

# AAIEP

Newsletter

American  
Association of  
Intensive  
English Programs



Volume I, Number 1

December, 1989

## MESSAGE FROM THE PRESIDENT

**Surprise, Surprise!** Here is the surprise I mentioned in my last communique to you. This is the first issue of our newsletter, which will be published three times a year. This will be the medium through which your Executive Board and the standing committees will be able to communicate to the membership about the what, the when, the why and the hows!

But you don't want a "typical" newsletter that only gives information about what your organization is doing, do you? Of course not! In addition to organizational news, why not have a forum for the **sharing of practical ideas, thoughts, and feelings that can help us all "Work Smarter, NOT Harder!"** After all, it is better to learn from the mistakes of others, for we can never live long enough to make them all ourselves.

Whether we can make this a special newsletter that will be helpful in practical ways will depend a lot upon "You," the members of AAIEP, and your willingness to share. We would like to ask you to contribute articles, quips, quotes, anecdotes, stories, and anything else that might keep another IEP director from "**re-inventing the wheel!**". By providing for an

exchange of ideas and views, the newsletter can become one way for each of us to achieve our goals for the AAIEP.

The newsletter is the responsibility of the Advocacy Committee. Judy Hoyem, Chair, and her "advocates" have worked hard to get this first issue to you. They are already working on the next one. If you have any comments, suggestions or praises, please direct them to Judy. Your letters of encouragement will be well appreciated.

In closing let me remind you that our dreams for the AAIEP depend upon your willingness to actively participate. We are still in our infancy. Now is the time to help us to nurture our organization so that it becomes the foremost authoritative voice for IEP directors.

If you need to learn more about AAIEP, just write to me or any other Executive Board member. If you still haven't renewed your membership, send it in. Remember to use our new application form. If you have already done it, congratulations and **Mahalo** (thank you), we toast you with **Y** or **U**!

The members of the Executive Board and I want to be the first to wish all of you a wonderful and joyous holiday season. May your new year be filled with Health, Wealth, and Happiness.

As we say on the sunny beaches of  
🌴 Waikiki 🌴, Aloha and Mahalo nui loa!  
See you all in San Francisco at TESOL!

Gary T. Honda, President



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## MESSAGE FROM THE EDITOR

by Judith Hoyem, Chair, Advocacy Committee

At the midpoint of the second year of AAIEP, we are launching this newsletter to facilitate communication and to encourage professional exchanges among members. The members of the Executive Board and the Advocacy Committee have provided the text. Without the help of Michael Steadman, of Cal. State University, Northridge, who produced it on his Mac Computer, this first issue of the newsletter would not now be in your hands. We owe him enormous thanks.

We expect to put out one more issue of the newsletter this year, at the end of April 1990. For the future the goal is to publish three issues a year, in mid-July, early December, and late April. We are sure there are many of you waiting in the wings for the opportunity to put your computers to work when Michael's gives out. Please let us know about you!

I would like to join our president, Gary Honda, in encouraging all of our membership to contribute to the newsletter. We can't promise to print everything that you send us, for we expect to be besieged with contributions, but please don't hold back on that account. The deadline for submissions to the next newsletter is February 5, 1990. Send all submissions to me, Judith Hoyem, the newsletter editor, at the address shown elsewhere in this newsletter.

We also look forward to getting feedback from educational advisors and other interested individuals to whom we are mailing this first issue. We would welcome contributions of timely information and helpful advice from them as well. The newsletter has the potential of providing an exciting and effective means of communication between intensive English programs and those who use their services.

Attached to this issue is a questionnaire prepared by Rebecca Smith, Chair-elect for Advocacy. It is a list of possible activities that can be undertaken by AAIEP in coming years to promote the study of intensive English in the United States. Please complete it and send it to Rebecca, along with your additional ideas and suggestions. Most important of all, please indicate to which areas you would be willing to devote time. As a volunteer organization, AAIEP will

need the efforts of many in order to make significant achievements.

Please remember to send back the questionnaire by January 15, 1990. The results will be published in the next newsletter.

As most of you know, there are a number of educational fairs held in different parts of the world each year, which many intensive English programs have been participating in. Last year, the first year of this association, through the energetic efforts of our past-President, Ande Clarke, we were able to sponsor an educational fair in Mexico City on April 25-26, 1989, exclusively for AAIEP members, at a cost of \$200 for each booth.

The Mexico City fair was our first effort, and we learned a lot about the complexities of such an undertaking. We are actively considering another fair in Mexico in 1990 with plans for increased publicity and close collaboration with educational advisors. We will undertake the fair again if there is sufficient interest from the membership. Therefore, please be sure to provide us with your feedback by completing the question on the Mexico City fair in the enclosed membership questionnaire.

