

# ***Southwestern Union Conference***

## **Annual Academy Curriculum Review**

---

Academy

---

Date

## Instructions

### General

This report is to be prepared and submitted to the academy operating board, Southwestern Union Office of Education and the local conference of education for a curriculum review.

Title Page: State the name of the school and date of the review.

Pages i-iv: Read carefully and **remove** from the final report.

Below is a list of instructions for completing the report. The instructions indicate what is to be placed in each column on the page.

### Philosophy, Goals and Mission Statement

Please attach your current school philosophy, goals and mission statement for an annual review by your board.

### Goals and Essential Elements

Please review the *Journey to Excellence* document with your local curriculum committee and/or faculty. Following the review of all the Goals and Essential Elements, please list two areas from the Essential Elements in which your curriculum is particularly effective, including a brief explanation for each strength. Then, please list two areas of your curriculum where you intend to make improvements in your curriculum to better meet unmet or weak goals/elements, including a plan for accomplishing each improvement.

### Preferred Practices

Please review with your curriculum committee and/or faculty the ten Preferred Practices as found in the *Journey to Excellence* document. Following the review, please list and explain two preferred practices that your school is already putting into practice. Then, please list two preferred practice areas which you intend to work on during the next year, giving a brief description of your planned efforts.

### School Enrollment

Place in the indicated column the student enrollment for each grade for last year, the current school year and the projected enrollment for next year.

## Secondary Staff Review

- **Degree** – Indicate the highest degree the employ has earned.
- **Certification** – Place type and date of expiration of certificate. See bottom of page for current listing of all possible certification status types and use only one of those listed.
- **Experience** – Under **local** indicate the years in this school and under **total** give the total number of years including experience at this school.
- **Employment Status** – Indicate current employment status. See bottom of page for current listing of all possible employment status types. Please use only one of those listed.
- **Classes Taught** – List the classes being taught this year by the teacher.
- **Credit** – Indicate per year total for the class.
- **Subject Area Endorsement** – Indicate whether the teacher has endorsement for this particular class with a yes or no.
- **Class Enrollment** – Indicate current semester total.
- **Periods per Week** – Indicate the number of times per week this class meets.
- **Average Minutes per Week** – Indicate the average number of minutes this class meets per week.
- **Course Outline** – Place an “X” for each class in which a course outline has been prepared and approved.
- **Secondary Standards** – Place an “X” to indicate a positive response to the use of the NAD adopted secondary standards in preparing to teach the class for this year.
- **Textbooks** – Indicate by an “X” if the textbook being used is listed in the NAD textbook list. If not, indicate by an “X” if the textbook being used has been approved as an alternate textbook by the Southwestern Union office of education.
- **Co-Curricular Assignments** – Note all other responsibilities or sponsorships of the staff member.

## Professional Growth Activities

Complete the form with the professional activities that have been or will be accomplished with the faculty/staff this academic year. Note the date of the in-service, type of activity or topic, and the main presenter.

### **Courses Added Since Last Year**

The name of all courses added since the preceding year, the rationale for the addition, and the date of approval from the academy board should be noted here.

### **Courses Deleted Since Last Year**

The name of all courses deleted since last year, the rationale for the deletion, and the date of approval from the academy board should be noted here.

### **Instructors Lacking a Certificate or Subject Endorsement**

If any classes are being taught by a teacher who does not have certification or the proper subject-area endorsement, then list those classes, the teacher, what the teacher is lacking and then give the reason why the teacher is teaching the class and the plans to get the proper certificate and/or subject-area endorsement.

### **AP and Dual Credit Classes**

List all AP classes and dual credit classes that are offered, the teacher who teaches it, who the class is offered to, (i.e. seniors, juniors) and the class enrollment.

### **Instructional Expenditures**

In the first line provide the total instructional expenses as defined in the *NAD Academy Accounting Manual*, Schedule 12-1, for the last two years. On line two place the total number of students as per your **opening report** for the last two years. On the third line place the total cost per student for the years indicated which is the total cost (line one) divided by the total number of students (line two).

Number four requests the expenses for the last two years of books and periodicals (a), audio-visual equipment (b), and expenditures per student (c). Line (c) is lines (a) and (b) totaled and divided by the number of students given in #2 above.

Number five asks for the total expended for curriculum materials and equipment during the last year. Equipment is only that which has been purchased for instructional purposes. The percentage of the total figure funded by the school operating budget is also requested in the blank provided.

