

Update on the United States University Bimonthly Report June 2017

Overview of this Report

This agenda item presents information on the bimonthly report submitted by the United States University as required by the COA.

Staff Recommendation

This is an action item; however, no action is required at this time. Staff has reviewed the report and action plans submitted by the United States University pursuant to COA direction in March 2017.

Background

In March 2017, the Committee on Accreditation, on behalf of the Commission on Teacher Credentialing, assigned the status of *Accreditation with Major Stipulations* to the United States University. The COA placed the following stipulations on the United States University (USU):

- A revisit will take place no later than October 1, 2017. The revisit team will review the full 2015 Common Standards for United States University.
- As part of the revisit, United States University must provide evidence that a comprehensive and unit-wide assessment and evaluation system that addresses all credential programs is implemented and guides program improvement;
- United States University is required to submit bimonthly reports on the progress toward implementing an assessment system that includes the following:
 - A system that utilizes data on candidate and completer performance at the program and unit levels;
 - A system that collects, aggregates and utilizes data related to unit operations;
 - A system the collects, aggregates and utilizes data related to program effectiveness.

The bimonthly reports are due on June 1, 2017 and August 1, 2017. The reports will be presented to the Committee on Accreditation at the June 2017 and August 2017 meetings.

Next Steps

The next report reporting on the progress to address stipulations is due August 1, 2017. The revisit has been scheduled for September 27-29, 2017.

Appendix A



Teaching Credentialing Preparation Program Progress Report: June 1, 2017

In Response to the Commission on Teacher Credentialing's Monitoring Requirement of March 30, 2017

Since the CTC team visit in March 2017, USU Academic Affairs has engaged in restructuring academic and operational processes to support a culture of data-based decision making. The March visit has proved to be a call to action to create a strategic system for evaluation and assessment for all programs, most notably the Teacher Credentialing Preparation Program.

During the period since the March visit, the following restructuring activities have occurred in order to create the necessary and appropriate academic and operational structures to support programs, the evaluation of programs, and the incorporation of academic improvement planning into institutional strategic planning at USU:

1. Inclusion of TCPP in the institutional Assessment Task Force (See Table 3 for committees, memberships)
2. Creation of TCPP Program Improvement Committee
3. Creation of Unit Curriculum Committees (College of Education)
4. Creation of Academic Strategic Planning Committee
5. Creation of academic strategic planning timelines for all programs. (See Table 2)
6. Creation of alignment between academic strategic planning and institutional strategic planning.
7. Alignment of assessment activity and timeline to institutional strategic planning and budgeting timelines

During this period, the data on candidate and completer performance has not substantively changed since the March visit, but we do anticipate that we will be able to report updated data points for our August 1 progress report. Based on this data, additional

assessment analysis and planning activities will be completed for the August 1 report and improvements will be reported for the upcoming September visit.

Table 1 depicts USU’s progress toward the implementation of an assessment system, as outlined in the CTC stipulations notification in the letter dated March 30, 2017. Table 1 describes the source of data to be collected, the responsible party, the implementation status, the evidence, and a brief explanation of the status of the data.

Table 1: Data and Implementation Status

1. A system that utilizes data on CANDIDATE AND COMPLETER PERFORMANCE AT THE PROGRAM AND UNIT LEVEL					
Data	Data Source	Responsible Party	Implementation Status	Evidence	Status Narrative
A. Cohort Demographic Data	Campus Vue reports (Collection annually in June)	Institutional Research	Collection: Implemented Analysis and Planning: Under Development	Annual Aggregate Cohort Demographic Report (disaggregated for MS/SS/BA)	This data has been collected since Cohort 10 (2010-11); going forward, will be included in the Annual Program Strategic Report (October) and any recommendations shared with Marketing and Enrollment, and Student Services. Data for 2016-17 will also be analyzed for the August progress report at the June TCPP program improvement committee meeting.
B. Candidate End of Course Evaluations	Evaluation KIT (Collection at end of every course)	Institutional Research	Collection: Implemented Analysis and Planning: Implemented (semi-monthly); Annual report due October	Annual Aggregate Candidate End of Course Evaluations Report	This data has been collected electronically since 2015; session-by-session reports have been analyzed in semi-monthly unit curriculum meetings since Summer 1 session, 2017; going forward annual analysis will be included in the Annual Program Strategic Report (October).
C. Student Satisfaction Surveys	Student Satisfaction Survey (Collected bi-annually)	Institutional Research	Collection: Implemented Analysis and Planning: Implemented	Annual Aggregate Student Satisfaction Survey Results	This data has been collected electronically and shared with the university community for program improvement; going forward, analysis will be recorded in the Annual Program Strategic Report (October).

1. A system that utilizes data on CANDIDATE AND COMPLETER PERFORMANCE AT THE PROGRAM AND UNIT LEVEL					
Data	Data Source	Responsible Party	Implementation Status	Evidence	Status Narrative
				Report	
D. On-time Completion Rate	Campus Vue reports (Collected bi-annually)	Institutional Research	Implemented	Annual Aggregate On-time Completion Rate Report	This data has been collected electronically and shared with the university community for program improvement; going forward, analysis will be recorded in semi-monthly unit curriculum committee minutes and in the Annual Program Strategic Report (October).
E. TPE Clinical Observations	TPE Clinical Observation Forms (Collected Spring and Fall)	Master Teacher and University Supervisor	Implemented Note: Form under revision for 2016 TPEs	Aggregate data report from TPE Clinical Observation forms	The Observation forms are completed during student teaching twice each by the Master Teacher and the University Supervisor. Student teaching is a total of 16 weeks and is divided into Practicum I and Practicum II. Data for 2016-17 will also be analyzed for the August progress report at the June TCPP program improvement committee meeting.
F. Candidate End-of-Program Portfolio	Candidate Portfolios (collected Spring and Fall)	Candidate Program Director	Collection: Implemented Analysis and Planning: Under Development	Aggregate data report on completions	This data has been collected since Cohort 10 (2010-11); going forward, analysis will be included in the Annual Program Strategic Report (October). Data for 2016-17 will also be analyzed for the August progress report at the June TCPP program improvement committee meeting.
G. Candidate Exit Survey	Survey Monkey (collected Spring and Fall)	Institutional Research	Collection: Implemented Analysis and Planning: Under Development	Aggregate survey data report	This data has been collected since Cohort 10 (2010-11); going forward, analysis will be included in the Annual Program Strategic Report (October). Data for 2016-17 will also be analyzed for the August progress report at the June TCPP program improvement committee meeting.

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Data	Data Source	Responsible Party	Implementation Status	Evidence	Status Narrative
H. CAL TPAs 1-4	Taskstream (collected Spring and Fall)	Program Director	Collection: Implemented Analysis and Planning: In process	Bi-annual Aggregate CAL TPA data report	This data has been collected since Cohort 10 (2010-11); Data from the spring is currently being collected and will be analyzed for the August progress report at the June TCPP program improvement committee meeting.

2. A system that collects aggregates and utilizes data related to UNIT OPERATIONS					
Data	Resource	Responsible Party	Implementation Status	Evidence	Status Narrative
A. Applicant Data	Velocify (to be collected annually in June)	Institutional Research	Planning	Aggregated Applicant Data Report	Still in planning stage as we have adopted a new CRM system to track this kind of data. Projected pilot collect late summer. Once implemented, analysis will be recorded in the semi-monthly unit curriculum committee minutes and included in the Annual Program Strategic Report (October); any recommendations shared with Marketing and Enrollment, and Student Services.
B. Admissions Data	Velocify (to be collected annually in June)	Institutional Research	Planning	Aggregated Admissions Data Report	Still in planning stage as we have adopted a new CRM system to track this kind of data. Projected pilot collect late summer. Once implemented, analysis will be recorded in the semi-monthly unit curriculum committee minutes and included in the Annual Program Strategic Report (October); any recommendations shared with Marketing and Enrollment, and Student Services.
C. Retention and Persistence	Campus Vue (collected every session)	Institutional Research	Collection: Implemented	Annual Aggregate Retention	Session-by-session reports have been analyzed in semi-monthly unit curriculum meetings since Summer 1 session, 2017; going forward annual

2. A system that collects aggregates and utilizes data related to UNIT OPERATIONS					
Data	Resource	Responsible Party	Implementation Status	Evidence	Status Narrative
Rates			Analysis and Planning: Implemented (semi-monthly); Annual report due October	and Persistence Report	analysis will be included in the Annual Program Strategic Report (October).
D. On-time Completion Rate	Campus Vue reports (collected bi-annually)	Institutional Research	Collection: Implemented Analysis and Planning: In process	Annual Aggregate On-time Completion Rate Report	This data has been collected electronically and shared with the university community for program improvement; going forward, analysis will be recorded in semi-monthly unit curriculum committee minutes and in the Annual Program Strategic Report (October).
E. Faculty Performance Evaluations	Adjuncts: Self-Assessment Evaluation form (collected bi-annually); Core: Portfolios & Teaching Performance rubric (collected annually)	Provost's Office	Collection: Implemented Analysis and Planning: In process	Aggregate Annual Program Faculty Evaluation Report	2016-17 Evaluations will be completed by July 1; Data will be shared with unit curriculum committee and analysis reported in the Annual Program Strategic Report (October).
F. Fieldwork Site Data	Survey Monkey (collected annually)	Institutional Research	Planning	Aggregated Site Data Report	Still in planning stage. Once implemented, analysis will be recorded in the semi-monthly unit curriculum committee minutes as well as the Annual Program Strategic Report (October).

2. A system that collects aggregates and utilizes data related to UNIT OPERATIONS					
Data	Resource	Responsible Party	Implementation Status	Evidence	Status Narrative
G. Student Satisfaction Surveys	Student Satisfaction Survey (Collected bi-annually)	Institutional Research	Collection: Implemented Analysis and Planning: Implemented	Annual Aggregate Student Satisfaction Survey Results Report	This data has been collected electronically and shared with the university community for program improvement; going forward, analysis will be recorded in the semi-monthly unit curriculum committee minutes and in the Annual Program Strategic Report (October).
H. Master Teacher Survey	CTC (Collected annually)	Program Director	Planning	CTC Master Survey report	Still in planning stage. Once implemented, analysis will be recorded in semi-monthly unit curriculum committee minutes and in the Annual Program Strategic Report (October) as well as in the Program Improvement Committee meeting minutes.
I. District Partnership Survey	Survey Monkey (collected annually)	Institutional Research	Planning	Aggregated District Partnership Report	Still in planning stage. Once implemented, analysis will be recorded in the semi-monthly unit curriculum committee minutes as well as the Annual Program Strategic Report (October).
J. Employer Survey	Survey Monkey (collected annually)	Institutional Research	Planning	Aggregated Employer Survey Report	Still in planning stage. Once implemented, analysis will be recorded in the semi-monthly unit curriculum committee minutes as well as the Annual Program Strategic Report (October).
K. Unit-wide Professional Development: Technology in the Classroom	Faculty Technology Expert	Program Director, Faculty	September 2017	N/A	Unit faculty are tentatively scheduled to have "Technology in the Classroom" training in September 2017. The training will be provided by our current faculty technology expert and will include an overview of the uses of different types of instructional technology for the college classroom.

3. A system that collects, aggregates, and utilizes data related to PROGRAM EFFECTIVENESS					
Data	Resource	Responsible Party	Implementation Status	Evidence	Status Narrative
A. Candidate End of Course Evaluations	Evaluation KIT (Collection at end of every course)	Institutional Research	Collection: Implemented Analysis and Planning: Implemented (semi-monthly); Annual report due October	Annual Aggregate Candidate End of Course Evaluations Report	This data has been collected electronically since 2015; session-by-session reports have been analyzed in semi-monthly unit curriculum meetings since Summer 1 session, 2017; going forward annual analysis will be included in the Annual Program Strategic Report (October).
B. Student Satisfaction Surveys	Student Satisfaction Survey (Collected bi-annually)	Institutional Research	Collection: Implemented Analysis and Planning: Implemented	Annual Aggregate Student Satisfaction Survey Results Report	This data has been collected electronically and shared with the university community for program improvement; going forward, analysis will be recorded in the Annual Program Strategic Report (October).
C. End of Course TPE Assessment	End of Course TPE Rubric in LMS (Collected at end of every course)	Course Faculty	Collection: Implemented Analysis and Planning: Implemented	End of Course TPE Rubric	Currently, at the end of every TCPP course, faculty complete an "End of Course TPE Assessment" for each candidate. They rate each candidate based on the TPEs and the "Continuum of Pedagogical Practice" or TPE rubric. The rubric lists the TPEs along with the various levels of progress through the continuum. Candidates are rated as follows: <ul style="list-style-type: none"> • Emerging • Exploring • Applying • Integrating • Innovating As per the continuum expectations, "The complexity of teaching makes it unlikely that

3. A system that collects, aggregates, and utilizes data related to PROGRAM EFFECTIVENESS					
Data	Resource	Responsible Party	Implementation Status	Evidence	Status Narrative
					<p>credential candidates will demonstrate a level of teaching beyond 'Applying.'" The TCPP Director is able to download raw data from Blackboard and have it aggregated for review and use.</p> <p>It should be noted that the faculty intend to take up the purpose, scalability, and efficacy of this assessment at its June 2017 faculty meeting for possible elimination.</p> <p>Going forward, analysis will be discussed at unit curriculum committee and recorded in the Annual Program Strategic Report (October).</p>
D. TPE Clinical Observations	TPE Clinical Observation Forms (Collected Spring and Fall)	Master Teacher and University Supervisor	Implemented Note: Form under revision for 2016 TPEs	Aggregate data report from TPE Clinical Observation forms	The Observation forms are completed during student teaching twice each by the Master Teacher and the University Supervisor. Student teaching is a total of 16 weeks and is divided into Practicum I and Practicum II. Data for 2016-17 will also be analyzed for the August progress report at the June TCPP program improvement committee meeting.
E. Candidate TPE Self-Assessment	Self-assessments (collected fall and spring)	Candidate & Program Director	Implemented	Aggregated Candidate TPE Self-Assessment Results Report	At the end of Practicum I and again at the end of Practicum II, candidates use the TPE Clinical Observation form to complete a self-assessment of their progress with TPEs. Candidates are asked to rate themselves as "Beginning," "Developing," or "Applying" in their understanding and utilization of the TPEs in their practicum experience. The TPE

3. A system that collects, aggregates, and utilizes data related to PROGRAM EFFECTIVENESS					
Data	Resource	Responsible Party	Implementation Status	Evidence	Status Narrative
					results are reviewed by the TCPP Director to monitor candidate progress and discussed with the candidate as part of an observation review. Data for 2016-17 will also be analyzed for the August progress report at the June TCPP program improvement committee meeting.
F. CAL TPAs 1-4	Taskstream (collected Spring and Fall)	Program Director	Collection: Implemented Analysis and Planning: In process	Bi-annual Aggregate CAL TPA data report	This data has been collected since Cohort 10 (2010-11); Data from the spring is currently being collected and will be analyzed for the August progress report at the June TCPP program improvement committee meeting.
G. Master Teacher Survey	CTC (Collected annually)	Program Director	Planning	CTC Master Survey report	Still in planning stage. Once implemented, analysis will be recorded in semi-monthly unit curriculum committee minutes and in the Annual Program Strategic Report (October) as well as in the Program Improvement Committee meeting minutes.
H. District Partnership Survey	Survey Monkey (collected annually)	Institutional Research	Planning	Aggregated District Partnership Report	Still in planning stage. Once implemented, analysis will be recorded in the semi-monthly unit curriculum committee minutes as well as the Annual Program Strategic Report (October).
I. Employer Survey	Survey Monkey (collected annually)	Institutional Research	Planning	Aggregated Employer Survey Report	Still in planning stage. Once implemented, analysis will be recorded in the semi-monthly unit curriculum committee minutes as well as the Annual Program Strategic Report (October).
J. Alumni Survey	Survey Monkey (to be	Institutional Research	Planning	Aggregated Alumni Survey	Still in planning stage. Once implemented, analysis will be recorded

3. A system that collects, aggregates, and utilizes data related to PROGRAM EFFECTIVENESS					
Data	Resource	Responsible Party	Implementation Status	Evidence	Status Narrative
	collected annually)			Response Report	in the semi-monthly unit curriculum committee minutes as well as the Annual Program Strategic Report (October).
K. Annual Learning Outcomes Assessment Results	Assessment Report Template (activity year-round; report due in August)	Program Assessment Lead	In process (at Program Level)	Annual Program Learning Outcomes Assessment Report	Annual learning outcomes assessment has been implement for most programs at the institution; TCPP has joined the institutional Assessment Task Force and will perform its first LO assessment cycle in 2017-18. The current Annual Program Learning Outcomes template will be amended to fit the particular needs of the TCPP. Results and recommendations will be included in Annual Program Strategic Report (October); results of all program reports are aggregated in Institutional Learning Outcomes Assessment Report (October).
L. Institutional Program Review	Program Review Manual & Self-Study Template	Program Director	Implemented	Program Review Self-Study and Improvement Plan	Implemented at the institutional level; All programs at USU are reviewed on a 5-year self-study cycle. TCPP is scheduled for 2020-2021.

Table 2. Academic Affairs Strategic Planning: Evaluation, Assessment, Budgeting, and Planning Cycles (TCPP Version)

The two main assessment activities (learning outcomes assessment and program review) begin their cycles in September to allow for 16 months to complete both the program evaluation and planning processes and the institutional response planning and budgeting processes before the beginning of a USU fiscal year (January 1):

- Initial 12 months: program assessment planning, data collection, evaluation, improvement planning, internal and external reviews, and reporting
- Subsequent 4 months: institutional response, planning, and budgeting

Surveys & Institutional Data	Faculty Activities	Unit Curriculum Planning	Learning Outcomes Assessment	Disciplinary Reporting - TCPP	Program Review	Strategic Planning
September <i>Surveys:</i> <i>End-of-Course Surveys: Student & Faculty Data:</i> <i>Monthly KPI Reports</i>	September <i>Core Meetings:</i> <i>Academic Affairs;</i> <i>Assessment Task Force</i> <i>Evaluations:</i> <i>Adjunct (subset)</i>	September <i>Meetings:</i> <i>Core: Previous Session Data;</i> <i>LO Assessment Results;</i> <i>Program Review Results (as applicable)</i> <i>All: Biannual faculty meeting</i>	September <i>Preparation:</i> <i>Assessment Task Force:(review of current year's outcomes & rubrics</i>	For the AUGUST update: TCPP activities and deadlines	September-October <i>Preparation for Current Year's Programs:</i> <i>PRC & Program Lead Faculty:</i> <i>Orientation and Planning</i> <i>Data Collection for Current Year's programs:</i>	
October <i>Surveys:</i> <i>End-of-Course Surveys: Student & Faculty Data:</i> <i>Monthly KPI Reports</i>	October <i>Core Meetings:</i> <i>Academic Affairs;</i> <i>Assessment Task Force</i>	October <i>Reports:</i> <i>Program Annual Strategic Reports with Plans (to Academic Strategic Planning Committee)</i>	October <i>Preparation:</i> <i>Assessment Task Force & Program:</i> <i>revision of outcomes & rubrics</i> <i>Reports:</i> <i>Annual Institutional Assessment Report for previous year's results (distributed)</i> <i>Meeting:</i> <i>Annual Assessment</i>		IR: Data Collection & Distribution Program Lead: Non-IR Program information <i>Budgeting for Previous Year's Programs:</i> Provost, CFO, President (based on agreements made at August MOU meeting)	October <i>Reports:</i> <i>Update Institutional and Academic Strategic Plan tracking report for Quarter 3; Implementations</i> : <i>Check on Scheduled activities and Changes to the Academic Strategic Plan made in Quarter 1</i>

