

A new AERO related email address has been created!

All AERO-related emails will now come from the account aero@gmu.edu. This new email address replaces the api@gmu.edu. Any emails sent to api@gmu.edu will be forwarded to aero@gmu.edu. Adrienne, Kristine, Holly and Tony will continue to monitor the AERO email traffic.

New Addition to AERO

A new person has been hired to help with Tk20! Adrienne is ecstatic. Tracy Cator-Lee joined AERO on Monday, December 12, as AERO's part-time Administrative Systems Specialist.

Tk20 Fall 2016 - The semester has come to a close. What are the Tk20 lessons learned?

Extra Students?

The data transfer from Mason to Tk20 remains in the category of "continuous improvement." Faculty may have had additional students "appear" in their courses. We hope to have these extra enrollments removed to ensure that the course data is clean and accurate and that all will be resolved for spring 2017.

Check early!

When faculty receive the automated emails from tk20help@gmu.edu that their Blackboard links are ready to set up, we respectfully request that faculty follow these directions sooner rather than later to catch any mistakes early.

When in Doubt, "Extend"

Information and FAQs on Tk20 can be found at <https://cehd.gmu.edu/aero/tk20/>. Share this link! If a student follows the directions on how to "recall" her work and still has problems, the faculty member should follow the instructions on how to "Grant an Extension" *even though* the deadline may be weeks away.

Help is Here!

The contact for help is tk20help@gmu.edu and the website is <https://cehd.gmu.edu/aero/tk20/>. Please direct all Tk20 questions to tk20help@gmu.edu (not to Adrienne or the university's Office of Institutional Assessment, if possible, even though both parties love to help people...).

Getting Ready for Spring 2017 Rubric Changes?

If your rubrics have changed, or the rubrics were wrong in Tk20 in fall 2016, or the rubrics were misaligned in Tk20 in fall 2016, **please email Adrienne at asulli11@gmu.edu with the corrections by Monday, January 30** (even if you mentioned something wrong before to Adrienne, a gentle reminder would be appreciated!).

External Reporting

AERO has completed the submission of CEHD's documentation for the U.S. News and World Report.

The Title II data submission to Virginia Department of Education is also done. This is only one step in the multi-step process for verifying CEHD's licensure program completers. The fun continues...

Calendar Year Review Process

The Dean has shared the CY 2015 Executive Team Report with the CEHD community. If you missed it or need a copy, please contact aero@gmu.edu.

Data is being collected and prepared for the CY 2016 Data Yearbooks – thank you to the APCs who have confirmed information such as the faculty lists, the course lists, etc. The CY 2016 Data Yearbooks will be made available in the spring 2017 semester for review, as well as the guidelines and template for the Calendar Year reports. We will be talking about the Calendar Year Review Process at the spring 2016 Opening Session – stay tuned!

Surveys

Exit and alumni surveys for fall 2016 were distributed. A survey to principals on satisfaction with graduate employees was also conducted this semester. CEHD continues to struggle with a) knowing where graduates go to work, b) finding graduates willing to give employer information and c) finding employers willing to give feedback on CEHD graduates. Program efforts to stay in touch with graduates and collect graduate emails always yield higher response rates!

Finally, AERO has created a questionnaire for all programs to provide information on how stakeholders are involved in their program. The first version will be sent to initial licensure teacher education preparation programs, another version will be distributed to advanced programs, and a final to non-teacher education programs. Administrative units will also be contacted to provide information.

Inspired to know more? Contact us at aero@gmu.edu.

