



## **Pacific Union Conference Annual Curriculum and Accreditation Review**

**(For Senior Academy, Junior Academy, Extension School, Affiliate School and Elementary Schools offering Algebra I)**

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**School:** \_\_\_\_\_

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

**Principal:** \_\_\_\_\_

**Registrar:** \_\_\_\_\_

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

### **Curriculum & Course Offerings**

- **Report for 2010-2011**
- **Proposed Courses for 2011-2012**  
*(Schools doing an annual review in the spring will provide data for both years.)*

### **NAD/AAA Annual Progress Report**

- **Major Recommendations/  
Critical Areas of Growth**
- **School Improvement Action Plans**

**Next Accreditation Visit:** \_\_\_\_\_

# Instructions for Each Section of the Report Form

This report is significantly different from previous reports because it *includes the Annual Progress Report* that schools normally submit to the NAD. This report is to be submitted to the Conference Office of Education by each senior academy, junior academy, extension school, affiliate school and elementary school offering Algebra I for high school credit. *The report is to be submitted on or before the date set by the LCOE superintendent of schools or designee.* (See “Secondary Curriculum Review Committee” *Education Code C21-124.*)

**TITLE PAGE:** Provide the information requested.

## SECTION I: ENROLLMENT

Supply enrollment information as requested. If the school is a K-9/K-10/K-12 campus, then submit K-8 enrollment numbers as well.

- |                 |   |
|-----------------|---|
| Current year:   | Report the number of students in attendance as submitted in the <b>Opening Report</b> .   |
| Next two years: | Provide an <b>estimate</b> of the number of students who may be expected to attend during the next two years based on current enrollment. |

## SECTION II: CURRICULUM

- A. Indicate the type of program that has been authorized. Elementary schools offering Algebra I for high school credit **must** complete section A4.
- B. Correspondence/Distance Education – List any secondary subjects that are offered as supervised correspondence and/or distance education courses, by one of the teachers at school.
- C. List the courses that do **not** meet the 200-minutes/240-minutes minimum time requirement. The credit for classes receiving less than 5 semester periods of credit must be proportionate to class time.
- D. List each course that is taught by a teacher who does not hold a valid denominational certificate or endorsement. State the basis for the assignment. (Examples: Resignation of former teacher, to relieve overload of regular teacher, or temporary emergency assignment.)
- E. Provide information as to how students are meeting the “Community Service/Service Learning” graduation requirement and how it is being coordinated by the school.
- F. Describe how the “Work Experience” graduation requirement is being met.
- G. A course outline must be on file at the principal’s office or the Conference Office of Education. When a new course is being offered, a course outline must be attached to this document for review by the Curriculum Review Committee.
- H. Indicate the various diplomas offered by the school.

### SECTION III: PERSONNEL ASSIGNMENTS AND COURSE INFORMATION

Supply the information as requested for each of the columns A through L.

**COLUMN A:** List *names* of Secondary Faculty. Indicate other *assignments*. (Examples: Jr. High math, Senior Class sponsor, Hiking Club sponsor, after school supervision, etc.)

**COLUMN B:** *Teaching Certificate* (“Denom” refers to **denominational certificate**) – Use the symbols below to indicate the type of valid denominational certificate the teacher holds:

**B**=Basic; **C**=Conditional; **D**=Designated Subjects/Service; **P**=Professional; **S**=Standard

**COLUMN C:** List *courses taught by each teacher*. (Examples: Religion I, World History, etc.) Course titles, as far as possible, should parallel course listings in curriculum guides.

**COLUMN D:** *Subject Endorsement* – Indicate “Yes” or “No” to show whether the teacher has a valid subject endorsement for each course taught. (This includes the Conditional and

Designated Subjects/Services Certificate). Verify the endorsement with information obtained from the latest information available from the Local Conference Office of Education.