In the next issue of the newsletter, we will publish a reference list of educational or language fairs scheduled for fall 1990 and winter and spring 1991. It is expensive to participate in these fairs, but it would be possible for AAIEP members to join together and share a booth, either as an association or as smaller groups, perhaps linked geographically.

AAIEP members who are interested in sharing a booth at a non-AAIEP sponsored educational fair with one or more other member programs should send names, addresses, and telephone numbers to the newsletter editor for inclusion in a list in the next issue. Programs will then be able to get in touch with others on the list.

Information on upcoming educational fairs in spring 1990 is provided on page 3. Although the announced deadlines for reserving space have already passed, it may not be too late to participate.

On behalf of the Advocacy Committee, I would like to wish all of you, colleagues and friends, a most successful new year.

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## REPORT FROM THE STANDARDS COMMITTEE

Ahad Shahbaz, Chair, Standards Committee

Your Standards Committee has met four times since the election last year to formulate the guidelines on which I reported in the last AAIEP business meeting in Minneapolis. I am pleased to say that the work on standards is progressing well and the Report on Draft of Standards & Self-Study Questions for Postsecondary ESL Programs (from here on referred to as the Draft) has received wide circulation. Although it is still in its draft form and much more work will be done on it before the membership votes on its adoption next year, it is already being used by some U.S. IEP's as a guide for establishing new programs or improving their existing programs, and it is also being used by some private and government organizations to determine the suitability of IEP's for their advisees. It is encouraging to see this interest in standards among IEP's as well as outside organizations.

Since the distribution of the Draft, the Standards Committee has received many invaluable suggestions and comments which will be incorporated in the final draft. Nonetheless, I would like to encourage all members to send in their comments on the Draft before the end of this year so that they can be reviewed and considered by the Standards Committee. Those of you who have not received a copy of the Draft, please call me at 919-292-5511 ext. 312. I promise to put it in the mail the same day you call.

This year's Standards Committee consists of Susan Bird, SUNY Stony Brook, Richard Porior, University of Wisconsin/ Stevens Point, Jan Funston, formerly at San Diego State and now with ASPECT at Whittier College, Bill Harshbarger of the University of Washington in Seattle, and Ahad Shahbaz of INTERLINK Language Centers. Our agenda will be to review comments received from the membership, study the "scope, sequence, and timing of self-study and evaluation," as called for in the by-laws, discuss the agenda items attached to the Draft, and address the issues raised in our last business meeting. The Standards Committee will meet December 1-4, 1989, in Whittier, CA. We will prepare a Revised

Draft, which will be available at TESOL 1990 for review by the membership and the Executive Board. The version approved by the Executive Board will be mailed to all members for review before the membership meeting at NAFSA, May 1990.

I would like to thank all of you for your support of standards for IEP's. Without your encouragement, written and spoken comments, and invaluable suggestions, we would not have made this progress. I look forward to hearing from you on the Draft, and again, please call me if you have not received a copy of the Draft.

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## UPCOMING RECRUITMENT FAIRS

*AAIEP will list upcoming government-sponsored and non-government fairs. Members are invited to send recruitment fair information to the editor. Listing these fairs does not constitute AAIEP endorsement.*

<u>1990 DATES</u>	<u>TITLE and CONTACT:</u>
Feb. 14 - 19 Paris, France	EXPOLANGUES Tel: 33-1-45 62 84 58 Fax: 33-1-45 63 89 82
Feb. 22-24 Brussels, Belg.	BOURSE DES LANGUES Tel: 32-67-56 02 93 Fax: 32-67-56 00 66
March 8-11 Milan, Italy	EXPOLINGUE Tel: 39-2-4818121 Fax: 39-2-4816410
March 16-19 Taipei, Taiwan	7th Hong Kong Int'l Educ Fair Schl & Coll Serv., Hong Kong Tel: 852-3-7300093 Fax: 852-3-7307029
April 25 -29 Geneva, Switz.	MONDOLINGUA Tel: 41-21-23 92 44 Fax: 41-21-20 50 59

## THE 1989-90 AAIEP EXECUTIVE BOARD POSITION STATEMENT

*The following position statement was developed by the Executive Board at its meeting on August 13, 1989, in Silverthorne, Colorado.*

The American Association of Intensive English Programs is a professional association dedicated to the encouragement of excellence in intensive English instruction in the United States and to the promotion of high ethical standards in the administration of intensive English programs. In addition to the many activities and services that a professional association normally undertakes, AAIEP is also committed to increasing the visibility of member programs and to attracting more ESL students for study in the United States.

To achieve these objectives, AAIEP is committed to providing support and encouragement to all member programs in their professional growth. To function as a professional association with an advocacy role, AAIEP must have a document to express the standards which its membership is committed to achieving. As members of the Executive Board, we feel that a guide to self-study with an accompanying statement of standards will serve to identify those areas of ESL program design and implementation that distinguish quality IEPs.

