Supporting Statement for OMB Clearance Request

Appendix O: Instructional Staff Online Survey

Innovative Strategies for Increasing Self-Sufficiency (ISIS) – Follow-up Data Collection

OMB No. 0970-0397

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Appendix O: Instructional Staff Online Survey

Advance email to instructional staff

Dear [name of instructor]:

As you may know, [name of local ISIS program] is participating in the Innovative Strategies for Increasing Self-Sufficiency (ISIS) study. This study is sponsored by the Administration for Children and Families (ACF) within the U.S. Department of Health and Human Services (HHS) and is being conducted by Abt Associates and its partners. ISIS will assess a range of promising post-secondary career pathways programs that promote the improvement of education, employment and self-sufficiency outcomes for low-skilled and economically disadvantaged adults. I am writing to ask your support and assistance in this important project.

A key feature of the information collection for this study will be an online survey of instructional staff. We are asking instructors like you to complete a brief survey to help us better understand the types of instruction provided as part of [name of local ISIS program]. The survey should take you approximately 30 minutes to complete. It is divided into three areas: instructor background and program involvement, course information and instructional approaches, and professional and program context. Your answers will be kept private. Information you provide will not be shared with program or instructional staff, including your supervisor. Your participation in this survey is completely voluntary, but- it is important that we have as much input as possible to ensure an accurate evaluation of these programs.

Shortly you will receive an email from the ISIS study team providing you with a link to a web-based survey form. The email will be sent from [sender], and it will reference [subject line] in the "Subject" line. The email will also contain a toll free number and email address for you to send any questions or concerns about the survey. Thank you in advance for your assistance in completing this survey and providing important information to the study. With your help, we will have better information about the practices of participating ISIS programs across the nation.

Sincerely,

Abt Associates ISIS Project Director

![ISIS logo - INNOVATIVE STRATEGIES FOR INCREASING SELF-SUFFICIENCY]

Innovative Strategies for Increasing Self-Sufficiency (ISIS) Instructional Staff Survey

As you may know, [name of local ISIS program] is participating in the Innovative Strategies for Increasing Self-Sufficiency (ISIS) study. This study is sponsored by the Administration for Children and Families (ACF) within the U.S. Department of Health and Human Services (HHS) and is being conducted by Abt Associates and its partners. The study will assess a range of promising post-secondary career pathways programs that promote the improvement of education, employment, and self-sufficiency for low-skilled and economically disadvantaged adults. I am writing to enlist your support and assistance in this important project..

 As part of the ISIS study, we are asking staff involved in instructional services to participants to complete a brief survey to help us better understand the types of instruction provided as part of [name of local ISIS program] -and the contexts in which this instruction is provided. The survey should take you approximately 30 minutes to complete and is divided into three areas: instructor background and program involvement, course information and instructional approaches, and professional and program context.

Your answers will be kept private. Information you provide will not be shared with other program or instructional staff, including your supervisor. Only the evaluation team will have access to the information you provide through this survey. Your name will not be listed in any published reports, and comments will not be attributed to you. Instead, your responses will be combined with information provided by others. Your responses to these questions are completely voluntary. We hope you will choose to complete all of the questions on the survey, but you may choose to skip any question you do not feel comfortable answering. Thank you in advance for your assistance in completing this survey and providing important information to the study.
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Part A. Instructor Background and Program Involvement

Please complete the requested information below or select the category for each item that best describes your background.

1. **What is your title in your current position with [name of local ISIS program]?**
    _____

2. **What is the name of your employer?** _____

3. ~~**How long have you been working in this position of [title from Q1]]?**~~
    ~~_____ years   _____ months~~

3a. **How long have you been working in this position of [title from Q1.] or a similar one at [name of local ISIS program]?**
    _____ years   _____ months

3b. **On average, what percent of your time do you spend on [name of local ISIS program]? (Please enter a response from 1-100.)**
    _____ % of your time

4. **Are you male or female?**
☐ Male
☐ Female

5. **What is your age?** _____ years

6. **Are you of Hispanic, Latino, or Spanish Origin?**
(Please select only one answer.)
☐ No, not of Hispanic, Latino, or Spanish origin
☐ Yes, Mexican, Mexican American, Chicano
☐ Yes, Puerto Rican
☐ Yes, Cuban
☐ Yes, another Hispanic, Latino, or Spanish origin

7. **What is your race?**
(You may select one or more answers.)
☐ White
☐ Black, African American, or Negro
☐ American Indian or Alaska Native
☐ Native Hawaiian or other Pacific Islander
☐ Asian

8. **What is the <u>highest</u> level of education you have completed?**
(Please select only one answer.)

