and Additional

      Assessment Plans (COAAPs)

  III. Develop/Borrow Additional Assessments

  IV. Plan and Offer Instruction

  V. Administer Additional Assessments

  VI. CASAS Pre and Post Testing

  VII. For IELCE 243 only: Complete IELCE Report

Develop and Administer a School Community Student Needs Assessment (1)

- Successful programs continually assess the needs, interests, and language skills of their learners by conducting ongoing needs assessments.

Needs Assessment Examples (1)

[California EL Civics Student Needs Assessment](#)

Beginning Low Needs Assessment

Fremont Adult and Continuing Education, Ana de Moraes

Develop and Administer a School Community Student Needs Assessment

Develop and Administer a School Community Student Needs Assessment (1)

- A yearly School Community Student Needs Assessment is required for WIOA, Title II AEFLA/EL Civics funded Agencies
- Agencies assess needs in
  - General Civic Participation topics (Civic Participation 231 funded)
  - Workforce related topics (IELCE 243 Funded)
- Results of this needs assessment inform the selection of the agency's Civic Objectives and Additional Assessment Plans (COAAPs).

Develop and Administer a School Community Student Needs Assessment (2)

- **General Needs Assessment**
  - Assess the needs of the student community as a whole.
  - What EL Civics information do students need and want to learn?

- **Workforce Training Needs Assessment**
  - Which career pathways do students want to follow?
  - English language learners who wish to gain training and employment should be given a specifically designed needs assessment to determine placement in Integrated EL Civics and Workforce Training Courses (IELCE).

- **Optional: Classroom Needs Assessment**
  - After the School Community Needs Assessment has informed the selection of COAAPs, assess the needs of a specific class.
  - Use the results to select from the agency-chosen COAAPs

Develop and Administer a School Community Student Needs Assessment (3)

- Needs assessment surveys can be done:
  - on paper
  - online (e.g. Survey Monkey, Google Forms, etc.)

Develop and Administer a School Community Student Needs Assessment (4)

- Choose 2-4 Civic Objectives (CO) from each of the 7 competency areas on the [Pre-Approved Civics Objectives List](#):

  - Consumer Economics
  - Community Resources
  - Health
  - Government and Law
  - Transition
  - Employment

- The needs assessment will include approximately 12-24 Civic Objectives for students to choose from.

- The number of Civic Objectives used in the needs assessment may depend on the level of the student.

Sample Civic Objectives

- **Consumer Economics:** CO 2 - Access community or commercial agencies to resolve a consumer complaint.

- **Health:** CO 26 – Identify/access free or low-cost medical, dental, and other health care services/insurance.

- **Government and Law:** CO 45 - Identify features of the legal system including individual rights, laws, and ordinances as well as procedures for obtaining legal help

- **Transition:** CO 52 - Research, identify and utilize soft skills (Personal Qualities, Customer Care Skills, Leadership Skills) necessary to succeed in post- secondary education, training and employment.

- **Workplace Training:** CO 70 - Demonstrate the language and literacy skills necessary to effectively participate in workforce training in early childhood education.

Develop a School Community Needs Assessment

- Use the chosen Civic Objectives to design a needs assessment.

  - Beginning level learners need a picture-based assessment tool with simplified words.

  - Intermediate to Advanced level learners should have pictures and/or phrases or sentences.
    - Giving CO descriptions to students is <u>not</u> appropriate

Develop a School Community Needs Assessment

- **Do this:**

  Use a bank

- **Not this:**
  - Civic Objective 1: Identify, evaluate, and compare financial service options in the community such as banks, credit unions, check-cashing services, and credit cards.

