

## **Update on the United States University Bimonthly Report August 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 COA discussed the [first report](#) at its June 2017 meeting. The August 2017 report includes Benchmarks for the assessments. Information in the table that is new is presented in **red** font.

### **Next Steps**

The revisit has been scheduled for September 27-29, 2017 and the report from the revisit will be on the November 2017 agenda.

## Appendix A



### Teaching Credentialing Preparation Program Progress Report: August 1, 2017

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

During the period since the June report, the COE and the TCPP have focused on fleshing out the details of the assessment system submitted in that report. This includes the following activities:

- Setting benchmarks
- Reviewing institutional, unit, and program assessment instruments (primarily surveys and rubrics)
- Preliminary review of past data to assist in the benchmarking
- Planning for the creation of additional instruments
- Announcement of program improvement committee at TCPP faculty meeting in June and solicitation of volunteers
- Initial discussion of usefulness of End of Course TPE Assessment at June faculty meeting

What follows are updates (in red) to the materials submitted in June.

**Table 1: Data and Implementation Status [Updated 8/1/2017]**

**Update Notes for Table 1:**

- **Benchmarks identified at COE Curriculum Committee, July 17, 2017**

Data	Data Source	Responsible Party	Implementation Status	Evidence	Benchmark	Status Narrative
<b>1. A system that utilizes data on CANDIDATE AND COMPLETER PERFORMANCE AT THE PROGRAM AND UNIT LEVEL</b>						
A. Cohort Demographic Data	CampusVue reports (Collection annually in June)	Institutional Research	Collection: Implemented  Analysis and Planning: Under Development	Annual Aggregate Cohort Demographic Report (disaggregated for MS/SS/BA)	Candidate demographic data compared to published public school student and teacher data [CalEdFacts]. Opportunities for marketing identified to bring candidate diversity closer to current student trends. [Comparative table to be available for site visit in Sept. ]	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.  This item was tabled for future program improvement committee meeting due to time constraints at June meeting.]
B. Candidate End of Course Evaluations	EvaluationKIT (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	Course Content, each: 4.75; Student Experience, each: 4.5; Instructor Eval, each: 4.6; Brainfuse: 3, 50%; Online Experience, NA, 3.75, 3.8, 3.75, 3.75; Overall Means, each: 4.75 [Based on instrument parameters and past data]	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	Student Satisfaction	Institutional Research	Collection: Implemented	Annual Aggregate	Overall Experience with USU Faculty;	This data has been collected electronically and shared with

Data	Data Source	Responsible Party	Implementation Status	Evidence	Benchmark	Status Narrative
Surveys	Survey (Collected bi-annually)		Analysis and Planning: Implemented	Student Satisfaction Survey Results Report	Overall Educational Experience; Value of Course Content; Instruction; Fair/Unbiased Faculty; Faculty Caring; Faculty Timeliness -- all 90% Top2box [Based on instrument parameters and past data]	the university community for program improvement; going forward, analysis will be recorded in the Annual Program Strategic Report (October).
D. On-time Completion Rate	CampusVue reports (Collected bi-annually)	Institutional Research	Implemented	Annual Aggregate On-time Completion Rate Report	90% [Baseline established from current data]	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	1st Observation: 80% at "applying"; 2nd Observation: 80% at "target" [Based on institutional PLO standard]	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

Data	Data Source	Responsible Party	Implementation Status	Evidence	Benchmark	Status Narrative
						meeting. This item was tabled for future program improvement committee meeting due to time constraints at June 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	95% of students complete required portfolio elements without requiring revision. [Based on instrument parameters and past data]	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. This item was tabled for future program improvement committee meeting due to time constraints at June meeting.]
G. Candidate Exit Survey	SurveyMonkey (collected Spring and Fall)	Institutional Research	Collection: Implemented  Analysis and Planning: Under Development	Aggregate survey data report	80% of students “agree” or “strongly agree” to exit survey questions. [Based on institutional PLO standard]	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. This item was tabled for future program improvement committee meeting due to time

