

Upcoming API Deadlines and Due Dates:

December 10: University Supervisor Training

December 11: Traditional Internship Orientation for Spring 2013 Internships

December 11: On-the-Job Internship Orientation for Spring 2013 Internships

December 21: Deadline for the Submission (GSE) of Fall 2012 Assessment Data into TaskStream

January 11: Final Deadline for Spring 2013 syllabi to be posted

January 22: Final Deadline for Spring 2013 syllabi to be reviewed

Entering Student/Candidate Assessment Data into TaskStream- Fall 2012 and Beyond...

It is strongly recommended that, whenever possible, faculty should enter assessments scores into TaskStream (TS) at the same time as they receive and grade an assessment. It should become regular practice to just fold the TS submission and/or evaluation right into the "housekeeping" of turning in and/or grading an assignment. A number of assessments occur early in the semester and should be addressed in TaskStream at that time. Why wait until the December 21 deadline?

For all NCATE-related programs, please be sure to remind *all* faculty that fall 2012 assessment data must be entered into TaskStream by December 21, 2012. This is a contractual requirement for adjunct faculty and a citizenship requirement for all full and part time faculty.

Developing the Data Yearbook for Academic Programs

One of the reasons to enter your student/candidate assessment data in a timely manner is to help ensure the timely preparation of your program's "Data Yearbook."

What is the "Data Yearbook"? The data yearbook is a compilation of program data that will be provided to each program by the end of January 2013. Some of the data included will be admissions data, candidate data, survey data, assessment data, and much more!

What are programs supposed to do with the data yearbook? Each program will be required to present a written review and analysis of the data in a programmatic Calendar Year Report. Mandatory training workshops for academic program coordinators will take place shortly after the distribution of the data yearbooks to provide clear guidance on writing a programmatic Calendar Year Report. A calendar outlining the deadlines and review times for academic program coordinators, division directors, and senior leadership will be forthcoming.

Assessment Fairness and Consistency - How is the training going?

During the summer 2012, NCATE-related programs attended a workshop on establishing fairness and consistency (reliability and validity) of assessments and were asked to document how faculty (including adjunct instructors) are oriented/trained to use the key assessments and scoring rubrics. A proposed approach was to work on at least one assessment summer 2012, 2-3 assessments in the fall, and the final assessments in the spring 2013. In spring 2013, programs

will need to report on the orientation process and any actions that have been or may need to be taken as a result of work toward establishing fairness and consistency of student assessments. For more information, the Fairness and Consistency Workshop presentation is available on the API website at <http://cehd.gmu.edu/api/apiupdates>.

Well Done!

In the past, CEHD has struggled with assigning faculty members to course sections prior to the beginning of the next semester. For the upcoming spring 2013, the number of unassigned course sections is down dramatically from previous semesters at this point in preparation for the upcoming semester. This is due in large part to advanced planning of adjunct faculty hiring. Thank you to all involved in this process. It gets better and better each semester!

Thank you!

The Accreditation and Program Improvement Office