Surveys & Institutional Data	Faculty Activities	Unit Curriculum Planning	Learning Outcomes Assessment	Disciplinary Reporting - TCPP	Program Review	Strategic Planning
			<i>Summit reviewing and discussing previous year's results</i>			
November <i>Surveys: End-of-Course Surveys: Student & Faculty Data: Monthly KPI Reports</i>	November <i>Core Meetings: Academic Affairs; Assessment Task Force Evaluations: Adjunct (subset)</i>	November <i>Meetings: Core: Previous Session Data; Annual Assessment Summit Plans</i>	November <i>Planning: Program: creating assessment plans for current year Institution: budgeting and planning from previous year's reports</i>		November-December <i>Analysis of Data: Program faculty</i>	November <i>Review: Annual Program Strategic Reports in preparation for January Board of Trustees submission</i>
December <i>Surveys: End-of-Course Surveys: Student & Faculty Data: Monthly KPI Reports</i>	December <i>Core Meetings: Academic Affairs; Assessment Task Force</i>		December <i>Reports: Program: Assessment Plans for current year Due December 1 Planning: Institution: budgeting and planning from previous year's reports</i>			
Jan 1 Fiscal	Jan 1 Fiscal	Jan 1 Fiscal	Jan 1 Fiscal	Jan 1 Fiscal	Jan 1 Fiscal	Jan 1 Fiscal

Surveys & Institutional Data	Faculty Activities	Unit Curriculum Planning	Learning Outcomes Assessment	Disciplinary Reporting - TCPP	Program Review	Strategic Planning
Year Begins	Year Begins	Year Begins	Year Begins	Year Begins	Year Begins	Year Begins
January <u>Surveys:</u> <i>End-of-Course Surveys: Student & Faculty; Student Satisfaction (run)</i> <u>Data:</u> <i>Monthly KPI Reports</i>		January <u>Meetings:</u> <i>Core: Previous Session Data; Program Review Data (as applicable)</i>	January-April <u>Implementation & Collection:</u> <i>Program assessment leads and program faculty</i>		January-April <u>Self-Study:</u> <i>Program faculty</i>	January <u>Reports:</u> <i>Update Institutional and Academic Strategic Plan tracking report for Quarter 4; Review Academic Strategic Plan for revisions for the coming year</i>
February <u>Surveys:</u> <i>End-of-Course Surveys: Student & Faculty; Student Satisfaction (reported)</i> <u>Data:</u> <i>Monthly KPI Reports</i>	February <u>Core Meetings:</u> <i>Academic Affairs; Assessment Task Force</i>					

Surveys & Institutional Data	Faculty Activities	Unit Curriculum Planning	Learning Outcomes Assessment	Disciplinary Reporting - TCPP	Program Review	Strategic Planning
<p>March</p> <p><u>Surveys:</u> End-of-Course Surveys: Student & Faculty</p> <p><u>Data:</u> Monthly KPI Reports</p>	<p>March</p> <p><u>Core Meetings:</u> Academic Affairs; Assessment Task Force</p> <p><u>Evaluations:</u> Adjunct (subset)</p> <p><u>Core:</u> Portfolio Submission</p> <p><u>Trainings:</u> Core: Assessment Lead Training (as needed)</p>	<p>March</p> <p><u>Meetings:</u> Core: Previous Session Data; Program Review Update with draft Plan (as applicable)</p>				
<p>April</p> <p><u>Surveys:</u> End-of-Course Surveys: Student & Faculty</p> <p><u>Data:</u> Monthly KPI Reports</p>	<p>April</p> <p><u>Core Meetings:</u> Academic Affairs; Assessment Task Force</p> <p><u>Evaluations:</u> Core: Portfolio Review</p> <p><u>Trainings:</u> Core: Assessment Lead Training (as needed)</p>	<p>April</p> <p><u>Meetings:</u> All: Biannual faculty meeting</p>				<p>April</p> <p><u>Reports:</u> Update Institutional and Academic Strategic Plan tracking report for Quarter 1;</p> <p><u>Implementations</u> : Check on Scheduled activities and Changes to the Academic Strategic Plan</p>