☐ Some high school (<u>no</u> diploma/<u>no</u> GED)
☐ High school diploma or GED
☐ Some college (no degree)
☐ Associate's Degree
☐ Bachelor's Degree
☐ Master's degree
☐ Doctoral degree or equivalent
☐ Other *(Please specify):*_____

9. Have you earned a post-secondary degree in any of the following academic areas?
(Please select all that apply. If you have not earned a degree in an academic area, leave it blank.)

Academic Area	Degree Earned			
	Associate's Degree	Bachelor's Degree	Master's Degree	Doctoral Degree
9a. Adult Education				
9b. Business				
9c. Communication Arts				
9d. Education				
9e. Education/Elementary School				
9f. Education/Middle School				
9g. Education/Secondary School				
9h. Education/Reading				
9i. Special Education				
9j. Engineering				
9k. English				
9l. ESL				
9m. Guidance/Counseling				
9n. History				
9o. Language/Linguistics				
9p. Mathematics				
9q. Science (i.e., Biology, Botany, Chemistry, Physics, Health Sciences, Nursing)				
9r. Social Science (i.e., Anthropology, Economics, Political Science, Sociology, Psychology)				
9s. Social Work				
9t. Other academic area *(Please specify):* _____				

9. ~~Have you earned a post-secondary degree in any of the following academic areas? Please specify Associate's, Bachelor's, Master's, Doctoral degree next to the appropriate academic area. (If you have not earned a degree in an academic area, please leave it blank.)~~
~~[Note: envision drop down with options for degrees next to each concentration.]~~

Academic Area	Degree Earned
a. ~~Adult Education~~	
b. ~~Business~~	
c. ~~Communication Arts~~	
d. ~~Education~~	
e. ~~Education/Elementary School~~	
f. ~~Education/Middle School~~	
g. ~~Education/Secondary School~~	
h. ~~Education/Reading~~	
i. ~~Special Education~~	
j. ~~Engineering~~	
k. ~~English~~	
l. ~~ESL~~	
m. ~~Guidance/Counseling~~	
n. ~~History~~	
o. ~~Language/Linguistics~~	
p. ~~Mathematics~~	
q. ~~Science (i.e., Biology, Botany, Chemistry, Physics, Health Sciences, Nursing)~~	
r. ~~Social Science (i.e., Anthropology, Economics, Political Science, Sociology, Psychology)~~	
s. ~~Social Work~~	
t. ~~Other academic area (Please specify):~~ ~~_____~~	

10. In addition to these post-secondary degrees, do you hold any educational certifications?
☐ Yes
☐ No

11. If yes, please specify the subject area in which you are certified and the type of certification you hold. You may include temporary or emergency certifications. Please do not include certifications that are in progress.

Subject Area	Type Certification
a.	
b.	
c.	
d.	
e.	
f.	

~~12. On average, what percent of your time per week do you spend working in support of instruction for [name of local ISIS program] matters, including instruction time, preparation time, scheduling meetings, holding meetings or calls:~~
~~_____ % per week~~

~~13~~12.   On average, how many hours per week do you spend per course preparing for the class that [name of local ISIS program] participants attend?
☐ Less than 1 hour
☐ 1 to less than 3 hours
☐ 3 to less than 5 hours
☐ 5-10 hours
☐ more than 10 hours

~~14~~13.   How much total work experience (including your current and prior positions) do you have in teaching courses similar to those you instruct as part of [name of local ISIS program]?
(Please select only one answer.)
☐ More than 5 years
☐ 3 to 5 years
☐ 1 to less than 3 years
☐ Less than 1 year

