

SIGN LANGUAGE PROGRAM ANNUAL REPORT MODEL 1

Frank Caccamise
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OVERVIEW OF PROGRAM 20XX-XX STAFF ASL PROGRAM REPORT

Note: In this report Academic Year (AY) includes Fall and Spring Semesters of each school year.

The *PROGRAM AYXX-XX Staff American Sign Language (ASL) Report* provides the following information for PROGRAM staff members with ASL skill level standards based on the Sign Language Proficiency Interview (SLPI) Rating Scale:

1. By AY Sign Language Proficiency Interview (SLPI) services provided (Table 1, page 6).
2. By AY number and percentage that have and have not taken the SLPI (Table 2, page 6).
3. By AY number and percentage that have and have not achieved their ASL standards (Table 3, page 6).
4. By AY number and percentage of JOB AREA 4 staff members that have and have not achieved their ASL standards (Table 4, page 7).
5. By AY number and percentage of JOB AREA 5 staff members that have and have not achieved their ASL standards (Table 5, page 7).
6. By AY number and percentage that were above, at, and below their ASL standards at time of job entry (Table 6, page 7).
7. For AYXX-XX number and percentage by job areas that have and have not achieved their ASL standards (Table 7, page 8).
8. For AYXX-XX number and percentage by job areas that have achieved each SLPI rating level/range (Table 8, pages 9-10).
9. For AYXX-XX number and percentage having ASL standards that registered for PROGRAM ASL courses and of these the number and percentage that satisfied the 75% or greater course attendance expectation (Section XII, page 11, and Tables B2 through B5, pages 15-17).

Taking into consideration the above information, Section XIII (page 11) of this report provides recommendations for PROGRAM staff members with ASL standards.

In addition, Appendix B (pages 13-20) of this report provides (a) 20XX Summer Session and AYXX-XX Staff ASL Instructional information, including instructional opportunities and attendance for all PROGRAM Staff, and (b) 20XX Summer Session and AYXX-XX Fall and Spring Semester staff ASL instructional plans. .

As has been the case since initiating these annual reports, information in these reports continues to assist us in making decisions for PROGRAM staff members' ASL skill level standards and for making other related PROGRAM Staff ASL Program decisions including policy, procedures, and instructional decisions. We welcome your comments and questions about the *PROGRAM 20XX-XX Staff ASL Program Report*.

Note: In addition to staff member ASL services, during AYXX-XX the PROGRAM ASL Program provided ASL assessment services for XX PROGRAM kindergarten through fifth grade students.

PROGRAM

20XX-XX STAFF AMERICAN SIGN LANGUAGE (ASL) PROGRAM REPORT

NAME(S)
PROGRAM
LOCATION

DATE

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PROGRAM AYXX-XX
STAFF AMERICAN SIGN LANGUAGE (ASL) PROGRAM REPORT

Note: This report includes a summary of information in the PROGRAM ASL Program database as of DATE for PROGRAM staff members with ASL standards. Due to the complexity of PROGRAM, including periodic changes in job position titles, new job positions, department changes, and staff member changes, the names and number of staff members in PROGRAM job positions require on-going monitoring and frequent updating. The PROGRAM ASL Program does its best to keep the PROGRAM Staff ASL Program database information up to date.

I. PROGRAM STAFF ASL PROGRAM POLICY GOAL, ASL STANDARDS, AND ASL JOB ENTRY SKILL LEVELS

A. PROGRAM STAFF ASL PROGRAM POLICY GOAL

The primary goal of the *PROGRAM Staff ASL Program Policy* (DATE) is to encourage and support an optimal setting of communication for students and staff across the PROGRAM community.