Civic Objective Shortened Descriptions

California EL Civics
231 and 243 Funded Civic Objectives Shortened Descriptions

Civic Objective #	Description	TE Version	COAAP Needs Assessment Suggested Version
Consumer Economics			
1	Identify, evaluate, and compare financial service options in the community such as banks, credit unions, check-cashing services, and credit cards.	Identify, evaluate, compare financial services	BL-BH: Money and banks IL-IH: Financial services
2	Access community or commercial agencies to resolve a consumer complaint.	Access agencies to resolve consumer complaints	BL-BH: Problems with buying things IL-IH: Consumer complaints
* 3	Develop a business plan for a small business in order to participate in the economic growth of the community.	Develop a business plan	BL-BH: Start a business IL-IH: Business plan
4	Describe methods and procedures to obtain housing and related services including low-cost community housing.	Describe methods to obtain housing	BL-BH: Get housing IL-IH: Get housing
5	Interpret lease and rental agreements and recognize responsibilities of renters and landlords.	Interpret housing agreements/responsibilities	BL-BH: Housing applications IL-IH: Housing agreements and responsibilities

Needs Assessment Examples (2)

[California EL Civics Student Needs Assessment](#)

EL Civics Needs Assessment - Beginning Low

Fremont Adult and Continuing Education, Ana de Moraes

EL Civics Needs Assessment Multi-level

ESL Student Survey for EL Civics

We need your help to select the El Civics topics we will study in our ESL classes this year. Please select up to (3) topics that you would like to learn more about in your class this year.
Thank you for your help!

Necesitamos su ayuda para elegir el tema de El Civics que presentaremos en las clases de ESL de este año. Seleccione un máximo de (3) temas que le gustaría aprender en su clase este año.
¡Gracias por tu ayuda!

我们需要您的帮助来选择我们将在今年的 ESL 课程中涵盖的 EL Civics 主题。请选择最多 (3) 个您想在今年的课堂上学习的主题。
谢谢你的帮助

لهذا العام. يرجى تحديد (3) ESL التي سنقوم بدراستها في فصول El Civics نحتاج إلى مساعدتك في اختيار موضوعات
مواضع كحد أقصى ترغب في معرفة المزيد عنها في صفك هذا العام.
شكرا لمساعدتك

Castro Valley Adult and Career Education, Cindy Grovhoug

I would like to study and improve my English on the topic of **GOALS- Personal and Work** (what I want in the future for me, my work and my family)

☐ I would like to learn more about this topic

I would like to study and improve my English on the topic of **HEALTH** (talking to doctors, making doctor appointments, jobs in healthcare, pharmacy)

☐ I would like to learn more about this topic

I would like to study and improve my English on the topic of **TECHNOLOGY** (learning how to be safe on the internet, computer vocabulary and how to write emails, search the web)

☐ I would like to learn more about this topic

I would like to study and improve my English on the topic of **NUTRITION** (eating and feeding my family healthy foods, grocery shopping, reading labels)

☐ I would like to learn more about this topic

I include a minimum of six options for students to select from each year and that varies by many factors year to year such as data from our annual student career interest surveys/IELCE surveys, IET class needs/ student enrollments, teacher input and availability, previous year's COAAPS etc. I use the student response data and additional teacher input to determine the COAAPs for the next program year.

EL Civics Student Needs Survey for School Year 2022-2023
What Do You Want to Learn? What Do You Need to Know?
Directions: Choose 3 things you want to learn about MOST in EL Civics next year.
Put and X in 3 boxes. Choose ONLY 3.

Research and describe the cultural backgrounds that reflect the local cross cultural society and that may present a barrier to civic participation.

Parent Teacher Conferences
Interact with educational institutions including schools for children and schools or agencies with programs for adult learners

Identify and describe volunteer opportunities in the community

Demonstrate knowledge of health and safety precautions by participating in activities such as CPR and First Aid Training

EL Civics Student Community Needs Assessment, Multi-level

Grossmont Union HSD,
Sybil Cartwright

EL Civics Needs Assessment Level 5

Level 5 EL Civics Needs Survey 2022

This survey will give the teachers information about some things students in level 5 need to study next year.

