Center for Assessment

Align assessment system

Goal Description:

Align assessment system to Federal, State and local needs.

RELATED ITEMS -

RELATED ITEM LEVEL 1

Assessment alignment

Performance Objective Description:

Begin alignment of assessments to standards.

RELATED ITEM LEVEL 2

SPA-assessments aligned to standards

KPI Description:

All programs planning to submit to SPA in Fall 2019 have all assessments aligned to standards.

Results Description:

Programs have begun to align assessments to SPA standards. This KPI will continue in 2017-2018.

RELATED ITEM LEVEL 1

Assessment system and data collection

Performance Objective Description:

Design new assessment system and collect data for all programs.

RELATED ITEM LEVEL 2

All programs have assessments

KPI Description:

All programs will have at least 2 assessments assigned, submitted, and scored in Tk20.

Results Description:

90% of programs have assessments assigned and scored through Tk20

RELATED ITEM LEVEL 2

Assessment matrix for all programs

KPI Description:

All programs have an assessment matrix with at least 1 assessment for each category.

Results Description:

13 of 20 programs have completed assessment matrices.

RELATED ITEM LEVEL 1

Capstone portfolio transition plan

Performance Objective Description:

Implement Capstone portfolio transition plan and prepare for full implementation.

RELATED ITEM LEVEL 2

Finalize implementation plan

KPI Description:

Finalize full implementation plan for portfolio that will be started Fall 2017.

Results Description:

The implementation plan was finalized and portfolios will be submitted Fall 2017

RELATED ITEM LEVEL 2

Inform undergraduate faculty

KPI Description:

Inform all undergraduate faculty of Portfolio requirements through email and information session.

Results Description:

Faculty were informed about TCP requirements through 2 professional development sessions and 3 emails.

RELATED ITEM LEVEL 1

Engage faculty in assessment system design

Performance Objective Description:

Engage all faculty and staff in design of assessment system.

Faculty participation

KPI Description:

Invite all faculty to provide input on the assessment matrix for their respective programs.

Results Description:

Faculty will provide input on assessment matrices at Fall 2017 Data Quest

Field Experience Logs

Performance Objective Description:

Collect field experience logs for all Level I and II FE courses.

Candidates submit logs

KPI Description:

All candidates submit field experience logs in required courses.

Results Description:

Because of difficulty with submission of paper logs, an electronic log submission logs will be implemented Fall 2017.

Faculty access FBE

KPI Description:

All faculty access the completion of the requirements.

Results Description:

Because of difficulty with submission of paper logs, an electronic log submission logs will be implemented Fall 2017.

IDEA data

Performance Objective Description:

Collect and analyze IDEA data.

Request IDEA data

KPI Description:

Request IDEA data for previous 5 years from IR in .csv form

Results Description:

Data were requested but unavailable.

Trend analysis

KPI Description:

Conduct trend analysis for all courses in COE.

Results Description:

Data were not available to conduct this analysis

Level II FBE observations

Performance Objective Description:

Collect Level II field experience observation data.

Observation instrument

KPI Description:

Design and agree upon observation instrument.

Results Description:

Level II FE courses will use the T-TESS instrument

Record observations

KPI Description:

Record observations for 80% of candidates in Tk20.

Results Description:

Recording candidate observations in Tk20 will be piloted in Fall 2017

Comply with regulations

Goal Description:

Comply with local, state, and federal regulations.

RELATED ITEM LEVEL 1

Adhere to TAC

Performance Objective Description:

Support certification programs in adhering to TAC.

RELATED ITEM LEVEL 2

Compliance documentation

KPI Description:

Collect information and documentation from all programs and offices on status of TAC compliance.

Results Description:

CFA staff have created a file repository to collect TAC compliance documents. Programs have begun to upload documents to the respository to document their compliance.

RELATED ITEM LEVEL 2

Compliance monitoring plan

KPI Description:

Create compliance monitoring plan.

Results Description:

Compliance monitoring plans were created for each of the COE's educator certification programs. Programs have indicated the storage location for compliance documents and have appointed a responsible party for collecting each piece of documentation.

RELATED ITEM LEVEL 2

Meet with faculty about TAC

KPI Description:

Host monthly topical meetings with program coordinators required and all faculty invited.

Results Description:

Monthly coordinator meetings were held with the expectation that they would communicate information back to all faculty.

RELATED ITEM LEVEL 1

CAEP expectations

Performance Objective Description:

Educate faculty and staff on CAEP expectations.

RELATED ITEM LEVEL 2

CAEP transition team

KPI Description:

Create CAEP transition team and plan for unit.

Results Description:

The CAEP transition team will be created in 2017-2018.

RELATED ITEM LEVEL 2

CAEP workshops

KPI Description:

Host "CAEP Standards" workshops.