B. ASL STANDARDS AND ASL JOB ENTRY SKILL LEVELS

Considering the primary goal of the *PROGRAM Staff ASL Program Policy* and careful analysis of the frequency, length, and importance of interaction required with deaf and hard-of-hearing students and staff, ASL skill level standards have been established for selected PROGRAM staff positions based on the Sign Language Proficiency Interview (SLPI) Rating Scale. See Appendix A of this report for the SLPI Rating Scale (page 12) and see *PROGRAM Staff ASL Program Policy*, for a list of ASL standards for selected PROGRAM staff positions. As stated in the *PROGRAM Staff ASL Program Policy*, it is preferred that staff members possess their ASL standards at time of job entry.

PROGRAM staff member ASL standards are consistent (1) with SLPI entry skill levels, standards, and results for several programs using the SLPI; and (2) with the principles for establishing ASL job entry skill levels and ASL standards in *SLPI Paper #17: Principles for Development and Refinement of Sign Language Communication Philosophy, Policy, and Procedures Documents* (Caccamise & Newell, September 2011). In the SLPI website, <http://rit.edu/ntid/slpi>, SLPI Papers are included in the Resources for Evaluators part, Training Workshop Materials Item Section 7.

C. PROGRAM JOB ENTRY DATES AND STANDARDS

The *PROGRAM Staff ASL Program Policy* states that staff members hired into or transferred to job positions with ASL standards on or after DATE take the SLPI every two years until they achieve their standards. In addition, staff members that are promoted within job positions with standards on or after DATE take the SLPI every two years until they achieve their standards. Given these dates, the tables in this report include information for staff members in positions with ASL standards whose job entry dates for these positions have been on or after DATE and information for staff members promoted within job positions with ASL standards after DATE.

II. PURPOSES OF REPORTS FOR PROGRAM STAFF MEMBERS WITH ASL STANDARDS

The primary purposes of annual PROGRAM Staff ASL Program Reports are to provide SLPI results for staff members with ASL skill level standards and to use these results to assist in making decisions that will support PROGRAM staff members in developing their ASL skills. In addition, analysis of PROGRAM staff member SLPI results is important to informing decision making for most effective use of PROGRAM ASL Program resources and to determining the fairness of PROGRAM staff member ASL standards; that is, if a high percentage of PROGRAM staff members achieve their ASL standards the fairness of the standards would be supported while if a high percentage of PROGRAM staff members do not achieve their ASL standards the fairness of the standards would be questionable.

III. IMPORTANT QUESTIONS FOR PROGRAM STAFF MEMBERS WITH ASL STANDARDS

A. This report provides information relevant to nine questions important for PROGRAM staff with ASL skill level standards. Questions #1 to #6 address ASL assessment information across academic years (AYs), questions #7 and #8 address more in-depth ASL assessment results information for AYXX-XX staff members, and question #9 addresses ASL course attendance information across AYs. These nine questions for PROGRAM staff members with ASL standards are as follows:

1. By AY what SLPI services are provided?
2. By AY how many have and have not taken the SLPI?
3. By AY how many have and have not achieved their ASL standards?
4. By AY how many JOB AREA 4 staff members have and have not achieved their ASL standards?
5. By AY how many JOB AREA 5 staff members have and have not achieved their ASL standards?
6. By AY how many were above, at, and below their ASL standards at time of job entry?
7. For AYXX-XX how many by job areas have and have not achieved their standards?
8. For AYXX-XX how many by job areas have achieved each SLPI skill level rating/range?
9. For AYXX-XX how many registered for PROGRAM ASL courses and of these how many did and did not satisfy the 75% or greater course attendance expectation?

B. Considering the information in this report, Section XIII of this report (page 11) provides recommendations for PROGRAM Staff members with ASL standards and Appendix B (page 18) provides 20XX Summer Session and AYXX-XX Fall and Spring Semester staff ASL instructional plans.

III. QUESTION #1: DURING EACH AY WHAT SLPI SERVICES ARE PROVIDED FOR PROGRAM STAFF MEMBERS WITH ASL STANDARDS?

TABLE 1. By AY SLPI Services Provided for PROGRAM Staff Members with ASL Standards.