Who is your teacher?   Multiple choice

○ Jill Moreci

○ Jenni Parker-Adib

○ Add option or add "Other"

Required

Campbell Adult and Community Education, CACE,

Jennifer Parker-Adib

What do you NEED to learn more about in English class? Vote for 3 ONLY. *

☐ Talk to your pharmacist about the medicine you're taking and learn to read medicine labels. HEALTH

☐ Learn about CPR/First Aid procedures and unsafe situations for children and adults. HEALTH

☐ Talk to your doctor about a health problem, make an appointment and fill out a medical history form. HE...

☐ Email a doctor about a health problem and have a telemedicine appointment with a doctor. HEALTH

☐ Learn about workers' rights. WORK

☐ Communicate with your coworkers and supervisors using polite language, communicate to resolve probl...

☐ Research your dream career and decide what steps you need to take to reach your education or career g...

☐ Communicate with your teacher and your child's school. EDUCATION

☐ Learn how to take notes from a college professor's lecture and make your own google calendar to organi...

☐ Discuss cultural diversity with your classmates. COMMUNITY

☐ Report a crime, serious injury or car accident. COMMUNITY

Administer a School Community Needs Assessment

- Administer the needs assessment to a majority of learners

- Ask learners to check their 3-5 top Civic Objectives of interest

- Tally the results.

- Use the results to choose 3 -10 Civic Objectives

- Review all the COAAPs related to the Civic Objectives chosen.

- Select the COAAPs that meet the needs of the students in content, level, and type of assessment (oral, written, etc.)

- Complete the [Needs Assessment Summary Form](#) to report the process and results of the needs assessment.
  Find it at casas.org > civic participation.

Student Needs Assessment Summary Form

- Upon needs assessment completion, agencies are required to
  - complete the [School Community Student Needs Assessment Summary Form](#)
  - keep it on file at agency.
- Completing the summary form
  - describe, in one to two paragraphs, the process the agency used to determine the school community student needs and interests related to EL Civics civic objectives.
  - summarizes the results of the needs assessment
  - indicate how the results informed the selection of the agency's Civic Objectives and Additional Assessment Plans (COAAPs).

Agencies must present a copy of this completed form upon request of a CDE Consultant.

Needs Assessment Summary Form Examples

[California EL Civics Student Needs Assessment](#)

Needs Assessment Summary Form

Integrated English Literacy and Civics Education
School Community Needs Assessment
Summary Form

Agency Name: _____

County: _____

Date: _____ E-mail : _____

Individual Completing Form: _____

Telephone: _____

Complete this form and retain a copy for your files. Agency must present a copy of this completed form upon request of a CDE Consultant.

In one to two paragraphs, describe the process the agency used to determine the school community student needs and interests related to EL Civics civic objectives. Summarize below the results of the needs assessment and indicate how the results informed the selection of your agency's Civic Objectives and Additional Assessment Plans (COAAPs). Attach a copy of the needs assessment form(s) to this document.

[Needs Assessment Summary Form (Fillable)](#)

Needs Assessment Summary Form

Campbell Adult and Community Education (CACE)

At Campbell Adult and Community Education (CACE) we have 2 types of surveys we give to our community that we use to determine our curricular calendar and priorities for a given year. All ESL students take a version of our EL Civics Needs Assessment. We provide different versions of the needs assessment for 4 of the 5 levels of ESL at CACE. Beginning low (BL) students have a needs survey with pictures and short captions of the tasks they would work on in class for a related COAAP. For example, there is a picture of a man talking to his doctor, and the caption says "Talk to the doctor". This survey option is related to COAAP 28.5. There are 12 options for students to pick from and we ask all students to vote for the 3 most important topics for them to study in their ESL class. This is a paper-based survey and it is translated into 8 different languages so it is more accessible for BL students. BL students are the only students who have access to a translated needs assessment. Beginning High (BH), Intermediate (IL/IH) and Advanced (Adv.) level ESL students take a different version of the needs assessment that are all google forms, with level appropriate descriptions of the tasks related to the COAAPs. The needs assessment for beginning high students has 15 options for students to choose from, the survey for IL/IH and Adv. have 17 options each. Each year the BL, IL/IH, and Adv. needs surveys change. We update the survey options based on which COAAPs were done the previous year so that we don't have the same COAAPs chosen year after year. This is important because many of our students stay with us for multiple years, and we want to expose them to a variety of COAAPs. We also change the options based on relevant issues in the community like voting, if it is an election year, or telemedicine during the pandemic.