~~15~~14.   In your position of [insert title from Q1] at [program or college name], are you a:
(Please select only one answer.)
☐ Full-time, tenured instructor
☐ Full-time, non-tenured instructor
☐ Part-time instructor
☐ Adjunct or Contract instructor

~~16~~15.   If part-time or adjunct/contract, are you paid:
☐ Per course
☐ Per instructional hour
☐ Other (*please specify*):_____

~~17~~16.   Are you compensated for the time you spend preparing for class?:

☐ No, I am <u>not</u> paid for my time spent preparing for class
☐ Yes, I am paid for my time spent preparing for class

~~18a~~17a.   Do you receive <u>any</u> fringe benefits (e.g., paid time off, health insurance) as part of your employment with [name of employer/ISIS program]?

☐ Yes
☐ No

~~18b~~17b. If yes, please select all that apply:

☐ Paid vacation
☐ Health insurance
☐ Life insurance
☐ Sick leave
☐ Tuition reimbursement
☐ Free or discounted tuition
☐ Other *(Please specify)*:_____

~~19a~~18a.   Are professional development opportunities <u>(e.g., workshops or training)</u> available to you as part of your job as an instructor?

☐ Yes
☐ No

~~19b~~18b. If yes, please select all that apply.

☐ Workshops/Trainings
☐ Professional conferences
☐ Professional association memberships or journal subscriptions
☐ Online learning resources
☐ Mentoring/Coaching
☐ Learning communities or listservs
☐ Other *(Please specify)*:_____

~~20~~19.   Are the majority of the professional development opportunities available to you:
(Please select the <u>one answer that is most accurate</u>.)

☐ Paid by your employer and available during your normal work hours
☐ Paid by your employer, but on personal time
☐ Available at a cost to you, but provided time during work hours to attend/use
☐ Available at a cost to you, on personal time

2~~1~~0.   How often do you attend/participate in professional development activities?

☐ More than 5 times per year
☐ 3-5 times per year
☐ 1-2 times per year
☐ Never

Part B. Course Information and Instructional Approaches

Please complete the requested information below or select the category for each item that best describes your involvement or approach, with respect to [name of local ISIS program].

~~22~~21.   How many courses do you teach in [name of local ISIS program]?
_____ # courses

~~23~~22.   What are the names of the courses you teach in [name of local ISIS program]?
[Present the number of spaces equal to the number of courses given in item 22]

Course Name
a.
b.
c.
d.
e.
f.

~~24~~23.   How many sessions of each course do you teach per week?
[Auto-populate with course names from item ~~23~~22]

Course Name	Number of Sessions
a.	
b.	
c.	
d.	
e.	
f.	

~~25~~24.   What is the number of students enrolled for each of the sessions?
[Auto-populate with course names from item ~~23~~22]

Course Name	Number Enrolled
a.	
b.	
c.	
d.	
e.	
f.	

2625.   Which of the following types of courses do you teach as part of [name of local ISIS program]? (You may select more than one answer.)
☐ Adult Basic Education (ABE)
☐ Developmental Education
☐ English as a Second Language (ESL)
☐ Vocational or Occupational Training (standalone)
☐ Vocational or Occupational Training Combined with Basic Skills or ESL
☐ College/career readiness
☐ Academic subject area (e.g., chemistry, biology, algebra, etc.)
☐ Other *(Please specify)*:_____

27a26a.   If you teach vocational/occupational or academic courses, do you include or integrate basic skills instruction?
☐ Yes
☐ No

[If no, skip to 28a27a]

27b26b.   Which basic skills do you include?
(Please select all that apply)
☐ Math
☐ Reading
☐ Writing

27c26c.   Using a scale of 1 to 7, where 1 = No Integration and 7 = High Level of Integration (every day), to what extent do you integrate basic skills instruction with vocational/occupational training in the courses you teach as part of [name of local ISIS program]?

Scale						
1 No Integration	2	3	4	5	6	7 High Level of Integration (every day)

27d26d.   Using a scale of 1 to 7, where 1 = Never and 7 = All the Time, to what extent do you use the following methods to include basic skills instruction as part of the vocational/occupation training you provide?

	Scale						
	1 Never	2	3	4	5	6	7 All the Time
i. I teach separate parts or sections of the vocational/occupational class that focus on basic skills	☐	☐	☐	☐	☐	☐	☐

	Scale						
	1 **Never**	**2**	**3**	**4**	**5**	**6**	**7** **All the** **Time**
ii. I teach separate basic skills classes to students in my vocational/occupational classes	☐	☐	☐	☐	☐	☐	☐
iii. I integrate basic skills directly into training content	☐	☐	☐	☐	☐	☐	☐
iv. I provide basic skills-focused tutoring outside of class	☐	☐	☐	☐	☐	☐	☐
v. I collaborate with another instructor who provides basic skills instruction as part of my course	☐	☐	☐	☐	☐	☐	☐
vi. Other *(Please specify):* _____	☐	☐	☐	☐	☐	☐	☐

27e26e.   **Are courses co- taught (i.e., using instructor pairs or "team teaching" with one focused on basic skills and the other on career and technical training)?**
☐ Yes
☐ No

[If no, skip to 28a27a]

27f26f. Using a scale of 1 to 7, where 1 = Never and 7 = All the Time, how frequently are both the basic skills instructors and technical instructors/occupational teaching together in the class (during the same session)?

	Scale					
1 **Never**	**2**	**3**	**4**	**5**	**6**	**7** **All the** **time**

28a27a.   **If you teach adult basic education, ESL or development education, do you include or integrate vocational/occupational content into your course?**
☐ Yes
☐ No

[If no, skip to 29a28a]

28b27b.   **Using a scale of 1 to 7, where 1 = No Integration and 7 = High Level of Integration (done every day), to what extent do you integrate vocational/occupational or academic content into basic skills training in the courses you teach as part of [name of local ISIS program]?**

Scale						
1 No Integration	2	3	4	5	6	7 High Level of Integration (every day)

28c27c.   Using a scale of 1 to 7, where 1 = Never and 7 = All the Time, to what extent do you use the following methods to include vocational/occupation content in the basic skills training you provide?

	Scale						
	1 Never	2	3	4	5	6	7 All the Time
i. I use examples from an occupational or academic field	☐	☐	☐	☐	☐	☐	☐
ii. I have guest speakers from the field	☐	☐	☐	☐	☐	☐	☐
iii. Other (Please specify): _____	☐	☐	☐	☐	☐	☐	☐

29a28a.   On average, how frequently are the classes you teach as part of [name of local ISIS program] held during the day?
☐ More than once per week
☐ Weekly
☐ 2-3 times per month
☐ Once a month
☐ About once a quarter
☐ Infrequently, maybe once per year
☐ Never

29b28b.   On average, how frequently are the classes you teach as part of [name of local ISIS program] held in the evening?
☐ More than once per week
☐ Weekly
☐ 2-3 times per month
☐ Once a month
☐ About once a quarter
☐ Infrequently, maybe once per year
☐ Never

29c28c.   On average, how frequently are the classes you teach as part of [name of local ISIS program] held on the weekend?
☐ More than once per week
☐ Weekly
☐ 2-3 times per month
☐ Once a month
☐ About once a quarter

☐ Infrequently, maybe once per year
☐ Never

3029. **Considering all of the courses you teach in a typical week as part of [name of local ISIS program], what percent of your classes are "accelerated" or "compressed" in time to allow participants to complete the course in a shorter time period?**

Scale						
1 **None**	**2**	**3**	**4**	**5**	**6**	**7** **All**

3130. **Using a scale of 1 to 5, where 1 = Never and 5 = All the Time, how frequently do you use each of the following learning environments while teaching [course name from item 2322] as part of [name of local ISIS program]?**

[Program with a loop function to separately query each course listed in item 2322.]

