CAL STATE EAST BAY COMMISSION ON TEACHER CREDENTIALING (CTC)
PROFESSIONAL EDUCATION UNIT

Table 4-1
Graphic Depiction of the Unit Assessment System; Including Roles and Responsibilities of Personnel in the Unit and Programs

Collect Program and Unit Data

- **Unit Accreditation Coordinator**
  - Oversees and directs process
- **CEAS Accreditation Staff**
  - Archive data on Accreditation website, manage collecting/archiving survey data
- **Program Coordinators and Department Chairs**
  - Ensure all program level data is collected
- **Program Faculty**
  - Enter all course and field experience data into Blackboard or other data-storage system
- **PACT Coordinator and Assistant Coordinator**
  - Oversee all aspects of administration and scoring of PACT

Analyze and Use Program Data

- **Unit Accreditation Coordinator**
  - Oversees and directs process
- **Program Coordinators and Program Faculty**
  - Analyze data, define improvement objectives, write Program Improvement Plan
  - Determine program changes, write Program Summary of Implementation
  - Evaluate whether objectives were met, write Program Summary of Achievement

Evaluate the Unit Assessment System

- **Unit Accreditation Coordinator**
  - Oversees and directs process
- **Accreditation CEAS Team (ACT)**
  - Analyze Unit data, define Unit improvement objectives
  - Faculty member of ACT writes Unit Improvement Plan (and other documents)
  - Determine Unit level changes, write Unit Summary of Implementation
  - Evaluate whether Unit objectives were met, write Unit Summary of Achievement
- **Program Coordinators and Department Chairs**
  - Determine any program level changes needed to meet Unit improvement objectives
- **Key Stakeholders**
  - Meet with program Coordinators to provide input on Program level data sources and Unit assessment process

Analyze and Use Unit Data

- **Unit Accreditation Coordinator**
  - Oversees and directs process
- **Accreditation CEAS Team (ACT)**
  - Examine, evaluate, and redefine program data sources
- **Program Coordinators and Program Faculty**
  - Examine, evaluate, and redefine program data sources
  - Approve all changes to Unit Assessment process