Cal State East Bay
Commission on Teacher Credentialing (CTC)
Professional Education Unit

Table 4-2b
Multi Year Unit Assessment Cycle, 2016-2019

<u>**All Years**</u>

1. Assessment Activity: Collect Program and Unit data

a. When: Throughout the academic year

b. Who is Responsible:

1. Accreditation Coordinator oversees process

2. CEAS Accreditation Staff

a. Archive data on the Accreditation website (end of Summer, Fall, Winter, and Spring Quarters)

b. Oversee the collection of our internal, computer-based Completer Surveys, archive CSU and CTC Surveys

3. Program Coordinators and Department Chairs ensure all data is collected

4. Program Faculty serving as course instructors and field supervisors enter all data into Blackboard or other data-storage systems (by the end of Summer, Fall, Winter, and Spring Quarters)

2. Assessment Activity: Performance Assessment of California Teachers (PACT) – Multiple Subject and Single Subject Teaching Credential Programs

a. When:

1. Initial submission in April

2. Subsequent submissions (failed first submission), after remediation

b. Who is Responsible:

1. PACT Coordinator and Assistant Coordinator oversee all aspects of the process, including the calibration of all assessors

Year 1: (2016-2017 in Current Cycle)

1. Assessment Activity: *Program Improvement Plan*

1.1 Examine signature assessment data and other program data

1.2 Identify area(s) for improvement in consultation with Program Faculty

1.3. Write *Program Improvement Plan,* including 1-2 objectives for program improvement, data sources, and connections to objectives/standards

a. When:

1. Examination of assessment data – Fall Quarter

2. Identification of areas for improvement, write *Plan*, including objectives – Winter and Spring Quarters, all tasks completed by June 1

b. Who is Responsible:

1. Unit Accreditation Coordinator oversees the process

2. Program Coordinators, working with Program Faculty, define objectives and write *Program improvement Plan*

2. Assessment Activity: *Unit Improvement Plan*

2.1 Examine all Unit and program data

2.2 Identify areas of improvement, in consultation with members of the Accreditation CEAS Team (ACT) and Program Faculty

2.3 Write *Unit Improvement Plan*, including 1-2 objectives for Unit improvement, data sources, connections to objectives/standards

a. When:

1. Examination of assessment data – Fall Quarter

2. Identification of areas for improvement, write *Plan*, including objectives – Winter Quarter, all tasks completed by March 1

b. Who is Responsible:

1. Unit Accreditation Coordinator oversees the process

2. Faculty member on special assignment writes the *Unit Improvement Plan*

3. ACT members review data, identify areas for improvement and improvement objectives

4. Program Coordinators and Department Chairs consult with Program Faculty on possible improvement objectives

Year 2: 2017-2018

1. **Assessment Activity: *Program Summary of Implementation***

   1.1 Review *Program Improvement Plan* written the previous year and determine program changes to meet improvement objectives (changes in syllabi, texts, field experience, etc.)

   1.2 Write a *Program Summary of Implementation* explaining program changes that have been made to address each objective

   1.3 Identify evidence that is being used to document change

   a. When:

   1. Review of *Program Improvement Plan* and determination of program changes – before start of new cohorts (Summer or Fall Quarter)

   2. Write *Program Summary of Implementation* and identify evidence - completed by June 1

   b. Who is Responsible:

   1. Unit Accreditation oversees the process

   2. Program Coordinators, working with Program Faculty, review *Program Improvement Plan*, determine program changes, and write *Program Summary of Implementation* and identify evidence

2. **Assessment Activity: *Unit Summary of Implementation***

   2.1 Review *Unit Improvement Plan* written the previous year and determine Unit and Program changes to meet improvement objectives

2.2 Write a *Unit Summary of Implementation* explaining Unit and program changes that have been made to address each objective

2.3 Identify evidence documents changes

a. When:

1. Review of *Unit Improvement Plan* and determination of Unit/Program changes – before Summer Quarter

2. Write *Unit Summary of Implementation* and identify evidence – all tasks completed by Winter Quarter, March 1

b. Who is Responsible:

1. Unit Accreditation Coordinator oversees the process

2. ACT reviews *Unit Improvement Plan* and identifies evidence

3. Program Coordinators and Department Chairs consult with Program Faculty on possible program changes; Accreditation Coordinator and ACT consider Unit level changes

4. Faculty member on special assignment writes the *Unit Summary of Implementation*

Year 3: 2018-2019

1. Assessment Activity: *Program Summary of Achievement*

1.1 Examine and compare new assessment data (same assessments administered in Year 1)

1.2 Close the loop: Evaluate whether objectives were met and explain why objectives were or were not met

1.3 Write a *Program Summary of Achievement* discussing your program's improvement cycle

a. When:

1. Examine and compare new assessment data: Spring and Summer of 2019

2. Close the loop: Spring and Summer of 2019

3. Write *Program Summary of Achievement* – Summer 2019

b. Who is Responsible:

1. Unit Accreditation Coordinator oversees the process

2. Program Coordinators, working with Program Faculty, examine and compare data, determine whether objectives were met, and write *Program Summary of Achievement*

2. Assessment Activity: *Unit Summary of Achievement*

2.1 Examine and compare new assessment data with baseline data

2.2 Close the loop: Evaluate whether Unit objectives were met and explain why objectives were or were not met

2.3 Write a *Unit Program Summary of Achievement* discussing the Unit's improvement cycle

a. When:

1. Examine and compare new assessment data: Spring and Summer of 2019

2. Close the loop: Spring and Summer of 2019

3. Write *Unit Summary of Achievement* – Summer 2019

b. Who is Responsible:

1. Unit Accreditation Coordinator oversees the process

2. ACT reviews new assessment data and baseline data to determine if Unit objectives have been met

3. Faculty member on special assignment writes the *Unit Summary of Implementation*

3. Assessment Activity: Evaluation of the Unit Assessment System

3.1 Examine the efficacy of all Unit and Program data sources

3.2 Review the efficacy of all assessment activities and the overall, three-year cycle

3.3 Consult with key stakeholders (employers, K-12 and community partners) about areas of concern that could require additional data sources

3.4 Revise the Unit Assessment System as necessary for next cycle

a. When:

1. Examination of Unit and program data sources: Spring 2019

2. Review of assessment activities and cycle: Spring 2019

3. Consult with key stakeholders: Fall 2018 and Spring 2019 (program advisory council meetings)

4. Changes in program and Unit data sources; modification to the cycle: No later than June 1

b. Who is Responsible:

1. ACT examines Unit data sources; Program Coordinators and Program Faculty examine program data sources

2. ACT reviews assessment activities and assessment cycle

3. Program Coordinators and Program Faculty consult with key stakeholders

4. Program Coordinators and Program Faculty modify program data sources; ACT modifies Unit data sources; ACT modifies assessment cycle

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