	Scale				
	1 **Never**	**2** **Rarely**	**3** **Sometimes**	**4** **Often**	**5** **All the Time**
a. Individual Instruction (e.g., one-on-one tutoring or individuals working by themselves with materials)	☐	☐	☐	☐	☐
b. Small group instruction within a classroom (for fewer than 8 learners *within a larger classroom*)	☐	☐	☐	☐	☐
c. Small group instruction (for fewer than 8 learners at one time)	☐	☐	☐	☐	☐
d. Classroom style instruction (8 or more learners at one time in a whole group)	☐	☐	☐	☐	☐
e. Computer-assisted instruction within a classroom environment	☐	☐	☐	☐	☐
f. Multi-media learning labs or centers	☐	☐	☐	☐	☐
g. Real or simulated workplace settings	☐	☐	☐	☐	☐
h. Other *(Please specify)*: _____	☐	☐	☐	☐	☐

~~32~~31.   Using a scale of 1 to 5, where 1 = Never and 5 = All the Time, how frequently do you use each of the following instructional approaches while teaching [course name from item ~~23~~22] as part of [name of local ISIS program]?
[Note: anticipate providing descriptions of each approach in web format]

[Program with a loop function to separately query each course listed in item ~~23~~22.]

		Scale				
		1 Never	2 Rarely	3 Sometimes	4 Often	5 All the Time
a.	Didactic (lecture-based)	☐	☐	☐	☐	☐
b.	Seminar style with interaction	☐	☐	☐	☐	☐
c.	Group work	☐	☐	☐	☐	☐
d.	Experiential learning outside of the classroom	☐	☐	☐	☐	☐
e.	Experiential learning inside of the classroom	☐	☐	☐	☐	☐
f.	Project-based learning	☐	☐	☐	☐	☐
g.	Computer-based/online learning	☐	☐	☐	☐	☐
h.	Exercises/assignments that are self-paced	☐	☐	☐	☐	☐

~~33~~32.   Using a scale of 1 to 5, where 1 = Never and 5 = All the Time, how frequently do you use each of the following instructional supports as part of [name of local ISIS program]?
[Note: anticipate providing descriptions of each approach in web format]

[Program with a loop function to separately query each course listed in item ~~23~~22.]

		Scale				
		1 Never	2 Rarely	3 Sometimes	4 Often	5 All the Time
a.	Tutoring	☐	☐	☐	☐	☐
b.	Ad hoc sessions on specific topics	☐	☐	☐	☐	☐
c.	Study groups	☐	☐	☐	☐	☐
d.	Study skills classes	☐	☐	☐	☐	☐
e.	Time management classes	☐	☐	☐	☐	☐

~~34~~33.   Using a scale of 1 to 7, where 1 = None of My Time and 7 = Most of My Time, how much time do you spend on each of the following activities?

Domain		Scale						
		1 None of My Time	2	3	4	5	6	7 Most of My Time
Academic Advising	a. Advising on admissions requirements or pre-requisites	☐	☐	☐	☐	☐	☐	☐
Academic Advising	b. Obtaining and reviewing academic assessment results	☐	☐	☐	☐	☐	☐	☐
Academic Advising	c. Monitoring of participants' day-to-day academic progress	☐	☐	☐	☐	☐	☐	☐
Non-Academic Advising	d. Advising on students' personal issues and needs	☐	☐	☐	☐	☐	☐	☐
Non-Academic Advising	e. Advising or assistance with financial aid or scholarships	☐	☐	☐	☐	☐	☐	☐
Non-Academic Advising	f. Referring or connecting to support services (childcare, TANF, SNAP, transportation, housing, etc.)	☐	☐	☐	☐	☐	☐	☐
Non-Academic Advising	g. Assistance with developing skills needed for success at school, work, and other areas of life (either in a group setting or individually)	☐	☐	☐	☐	☐	☐	☐
Career Advising	h. Career goal development	☐	☐	☐	☐	☐	☐	☐
Career Advising	i. Advising on career choices	☐	☐	☐	☐	☐	☐	☐

Domain		Scale						
		1 **None of** **My** **Time**	**2**	**3**	**4**	**5**	**6**	**7** **Most** **of My** **Time**
Employment Assistance	j. Assistance with internships/externships/clinical placements	☐	☐	☐	☐	☐	☐	☐
Employment Assistance	k. Resume preparation	☐	☐	☐	☐	☐	☐	☐
Employment Assistance	l. Identifying job openings for students	☐	☐	☐	☐	☐	☐	☐
Employment Assistance	m. Referring to job search/placement services	☐	☐	☐	☐	☐	☐	☐
Employment Assistance	n. Mock interviewing	☐	☐	☐	☐	☐	☐	☐
Other	o. Other *(Please specify)*: _____	☐	☐	☐	☐	☐	☐	☐