Data	Data Source	Responsible Party	Implementation Status	Evidence	Benchmark	Status Narrative
						constraints at June meeting.]
H. <a href="#">CAL TPAs 1-4</a>	Taskstream (collected Spring and Fall)	Program Director	Collection: Implemented  Analysis and Planning: In process	Bi-annual Aggregate CAL TPA data report	Per Task: 80% Group Result [Baseline established from current data]	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.  This item was tabled for future program improvement committee meeting due to time constraints at June meeting.]
<b>2. A system that collects aggregates and utilizes data related to UNIT OPERATIONS</b>						
A. Applicant Data	Velocify (to be collected annually in June)	Institutional Research	Planning	Aggregated Applicant Data Report	[Benchmark awaiting creation of instrument]	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	[Benchmark awaiting creation of instrument]	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

Data	Data Source	Responsible Party	Implementation Status	Evidence	Benchmark	Status Narrative
						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 Rates	CampusVue (collected every session)	Institutional Research	Collection: Implemented  Analysis and Planning: Implemented (semi-monthly); Annual report due October	Annual Aggregate Retention and Persistence Report	Retention: 60%; Persistence: 85% [Baseline established from current data]	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).
D. On-time Completion Rate	CampusVue reports (collected bi-annually)	Institutional Research	Collection: Implemented  Analysis and Planning: In process	Annual Aggregate On-time Completion Rate Report	90% [Baseline established from current data]	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 &	Provost's Office	Collection: Implemented  Analysis and Planning: In process	Aggregate Annual Program Faculty Evaluation Report	Adjuncts: 90% retained without reservation (based on appreciative inquiry self-evaluation combined with	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).

Data	Data Source	Responsible Party	Implementation Status	Evidence	Benchmark	Status Narrative
	Teaching Performance rubric (collected annually)				director and student feedback). Core: 90% of the faculty score "satisfactory" or higher on Domain 1 (teaching and advising), Domain 2 (shared governance) and Domain 3-5 (scholarly, community, professional) [Based on institutional standard]	
F. Fieldwork Site Data	SurveyMonkey (collected annually)	Institutional Research	Planning	Aggregated Site Data Report	[Benchmark awaiting creation of instrument]	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).
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	Overall Experience with USU Faculty; Overall Educational Experience; Value of Course Content; Instruction; Fair/Unbiased Faculty; Faculty Caring; Faculty Timeliness -- all 90% Top2box [Based on instrument	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).



Data	Data Source	Responsible Party	Implementation Status	Evidence	Benchmark	Status Narrative
					parameters and past data]	
H. Master Teacher Survey	CTC (Collected annually)	Program Director	Planning	CTC Master Survey report	80% “well-prepared” or above. [Based on institutional PLO standard]	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	SurveyMonkey (collected annually)	Institutional Research	Planning	Aggregated District Partnership Report	[Benchmark awaiting creation of instrument]	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	SurveyMonkey (collected annually)	Institutional Research	Planning	Aggregated Employer Survey Report	[Benchmark awaiting creation of instrument]	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	[Benchmark awaiting creation of instrument]	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

Data	Data Source	Responsible Party	Implementation Status	Evidence	Benchmark	Status Narrative
						uses of different types of instructional technology for the college classroom.
<b>3. A system that collects, aggregates, and utilizes data related to PROGRAM EFFECTIVENESS</b>						
A. Candidate End of Course Evaluations	EvaluationKIT (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	Course Content, each: 4.75; Student Experience, each: 4.5; Instructor Eval, each: 4.6; Brainfuse: 3, 50%; Online Experience, NA, 3.75, 3.8, 3.75, 3.75; Overall Means, each: 4.75 [Based on instrument parameters and past data]	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	Overall Experience with USU Faculty; Overall Educational Experience; Value of Course Content; Instruction; Fair/Unbiased Faculty; Faculty Caring; Faculty Timeliness -- all 90% Top2box [Based on instrument parameters and past data]	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	Course Faculty	Collection: Implemented	End of Course TPE Rubric	Program Midpoint: 80% at "exploring"; Program Endpoint:	Currently, at the end of every TCPP course, faculty complete an "End of Course TPE