Number six requests the total dollars spent for the last academic year for each department and the budgeted amount for the current school year.

## **Graduation Requirements**

Place in the identified columns the total Carnegie units required for graduation by the academy, the Southwestern Union and the state for both the recommended diploma and a college prep diploma (if your state has such).

## **Achievement Test Profile Sheet**

Complete this form for each of the grade levels (9,10,11), which took the Iowa Assessments test during the current school year. Graph the results.

## **Instructional Evaluation**

Concisely explain your instructional evaluation plans and procedures.

## **Class Schedule**

Place your class schedule of all courses offered as the next exhibit in your report.

## **Accreditation**

Please attach a copy of the major recommendations and any action plans from your last evaluation visit, along with responses to these recommendations and action plans, if any. Please give dates for completion of items. Please read through the entire list of recommendations (major and regular) from the last evaluation and list the total number of recommendations, the number partially completed, and the number totally completed.

## **The Annual Academy Curriculum Review**

In order to assure that the philosophy and objectives of a school are transformed into educational practices that represent the highest ideals of Seventh-day Adventism, it is urged that each academy's faculty and operating board give careful and thoughtful attention to the assessment and evaluation of the curricular experience available on an academy campus.

The administrator and curriculum committee, together with assistance from the faculty, will prepare statistical information and a comprehensive report which will portray as accurately as possible the campus factors which tend to disseminate knowledge and modify behavior. This material will be presented to the operating board at a meeting devoted to this agenda some time during the school year. It will provide information to evaluate the present program and to serve as a basis for future planning. The following are factors to be considered:

- The unique mission of the school as a Seventh-day Adventist training center
- The needs and desires of the constituency
- The needs and desire of the students
- The requirements of accreditation agencies
- The requirements of college entrance
- The development of adequate job descriptions for personnel
- The implications of providing for adequate facilities, equipment, supplies, and general financing on a long-term basis

The above is to be done in an effort to assure that definite attention is given to curriculum development, evaluation, and adjustment in an ongoing manner as a means of ensuring the achievement of the goals and objectives of the school.

In this manner the board shall recognize and accept its responsibility to formulate long-term curriculum and financial plans and ensure their implementation regardless of administrative and staff changes that may occur over the years.

This document should be completed by the administration in cooperation with the school curriculum committee. Copies should be made for each board member and be presented at the annual curriculum review board meeting. The information will be a major consideration when making any curriculum changes in the school program.

## **Philosophy, Goals and Mission Statement**

Our Philosophy and Goals:

Our School Mission Statement:

## Goals and Essential Elements

Current Strengths:

1.

2.

Planned Improvements:

1.

2.



## Preferred Practices

Current Strengths:

1.

2.

Planned Improvements:

1.

2.

**School Enrollment**  
Current year is 20\_\_-20\_\_

<b>School Year</b>	<b>K-8</b>	<b>Grade 9</b>	<b>Grade 10</b>	<b>Grade 11</b>	<b>Grade 12</b>	<b>Total Grades 9-12</b>
<b>Last Year</b>						
<b>Current Year</b>						
<b>Projected Next Year</b>						

## Secondary Staff Review

Name:		Classes Taught	Credit	Subject Area Endorsement Yes/No	Class Enrollment	Periods Per Week	Average Minutes Per Week	Course Outline Provided	Using Secondary Standards	Textbooks		Co-Curricular Assignments
										NAD List	Approved Alternate	
Degree:												
Certification												
State:	NAD:											
Experience												
Local:	Total:											
Employment Status												
Current:	Next Year:											

Name:		Classes Taught	Credit	Subject Area Endorsement Yes/No	Class Enrollment	Periods Per Week	Average Minutes Per Week	Course Outline Provided	Using Secondary Standards	Textbooks		Co-Curricular Assignments
										NAD List	Approved Alternate	
Degree:												
Certification												
State:	NAD:											
Experience												
Local:	Total:											
Employment Status												
Current:	Next Year:											

**Types of Certification:**

B—Basic S—Standard P—Professional  
 C—Conditional A—Administrator N—None  
 DS—Designated Subjects

**Employment Status:**

Internship Regular Probationary Administrative Part-Time

## Secondary Staff Review

Name:		Classes Taught	Credit	Subject Area Endorsement Yes/No	Class Enrollment	Periods Per Week	Average Minutes Per Week	Course Outline Provided	Using Secondary Standards	Textbooks		Co-Curricular Assignments
										NAD List	Approved Alternate	
Degree:												
Certification												
State:	NAD:											
Experience												
Local:	Total:											
Employment Status												
Current:	Next Year:											