Needs Assessment Summary Form (continued)

Campbell Adult and Community Education

The EL Civics Curriculum Specialist creates the needs assessments and then shares them with teachers. Teachers post this survey into their LMS and the results for all students in that level are tabulated and kept in the EL Civics Curriculum Specialist google drive. This happens each year in March or April.
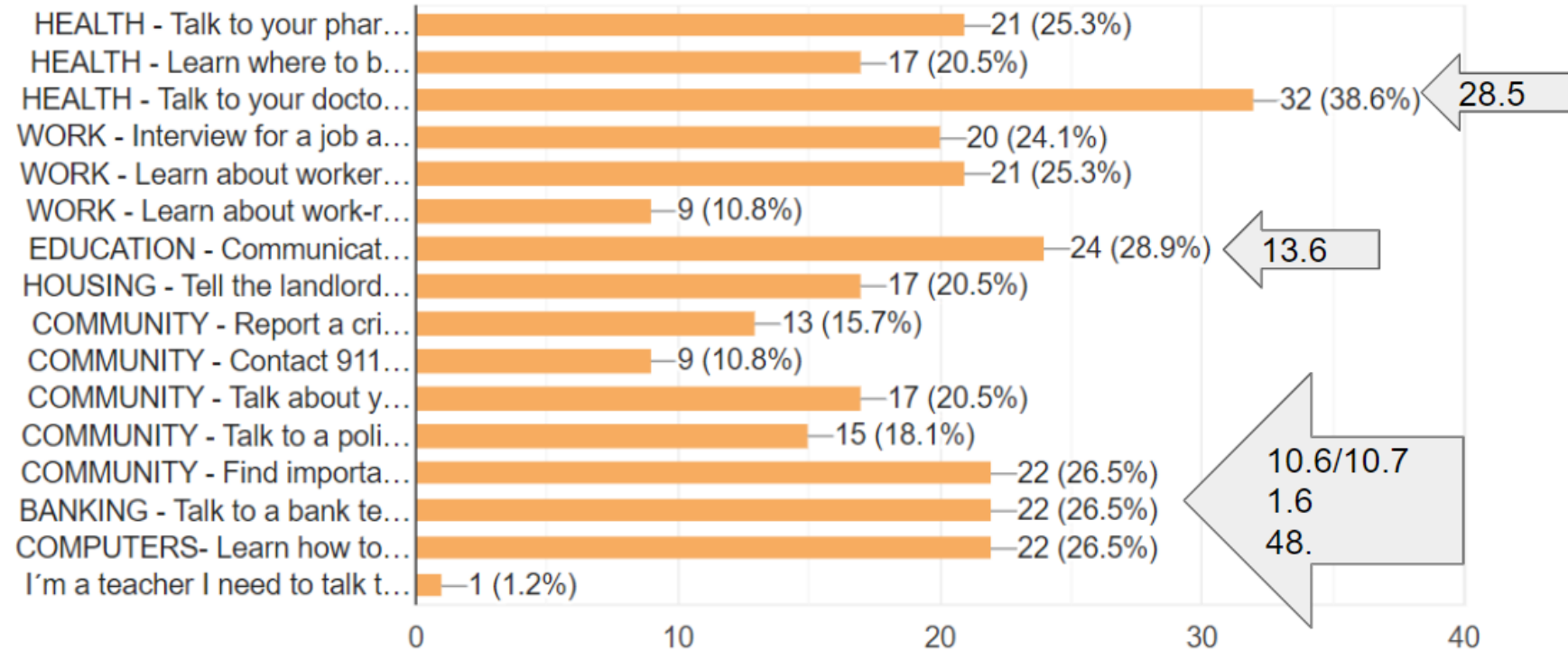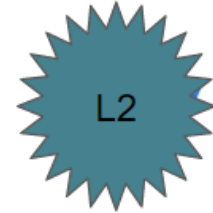
After all classes have administered their needs assessments, the EL Civics Curriculum Specialist, ESL Department Chair and Assistant Director of CACE analyze the results to see which options received the most votes. From there a calendar of COAAPs is created for the following school year. The majority of the COAAPs that make it onto the calendar are the top vote getters. However, there are some exceptions. For example, in 2019 the Census was not an option on the survey, but we knew how important the information and skills associated with this COAAP were. We added the Census COAAP to our calendar anyway and completed it with students in late winter of 2020, right before the actual Census began. The same thing happened with our Telemedicine unit. We created the revised the COAAP under the direction of Lori Howard at CASAS, and added it to our EL Civics Calendar for the fall of 2020 because we knew how relevant the material was in the middle of stay-at-home orders, and remote learning due to the Covid 19 pandemic.