Data	Data Source	Responsible Party	Implementation Status	Evidence	Benchmark	Status Narrative
	(Collected at end of every course)		Analysis and Planning: Implemented		80% at “applying” [Based on institutional PLO standard]	<p>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:</p> <ul style="list-style-type: none"> <li>• Emerging</li> <li>• Exploring</li> <li>• Applying</li> <li>• Integrating</li> <li>• Innovating</li> </ul> <p>As per the continuum expectations, “The complexity of teaching makes it unlikely that 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><b>Update: Faculty indicated at the</b></p>

Data	Data Source	Responsible Party	Implementation Status	Evidence	Benchmark	Status Narrative
						<p>June faculty meeting that they found value in this assessment but agreed that a less cumbersome rubric would better serve both faculty and students. A faculty volunteered a draft of a new version of the rubric to be presented at the fall faculty meeting.</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	<p>1st Observation: 80% at “applying”; 2nd Observation: 80% at “target” [Based on institutional PLO standard]</p>	<p>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.</p> <p>This item was tabled for future program improvement committee meeting due to time constraints at June meeting.]</p>

Data	Data Source	Responsible Party	Implementation Status	Evidence	Benchmark	Status Narrative
E. <a href="#">Candidate TPE Self-Assessment</a>	Self-assessments (collected fall and spring)	Candidate & Program Director	Implemented	Aggregated Candidate TPE Self-Assessment Results Report	End of Practicum 1: 80% at “developing”; End of Practicum 2: 80% at “applying” [Based on institutional PLO standard]	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 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. <b>This item was tabled for future program improvement committee meeting due to time constraints at June meeting.]</b>
F. <a href="#">CAL TPAs 1-4</a>	Taskstream (collected Spring and Fall)	Program Director	Collection: Implemented  Analysis and Planning: In process	Bi-annual Aggregate CAL TPA data report	Per Task: 80% Group Result [Baseline established from current data]	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

Data	Data Source	Responsible Party	Implementation Status	Evidence	Benchmark	Status Narrative
						improvement committee meeting. This item was tabled for future program improvement committee meeting due to time constraints at June meeting.]
G. Master Teacher Survey	CTC (Collected annually)	Program Director	Planning	CTC Master Survey report	80% "well-prepared" or above. [Based on institutional PLO standard]	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	[Benchmark awaiting creation of instrument]	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	[Benchmark awaiting creation of instrument]	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 collected annually)	Institutional Research	Planning	Aggregated Alumni Survey	[Benchmark awaiting creation of instrument]	Still in planning stage. Once implemented, analysis will be recorded in the semi-monthly

Data	Data Source	Responsible Party	Implementation Status	Evidence	Benchmark	Status Narrative
				Response Report		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	80% at "3" (0-3 rubrics) [Based on institutional PLO standard]	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	[Benchmark awaiting creation of instrument]	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)[Updated 8/1/2017]**

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

**Update Notes for Table 2:**

- **Added schedule of CTC reports and meetings**
- **Awaiting more information on data submission requirements from the commission – will then be added to calendar**

Surveys & Institutional Data	Faculty Activities	Unit Curriculum Planning	Learning Outcomes Assessment	Disciplinary Reporting - TCPP	Program Review	Strategic Planning
September <u>Surveys:</u> End-of-Course Surveys: Student & Faculty <u>Data:</u> Monthly KPI Reports	September <u>Core Meetings:</u> Academic Affairs; Assessment Task Force <u>Evaluations:</u> Adjunct (subset)	September <u>Meetings:</u> Core: Previous Session Data; LO Assessment Results; Program Review Results (as applicable) All: Biannual faculty meeting	September <u>Preparation:</u> Assessment Task Force:(review of current year's outcomes & rubrics	Fall or Spring (Yr 6: 2023/24): <u>Meetings:</u> Site Visit	September-October <u>Preparation for Current Year's Programs:</u> PRC & Program Lead Faculty: Orientation and Planning <u>Data Collection for Current Year's</u>	
October <u>Surveys:</u> End-of-Course Surveys: Student & Faculty <u>Data:</u> Monthly KPI	October <u>Core Meetings:</u> Academic Affairs; Assessment Task Force	October <u>Reports:</u> Program Annual Strategic Reports with Plans (to Academic Strategic Planning	October <u>Preparation:</u> Assessment Task Force & Program: revision of outcomes & rubrics <u>Reports:</u>	October 15 (Yr 5: 2022): <u>Reports:</u> Program Review	<u>programs:</u> IR: Data Collection & Distribution Program Lead: Non-IR Program information <u>Budgeting for Previous Year's</u>	October <u>Reports:</u> Update Institutional and Academic Strategic Plan tracking report for



Surveys & Institutional Data	Faculty Activities	Unit Curriculum Planning	Learning Outcomes Assessment	Disciplinary Reporting - TCPP	Program Review	Strategic Planning
<i>Reports</i>		<i>Committee)</i>	<i>Annual Institutional Assessment Report for previous year's results (distributed)</i> <i>Meeting:</i> <i>Annual Assessment Summit reviewing and discussing previous year's results</i>		<i>Programs:</i> <i>Provost, CFO, President (based on agreements made at August MOU meeting)</i>	<i>Quarter 3; Implementations:</i> <i>Check on Scheduled activities and Changes to the Academic Strategic Plan made in Quarter 1</i>
<i>November Surveys:</i> <i>End-of-Course Surveys: Student &amp; Faculty</i> <i>Data:</i> <i>Monthly KPI Reports</i>	<i>November Core Meetings:</i> <i>Academic Affairs; Assessment Task Force</i> <i>Evaluations:</i> <i>Adjunct (subset)</i>	<i>November Meetings:</i> <i>Core: Previous Session Data; Annual Assessment Summit Plans</i>	<i>November Planning:</i> <i>Program: creating assessment plans for current year</i> <i>Institution: budgeting and planning from previous year's reports</i>		<i>November-December</i> <i>Analysis of Data:</i> <i>Program faculty</i>	<i>November Review:</i> <i>Annual Program Strategic Reports in preparation for January Board of Trustees submission</i>
<i>December Surveys:</i> <i>End-of-Course Surveys: Student &amp; Faculty</i> <i>Data:</i> <i>Monthly KPI Reports</i>	<i>December Core Meetings:</i> <i>Academic Affairs; Assessment Task Force</i>		<i>December Reports:</i> <i>Program: Assessment Plans for current year Due December 1</i> <i>Planning:</i> <i>Institution: budgeting and planning from previous year's</i>			

Surveys & Institutional Data	Faculty Activities	Unit Curriculum Planning	Learning Outcomes Assessment	Disciplinary Reporting - TCPP	Program Review	Strategic Planning
			<i>reports</i>			
Jan 1 Fiscal Year Begins	Jan 1 Fiscal Year Begins	Jan 1 Fiscal Year Begins	Jan 1 Fiscal Year Begins	Jan 1 Fiscal Year Begins	Jan 1 Fiscal Year Begins	Jan 1 Fiscal Year Begins
January <u>Surveys:</u> End-of-Course Surveys: Student & Faculty; Student Satisfaction (run) <u>Data:</u> Monthly KPI Reports		January <u>Meetings:</u> Core: Previous Session Data; Program Review Data (as applicable)	January-April <u>Implementation &amp; Collection:</u> Program assessment leads and program faculty	Fall or Spring (Yr 6: 2023/24): <u>Meetings:</u> Site Visit	January-April <u>Self-Study:</u> Program faculty	January <u>Reports:</u> Update Institutional and Academic Strategic Plan tracking report for Quarter 4; Review Academic Strategic Plan for revisions for the coming year
February <u>Surveys:</u> End-of-Course Surveys: Student & Faculty; Student Satisfaction (reported) <u>Data:</u> Monthly KPI Reports	February <u>Core Meetings:</u> Academic Affairs; Assessment Task Force			February 28 (Yr 5: 2023): <u>Reports:</u> Common Standards		

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 &amp; Faculty Data; Monthly KPI Reports</p>	<p>March</p> <p><u>Core Meetings:</u> Academic Affairs; Assessment Task Force</p> <p><u>Evaluations:</u> Adjunct (subset) Core: 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>March 31</p> <p>(Yrs 1 &amp; 4: 2019 &amp; 2022):</p> <p><u>Reports:</u> <u>Preconditions</u></p>		
<p>April</p> <p><u>Surveys:</u> End-of-Course Surveys: Student &amp; Faculty Data; 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 made in Quarter 1</p>
<p>May</p> <p><u>Surveys:</u></p>	<p>May</p> <p><u>Core Meetings:</u></p>	<p>May</p> <p><u>Meetings:</u></p>	<p>May-June</p> <p><u>Scoring:</u></p>		<p>May-June</p> <p><u>Reviews:</u></p>	

Surveys & Institutional Data	Faculty Activities	Unit Curriculum Planning	Learning Outcomes Assessment	Disciplinary Reporting - TCPP	Program Review	Strategic Planning
<i>End-of-Course Surveys: Student &amp; Faculty</i> <u>Data:</u> <i>Monthly KPI Reports</i>	<i>Academic Affairs; Assessment Task Force</i> <u>Evaluations:</u> <i>Adjunct (subset)</i> <u>Trainings:</u> <i>Core &amp; Adjunct: Assessment Scoring Training (as needed)</i>	<i>Core: Previous Session Data</i>	<i>Program assessment leads and program faculty</i>		<i>Internal (at least two) and External (at least one) Reviews</i>	
<i>June Surveys: End-of-Course Surveys: Student &amp; Faculty</i> <u>Data:</u> <i>Monthly KPI Reports</i>	<i>June Core Meetings: Academic Affairs; Assessment Task Force</i> <u>Trainings:</u> <i>Core &amp; Adjunct: Assessment Scoring Training (as needed)</i>					
<i>July Surveys: End-of-Course Surveys: Student &amp; Faculty</i> <u>Data:</u> <i>Monthly KPI Reports</i>	<i>July Core Meetings: Academic Affairs; Assessment Task Force</i> <u>Evaluations:</u> <i>Adjunct (subset)</i>	<i>July Meetings: Core: Previous Session Data; Updated Program Review Plan (as applicable)</i>	<i>July Analysis &amp; Program Planning: Program assessment leads and program faculty (meetings to include adjuncts as needed)</i>		<i>July Final Report</i> <u>Revisions:</u> <i>Program Review Committee &amp; Internal Stakeholders</i>	<i>July Reports: Update Institutional and Academic Strategic Plan tracking report for Quarter 2;</i> <u>Implementations:</u> <i>Check on Scheduled</i>

Surveys & Institutional Data	Faculty Activities	Unit Curriculum Planning	Learning Outcomes Assessment	Disciplinary Reporting - TCPP	Program Review	Strategic Planning
						<i>activities and Changes to the Academic Strategic Plan made in Quarter 1</i>
August <i>Surveys:</i> <i>End-of-Course Surveys: Student &amp; Faculty</i> <i>Data:</i> <i>Monthly KPI Reports</i>	August <i>Core Meetings:</i> <i>Academic Affairs; Assessment Task Force</i>		August <i>Analysis &amp; Program Planning: Program assessment leads and program faculty</i> <i>Reports:</i> <i>Annual Program Assessment Reports due August 31</i>		August <i>Meeting:</i> <i>Provost:</i> <i>Institutional MOU (late August or early September);</i> <i>Final draft of Plan presented;</i> <i>Budgeting agreements made</i>	
<b>Jan 1 Fiscal Year Begins</b>	<b>Jan 1 Fiscal Year Begins</b>	<b>Jan 1 Fiscal Year Begins</b>	<b>Jan 1 Fiscal Year Begins</b>	<b>Jan 1 Fiscal Year Begins</b>	<b>Jan 1 Fiscal Year Begins</b>	<b>Jan 1 Fiscal Year Begins</b>

**TABLE 3: Committees and Members—TCPP [Updated August 1, 2017]**

**Update Notes for Table 3:**

- **One Assessment Task Force member removed (from College of Health Sciences)**

Committee	Members	Launched	Frequency	Duties/Purpose
<b>College of Education Curriculum Committee</b>	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.
<b>TCPP Program Improvement Committee</b>	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.
<b>Assessment Task Force</b>	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 <del>Dr. Mira Zivkovic, MSHS [program closing]</del> 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.
<b>Academic Strategic Planning Committee</b>	<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.