Name:		Classes Taught	Credit	Subject Area Endorsement Yes/No	Class Enrollment	Periods Per Week	Average Minutes Per Week	Course Outline Provided	Using Secondary Standards	Textbooks		Co-Curricular Assignments
										NAD List	Approved Alternate	
Degree:												
Certification												
State:	NAD:											
Experience												
Local:	Total:											
Employment Status												
Current:	Next Year:											

**Types of Certification:**

B—Basic S—Standard P—Professional  
 C—Conditional A—Administrator N—None  
 DS—Designated Subjects

**Employment Status:**

Internship Regular Probationary Administrative Part-Time

## Secondary Staff Review

Name:		Classes Taught	Credit	Subject Area Endorsement Yes/No	Class Enrollment	Periods Per Week	Average Minutes Per Week	Course Outline Provided	Using Secondary Standards	Textbooks		Co-Curricular Assignments
										NAD List	Approved Alternate	
Degree:												
Certification												
State:	NAD:											
Experience												
Local:	Total:											
Employment Status												
Current:	Next Year:											

Name:		Classes Taught	Credit	Subject Area Endorsement Yes/No	Class Enrollment	Periods Per Week	Average Minutes Per Week	Course Outline Provided	Using Secondary Standards	Textbooks		Co-Curricular Assignments
										NAD List	Approved Alternate	
Degree:												
Certification												
State:	NAD:											
Experience												
Local:	Total:											
Employment Status												
Current:	Next Year:											

**Types of Certification:**

B—Basic S—Standard P—Professional  
 C—Conditional A—Administrator N—None  
 DS—Designated Subjects

**Employment Status:**

Internship Regular Probationary Administrative Part-Time

## Secondary Staff Review

Name:		Classes Taught	Credit	Subject Area Endorsement Yes/No	Class Enrollment	Periods Per Week	Average Minutes Per Week	Course Outline Provided	Using Secondary Standards	Textbooks		Co-Curricular Assignments
										NAD List	Approved Alternate	
Degree:												
Certification												
State:	NAD:											
Experience												
Local:	Total:											
Employment Status												
Current:	Next Year:											

Name:		Classes Taught	Credit	Subject Area Endorsement Yes/No	Class Enrollment	Periods Per Week	Average Minutes Per Week	Course Outline Provided	Using Secondary Standards	Textbooks		Co-Curricular Assignments
										NAD List	Approved Alternate	
Degree:												
Certification												
State:	NAD:											
Experience												
Local:	Total:											
Employment Status												
Current:	Next Year:											

**Types of Certification:**

B—Basic S—Standard P—Professional  
 C—Conditional A—Administrator N—None  
 DS—Designated Subjects

**Employment Status:**

Internship Regular Probationary Administrative Part-Time

## Secondary Staff Review

Name:		Classes Taught	Credit	Subject Area Endorsement Yes/No	Class Enrollment	Periods Per Week	Average Minutes Per Week	Course Outline Provided	Using Secondary Standards	Textbooks		Co-Curricular Assignments
										NAD List	Approved Alternate	
Degree:												
Certification												
State:	NAD:											
Experience												
Local:	Total:											
Employment Status												
Current:	Next Year:											

Name:		Classes Taught	Credit	Subject Area Endorsement Yes/No	Class Enrollment	Periods Per Week	Average Minutes Per Week	Course Outline Provided	Using Secondary Standards	Textbooks		Co-Curricular Assignments
										NAD List	Approved Alternate	
Degree:												
Certification												
State:	NAD:											
Experience												
Local:	Total:											
Employment Status												
Current:	Next Year:											

**Types of Certification:**

B—Basic S—Standard P—Professional  
 C—Conditional A—Administrator N—None  
 DS—Designated Subjects

**Employment Status:**

Internship Regular Probationary Administrative Part-Time

## Secondary Staff Review

Name:		Classes Taught	Credit	Subject Area Endorsement Yes/No	Class Enrollment	Periods Per Week	Average Minutes Per Week	Course Outline Provided	Using Secondary Standards	Textbooks		Co-Curricular Assignments
										NAD List	Approved Alternate	
Degree:												
Certification												
State:	NAD:											
Experience												
Local:	Total:											
Employment Status												
Current:	Next Year:											