Results Description:

CAEP standards workshops were not offered.

RELATED ITEM LEVEL 2

CFA staff-learn CAEP

KPI Description:

Educate CFA staff on CAEP expectations through attending webinars, reading CAEP publications, and attending CAEP conferences.

Results Description:

CFA staff attended the Fall 2016 CAEP Conference. CFA staff also read all weekly CAEP communications, attended 4 webinars, and viewed 5 instructional videos.

RELATED ITEM LEVEL 1

SBEC

Performance Objective Description:

Monitor and advocate for change with SBEC.

RELATED ITEM LEVEL 2

Attend SBEC

KPI Description:

Attend all SBEC meetings.

Results Description:

A CFA staff member attended the SBEC meetings in September, November, December, March, June, and August.

Inform faculty of SBEC changes

KPI Description:

Inform faculty of proposed changes and actions taken by the board.

Results Description:

Department chairs and program coordinators were informed of SBEC proposed changes through coordinator meetings, executive council, and email.

Public comment

KPI Description:

Provide public comment on items when necessary.

Results Description:

CFA staff provided public comment on SBEC proposed changes twice.

Review SBEC agendas

KPI Description:

Review SBEC agendas prior to meetings.

Results Description:

SBEC agendas were reviewed 1 prior to each SBEC meeting so that public comment could be provided if necessary.

SPA plans

Performance Objective Description:

Create plans for submitting SPA reports in 2019.

SPA submission timeline

KPI Description:

Create a SPA submission timeline and plan for each program.

Results Description:

A SPA submission timeline was created with each program coordinator.

Support counseling department

Performance Objective Description:

Support counseling department with CACREP accreditation.

CACREP support plan

KPI Description:

Develop a plan for how CFA can support CACREP accreditation.

Results Description:

A plan to support CACREP accreditation was not created.

CFA staff-learn CACREP

KPI Description:

Educate CFA staff on CACREP expectations.

Results Description:

CFA staff have read CACREP standards but will need further training and development

Review CACREP submissions

KPI Description:

Review CACREP submissions from previous visits.

Results Description:

Previous CACREP submissions were not reviewed.

TEA compliance

Performance Objective Description:

Complete and meet deadlines for TEA compliance program.

TEA compliance plan completion

KPI Description:

All items on the TEA compliance plan are certified as completed by TEA staff by the deadlines.

Results Description:

All TEA compliance plan documentation was completed and submitted by the deadlines.

Data system

Goal Description:

Maintain, manage, and promote data systems.

RELATED ITEMS --

RELATED ITEM LEVEL 1

Blackboard/Tk20 integration

Performance Objective Description:

Blackboard - intergation with Tk20 - all courses with Tk20 assignments

RELATED ITEM LEVEL 2

Assignments submitted and scored

KPI Description:

80% of assignments are submitted and scored using Blackboard integration.

Results Description:

RELATED ITEM LEVEL 2

Full integration

KPI Description:

All courses with Tk20 assignments are fully integrated into Blackboard.

Results Description:

All Tk20 assessments were completely integrated with Blackboard.

RELATED ITEM LEVEL 2

Tk20/Blackboard PD

KPI Description:

PD for faculty and staff.

Results Description:

CFA staff presented professional development sessions 3 times and created instructional documents and videos.

RELATED ITEM LEVEL 1

Engage Programs

Performance Objective Description:

Include more programs - engage programs that have not traditionally used Tk20.

RELATED ITEM LEVEL 2

All programs have assessments

KPI Description:

All programs will have at least 2 assessments assigned, submitted, and scored in Tk20.

Results Description:

90% of programs have assessments assigned and scored through Tk20

RELATED ITEM LEVEL 1

Graphite

Performance Objective Description:

Communicate and support launch of Graphite.

RELATED ITEM LEVEL 2

Banner data loads

KPI Description:

Automate Banner data loads.

Results Description:

Automated Banner data loads were attempted August 2017 with limited success. Modifications will be made in 2017-2018.

RELATED ITEM LEVEL 2

Email

KPI Description:

Information on launch is emailed to faculty, staff, and students twice prior to launch and individualized information is provided to stakeholders.

Results Description:

Faculty, staff, and students were emailed twice before the Tk20 Graphite launch.

RELATED ITEM LEVEL 2

Professional Development

KPI Description:

Professional development is offered for faculty and staff.

Results Description:

Support faculty

Performance Objective Description:

Support faculty - implementing and accessing data; research data needs

Data available for research

KPI Description:

Host 2 sessions each semester about data available for faculty to use in research.

Results Description:

PD sessions were offered; however, no faculty attended.

Faculty access Green Screen

KPI Description:

5 new faculty request access to "Green Screen".

