

Discussion of Possible Revisions to Biennial Reports

June 2012

Overview of this Report

This report continues the discussion of revisions to the biennial report template to obtain better information on the unit accreditation system

Staff Recommendation

That the COA take action to approve the piloting of updated Institutional Summary (Section B) in Fall 2012.

Background

The COA began a discussion of the Biennial Report Section B – the Institutional Summary and Plan of Action at its last meeting. The current instructions for completing this section are very broad, and as a result, nearly any response from institutional leadership has been deemed acceptable. In recent meetings of COA, it has been suggested that this section could be more focused in both the instructions and in the expectations and feedback given to the institution to obtain better information about an institution's unit accreditation system.

Staff proposes some language to the biennial report template to help institutions focus its response in this section. As was done with TPA data, if the COA were to revise instructions for Section B of the report at this time, those institutions responding in the fall of 2012 could provide a response to the new instructions on a pilot or voluntary basis, followed by mandatory reporting for all appropriate cohorts (those in the appropriate cohort year) in the fall of 2013.

Next Steps

If the COA takes action to approve the updated instructions for Section B: Institutional Summary in Fall 2012, staff will communicate with all institutions about the updated Section B and the opportunity to pilot the section in Fall 2012.

SECTION B

(For Biennial Reports submitted in Fall 2012, the Updated Section B is voluntary. If an institution elects not to complete the Updated Section B, please submit information for the Original Section B.)

Updated INSTITUTIONAL SUMMARY AND PLAN OF ACTION

(Required for all program sponsors)

1-3 pages

This section reflects the institution's review of the reports from all Commission-approved educator preparation programs within that institution. The summary is submitted by the unit leader: Dean, Director of Education, Superintendent, or Head of the Governing Board of the Program Sponsor.

- 1) If you have a one page graphic of your unit assessment system, please provide it. If not, please **briefly outline** your system.
- 2) To support the documentation of your system in action, please provide a table that shows a sample of the actions the unit has taken in the past two years and link the action with the data and analysis that led to the action. If your institution only offers one approved educator preparation program, this information may have been provided in Section A. Do not repeat the information here, instead please refer the reader back to Section A. (Sample table provided on the next page.)
- 3) Please note any implications for your institution related to the Common Standards based on the data presented in this Biennial Report. This will require a review of the information presented in the Biennial Report with the concepts in the Commission's Common Standards (1-Leadership, 2-Unit and Program Assessment and Evaluation, 3-Resources, 4-Faculty and Instructional Personnel, 5-Admission, 6-Advice and Assistance, 7-Field Experience, 8-District Employed Supervisors, and 9-Candidate Assessment). (Sample table provided on the next page.)

Original INSTITUTIONAL SUMMARY AND PLAN OF ACTION

(Required for all program sponsors offering more than one credential or certificate program)

1-3 pages

This section reflects the institution's review of the reports from all programs within that institution. Given the information provided in Section A for each program, identify trends observed in the data across programs. Describe areas of strength, areas for improvement and the next steps or plan of action the unit will take to improve the quality of educator preparation. The summary is submitted by the unit leader: Dean, Director of Education, Superintendent, or Head of the Governing Board of the Program Sponsor.

**2) Documentation of the Unit Assessment System Based on Analysis of Data
2010-11 and 2011-12**

Action Taken	Date	Data Source(s)	Analysis leading to the Action

**3) Common Standard Implications
Fall 2012**

Identified Issue	Program(s) Involved	Area of Strength or Area to Improve	Applicable Common Standard (s)