



## Tk20 Set Up

The spring 2017 links are done! AEROman is thrilled! If you are missing Tk20 links for your course(s), please email [tk20help@gmu.edu](mailto:tk20help@gmu.edu). Not sure that your course contains the correct Tk20-related links? All APCs have access via the Intranet to the “Tk20 Course Tracking” system which shows which links has been set up in which courses. At the end of the semester, we hope to send out our Assessment Status report to the APCs – this reports on the number of students who submitted work, and the number of works that were assessed by the faculty member. In theory, the numbers should match...

**For summer 2017: If you have a course running this summer and have changes to the rubrics, please send any changes to [tk20help@gmu.edu](mailto:tk20help@gmu.edu) by May 1.**

Information and FAQs on Tk20 can be found at <https://cehd.gmu.edu/aero/tk20/>. All questions and concerns should be directed to [tk20help@gmu.edu](mailto:tk20help@gmu.edu) – both Adrienne and Tracy have access to this email. Share this link and email address with everyone! Share the joy!

## CEHD’s Calendar Year Review Process (CYRP) 2016

All programs have now submitted their Calendar Year reports to their Division Director and AERO. The Executive Team members have also received copies of every Calendar Year report for their review. Members of the CAEP Standard 5/CYRP Working Group have all been assigned specific reports to read and ensure that conclusions and goals presented are supported by evidence, and to scan for themes. A list of the overall themes will be shared with the Executive Team, Division Directors, and the APCs.

## So what else is the CYRP good for?

In addition to this review, information from both the Data Yearbooks and the Calendar Year Reports serves as evidence and information for other Mason and CEHD purposes:

- Assessment data in the Data Yearbooks will be pulled and provided to the Office of Institutional Research and Assessment (OIRA) as evidence for the Mason annual assessment review.
- Programs’ key takeaways and implications narrative on key assessment data will be pulled from their Calendar Year reports and provided to OIRA as more evidence for the Mason annual assessment review.
- Any updates to curriculum maps are provided to OIRA for the annual assessment review.
- Information provided on the college-wide required continuous improvement objective related to recruitment will be pulled and shared with the Office of Admissions to help develop college-wide goals. This evidence will also be included as evidence for the CAEP Self Study.
- Each response about stakeholder participation will be pulled and included as evidence for the CAEP Self Study, and shared with EPO.
- Updates to State matrices will be pulled and included as evidence in the CAEP Self Study.

**Calendar Year division reports are due Friday, April 28, to [aero@gmu.edu](mailto:aero@gmu.edu) and the dean.** The amazing Gail has scheduled all of the Division/Executive Team CYRP meetings to occur in May. We are making every effort this year to focus these meetings on the goals of the programs and divisions as tied to the college goals, and to ensure the work (blood, sweat, and tears) of the CYRP is assimilated into every day decision-making.

## Requests for and Information about Mason’s Office of Institutional Research and Assessment (OIRA)

All colleges are expected to submit annual assessment data to OIRA by June 30, 2017. Why does OIRA ask for this information? Because OIRA must provide evidence to the university’s accreditor, the Southern Association of Colleges and Schools (SACS), that programs have student-learning outcomes and data that supports student achievement.

Most colleges expect individual faculty to upload their work to OIRA. AERO provides the data, analysis, and any other updates to OIRA on behalf of CEHD (See “**So what else is the CYRP good for?**” above). If you receive an email directly from OIRA about this process and deadline, feel free to send it to [aero@gmu.edu](mailto:aero@gmu.edu).

OIRA’s review of the Academic Program Review (APR) process has been put on hold until a new senior leader has had the opportunity to become involved in the APR review. AEROMan will make sure that CEHD has a voice in this process.

### **Annual Reports for External Accreditors**

If you have an external accreditor, it is that time of year when annual reports must be prepared and fees must be paid. *Have you heard from your external accreditor?*

### **External Reporting and Why It Matters**

As a college that offers educator preparation programs, we are required by both the Federal and State government to provide lots of (what some may consider) inane and uninteresting data in external reports such as Title II and the Biennial Measures reports. This data is published publically on the college-level and the state-level and must be valid and accurate. If this data were not provided on a timely basis, or accurate, AEROMan would lose more than his cape...

**Feeling overwhelmed? AERO Man understands.** And has chocolate. There is a quiet chair in Adrienne’s office in which you can sit and eat AERO bars. All are welcome anytime. **Inspired to know more? Contact us at [aero@gmu.edu](mailto:aero@gmu.edu) . Need to catch up? All of the AERO Updates are archived at <https://cehd.gmu.edu/aero/updates> .**