

Academy Curriculum Audit

[Name of Conference]

[Name of Academy]

[Address of Academy]

[City, State Zip Code]

[Name of Principal]

Principal

Audit for Current school year . . . [Current school year]

And for Next school year [Next school year]

Date Submitted: [Date Submitted]

Lake Union Conference Office of Education
P.O. Box C
Berrien Springs, MI 49103
The Annual Academy Curriculum Audit

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:

1. The unique mission of the school as a Seventh-day Adventist training center.
2. The needs and desires of the constituency.
3. The needs and desire of the students.
4. The requirements of accreditation agencies.
5. The requirements for college entrance.
6. The development of adequate job descriptions for personnel.
7. 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.

The process:

1. **December 15:** the union provides forms for the Curriculum Audit and Academy Report to the academy.
2. **Jan./Feb.:** principals present the Curriculum Audit at the Lake Union Peer Review Committee.
3. **Feb./Mar.:** annual boards study their school's Curriculum Audit and Academy Report.
4. **May:** Annual Curriculum Audit and Annual Academy Report submitted to the Lake Union Office of Education.

GENERAL INSTRUCTIONS

This report is to be reviewed by the Academy School Board and then submitted to the Lake Union Office of Education by May 1 of each school year.

INSTRUCTIONS FOR EACH SECTION OF THE AUDIT

Title Page: Provide the information requested.

Section I - Enrollment Statistics (page 6)

Supply enrollment information as requested.

Current year: Report the number of students in attendance as submitted on the Opening Report.

Section II - Curriculum (page 6-10)

- A. Provide the information as follows:
5. List each course taught by a teacher who does not hold a valid denominational certificate or the subject endorsement for the course.
 6. Give the name of the teacher for each course.
 7. Place an "X" in the appropriate column to indicate either "a" or "b".
 - a. The teacher does not have a valid denominational certificate.
 - b. The teacher does not have a subject endorsement on his/her denominational certificate for the course.
 8. State the basis for the assignment.

Example: Resignation of former teacher.
To relieve overload of regular teacher.
Temporary emergency assignment.
- B. Course offerings:
Provide information on each course offered. Four sheets are included for this part of the report. Remove pages not needed or add additional pages, if needed. Number the additional pages as "d.", "7e", etc.

The following are instructions for each column “A” through “J”:

Column Instructions

A Subject areas and courses. List the subject areas and each course offered in the area in the following order.

EXAMPLE: Business Education
 Accounting
 Business Technology
 Keyboarding

Course nomenclature should parallel curriculum guides.

Order of listing of subject areas:

1. Art
2. Business Education
3. Career Education/Work Experience
4. Computer Education
5. English
6. Foreign Language
7. Health
8. Home Economics
9. Technology Education
10. Mathematics
11. Music
12. Physical Education
13. Religion
14. Science
15. Social Studies
16. Electives/Miscellaneous

B Years offered. Put an “X” under “Current Year” if the course is offered during the current year. Put an “X” under “Next Year” if it will be offered next year. A course offered every year will have an “X” in both columns. A course offered on alternate years will have an “X” in only one of the columns.

C Semesters. Indicate the number of semesters each course is taught. Put a “1” if it is a one-semester course and “2” if it is a two-semester course. If it is less than a semester indicate the number of weeks the course is offered.

D Sections. Indicate the number of sections of the course that are offered.

- E** Credit. Indicate the credit granted for the course.
- F** Minutes per week. 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.
- G** Total number of students. List the total number of students enrolled in each course(s).
- H** Teacher. Give the name of the teacher for the course.
- I** Teaching certificate. Use the symbols at the bottom of each page to indicate the type of denominational certificate the teacher holds.
- J** Subject endorsement. Indicate “yes” or “no” to show whether the teacher has a valid subject endorsement for this course on the teaching certificate. (This includes the Conditional and Designated Subjects/Services Certificate.) This information should be obtained only from the computer printout available from the Lake Union Conference Office of Education.

Section III Textbook Audit (page 10)

Provide the information requested for each textbook being used that is **not listed** in the current NAD Secondary Textbook List. The “Approval Date” is the date of Office of Education approval for use of each alternative text. If no alternative texts are being used it need not be reported.

Section IV - Class Schedule (page 11)

Attach a copy of the current class schedule as page 4 or use the form on page 4 to provide details on the class schedule. If a schedule is published each semester attach a copy of the schedule for both semesters. Include a Friday schedule.