While no single document can do justice to the goals and ideals of all IEPs, it is the intention of the AAIEP Executive Board and the Committee on Standards to submit for approval of the Association a document which can serve as a clear and workable guide for self-study and evaluation of member programs, as called for in Article VII, Section 2 of the AAIEP By-laws. The Committee on Standards will continue to seek input from member programs in the process of creating a draft document to submit for full membership review in May 1990.

The Committee on Standards has the responsibility for making recommendations for "the scope, sequence, and timing of self-study and evaluation," and several possible approaches have been suggested. It is the feeling of the Executive Board that the standards should offer a basis for self-study and evaluation, rather than stand as a fixed ideal against which member programs are judged by some outside person or organization.

Membership in AAIEP involves a commitment to standards and a concern for advocacy. It is the feeling of the Executive Board that both of these concerns can be met most successfully by a leadership that respects and supports this commitment by facilitating and promoting an effective program of self-study in accordance with the attitudes and goals of the Association membership.

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### AAIEP EXECUTIVE BOARD 1989-90

Anderson Clark, Past-President  
Gary Honda, President  
Phillip L. Borchers, President-Elect

Ahad Shahbaz, Vice-Pres. for Standards  
Jan Funston, V.P.-Elect for Standards

Judith Hoyem, Vice-Pres. for Advocacy  
Rebecca Smith, V.P.-Elect for Advocacy

Sandra Kneller, Secretary  
Jeanne Hind, Treasurer

Andrew Blasky, Member-at-large  
Steve Weisbrod, Member-at-large

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## AAIEP COMMITTEES

The By-Laws of AAIEP establish four standing committees: a Finance Committee, a Committee on Standards, a Committee on Advocacy, and a Nominating Committee.

The Finance Committee consists of the Treasurer and two other members who are appointed by the President; the appointed members serve two-year terms, which are staggered.

The Committee on Standards consists of the Vice-President for Standards, the Vice President-elect for Standards, and three members who are recommended by the Nominating Committee and appointed by the Executive Board to serve two year terms, which are staggered, so that at least one new member comes on each year.

The Committee on Advocacy consists of the Vice-President for Advocacy, the Vice-President-elect for Advocacy, and three members who are recommended by the Nominating Committee and appointed by the Executive Board to serve two-year terms, which are staggered.

The five members of the Nominating Committee are selected by the President and approved by the Executive Board; they serve a one-year term.

During the first term only, the vice-presidents-elect for Standards and Advocacy are serving three-year terms in order to create staggered terms and to provide continuity.

Members of committees may serve no more than two consecutive terms. It is important for committee membership to change in order to have all points of view represented over a period of time.

*If you are ready to volunteer to serve a term on a committee, please notify a member of the Nominating Committee, the President, or the chair of the committee you are interested in — or all three! The Committee on Advocacy also needs volunteers who would be willing to work on specific projects from time to time.*

The duties of the four standing committees are established by the By-Laws as follows:

Finance Committee: ". . . prepare a budget for the next year and submit it to the Board for approval; . . . recommend to the Executive Board the amount of dues necessary to maintain the submitted budget."

Committee on Standards: ". . . recommend for adoption by the Association the scope, sequence,

and timing of self-study and evaluation which member programs shall undergo; . . . maintain information concerning the various stages of self-study and evaluation completed by member programs; . . . may recommend for adoption by the Association changes in the criteria for program evaluation."

Committee on Advocacy: ". . . recommend for adoption by the Association policy governing the relationship between the Association and those whose actions affect IEP's, including but not limited to U.S. and foreign government agencies, sponsors, admission officers, and counselors; . . . recommend action aimed at furthering the interests of the members of the Association in relationship to such organizations, including but not limited to identification of methods for the dissemination of information about the status of individual members' compliance with the standards adopted by the Association; . . . Identify means of increasing awareness abroad of opportunities for English language study in the United States."

Nominating Committee: ". . . nominate candidates for the offices of the Association including members-at-large of the Executive Board; . . . prepare a list of potential members of the standing committees. . ."

A listing of current committee members and their terms of service is found on page 7.

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## AAIEP CALENDAR — 1990 Dates

- March 6-11: AAIEP Information Meeting at TESOL Conference in San Francisco, CA. Look for announcement flyer at TESOL.
- April 30: AAIEP Newsletter (article submission deadline: Feb. 5)
- May 15-18: AAIEP Membership Meeting at NAFSA Conference in Portland, OR. See next newsletter for exact date, time, and location.
- July 15: AAIEP Newsletter (article submission deadline: June 1)
- December 1: AAIEP Newsletter (article submission deadline: October 15)
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## AAIEP MEMBERSHIP UPDATE

The membership of AAIEP for this current fiscal year (June 1, 1989 to May 31, 1990) is 137. Membership carries over from one fiscal year to the next with a grace period of one year for renewal, according to the By-Laws. Of the 137 current members, 106 have sent in dues for fiscal year 1989-90 as of December 1, 1989. Included in this issue is a listing of all current member programs with the indication "arr" (arrears) for those whose dues for FY 89-90 had not been received by publication date. The indication "app" (application) has been used for those who had not yet returned the revised application form. Programs who have not yet paid their dues and those who have not yet returned the revised application form are urged to do so as soon as possible. An application form is enclosed with this newsletter for your convenience. If there are any errors or omissions in the listing, or if you have any questions about membership, please contact the treasurer, Jeanne Hind, at (303) 556-4255.