CACE, Jennifer Parker-Adib

Needs Assessment Results from CACE (1)

L2

What do you NEED to learn more about in English class? Vote for 3 ONLY.

83 responses

HEALTH - Talk to your phar...		21 (25.3%)
HEALTH - Learn where to b...		17 (20.5%)
HEALTH - Talk to your docto...		32 (38.6%) — 28.5
WORK - Interview for a job a...		20 (24.1%)
WORK - Learn about worker...		21 (25.3%)
WORK - Learn about work-r...		9 (10.8%)
EDUCATION - Communicat...		24 (28.9%) — 13.6
HOUSING - Tell the landlord...		17 (20.5%)
COMMUNITY - Report a cri...		13 (15.7%)
COMMUNITY - Contact 911...		9 (10.8%)
COMMUNITY - Talk about y...		17 (20.5%)
COMMUNITY - Talk to a poli...		15 (18.1%)
COMMUNITY - Find importa...		22 (26.5%)
BANKING - Talk to a bank te...		22 (26.5%) — 10.6/10.7 1.6 48.
COMPUTERS- Learn how to...		22 (26.5%)
I´m a teacher I need to talk t...		1 (1.2%)

0   10   20   30   40

Needs Assessment Results from CACE (2)

Top vote getters - by level

	Quarter A	Quarter B	Quarter C
L1	None	Report an emergency 7.6 **2 tasks T1 = roleplay T2= write report**	Housing Problems 6.3 **2 tasks T1= write/describe pictures T2= roleplay**
L2	None	Health 28.5 **3 tasks T1= roleplay T2= form T3= roleplay**	Education 13.6 **2 tasks T1= leave voicemail T2= write/describe pictures**
L3/4	Soft skills @ work 37.4 **2 tasks T1= email, T2= roleplay**	Health 28.5 **3 tasks**	Career 14.5 **2 tasks T1= presentation T2= step ladder** ~~Successful students 13.6 3 tasks T1= voicemail T2= form T3= roleplay~~
L5	Soft skills @ work 37.4 **2 tasks**	Report an emergency 7.6 **2 tasks**	Successful Students 13.6 **3 tasks**

Needs Assessment Results from CACE (3)

Aligning COAAPs across the levels & sequence of text books

	Quarter A	Quarter B	Quarter C
L1	None	Housing Problems 6.3 **2 tasks**	Report an emergency 7.6 **2 tasks**
L2	Education 13.6 **2 tasks? V. Unit 2**	Education 13.6 **2 tasks** Health 28.5 **3 tasks V. unit 4**	
L3/4	Health 28.5 **3 tasks V. unit 4**	Soft skills @ work 37.4 **2 tasks V. unit 8**	Career 14.5 **2 tasks V. unit 1**
L5	Successful Students 13.6 **3 tasks**	Soft skills @ work 37.4 **2 tasks F unit 4**	Report an emergency 7.6 **2 tasks**