~~**35a. How frequently do you use the following approaches to plan lessons for the courses that you teach/taught as part of [name of local ISIS program]?**~~

		~~Scale~~				
		~~**1**~~ ~~**Never**~~	~~**2**~~ ~~**Rarely**~~	~~**3**~~ ~~**Sometimes**~~	~~**4**~~ ~~**Often**~~	~~**5**~~ ~~**All the Time**~~
i.	~~Formal plan (written lesson plan with information for each part of lesson described)~~	~~☐~~	~~☐~~	~~☐~~	~~☐~~	~~☐~~
ii.	~~Informal plan (written notes with general information about topics/skills to teach, activities)~~	~~☐~~	~~☐~~	~~☐~~	~~☐~~	~~☐~~
iii.	~~"Mental plan" (not written)~~	~~☐~~	~~☐~~	~~☐~~	~~☐~~	~~☐~~
iv.	~~No lesson plan~~	~~☐~~	~~☐~~	~~☐~~	~~☐~~	~~☐~~
v.	~~Other *(Please specify)*: _____~~	~~☐~~	~~☐~~	~~☐~~	~~☐~~	~~☐~~

~~[If "no lesson plan" is used "all the time/every class" (35a iv=5), skip to item 36a]~~

~~35b. If lesson plans were utilized, what information did the lesson plan contain?~~
~~(You may select more than one answer.)~~
~~☐ Lesson objectives~~
~~☐ Lesson warm-up activity~~
~~☐ Demonstration of new skills/information~~
~~☐ Review for understanding of new skills/information~~
~~☐ Materials to use in activities~~
~~☐ Assessment of skills/information learned~~
~~☐ Homework assignment~~
~~☐ Other *(Please specify):* _____~~

~~35c. Where were exercises/activities used in the course obtained?~~
~~(You may select more than one answer.)~~
~~☐ Published materials~~
~~☐ Self-developed~~
~~☐ Developed by other instructors in the program~~
~~☐ Computer program materials, List:~~
~~☐ Other *(Please specify):* _____~~

~~36a~~**34a**. **Do you find that you need to make changes to the course(s) you teach as part of [name of local ISIS program]?**
☐ Yes
☐ No

~~36b~~**34b**. **If yes, when do you typically implement the changes?**
(Please select the <u>one answer that is most accurate</u>.)
☐ While the course is being taught (i.e., during the semester)
☐ After the course is completed (i.e., in advance of the next term or semester)
☐ Other *(Please specify):* _____

[For ~~37a~~35a, ~~37b~~35b, ~~37c~~35c: Program with a loop function to separately query each course listed in item ~~23~~22]

~~37a~~**35a**. **Does completion of your course, [name of course from ~~Q23~~Q22], result in the achievement of a specific certificate or credential?**
☐ Yes
☐ No

~~37b~~**35b**. **If yes, please specify the certificate or credential awarded for [name of course from ~~Q23~~Q22]:** _____

~~37c~~35c. **What is required of students for successful completion of your course, [name of course**
from ~~Q23~~Q22]?
(You may select more than one answer.)

☐ Attendance standard
☐ Completion of homework
☐ Completion of special projects
☐ Successful completion of coursework
☐ Specific Grade

~~38~~36. **Using a scale of 1 to 7, where 1 = Never and 7 = All the Time, if a student is having**
academic problems how frequently do you use the following strategies?

	Scale						
	1 Never	2	3	4	5	6	7 All the Time
a. Spend more time in class with the student	☐	☐	☐	☐	☐	☐	☐
b. Spend time outside of class with the student	☐	☐	☐	☐	☐	☐	☐
c. Refer the student to a tutor	☐	☐	☐	☐	☐	☐	☐
d. Refer the student to an academic advisor/case manager	☐	☐	☐	☐	☐	☐	☐

~~39~~37. **If a student is having personal problems, please indicate on scale of 1 to 7 which strategies**
you use:

	Scale						
	1 Never	2	3	4	5	6	7 All the Time
a. Work with the student to address the personal problems	☐	☐	☐	☐	☐	☐	☐
b. Refer the student to another staff person in this organization	☐	☐	☐	☐	☐	☐	☐
c. Refer the student to an outside organization	☐	☐	☐	☐	☐	☐	☐

~~40a. Do you assign homework to students?~~

~~☐ Yes~~
~~☐ No~~

~~[If no, skip to 41]~~

~~40b. Using a scale of 1 to 7 where 1 = Never and 7 = All the time (every session/class) How~~
~~frequently do you assign homework?~~

Scale						
1 Never	2	3	4	5	6	7 All the time

~~**40c. If yes, what are your expectations regarding how much time participants should spend on homework?**~~
~~**(Please enter the number of minutes and select the time period from the drop-down list.)**~~

~~_____ minutes per _____ day/ week/term [Give drop-down menu with options of day, week, term]~~

~~**40d. What types of assignments do you give?**~~
~~**(You may select more than one answer.)**~~
~~☐ Reading~~
~~☐ Close-ended questions about reading materials~~
~~☐ Open-ended responses about reading materials~~
~~☐ Essays~~
~~☐ Journal or blog entries~~
~~☐ Problem sets~~
~~☐ Group work~~
~~☐ Individual projects~~
~~☐ Other *(Please specify):* _____~~

41~~38~~. **Using a scale of 1 to 5, where 1 = Strongly Disagree and 5 = Strongly Agree, please respond to the following statements:**

		Scale				
		1 Strongly Disagree	2	3	4	5 Strongly Agree
a.	Staff in this program make an effort to get to know the students well.	☐	☐	☐	☐	☐
b.	Staff in this program make an effort to learn about students' personal and family situations.	☐	☐	☐	☐	☐
c.	Staff in this program closely monitor the academic progress of students.	☐	☐	☐	☐	☐
d.	Staff in this program make an effort to learn about students' career and employment goals.	☐	☐	☐	☐	☐

42~~39~~. **Using a scale of 1 to 5, where 1 = Strongly Disagree and 5 = Strongly Agree, please rate how much you** <u>agree</u> **or** <u>disagree</u> **with the following statement:**

If people in my job do good work, we can really improve the lives of students.

Scale				
1 Strongly Disagree	2	3	4	5 Strongly Agree

43~~40~~. **Using a scale of 1 to 5, where 1 = Strongly Disagree and 5 = Strongly Agree, please rate how much you** <u>agree</u> **or** <u>disagree</u> **with the following statement:**

The goal of my class is for students to get a job when they are done.

Scale				
1 Strongly Disagree	2	3	4	5 Strongly Agree

44~~41~~. **In your opinion, which three of the following personal problems or challenges stand in the way most frequently of students' successfully completing the program?**
(Please select up to <u>three</u> **answers.)**

☐ Motivational issues
☐ Mental health issues
☐ Substance abuse issues
☐ Physical health issues
☐ Domestic violence issues
☐ Other domestic issues (e.g., marital or relationship issues)
☐ Child care or dependent care issues
☐ Transportation problems
☐ Child behavioral issues
☐ Homelessness or housing problems
☐ Criminal history
☐ Legal problems
☐ <u>Financial issues</u>
☐ Other *(Please specify)*:_____

4542. In your opinion, does your program offer sufficient support services to students with the following issues?

	Yes	No	Don't Know
a. Motivational issues	☐	☐	☐
b. Mental health issues	☐	☐	☐
c. Substance abuse issues	☐	☐	☐
d. Physical health issues	☐	☐	☐
e. Domestic violence issues	☐	☐	☐
f. Other domestic issues (e.g., marital or relationship issues)			
g. Child care or dependent care issues	☐	☐	☐
h. Transportation problems	☐	☐	☐
i. Child behavioral issues	☐	☐	☐
j. Homelessness or housing problems	☐	☐	☐
k. Criminal history	☐	☐	☐
l. Legal problems	☐	☐	☐
m. Financial issues	☐	☐	☐
n. Other (Please specify): _____	☐	☐	☐

Part C. Professional and Program Context

Using a scale of 1 to 5, where 1 = Strongly Disagree and 5 = Strongly Agree, please rate how strongly do you <u>agree</u> or <u>disagree</u> with each of the following statements about [name of local ISIS program] and your experiences in your positionas an instructor at [name of local ISIS program]?

