



CIEE Study Centers

Annual Program Monitoring by the Academic Consortium Board

Program evaluation and improvement is a continuous process at CIEE. Each year, the Portland based Program Director prepares an *Annual Study Center Review* for each CIEE Study Center program. In addition, all students are asked to complete evaluation surveys covering academic and non-academic aspects of the programs, as well as critiques of individual courses. These documents are made available to anyone who wishes to read them on the CIEE website.

Based on the above items and other less formal assessments that reach us from time to time, each Program Director also conducts an internal review of programs in his/her region with reference to an inventory of 18 critical components which we believe are the keys to excellence in programming. Program Directors are asked to rate each critical component using one of the following descriptors:

FA: Fully Acceptable

RA: Requires Attention

II: Immediate Intervention needed

NA: Not Applicable to this program

(A copy of the components is attached at the end of this notice)

The public reports and the *Critical Component Reviews* are the basis for the ACB monitoring process, which also happens each year. Each ACB member is assigned as the “monitor” for a number of CIEE programs. There is typically electronic or phone discussion between the monitors and the Program Directors and areas for action are identified where appropriate. In addition, ACB members and Program Directors small group discussion during the fall ACB meeting in order to identify common themes, concerns, or successes across a set of programs.

Monitoring 2009

This process has now been completed for the academic year 2008-09 for all CIEE Study Center programs listed below. If you would like additional details concerning the review of any program, please feel free to contact either the Program Director or the ACB member assigned to the program.

In general, monitoring is done each year for all programs except those which are scheduled for a comprehensive ACB evaluation visit during the same year.

Country	City	Program	ACB Member	CIEE Program Director
Argentina	Buenos Aires CPH	Summer	Paul DeYoung	TBD
Australia	Perth AS	Semester	Neal Sobania	Dan Olds
Australia	Perth SE	Semester	Neal Sobania	Dan Olds
Australia	Wollongong AS	Semester	Neal Sobania	Dan Olds
Belgium	Brussels ALA	Semester	Ellen Sayles	Catharine Scruggs

Country	City	Program	ACB Member	CIEE Program Director
Belgium	Brussels BCC	Summer	Brian Harley	Catharine Scruggs
Belgium	Brussels BCC	Semester	Ellen Sayles	Catharine Scruggs
Bonaire	Kralendijk TMEC	Summer	Neal Sobania	TBD
Bonaire	Kralendijk TMEC	Semester	Paul DeYoung	TBD
Botswana	Gaborone AS	Semester	Susan Thompson	Adam Rubin
Botswana	Gaborone CPH	Summer	Paul DeYoung	Adam Rubin
Brazil	Bahia ILCP	Summer	Brian Harley	TBD
Brazil	Bahia LA	Semester	Neal Sobania	TBD
Brazil	Sao Paulo January ILCP	Semester	Joe Hoff	TBD
Brazil	Sao Paulo BC	Semester	Joe Hoff	TBD
Brazil	Sao Paulo LA	Semester	Joe Hoff	TBD
Chile	Santiago LA	Semester	Neal Sobania	TBD
Chile	Valparaiso LA	Semester	Neal Sobania	TBD
China	Beijing ICL	Summer	Kendall Brostuen	Dan Olds
China	Beijing ACS	Semester	Nancy Kanach	Dan Olds
China	Beijing CLCS	Semester	Nancy Kanach	Dan Olds
China	Beijing ICL	Semester	Nancy Kanach	Dan Olds
China	Nanjing ICLC	Semester	Cheryl Matherly	Dan Olds
China	Shanghai ACS	Semester	Cheryl Matherly	Dan Olds
China	Shanghai BLC	Semester	Cheryl Matherly	Dan Olds
China	Shanghai BLC	Summer	Neal Sobania	Dan Olds
China	Shanghai CGC	Semester	Cheryl Matherly	Dan Olds
Costa Rica	Monteverde SE	Semester	Nancy Kanach	TBD
Costa Rica	Monteverde TEC	Summer	Cheryl Matherly	TBD
Costa Rica	Monteverde TEC	Semester	Nancy Kanach	TBD
Czech Republic	Prague FS	Semester	Joel Gallegos	Adam Rubin
Czech Republic	Prague CES	Semester	Joel Gallegos	Adam Rubin
Czech Republic	Prague CES	Summer	Kathleen Sideli	Adam Rubin
Dominican Republic	Santiago CPH	Summer	Ronald Mendez-Clark	TBD
Dominican Republic	Santiago LA	Semester	Nancy Kanach	TBD
England	London (all)	Semester	Paul DeYoung	Catharine Scruggs
France	Paris CFS	Semester	Brian Harley	Catharine Scruggs
France	Paris CFS	Summer	Ellen Sayles	Catharine Scruggs
France	Paris CS	Semester	Brian Harley	Catharine Scruggs
France	Rennes LA	Semester	Susan Thompson	Catharine Scruggs
Ghana	Accra IBC	Semester	Ellen Sayles	Adam Rubin
Ghana	Legon AS	Semester	Ellen Sayles	Adam Rubin
India	Hyderabad AS	Semester	Brian Harley	Dan Olds
Ireland	Dublin AS	Semester	Susan Thompson	Catharine Scruggs
Ireland	Dublin IS	Summer	Joel Gallegos	Catharine Scruggs
Italy	Ferrara LA	Semester	Paul DeYoung	Catharine Scruggs
Italy	Ferrara LC	Semester	Paul DeYoung	Catharine Scruggs
Japan	Tokyo AS	Semester	Brian Harley	Dan Olds

Country	City	Program	ACB Member	CIEE Program Director
Japan	Tokyo JS	Summer	Cheryl Matherly	Dan Olds
Jordan	Amman AL	Semester	Susan Thompson	Adam Rubin
Jordan	Amman LC	Summer	Joel Gallegos	Adam Rubin
Jordan	Amman LC	Semester	Susan Thompson	Adam Rubin
Korea	Seoul KS	Summer	Kathleen Sideli	Dan Olds
Mexico	Guanajuato January SL	Semester	Paul DeYoung	TBD
Mexico	Guanajuato LA	Semester	Paul DeYoung	TBD
Mexico	Guanajuato SP	Summer	Neal Sobania	TBD
Morocco	Rabat LC	Summer	Priscilla Stone	Adam Rubin
Morocco	Rabat LC	Semester	Susan Thompson	Adam Rubin
Netherlands	Amsterdam CNS	Summer	Joel Gallegos	Catharine Scruggs
Netherlands	Amsterdam SS	Semester	Brian Harley	Catharine Scruggs
Poland	Warsaw CES	Semester	Joel Gallegos	Adam Rubin
Portugal	Lisbon LC	Summer	Cheryl Matherly	Catharine Scruggs
Portugal	Lisbon LC	Semester	Susan Thompson	Catharine Scruggs
Russia	St. Petersburg LC	Summer	Kathleen Sideli	Adam Rubin
Russia	St. Petersburg RAS	Semester	Kathleen McDermott	Adam Rubin
Russia	St. Petersburg RLP	Semester	Kathleen McDermott	Adam Rubin
Senegal	Dakar LC	Semester	Ellen Sayles	Adam Rubin
South Africa	Cape Town AS	Semester	Ellen Sayles	Adam Rubin
Spain	Alcalá LA	Semester	Cheryl Matherly	Catharine Scruggs
Spain	Alcalá LC	Summer	Kendall Brostuen	Catharine Scruggs
Spain	Alicante LC	Summer	Priscilla Stone	Catharine Scruggs
Spain	Barcelona AD	Semester	Kathleen Sideli	Catharine Scruggs
Spain	Barcelona ALA	Semester	Kathleen Sideli	Catharine Scruggs
Spain	Barcelona LA	Semester	Kathleen Sideli	Catharine Scruggs
Spain	Barcelona LC	Semester	Kathleen Sideli	Catharine Scruggs
Spain	Barcelona LC	Summer	Nancy Kanach	Catharine Scruggs
Spain	Madrid LA	Semester	Cheryl Matherly	Catharine Scruggs
Spain	Palma LA	Semester	Kathleen McDermott	Catharine Scruggs
Spain	Palma LC	Summer	Nancy Kanach	Catharine Scruggs
Spain	Seville ALA	Semester	Kathleen McDermott	Catharine Scruggs
Spain	Seville BS	Semester	Kathleen McDermott	Catharine Scruggs
Spain	Seville Internship	Summer	Ellen Sayles	Catharine Scruggs
Spain	Seville LA	Semester	Joe Hoff	Catharine Scruggs
Spain	Seville LC	Summer	Ronald Mendez-Clark	Catharine Scruggs
Spain	Seville LS	Semester	Joe Hoff	Catharine Scruggs
Spain	Seville TD	Semester	Joe Hoff	Catharine Scruggs
Taiwan	Taipei ICLC	Semester	Kathleen Sideli	Dan Olds
Thailand	Khon Kaen DG	Semester	Brian Harley	Dan Olds
Vietnam	Ho Chi Minh City LC	Semester	Kathleen Sideli	Dan Olds

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2009 Critical Components Review Template

Overall Rating: _____

Participant Information (Student Profile)

CRITICAL COMPONENT	RATING	STUDENT EVALUATION QUESTION	ADDITIONAL COMMENTS
<u>OVERALL</u>			
Student Evaluation		13, 33, 35, 36	
<u>ACADEMIC</u>			
Achieving program goals		31, 32	
Integrity and transparency of credits and grades			
Adequate support for direct enrollment		17	
Quality of host institution courses		16, 17	
Quality of CIEE courses		15, 18	
Adequate information and advising for course selection		13	
Sufficient number of language levels		14	
Language class size		14	
Effective language teaching methodology		14	

NON-ACADEMIC			
Adequate orientation before session		7, 8	
Opportunities for internships/volunteerism			
Quality of student integration		7, 33	
Excursions fulfill educational goals		10, 11	
Adequate and appropriate CIEE staff support		25-30	
Adequate attention to health and safety			
Health, Safety, Security Incidents		34	
Adequate housing and other services		9, 12	
Adequate and Appropriate Facilities			
Appropriate professional referrals available			

Questions:

- 1. Are there ratings or comments in recent student evaluations that suggest that one or more features of the program require attention?**

- 2. Are there tasks listed in the most recent ACB evaluation and/or strategic plan (or action plan) that still need to be addressed?**

- 3. Add any additional comments.**