Develop and Administer a Workplace Needs Assessment

Develop and Administer an IELCE School Community Needs Assessment

- Develop and Administer an IELCE School Community Needs Assessment
- Survey community for job opportunities
  - Utilize Information from CTE, WIB and School Advisory Committees
- Decide which job training your agency or partner agencies can offer related to job opportunities
- Discuss with CTE/ESL teachers what level of ELLs could participate in training with English support
- Develop a needs assessment related to that job training.
- Administer the assessment to learners interested in job training.
- Utilize the results to inform your agency's selection of training programs to offer
  - Select or create COAAPs which best support the training offered
    - Example Workforce preparation COAAPS
      - CO 37 or 52 Soft Skills
      - CO 33 Get or keep a job skills
    - Example workforce training COAAPs:
      - CO 70 Early Childhood Education   ·CO 73 Information Technology
      - CO 71 Health Care   ·CO 74 Manufacturing/Machine Tech
      - CO 72 Building/Construction Safety   ·CO 75 Accounting

Workplace Needs Assessment

ESL 2022 Career Interest Survey

ESL students: please tell us about your career interests, goals and plans! Choose yes or no for each question. We will use this information to plan for future classes. Thank you for your help.

What is your first name? *

Your answer

What is your last name? *

Your answer

What is your email address? *

Your answer

Are you working now? *

○ Yes
○ No

Are you looking for a job now, or within the next year? *

○ Yes
○ No

Are you interested in careers in child-care, education, or working with children? *

Examples: Preschool director/teacher/aide, daycare provider, public school paraprofessional/classroom aide

○ Yes
○ No

Are you interested in careers in Healthcare? *

Examples: Certified Nursing Assistants (CNA), Clinical Medical Assistants (CMA), Personal Care Aides, Pharmacy Technician, Phlebotomy, Direct Support Professional, Behavioral Health Worker

○ Yes
○ No

Are you interested in being a Small Business Owner/Starting Your Own Business? *

Examples: planning, marketing, managing or growing your own business

○ Yes
○ No

Castro Valley Adult and Career Ed.

Needs Assessment Resources

Student Needs Assessment Resources

- EL Civics webpage www.casas.org

Needs Assessment

File	Type	Size	Download
School Community Needs Assessment Requirement for WIOA Title II, AEFLA EL Civics Funded Agencies	PDF	105.90 KB	Download
Needs Assessment Overview	PDF	209.36 KB	Download
Needs Assessment Example for EL Civics Students at BL Level	PDF	1.29 MB	Download
EL Civics School Community Student Needs Assessment Summary Form	PDF	96.90 KB	Download

- Meeting the Language Needs of Today's Adult English Language Learner: Companion Learning Resource (outside link)
- Center for Applied Linguistics Needs Assessment Information and Materials (outside link)
- Needs Assessment for Adult Learners, CAL Digest (outside link)

Self-Assessment

How would you characterize your understanding of EL Civics Student Community needs assessment?

On a piece of paper, rate yourself from 1-5

1 ⟶ **5**

I don't
know much

I'm an
expert

Reflection

- What will you do with the information from this webinar?

- What are you going to share with…
  - Administrators?
  - Teachers?
  - TOPSpro Enterprise staff?
  - Others?

Goals and Objectives

- By the end of this session, participants will be able to:
  - Identify the purpose of EL Civics Student Community Needs Assessment
  - Identify best practices of EL Civics Student Community Needs Assessment
  - Identify Resources for Needs Assessments

What questions do you have?

Please unmute yourself and ask

or

type in the chat

Thank you for attending!

Presented by

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Be CASAS Connected

Use #CASAScommunity and #AdultEdu to connect.

Visit the **EL Civics Conference 2020-21 playlist**
https://tinyurl.com/y3kcaf39 at the CASAS YouTube Channel

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