**COLUMN E and F:** Indicate courses being taught with a “Yes” or “No” for the current year and projected for next school year. *Schools doing a Fall Curriculum Review may leave column “F” blank.*

**COLUMN G:** Write “Yes” or “No” to indicate if course outline has been approved by the University of California.

**COLUMN H:** Indicate the *number of students* currently enrolled in the course.

**COLUMN I:** Indicate the number of *semesters* each course is taught. Put a “1” if it is a one-semester course and a “2” if it is a two-semester

course. If it is less than a semester indicate the number of weeks the course is offered.

**COLUMN J:** Indicate the *credit granted* for the course. Use semester periods. (Example: 5 s.p. / 10 s.p.) Credit granted must be consistent with the number of minutes the class has met.

**COLUMN K:** Give the weekly student-teacher contact time in *minutes*. Do not include break time or passing time. Laboratory courses, such as Biology, require a minimum of 240 minutes per week.

**COLUMN L:** Indicate “Yes” or “No” if the textbook used for the course is listed in the **current** North American Division *Secondary Textbook List*. Indicate “None” if a textbook is not used for the course. If “No” is listed, please complete the “Textbook Audit” section of this report.

### SECTION IV: TEXTBOOK AUDIT

Provide the information requested for each textbook that is not listed in the **current** *Secondary Textbook List*. The “Approval Date” is the date the superintendent of schools or designee, granted approval for the use of each alternative text.

### SECTION V: CLASS SCHEDULE

Attach a copy of the current class schedule. If a schedule is published each semester, attach a copy for both semesters. Include a Friday schedule.

## NAD/AAA ANNUAL PROGRESS REPORT

Every senior academy accredited by AAA is to complete an annual progress report even if WASC did not request an annual progress report.

The policy is:

- Schools no longer submit an annual progress report directly to the NAD;
- The Progress Report will be a part of the annual curriculum and credit review (Pacific Union Protocol);
- The Progress Report will go through a “**peer review**” process at the local conference level (Pacific Union Protocol);
- The Pacific Union will submit a report to the NAD listing schools that have complied with submission of the annual progress report;
- Conferences that do a Fall Curriculum Review will need to have schools update the Curriculum Review and Annual Progress Report and approve courses to be offered next school year as outlined in the Ed Code;
- **Critical Areas of Growth** identified in the AAA-WASC Visiting Committee Report and in the letter from WASC after the full visit may be viewed as synonymous with **Major Recommendations**;
- It is important to report on the progress that has been made on the adopted **School Improvement Action Plan**; some conferences may require the school to attach a copy of the school board adopted School Improvement Action Plan;
- Follow instructions that are included in the Progress Report.

## I. ENROLLMENT

(Current year plus projection for two more)

School Year	K-8	Grade 9	Grade 10	Grade 11	Grade 12	TOTAL Grades 9-12
2010-2011						
2011-2012						
2012-2013						

## II. CURRICULUM

A. Type of program authorized: *(Please check appropriate boxes)*

### 1. Junior Academy

- ☐ Multi-grade Classroom Grades 7-9 (*Education Code A14-124*)
- ☐ Secondary School **Affiliate** Program (*Education Code A14-144*)  
     Senior Academy affiliated with \_\_\_\_\_
- ☐ Standard Program Grade 9 (*Education Code A14-128*)
- ☐ Standard Program Grades 9 and 10 (*Education Code A14-132*)
- ☐ Subject Alternation Program Grades 9-10 (*Education Code A14-136*)

### 2. Correspondence Courses/Distance Education

- ☐ Griggs University & International Academy (supervised correspondence courses)
- ☐ Online Distance Education with \_\_\_\_\_

### 3. Senior Academy, Grades 9-12

- ☐ Block/modified Schedule
- ☐ Intensive Block Schedule
- ☐ Traditional Schedule

### Extension School, Grades 9-12

- ☐ Block/modified Schedule
- ☐ Intensive Block Schedule
- ☐ Traditional Schedule

### 4. Elementary School – Offering Algebra I in 8<sup>th</sup> grade (*Education Code C14-116*)

- (a) Date authorized by conference office of education \_\_\_\_\_ (b) Total minutes/week \_\_\_\_\_
- (c) Credits \_\_\_\_\_ (d) Text used \_\_\_\_\_
- (e) Teacher \_\_\_\_\_
- (f) Certificate \_\_\_\_\_ (g) Endorsement \_\_\_\_\_

B. Correspondence/Distance Education: *(List any secondary subjects offered as supervised correspondence and/or distance education courses.)*

Title of Course	Institution Offering Course	Date Approved by LCOE or Conference Curriculum/Review Comm.

