API Update #21 May 12, 2015

Out with the old and in with the new…

Syllabi for Summer

Syllabi for the summer term can now be uploaded to the Intranet. The Summer deadline for each session's final review by the Academic Program Coordinators will be the first day of each session.

Session A – May 18, 2015
Session B – June 1, 2015
Session C – June 29, 2015
If your program is offering classes during the N session, that deadline will reflect your first day(s) of class.

Want to know more? Questions? Please email api@gmu.edu and visit cehd.gmu.edu/api.

TaskStream News and Tk20 News

Scores for Spring 2015 course sections must be entered in TaskStream no later than Friday, May 15. Summer 2015 will be the last semester of TaskStream because…

The contract with Tk20 has been signed! Now the real fun begins. The purpose of securing Tk20 is to have a centralized system for storing all student/candidate assessment work and scoring guides for future reporting and analysis, as well as clinical practice information, accreditation information, and much more. The API office now will work with ITU and Tk20 representatives to build the academic platform and integrate with Banner and Blackboard.

What does this mean for me? Student assessment work will be launched in GSE in Fall 2015 and a launch in RHT in Fall 2016. The API office will be sending out information on Tk20 professional development for faculty and staff in Summer and Fall 2015, and other steps that programs may need to take (quickly) to prepare for including rubrics/scoring guides in Tk20. As well as preparing you to launch into Tk20, we will help you transition out of TaskStream.

APC Heads Up: Look out for more information about the transition from TaskStream to Tk20. Although Summer 2015 will be the last semester in TaskStream, it is critical that all scores are entered – we do not want to have a gap in student assessment data!

Office of Institutional Assessment (OIA)

OIA has also switched from using its home-grown system, the Mason Assessment Tracking System (MATS), to using Tk20 for annual assessment. Since this is the first year of using Tk20, OIA requires only the following from each academic program:

- Mission statement
- 5-7 student learning outcomes (SLO) [program standards] for the degree program
- Curriculum map
- Identify one SLO to be assessed in 2015-2016; fill out the planned Measure(s) for that outcome

This should not be a painful process for CEHD academic programs. Adrienne in the API office has been submitting this information into OIA's Tk20 system since most of this is included in the Calendar Year Review Process and/or the RHT Assessment Review (see below).

For GSE programs, however, modifications will be needed to their curriculum maps. According to OIA, all courses in a program should be mapped out to the program's standards. Adrienne will be in touch about updating these curriculum maps. In the meantime, OIA's website has great sources of information on assessment and curriculum maps at http://assessment.gmu.edu/resources/plan-for-assessment/.

APC Heads Up: Adrienne will be in touch about updating your curriculum map or other OIA-related issues over the next few weeks.

RHT Assessment Review

All RHT programs have met with Steve and Scott to review their assessments, scoring guides, data collection methods, and curriculum map. The purpose of these meetings is two-fold: 1. to start the systematic process of student assessment data collection at the college-level in preparation for the transition to Tk20 (see above) and incorporation into the RHT Data Yearbooks, and 2. to provide OIA with evidence that each program has outcomes/standards, aligned assessments and planned assessment data collection. Meeting notes have been provided to each program to outline next steps.

APC Heads Up: In an effort to start the routine of centralizing student assessment data collection, programs are encouraged to send Adrienne the scores for their three identified assessments that are collected this spring.

Calendar Year Review Process (CYRP)

All programs have submitted their Calendar Year 2014 Program Reports to their Division Directors and the Division Directors have submitted their reports to the Dean. Administrative offices will be now are now being including in the process! This semester, the API office, the Research Office, the Student and Academic Affairs Office, and additional operations in the Deans Office will begin the process of identifying goals and measures for continuous improvement.

Programs are being contacted by the Executive Team to meet and discuss their program goals and resource requests. The Executive Team Calendar Year Report is expected to be completed by the end of June (after Division Directors and APCs from each Division meets with the Executive Team).

CAEP-related Teacher Licensure SPA Programs – Submission in Fall 2015 (4 months away…)

SPA-related programs are off and running! All SPA-related programs have received a SPA Report Checklist to help assist in the preparation for their report submission. All SPA-related programs should be in *close* contact with their SPA representative, but below is some additional information for report preparation:

The SPA Workshops have been arranged! They will take place on Wednesday, May 20, 1pm-2:30, and May 21, 10am-11:30. Both meetings will take place in Finley 119. The purpose of these workshops will be to review what has been completed so far, and to help with data analysis and summary for Sections IV and V. Faculty may come to one or both sessions.

SPA Report Section I. 5. Candidate Information
Individual programs do not have to collect this information. The API Office will be collecting the program completer information for all SPA-related programs from Mason's Institutional Research & Reporting office.

SPA Report Section I.6. Faculty Information
The deadline for faculty/university supervisor information has been extended to May 18. On April 29, programs were sent an email that contained an updated faculty spreadsheet and contact information for their university supervisors. Programs are expected to contact their respective faculty and university supervisors to complete the spreadsheet. Completed information should then be sent to Adrienne.

APC deadlines: May 18 for Faculty/University Supervisor Updated Information and SPA Representative Contact and Completion of SPA Checklist
July 1 for SPA Report Draft
August 1 for SPA Report Final

APC dates to remember: SPA Workshops Options: May 20, 1pm-2:30, Finley 119, or May 21, 10am-11:30am, Finley 119

So How Many TaskForces Do We Have? Here is a little TaskForce Focus…

Today we are going to focus on the Clinical Partnership and Practice Implementation group. **This group has been developing a disposition survey and four common assessments that would be implemented across all CAEP-related programs.** The current work on common assessments includes 1) a written plan for a child or small student group developmental, learning, physical or linguistic difference, 2) a lesson plan, 3) work on a collaborative teacher team, and 4) video-taping of candidate teaching and critical self reflection. Once the common assessments are "syllabi ready," CAEP-related programs will be expected to insert these common assessments into applicable courses and to collect the data on these common assessments so that we may present to CAEP a comprehensive picture on how well our candidates/students have mastered the skills.

Some programs have volunteered to pilot the disposition survey in Summer 2015 and we expect full implementation in the Fall. Programs represented on the CPP Implementation group will pilot the common assessments in Fall 2015 with full CAEP-related program implementation in Spring 2016.

Spreading the Word about Clinical Experience Information and Deadlines

Every semester, please be sure to remind your faculty to strongly encourage educator-preparation students to visit the Teacher Licensure website (http://cehd.gmu.edu/teacher/), in particular the Student Clinical Practice: Field Experiences & Internships page (http://cehd.gmu.edu/teacher/internships-field-experience) for information about application requirements and deadlines. A 30-second talk in a classroom about these resources may save a lot of future frustration.

Also, if your program makes any changes to the requirements/expectations of a field experience course or internship, please let Jeff Davis (jdavis40@gmu.edu) and Comfort Uanserume (cuanseru@gmu.edu) know. Jeff and Comfort are the first level of communication with our potential school partners and want to be sure to provide our partner schools with clear and accurate expectations of what our candidates need to do to complete the field experience component of their coursework.