Name:		Classes Taught	Credit	Subject Area Endorsement Yes/No	Class Enrollment	Periods Per Week	Average Minutes Per Week	Course Outline Provided	Using Secondary Standards	Textbooks		Co-Curricular Assignments
										NAD List	Approved Alternate	
Degree:												
Certification												
State:	NAD:											
Experience												
Local:	Total:											
Employment Status												
Current:	Next Year:											

**Types of Certification:**

B—Basic S—Standard P—Professional  
 C—Conditional A—Administrator N—None  
 DS—Designated Subjects

**Employment Status:**

Internship Regular Probationary Administrative Part-Time



## Secondary Staff Review

Name:		Classes Taught	Credit	Subject Area Endorsement Yes/No	Class Enrollment	Periods Per Week	Average Minutes Per Week	Course Outline Provided	Using Secondary Standards	Textbooks		Co-Curricular Assignments
										NAD List	Approved Alternate	
Degree:												
Certification												
State:	NAD:											
Experience												
Local:	Total:											
Employment Status												
Current:	Next Year:											

Name:		Classes Taught	Credit	Subject Area Endorsement Yes/No	Class Enrollment	Periods Per Week	Average Minutes Per Week	Course Outline Provided	Using Secondary Standards	Textbooks		Co-Curricular Assignments
										NAD List	Approved Alternate	
Degree:												
Certification												
State:	NAD:											
Experience												
Local:	Total:											
Employment Status												
Current:	Next Year:											

**Types of Certification:**

B—Basic S—Standard P—Professional  
 C—Conditional A—Administrator N—None  
 DS—Designated Subjects

**Employment Status:**

Internship Regular Probationary Administrative Part-Time

### Professional Growth Activities

Complete the following form pertaining to the professional growth activities that have been planned for the faculty/staff for this school year.

Date	Activity/Topic	Presenter

### Courses Added Since Last Year

Title	Credit	Reason Added	Date Approved

### Courses Deleted Since Last Year

Title	Credit	Reason Added	Date Approved

List secondary subjects taught this year by teachers who do not hold a valid certificate and/or subject-area endorsement.

Subject	Teacher	Lacks Teaching Certificate	Lacks Subject Endorsement	Reason for Assignment	Plans for Teacher to Obtain Certificate and/or Endorsement

List AP classes and dual credit classes offered.

Course Title	Instructor	Offered to:	Enrollment

## Instructional Expenditures

	Last Year	Two years ago
1. Total costs of instructional program for the years indicated.*	_____	_____
2. Total number of students	_____	_____
3. Total cost per student**	_____	_____
4. Library expenses		
a. Books, periodicals	_____	_____
b. Audio-visual equipment	_____	_____
c. Expenditures per student***	_____	_____
5. Indicate total spent for curriculum materials and equipment during the last year.	_____	_____
What percentage of the above figure was funded from the school operating budget?	_____	_____
	Budget This Year	Spent Last Year
6. List the departmental budgets		
Art	_____	_____
Bible	_____	_____
Computer Education	_____	_____
English	_____	_____
Health	_____	_____
Mathematics	_____	_____
Modern Languages	_____	_____
Music	_____	_____
Physical Education	_____	_____
Science	_____	_____
Social Studies	_____	_____
Other	_____	_____

\*Total instructional expenses - Schedule 12-1 *Academy Accounting Manual*

\*\*Number 1 divided by 2

\*\*\* a plus b divided by total number of students

## Graduation Requirements

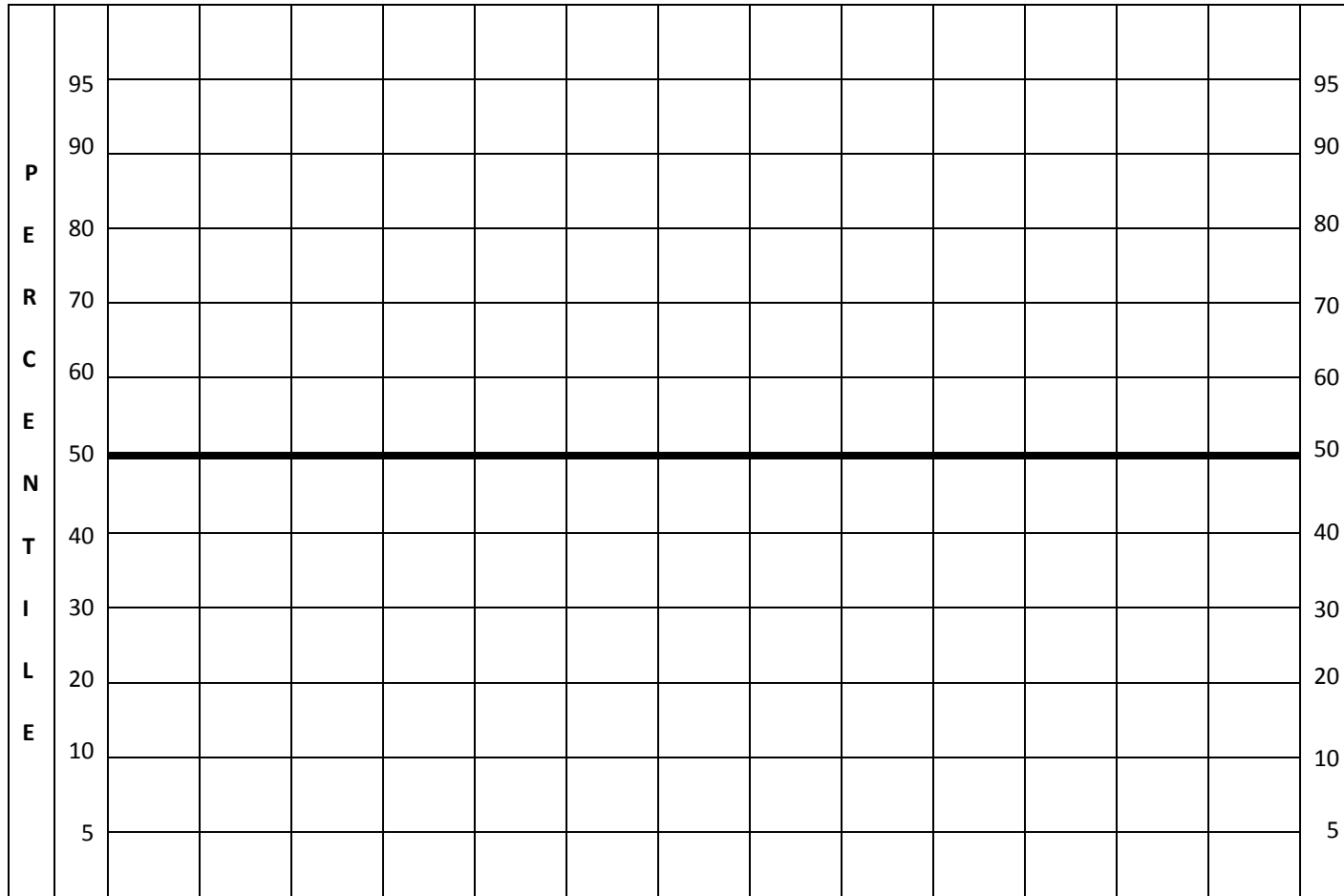
Subject or Course	Requirements					
	School		SW Union		State	
	Recommended	College Prep	Required	College Prep	Recommended	College Prep
Religion*			4			
English			4			
Math			2 or 3			
Science			2 or 3			
Social Studies			3			
Economics			0			
Speech			0			
Computer Education			1			
Modern Language			0			
Fine Arts			0			
Health			0.5			
Physical Education			1			
Community Service			0			
Other			6.5			
<b>Total Credits</b>			<b>24</b>			

\*One credit for each year of attendance

# Iowa Assessments Profile Chart

Test of Achievement  
and Proficiency

Grade \_\_\_\_\_  
School \_\_\_\_\_  
Date of Test \_\_\_\_\_  
Test Form \_\_\_\_\_



Reading    Written    Conv of    Vocab    ELA    Math    Comp    Math    Core    Social    Science    Complete  
                  Exp            Writing    Total                    Total    Comp    Studies    Science    Composite

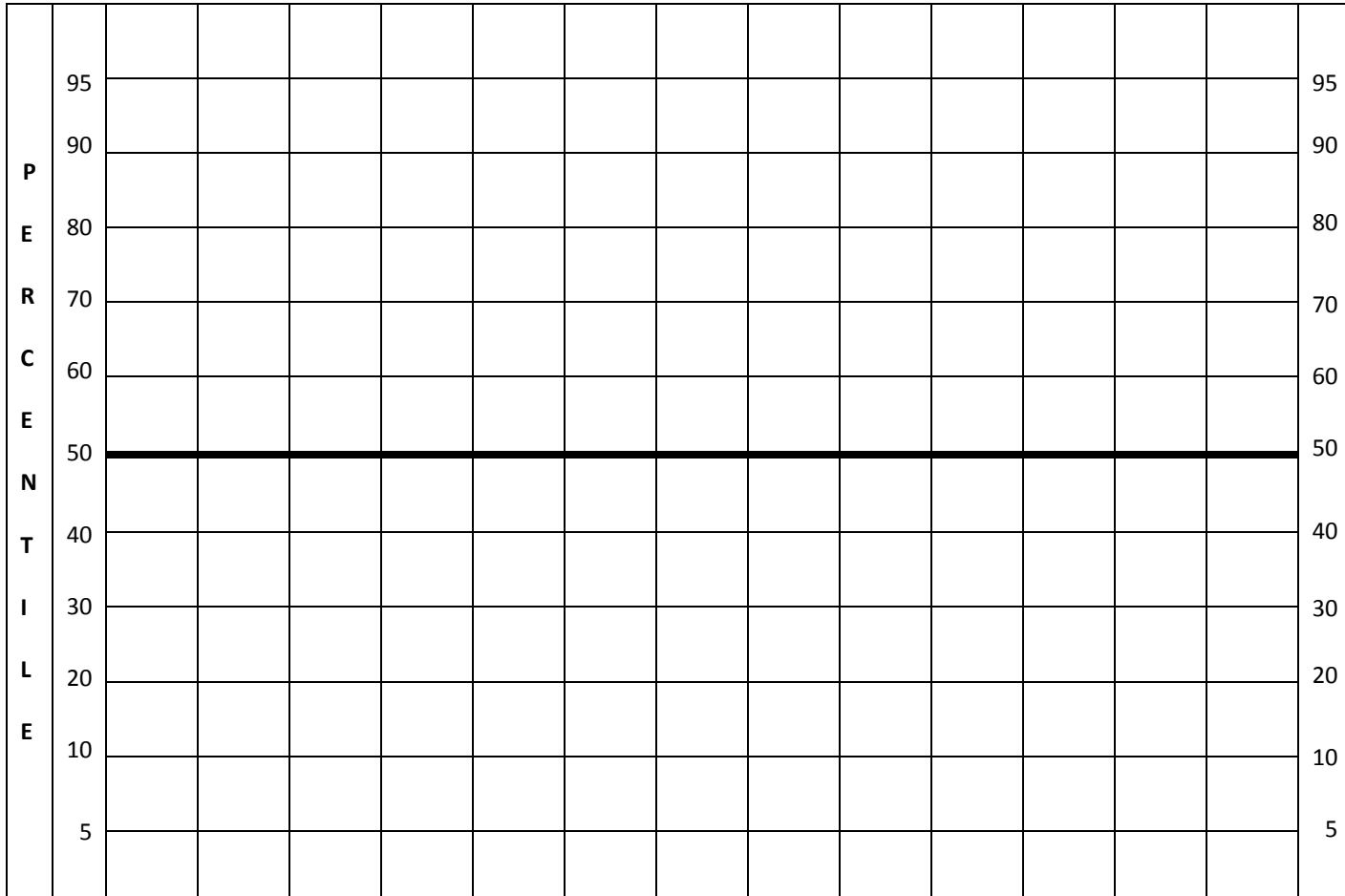
Give Numerical  
Values Here →

\_\_\_\_\_

# Iowa Assessments Profile Chart

Test of Achievement  
and Proficiency

Grade \_\_\_\_\_  
School \_\_\_\_\_  
Date of Test \_\_\_\_\_  
Test Form \_\_\_\_\_



Reading    Written Exp    Conv of Writing    Vocab    ELA Total    Math    Comp    Math Total    Core Comp    Social Studies    Science    Complete Composite