AY	SLPI Interviews-Ratings	SLPI Follow-Up Meetings
AYXX-XX		
AYXX-XX		
TOTALS		

V. QUESTION #2: BY AY HOW MANY PROGRAM STAFF MEMBERS WITH ASL STANDARDS HAVE AND HAVE NOT TAKEN THE SLPI?

TABLE 2. By AY Number (N) and Percentage (%) of PROGRAM Staff Members with ASL Standards That Have and Have Not Taken the SLPI.

AY	Total Number of Staff	Staff Members' SLPI Status			
		Taken		Not Taken ^a	
		N	%	N	%
AYXX-XX					
AYXX-XX					

^a Staff members that have not taken the SLPI are included as not having achieved their ASL standards in subsequent sections of this report.

VI. QUESTION #3: BY AY HOW MANY PROGRAM STAFF MEMBERS HAVE AND HAVE NOT ACHIEVED THEIR ASL STANDARDS?

TABLE 3. By AY Number (N) and Percentage (%) of PROGRAM Staff Members That Have and Have Not Achieved Their ASL Standards.

AY	Total Number of Staff	Achievement Relative to ASL Standards					
		Above		At		Not Achieved ^a	
		N	%	N	%	N	%
AYXX-XX							
AYXX-XX							

^a Staff numbers in NOT ACHIEVED column include staff members that have not taken the SLPI.

VII. QUESTION 4: BY AY HOW MANY PROGRAM JOB AREA 4 MEMBERS HAVE AND HAVE NOT ACHIEVED THEIR ASL STANDARDS?

TABLE 4. By AY Number (N) and Percentage (%) of PROGRAM JOB AREA 4 Staff Members That Have and Have Not Achieved Their ASL Standards.

Academic Year (AY)	Achievement Relative to ASL Standards						Totals
	Above		At		Not Achieved		
	N	%	N	%	N	%	
AYXX-XX							
AYXX-XX							

VIII. QUESTION 5: BY AY HOW MANY PROGRAM JOB AREA 5 STAFF MEMBERS HAVE AND HAVE NOT ACHIEVED THEIR ASL STANDARDS?

TABLE 5. By AY Number (N) and Percentage (%) of PROGRAM JOB AREA 5 Staff Members That Have and Have Not Achieved Their ASL Standards.

AY	Achievement Relative to ASL Standards						Totals
	Above		At		Not Achieved		
	N	%	N	%	N	%	
AYXX-XX							
AYXX-XX							

IX. QUESTION #6: BY AY HOW MANY PROGRAM STAFF MEMBERS WERE ABOVE, AT, AND BELOW THEIR ASL STANDARDS AT TIME OF JOB ENTRY?

TABLE 6. By AY Number (N) and Percentage (%) of PROGRAM Staff Members Above, At, and Below Their ASL Standards at Time of Job Entry.

AY	Total Number of Staff	Achievement relative to ASL Standards			
		Above and At		Below	
		N	%	N	%
AYXX-XX					
AYXX-XX					

X. QUESTION #7: FOR AYXX-XX PROGRAM STAFF MEMBERS WITH ASL STANDARDS HOW MANY BY JOB AREAS HAVE AND HAVE NOT ACHIEVED THEIR STANDARDS?

TABLE 7. Number (N) and Percentage (%) of AYXX-XX PROGRAM Staff Members with ASL Standards by Job Areas That Have and Have Not Achieved Their ASL Standards.

Job Areas	Achievement Relative to ASL Standards						Totals
	Above		At		Not Achieved ^a		
	N	%	N	%	N	%	
^b 1, 2, & 3							
4							
5							
^c 6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
Totals							

^a Staff numbers in NOT ACHIEVED column include XX staff members who have not taken the SLPI.

^b Results for job areas 1, 2, and 3 are combined in order to maintain confidentiality of results for individuals.

^c Departments for Job Area 5 include NAME, NAME, NAME, and NAME.