C. List the courses that do **not** meet the class time requirements as specified in the *Pacific Union Conference Education Code* Sections C20-104, C20-108 (Jr. Academy) and C29-112 (Senior Academy).

Course	Minutes Per Week	Credits Granted	Justification For Credit Granted

D. 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

E. Describe how students are meeting the “Community Service/Service Learning” graduation requirement, and who is responsible for coordinating this program.

F. Describe how the “Work Experience” graduation requirement is being met.

G. All course outlines have been approved by the school administration (or the local conference office of education for junior academies).

☐ Yes      ☐ No

If “No” is checked, attach any course outlines that have not been approved.

H. Diploma Offered:    ☐ Basic      ☐ Advanced/College Prep.    ☐ Other \_\_\_\_\_

### III. PERSONNEL ASSIGNMENTS AND COURSE INFORMATION

(A) Secondary Faculty	(B) Certification		(C) Courses Taught	(D) Denom. Endorse- ment	(E) Current Year	(F) Next Year	(G) UC Approved	(H) Current Class Enrollment	(I) 1 or 2 Semesters	(J) Credit	(K) Total Minutes per week	(L) Texts PUC Approved
	State	Denom.										
Name:												
Other Assignments												
Name:												
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Name:												
Other Assignments												
Name:												
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Name:												
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## IV. TEXTBOOK AUDIT

If a "No" has been indicated in column "L" of the *Personnel Assignments and Course Information*, please provide the information requested below.

[illegible]

## V. CLASS SCHEDULE

Attach a copy of the current class schedule. If a schedule is published each semester, attach a copy for **both semesters**. Include a Friday schedule.

# NAD/AAA

## Annual Progress Report

Progress reports are required of 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 & 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

*(Sample Cover Page)*

**Blank Adventist Academy**

**of the**

**Blank Conference**

A Progress Report of the  
Full-scale Evaluation done on

Insert Date Here

Prepared for

**The Pacific Union Conference**

and

**The North American Division Commission on Accreditation**

of the

**Accrediting Association of Seventh-day Adventist  
Schools, Colleges, and Universities, Inc.**

Date of Report Preparation

Insert Date Here

# GENERAL INFORMATION FORM

## North American Division Commission on Accreditation

This General Information Form is to be completed and must accompany Progress Reports and Interim Review and Revisit Reports.

A. IDENTIFYING DATA

Name of School \_\_\_\_\_

Address \_\_\_\_\_

Conference \_\_\_\_\_

Superintendent of Schools \_\_\_\_\_

Principal \_\_\_\_\_

B. TYPE OF SCHOOL

\_\_\_ Boarding Academy \_\_\_ Day Academy (9-12) \_\_\_ Day Academy (K-12)

Number of Supporting Constituent Churches \_\_\_\_\_

Constituent Membership \_\_\_\_\_

C. ENROLLMENT DATA

Current Student Enrollment (9-12) \_\_\_\_\_

Enrollment Last Year (9-12) \_\_\_\_\_

D. ADMINISTRATION AND STAFF

Number of Administrative Staff (FTE) \_\_\_\_\_

Number of Instructional Staff (FTE) \_\_\_\_\_

Number of Part-time Instructional Staff (Head count) \_\_\_\_\_

Number of Auxiliary/Classified Staff (Head count) \_\_\_\_\_

E. DATE OF LAST EVALUATION

Full-scale \_\_\_\_\_ Revisit \_\_\_\_\_ Interim \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Progress Report**  
**From the Full-scale Site Visit on (Insert Date) to**

**Blank 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 2005 Visiting Committee Report.

### **School Response:**

The first report was made to the board at the March 2006 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 2006-2007 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:**