Results Description:

3 new faculty requested access to Green Screen

Faculty run reports

KPI Description:

5 new faculty members run assessment reports in Tk20.

Results Description:

2 new faculty members ran reports in Tk20

PD-Running Tk20 Reports

KPI Description:

Host 1 session each semester on running reports in Tk20.

Results Description:

1 session each semester was offered.

Tk20 help

Performance Objective Description:

Revise/align Tk20 help with Graphite.

Help videos

KPI Description:

All help videos are redone to use the Graphite interface.

Results Description:

Half of "Help" videos were redone for Graphite

Tk20 standards

Performance Objective Description:

Prepare Tk20 to align to standards; determine and flag Key Assessments.

Current standards

KPI Description:

Enter all current standards for SPAs, CAEP, InTASC, CACREP, and other programmatic bodies.

Results Description:

New standards were not entered into Tk20

Key assessments

KPI Description:

Identify a minimum of 2 assessments as Key Assessments for each program.

Results Description:

Key assessments were not identified

Out-of-date standards

KPI Description:

Delete all out-of-date standards.

Results Description:

Out-of-date standards were deleted.

Promote COE and enhance partnerships

Goal Description:

Promote COE and enhance partnerships to promote EC-20.

RELATED ITEMS

COE annual report

Performance Objective Description:

Produce COE annual report.

Annual Report

KPI Description:

Publish 2015-2016 annual report by Oct 1

Results Description:

The 2015-2016 annual report was published September 29, 2016.

CREATE partnerships

Performance Objective Description:

Develop more robust partnership with CREATE.

Faculty to attend CREATE PD

KPI Description:

Encourage and pay for faculty to attend offered PD.

Results Description:

CREATE did not offer PD this academic year

Grant partnerships

KPI Description:

Volunteer to be involved as a university partner in grant opportunities.

Results Description:

We volunteered as a University Partner for 1 grant this year; however, CREATE chose not to submit for the grant.

Request additional data

KPI Description:

Request additional data not provided in PACE.

Results Description:

Additional data will be requested January 2018

Infographic and brochure

Performance Objective Description:

Publish COE infographic and brochure.

Publish info and brochure

KPI Description:

Publish infographic and brochure electronically by Nov 1

Results Description:

Infographic and brochure will be published in 2017-2018

K-12 Partnership

Performance Objective Description:

Seek K-12 Partnerships.

Charter school

KPI Description:

Volunteer to help with charter school.

Results Description:

The SHSU Charter School delayed accepting students until the 2017-2018 academic year. The CFA staff have volunteered to assist the charter school with assessment, evaluation, and program improvement. The CFA staff will begin assisting the SHSU Charter School Superintendent with these tasks in Fall 2017.

Dual credit

KPI Description:

Volunteer to help with potential Dual Credit.

Results Description:

The potential partner Dual Credit school district decided not to pursue dual credit offerings.

Provide services and support for COE

Goal Description:

Provide support services for COE.

Compile COE policies and procedures into handbook

Performance Objective Description:

Compile COE policies and procedures into handbook.

Collect all guidelines from departments and divisions

KPI Description:

Collect all guidelines from departments and divisions.

Results Description:

Inform all departments and divisions of guidelines that need to be written

KPI Description:

Inform all departments and divisions of guidelines that need to be written.

Results Description:

Publish electronically the COE Guidelines Handbook

KPI Description:

Publish electronically the COE Guidelines Handbook.

Results Description:

Develop and implement a professional development plan

Performance Objective Description:

1. Develop and implement a professional development plan

PD timeline

KPI Description:

Create a PD timeline and calendar for 2 academic years.

Results Description:

Provide faculty with resources for research

Performance Objective Description:

Provide faculty with resources for research.

Provide monetary support for faculty research

KPI Description:

Provide monetary support for faculty research.

Results Description:

Support 3 faculty research projects with data requests and analysis

KPI Description:

Support 3 faculty research projects with data requests and analysis.

Results Description:

Support and monitor COE diversity plan
Performance Objective Description:

Support and monitor COE diversity plan.

Monitor diversity plan progress after the plan is created and implemented
KPI Description:

Monitor diversity plan progress after the plan is created and implemented.

Results Description:

Participate in and provide input for the COE diversity plan
KPI Description:

Participate in and provide input for the COE diversity plan.

Results Description:

Support and monitor COE strategic plan
Performance Objective Description:

Support and monitor COE strategic plan.

Monitor strategic plan progress after the plan is created and implemented
KPI Description:

Monitor strategic plan progress after the plan is created and implemented.

Results Description:

Participate in and provide input for the COE strategic plan
KPI Description:

Participate in and provide input for the COE strategic plan.

Results Description: