

Happy New Year! There are **298 days** until our NCATE Focused Visit - don't panic – just collect, assess, and use what you learn....More details on the timeline up until the NCATE Focused Visit will be provided at the January Opening Session.

TaskStream Tips for Spring 2013

For all NCATE-related programs, if you are teaching a course that contains an NCATE/SPA-related key performance-based assessment (these are the assessments listed in the program assessment matrix that programs have already provided to Emily):

- Your course syllabi must include a statement that students **must** submit their key assignments into TaskStream;
- You should review your TaskStream DRF early in the semester to ensure that the assessment rubric is correct and that the DRF has been set up to accept student work;
- You should compare the class list in TaskStream to your PatriotWeb class list after the add/drop semester date to ensure that they match; and
- You must assess and score your students' key assignments in TaskStream by **Friday, May 16**. This is a contractual requirement for adjunct faculty and a citizenship requirement for all full and part time faculty. Whenever possible, you should enter assessments scores into TaskStream and grade the assessment at the same time – don't wait until the end of the semester!

Data Yearbook Mandatory Work Session

As mentioned in the last API Update #7, data yearbooks are being prepared for each NCATE-related academic program.

To help programs understand how to use the data yearbook and prepare the Calendar Year Report, a **mandatory work session will take place on Monday, February 4, 1pm-3pm, in Research Hall 163**. An agenda will be provided prior to the work session. GSE Academic Program Coordinators, all Division Directors, and members of the Executive Team are required to attend. If you cannot attend the workshop, please email both Steve White at cwhite1@gmu.edu and Mark Ginsberg at mginsber@gmu.edu.

RHT Division Work Sessions on Student Assessment

On **Friday, January 25**, both divisions of RHT will be holding initial work sessions on assessment with Dr. Lori Bland. More details about time, location, and agenda will be coming shortly.

RHT should be receiving the results of their resubmitted Academic Program Review report from Mason's Office of Institutional Assessment soon. Stay tuned...

Candidate Assessment Data from Summer 2010-Spring 2013

Over the last several months, NCATE-related programs have been working to complete the candidate assessment data spreadsheets provided by API for summer 2010-present. For those who have been able to provide data for all assessments, thank you!! For those still looking for missing data, the following steps are expected to be taken:

- If the course assessment data cannot be located in TaskStream or another source, the original faculty member must be contacted to provide the assessment data.
- If the faculty member cannot locate the data, the students from the course must be contacted to provide the original assessment so that the faculty member can score the original work and provide the scores in TaskStream.
- If the program cannot reach the original faculty member, the students from the course must be contacted to provide the original assessment to the program so that a qualified faculty member can score the original work and provide the scores in TaskStream. All student assessments must be received by **February 1, 2013**.

All program faculty are responsible for the actions listed above.

SPA National Recognition Reports

For those programs (ESL, FAST TRAIN ESL, FAST TRAIN Elementary, and Literacy) which plan to submit their SPA program reports in March 2013, please review your latest National Recognition Report;

in particular, double check that you have fulfilled all of the recommendations in the final section that states “[t]he following conditions must be addressed...” Also, contact your SPA if you have any questions or concerns, or to get feedback on your program’s resubmission.

For those programs which submitted SPA program reports in fall 2012, we expect responses back from the SPAs in late January/early February. Stay tuned...

Reporting on Assessment Fairness and Consistency Training

GSE/NCATE-related programs were asked to document how faculty (including adjunct instructors) are oriented/trained to use the key assessments and scoring rubrics. As part of the Calendar Year report, programs will need to report on the orientation process and any actions taken to establish 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>.

Survey Work

Thank you to all faculty and programs who participated in the pilot surveys in fall 2012!

Confused? Interested? Curious? In any case, please contact Adrienne Sullivan at asulli11@gmu.edu and be sure to visit the website for the Accreditation and Program Improvement office at cehd.gmu.edu/api.

Thank you!
The Accreditation and Program Improvement Office