Surveys & Institutional Data	Faculty Activities	Unit Curriculum Planning	Learning Outcomes Assessment	Disciplinary Reporting - TCPP	Program Review	Strategic Planning
						<i>made in Quarter 1</i>
May <u>Surveys:</u> End-of-Course Surveys: Student & Faculty <u>Data:</u> Monthly KPI Reports	May <u>Core Meetings:</u> Academic Affairs; Assessment Task Force <u>Evaluations:</u> Adjunct (subset) <u>Trainings:</u> Core & Adjunct: Assessment Scoring Training (as needed)	May <u>Meetings:</u> Core: Previous Session Data	May-June <u>Scoring:</u> Program assessment leads and program faculty		May-June <u>Reviews:</u> Internal (at least two) and External (at least one) Reviews	
June <u>Surveys:</u> End-of-Course Surveys: Student & Faculty <u>Data:</u> Monthly KPI Reports	June <u>Core Meetings:</u> Academic Affairs; Assessment Task Force <u>Trainings:</u> Core & Adjunct: Assessment Scoring Training (as needed)					
July <u>Surveys:</u> End-of-Course Surveys: Student & Faculty	July <u>Core Meetings:</u> Academic Affairs; Assessment Task	July <u>Meetings:</u> Core: Previous Session Data; Updated	July <u>Analysis & Program Planning:</u> Program		July <u>Final Report Revisions:</u> Program Review Committee&	July <u>Reports:</u> Update Institutional and Academic

Surveys & Institutional Data	Faculty Activities	Unit Curriculum Planning	Learning Outcomes Assessment	Disciplinary Reporting - TCPP	Program Review	Strategic Planning
<i>Data: Monthly KPI Reports</i>	<i>Force Evaluations: Adjunct (subset)</i>	<i>Program Review Plan (as applicable)</i>	<i>assessment leads and program faculty (meetings to include adjuncts as needed)</i>		<i>Internal Stakeholders</i>	<i>Strategic Plan tracking report for Quarter 2; Implementations : Check on Scheduled activities and Changes to the Academic Strategic Plan made in Quarter 1</i>
<i>August Surveys: End-of-Course Surveys: Student & Faculty Data: Monthly KPI Reports</i>	<i>August Core Meetings: Academic Affairs; Assessment Task Force</i>		<i>August Analysis & Program Planning: Program assessment leads and program faculty Reports: Annual Program Assessment Reports due August 31</i>		<i>August Meeting: Provost: Institutional MOU (late August or early September); Final draft of Plan presented; Budgeting agreements made</i>	

TABLE 3: Committees and Members—TCPP (as of June 1, 2017)

Committee	Members	Launched	Frequency	Duties/Purpose
College of Education Curriculum Committee	Marco Curiel, TCPP Dr. Joy Abuyen, MAED (& current elementary teacher) Dr. Elizabeth Archer, Assoc. Provost, Accreditation & Curriculum Dr. Jennifer Newmann, Provost	May 2017	Bimonthly	Regular receipt, review, and planning regarding session-by-session data reports and curricular issues.
TCPP Program Improvement Committee	Marco Curiel, TCPP Dr. Joy Abuyen, MAED (& current elementary teacher) <i>TCPP Faculty:</i> Carol Jenkins Ray Pacheco Norma Lopez Jill Bright	June 2017	Semester (& as needed)	Sharing of data and results of reports with core TCPP faculty for analysis and recommendations in support of program improvement planning.
Assessment Task Force	Dr. Elizabeth Archer, Assoc. Provost, Accreditation & Curriculum Marco Curiel, TCPP Dr. Joy Abuyen, MAED Dr. Yuki Mun, BAM Dr. Julio Garibay, MBA Dr. Kamal Gandhi, BSHS Dr. Mira Zivkovic, MSHS Dr. George Peraza-Smith, MSN-FNP Dr. Jennifer Newmann, Provost	March 2016	Monthly	Coordination and support for learning outcomes assessment activities. Every program is represented by its lead faculty on the committee. TCPP joined this group in March, 2017.
Academic Strategic Planning Committee	<i>Permanent Members:</i> Dr. Jennifer Newmann, Provost Dr. Elizabeth Archer, Assoc. Provost, Accreditation & Curriculum <i>Rotating Members:</i> Dr. Julio Garibay, MBA Dr. Kamal Gandhi, BSHS	May 2017	Bimonthly	Incorporation of TCPP feedback and planning into institutional academic planning.