Domain	Item	Scale				
		1 Strongly Disagree	**2**	**3**	**4**	**5 Strongly Agree**
Staffing	43. Frequent staff turnover is a problem for your program.	☐	☐	☐	☐	☐
Staffing	44. Staff in your program are able to spend the time needed with students.	☐	☐	☐	☐	☐
Staffing	45. Staff in your program have the skills they need to do their jobs.	☐	☐	☐	☐	☐
Staffing	46. Your program has enough staff to meet current student need.	☐	☐	☐	☐	☐
Staffing	47. Staff in your program are well-trained.	☐	☐	☐	☐	☐
Staffing	48. A larger student services support staff (e.g., advisors, case managers) is needed to help meet needs at your program.	☐	☐	☐	☐	☐
Training	49. Instructor training and professional development are priorities in your program.	☐	☐	☐	☐	☐
Training	50. You learned new skills or techniques at a professional training in the past year.	☐	☐	☐	☐	☐
Training	51. Your program holds regular in-service training for staff.	☐	☐	☐	☐	☐
Training	52. The budget in your program allows staff to attend professional training.	☐	☐	☐	☐	☐

Domain	Item	Scale				
		1 Strongly Disagree	2	3	4	5 Strongly Agree
Supervision	53. Your program is managed well.	☐	☐	☐	☐	☐
Supervision	54. Your program has supervisors who are capable and qualified.	☐	☐	☐	☐	☐
Supervision	55. When needed, program supervisors devote much time and attention to supervision.	☐	☐	☐	☐	☐
Supervision	56. Management decisions for your program are well planned.	☐	☐	☐	☐	☐
Supervision	57. You have confidence in how decisions at your program are made.	☐	☐	☐	☐	☐
Supervision	58. You meet frequently with supervisors about student needs and progress.	☐	☐	☐	☐	☐
Supervision	59. Staff concerns are ignored by management when making decisions about your program.	☐	☐	☐	☐	☐
Growth	60. Keeping your knowledge and skills up-to-date is a priority for you.	☐	☐	☐	☐	☐
Growth	61. You do a good job of regularly updating and improving your skills.	☐	☐	☐	☐	☐
Growth	62. You regularly read professional articles or books in your field of expertise.	☐	☐	☐	☐	☐
Growth	63. You review new techniques or updates in the field regularly.	☐	☐	☐	☐	☐
Satisfaction	64. You are satisfied with your present job.	☐	☐	☐	☐	☐
Satisfaction	65. You feel appreciated for the job you do.	☐	☐	☐	☐	☐
Satisfaction	66. You give high value to the work you do.	☐	☐	☐	☐	☐

Domain	Item	Scale				
		1 Strongly Disagree	2	3	4	5 Strongly Agree
Satisfaction	67. You are proud to tell others where you work.	☐	☐	☐	☐	☐
Satisfaction	68. You like the people you work with.	☐	☐	☐	☐	☐
Satisfaction	69. You would like to find a job somewhere else.	☐	☐	☐	☐	☐
Mission	70. Some staff members seem confused about the main goals for your program.	☐	☐	☐	☐	☐
Mission	71. Your duties are clearly related to the goals for your program.	☐	☐	☐	☐	☐
Mission	72. Your program operates with clear goals and objectives.	☐	☐	☐	☐	☐
Mission	73. Management for your program has a clear plan for its future.	☐	☐	☐	☐	☐
Stress	74. The heavy staff workload reduces the effectiveness of your program.	☐	☐	☐	☐	☐
Stress	75. You are under too many pressures to do your job effectively.	☐	☐	☐	☐	☐
Stress	76. Staff members at your program often show signs of high stress and strain.	☐	☐	☐	☐	☐
Stress	77. Staff frustration is common where you work.	☐	☐	☐	☐	☐

Thank you for your time in filling out this questionnaire.