Membership in AAIEP is for programs, not individuals. At any time, only one person may be the designated representative for a program. Please notify the treasurer if the designated representative for your program is incorrectly named on the enclosed list.

Membership is open to all U.S. intensive English programs that comply with the minimum qualifications stated in the By-Laws, Article III, Section 2:

(The program is) one which offers participants a minimum of 18 contact hours of English language instruction per week organized into a curriculum designed to serve the needs of the participants; which is overseen by a person having clearly defined responsibility for the overall administration of the program including but not limited to selection, evaluation and retention of faculty and staff; which has an established curriculum allowing for the differentiation of participants by level of proficiency; which offers instruction during stated sessions; and which provides participants orientation and counseling services.

The AAIEP membership year is June 1 to May 31. If a program joins well after June 1 and wants the membership applied to the next membership year, this should be clearly indicated by an addendum to the application form. Otherwise,

it is assumed that the application is for the current membership year. Current year membership is required in order to vote at the annual membership meeting held in conjunction with the NAFSA Conference in May each year.

An updated list of member programs will be published in the next newsletter. To assure that you have full voting rights and that your program is listed in any literature that may be distributed by AAIEP, why not join today!

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## TESOL EFS/ESC SIC NAME CHANGE

*by Jan Funston, member, Standards Committee*

Teachers and administrators of intensive English programs have their own special interest section within TESOL with the unwieldy name of "English for Foreign Students in English-Speaking Countries." This section is set up for "teachers, administrators, researchers, curriculum specialists" in "intensive and semi-intensive" programs. A proposal has been made to change the name simply to "Intensive English Programs." A meeting will be held at TESOL 1990 to discuss the proposal. Look for time and place of the meeting in the TESOL program. I know that quite a number of you have been following this with great interest. The meeting may also be an opportunity for AAIEP members to see how our association fits in with this TESOL unit, which is international and not limited to U.S.-based programs.

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## CAREER OPPORTUNITIES

*Within the space available, Director-level or equivalent positions will be listed. Please send job announcements to the Newsletter editor.*

DIRECTOR, American Language Center, UCLA Extension. Contact Ms. Marva Cooper Bell, Dept of Employee Services, UCLA Extension, Room 314, 10995 LeConte Ave., Los Angeles, CA 90024-2883.

DIRECTOR, Intensive English Program, University of Arkansas at Little Rock. Contact Laura Thompson, Acting Director, IELP, UALR, 2801 South University Ave., Little Rock AR 72204. (501) 569-3468.

AAIEP COMMITTEE POSITIONS: Great co-workers, lots of independence, and all the travel your budget can afford. Contact an AAIEP Executive Board Member.

## Did you remember?????

- to send in your membership application to Jeanne Hind?
- to complete and send back the membership questionnaire by January 15 to Rebecca Smith?
- to send in submissions for the next newsletter by February 5, 1990, to Judith Hoyem?
- to indicate your willingness to serve on the Executive Board or on a committee, immediately, to Gary Honda?
- To send your comments on the Draft of Standards before the end of the year to Ahad Shahbaz?

### AAIEP

The **American Association of Intensive English Programs (AAIEP)** is an organization of programs, represented by their directors, established to: promote ethical and professional standards for intensive English language programs, encourage and facilitate evaluation of intensive English programs, provide liaison between intensive English programs and other organizations whose concerns for international students overlap with those of AAIEP, and work to increase awareness abroad of opportunities for English language study in the United States. Directors interested in obtaining membership for their programs should contact Phillip Borchers, American Language Academy, University of Southern Colorado, 2200 N. Bonforte Blvd., Pueblo, CO 81001-2222.

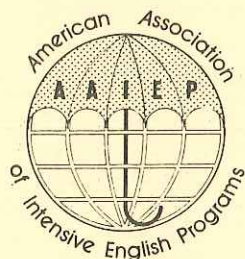
### AAIEP NEWSLETTER

The AAIEP Newsletter is published three times per year. AAIEP members are invited to submit articles or news briefs to the editor. Submissions must be typed, double-spaced.

### AAIEP TAX I.D. NUMBER

Please use the following tax I.D. number when making payments to AAIEP:  
# 84-1115-436.

American Association of  
Intensive English Programs



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