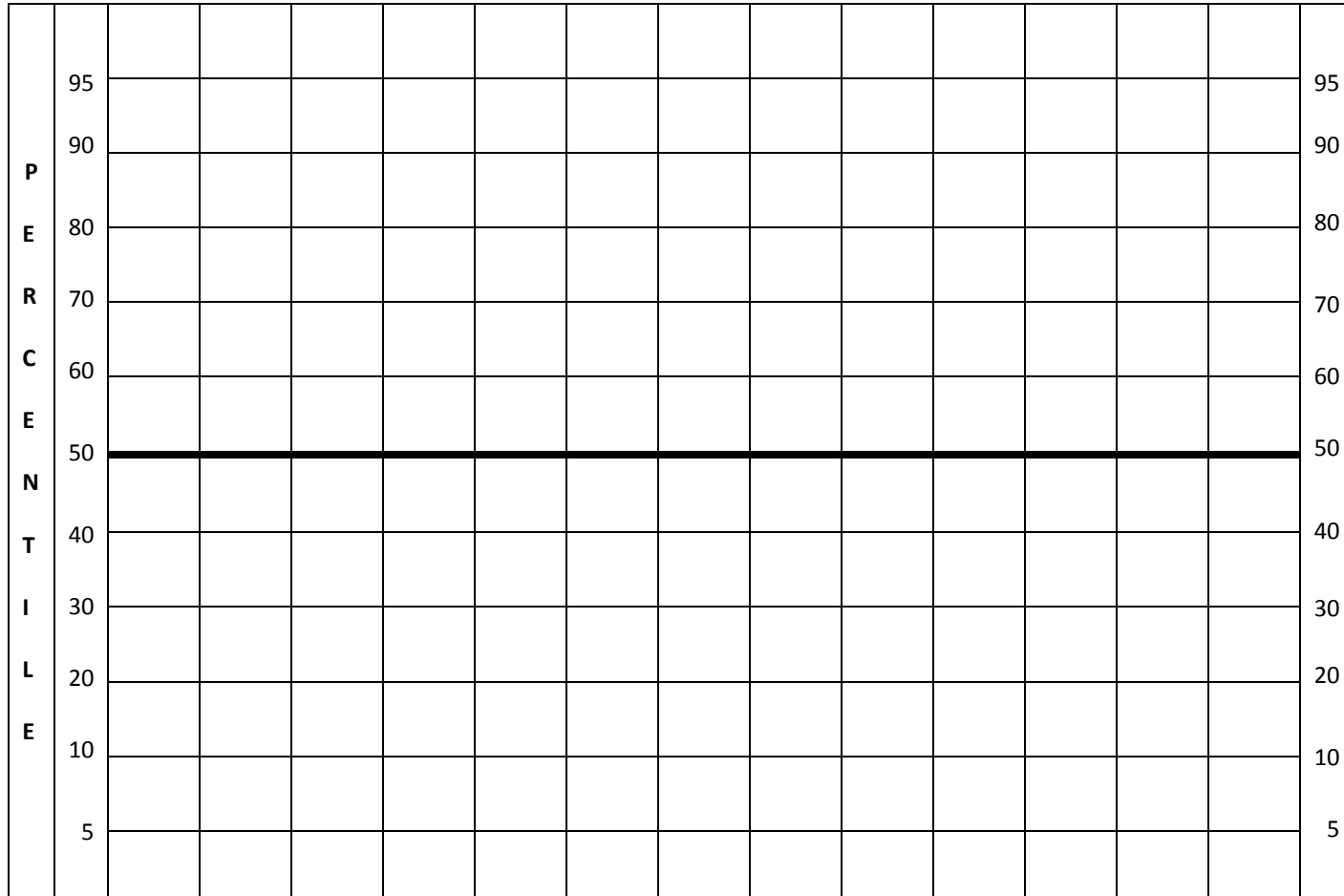
Give Numerical  
Values Here →

\_\_\_\_\_

# Iowa Assessments Profile Chart

Test of Achievement  
and Proficiency

Grade \_\_\_\_\_  
School \_\_\_\_\_  
Date of Test \_\_\_\_\_  
Test Form \_\_\_\_\_



Reading    Written    Conv of    Vocab    ELA    Math    Comp    Math    Core    Social    Science    Complete  
                  Exp            Writing    Total                          Total    Comp    Studies               Composite

Give Numerical  
Values Here →

\_\_\_\_\_



## Instructional Evaluation

It is expected that the building principal should be involved in **written** evaluations of classroom teachers. Refer to the *Southwestern Union Education Code* for more details.

1. Describe how teachers were evaluated last year in your school, including how many written evaluations were used.

2. Briefly describe your plan to evaluate the teachers in your school this year.

**Place Class Schedule here then remove this sheet!**

**Place Class Schedule here then remove this sheet!**

**Place Class Schedule here then remove this sheet!**



## Adventist Education

### Progress Report

Progress reports are required of most NAD Adventist schools each year. Below is a chart showing who needs to complete the Progress Report.