Section V - Fact 21 Update (page 12)

Provide the information as requested

Section VI - Graduation Requirements (page 13)

Provide information as requested.

Section VII - Courses Added or Dropped (page 14)

List courses that have been added or dropped since last year.

Section VIII -Professional Growth Activities (*page 14*)

Report the professional growth activities that have been planned for the current year.

SECONDARY ACADEMY CURRICULUM REVIEW

ANNUAL AUDIT

I. Enrollment Statistics (See instructions on page 2)

Grade	Current Year
9	
10	
11	
12	
Total	

II. Curriculum (See instructions on pages 2, 3, 4)

A. Secondary subjects offered as supervised correspondence classes or through distance learning.

Subject	C or DL*	Name of Correspondence School	Reason	Supervisor

* C=Correspondence, DL=Distant Learning

II. Curriculum continued

A. Secondary subjects taught by teachers who do not hold a valid certificate and/or subject-area endorsement.

Subject	Teacher	Lacks Certificate	Lacks Endorsement	Reason for Assignment

SECONDARY ACADEMY CURRICULUM REVIEW ANNUAL AUDIT (continued)

IV. Class Schedule (See instructions on page 4) (Include a Friday schedule)*

SAMPLE

_____ Academy

CLASS SCHEDULE 19__19__

Period/ Time	Teacher <i>M. Jones</i>	Teacher <i>S. Smith</i>	Teacher <i>K. Kipland</i>	Teacher <i>C. Lacey</i>	Teacher <i>V. Staint</i>	Teacher <i>R. Holme</i>	Teacher <i>D.Kilora</i>	Teacher <i>H. Whats</i>	Teacher <i>A. Drawla</i>	Teacher
1. 8-8:50 Time	English I	Religion II			Geometry	Private Lesson				
2. 9-9:50 Time	English II	Religion I				Private Lesson	P.E.			
3. 10-10:50 Time			Computer Literacy	Biology	Algebra II	Private Lesson	P.E.			
4.11-11:50 Time	Journalism		Keyboarding		Algebra I	Private Lesson		World History		
5 LUNCH Time										
6. 1-1:50 Time	Drama		Accounting	Chemistry	Trigonometry		Health	American History		
7. 2-2:50 Time	English III	Religion IV	Word Proc.	Physics		Band	P.E.	Economics	Art I	

8. 3-3:50 Time	English IV	Religion III				Choir	Gymnastics		Art II	
9. 4-4:50 Time							Intern. Sports			
10 Time										

***NOTE: Attach a copy of your class schedule, listing teachers and periods.**

SECONDARY ACADEMY CURRICULUM REVIEW ANNUAL AUDIT (continued)

V. Fact 21 Update (See instructions page 4)

When did you last review the Fact 21 Document with your staff? _____Date

√ Essential Core Elements that have/will be addressed by your staff during the current school year. Briefly state how you have/will address these core elements with your staff.

_____ Acceptance of God and His Word _____

_____ Commitment to the Church _____

_____ Family and Interpersonal Relationships _____

_____ Responsible Citizenship _____

_____ Healthy Balanced Living _____

_____ Intellectual Development _____

_____ Communication Skills _____

_____ Life Skills _____

_____ Aesthetic Appreciation _____

_____ Career and Service _____

SECONDARY ACADEMY CURRICULUM REVIEW ANNUAL AUDIT (continued)

Minimum Graduation Requirements

Subject or Course	School	Union Conference		School
		General	College Preparation	
English		3.0	4.0	
Mathematics		1.0	2.0	
*Religion		4.0	4.0	
Science		1.0	2.0	
Social Studies		1.0	1.5	
Applied Arts:		1.0	1.0	
Business Education				
Computer Education		.5	.5	
Fine Arts		.5	.5	
Health Education		.5	.5	
Modern Language		0	0	
Physical Education		2 years	2 years	

Technology Education				
**Work Experience		.5-2.0	.5-2.0	
Other				
Total		21.0-24.0	21.0-24.0	

*One year for each year of attendance ** As per Union Policy

NOTE: up to 7 credits for general or 4 credits for college preparation can be taken in electives. The college prep. curriculum may or may **NOT** meet the entrance requirements of individual colleges.

COURSES ADDED SINCE LAST YEAR

Title	Credit	Reason Added	Date

COURSES DROPPED SINCE LAST YEAR

Title	Credit	Reason Dropped	Date

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