Type of term	General Information Page	Major Recommendations And Action Plans	Non-major Recommendations	How Often
Six Clear (6 Clear)	√	√		In the third year
Interim Review (6-IR)	√	√		Every year
Revisit (PR-2 or PR-3)	√	√	√	Every year
Probation	√	√	√	Probation is only one year

\_\_\_\_\_ **Adventist Academy**

**of the**

\_\_\_\_\_ **Conference**

A Progress Report of the  
Full-scale Evaluation done on

\_\_\_\_\_

Prepared for the  
Southwestern Union Conference  
and  
North American Division  
Commission on Accreditation  
of the  
Accrediting Association of Seventh-day Adventist  
Schools, Colleges, and Universities, Inc.  
Date of Report Preparation

\_\_\_\_\_

## SCHOOL PROFILE SUMMARY REPORT

To be completed by the Principal, confirmed by the Evaluation Chairperson and submitted with the Visiting Committee Report.

### SCHOOL IDENTIFICATION:

School Name: \_\_\_\_\_ School ID: \_\_\_\_\_

Address: \_\_\_\_\_

Conference: \_\_\_\_\_ Union Conference: \_\_\_\_\_

Principal: \_\_\_\_\_ E-Mail: \_\_\_\_\_

School Type: \_\_\_\_\_ No. of Constituent Churches: \_\_\_\_\_ Membership: \_\_\_\_\_

### ENROLLMENT DATA: (Current School Year)

Opening Enrollment History and Projected Enrollment Total for ALL Grades					
3 Years Ago	2 Years Ago	1 Year Ago	Current Year	Next Year	In 2 Years

Percentage of Current  
Students from Adventist  
Homes: \_\_\_\_\_%

### PERSONNEL DATA: (Current School Year)

Number of Total Staff (FTE): Administrative: \_\_\_\_\_ Certificated Instructional: \_\_\_\_\_

K-12 School Only: Number of Certificated Instructional (FTE): K-8: \_\_\_\_\_ 9-12: \_\_\_\_\_

Number of Staff (Head Count) Part-time: \_\_\_\_\_ Classified/Support Staff: \_\_\_\_\_

### FINANCIAL DATA: (Last Fiscal Year)

Total Operating Expense (Last Fiscal Year): \_\_\_\_\_ Actual Increase (Decrease): \_\_\_\_\_

Total Tuition/Fees Income (as % all income): \_\_\_\_\_ Operating Expense Per Std: \_\_\_\_\_

### ACCREDITATION DATA:

Date of Prior Full Evaluation Visit: \_\_\_\_\_ Term Granted: \_\_\_\_\_

Date of Any Additional Visits: \_\_\_\_\_ Type of Visit: \_\_\_\_\_

### SIGNATURE:

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

**Progress Report**  
**From the Full-scale Site Visit on \_\_\_\_\_**

**\_\_\_\_\_ Adventist Academy**

Place an (X) after the number of each recommendation indicating the degree to which it has been completed.

<b>Major Recommendation</b>	<b>Completed</b>	<b>Partially Completed</b>	<b>Not Completed</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>Percentage</b>			

## **PROGRESS REPORT**

**(SAMPLE FORMAT)**

### **Major Recommendation # 1**

That the administration make an annual report to the board in the progress in implementing the recommendations in the 2007 Visiting Committee Report.

### **School Response:**

The first report was made to the board at the March 2008 meeting. Since then, an annual report has been given to the board as well as periodic updates during the school year.

### **Major Recommendation:**

### **School Response:**

### **Major Recommendation:**

### **School Response:**

### **Major Recommendation:**

### **School Response:**

## PROGRESS REPORT - ACTION PLANS

### (SAMPLE FORMAT)

**School Standard No. 28** - (Implement block schedule in program)

**School Response:**

Teachers took part in developing new schedule. In-service was conducted to help teachers utilize longer periods to best advantage. New schedule was implemented in the 2010-2011 school year.

**Action Plan No. 1** - (Rebuild Girl's Dorm)

**School Response:**

The architect's plans have been completed and approved by the board. Contracts have been signed and work has begun. Present progress indicates that the building will be completed by \_\_\_\_\_.

**Action Plan No. \_\_\_\_** (Synopsis of Action Plan)

**School Response:**

**Action Plan No. \_\_\_\_** (Synopsis of Action Plan)

**School Response:**

**Action Plan No. \_\_\_\_** (Synopsis of Action Plan)

**School Response:**

**Action Plan No. \_\_\_\_** (Synopsis of Action Plan)

**School Response:**