Memo

To: Vanessa Sheared, Dean of Education
From: David Jelinek, CoE Assessment & Accreditation Committee Chair
CC: Dean's Advisory Council
Date: 11/1/11
Re: Recommendations for CoE Accountability Management System

Charge of the committee

The CoE Assessment & Accreditation Committee met over the course of the spring semester to address its charge of exploring database management and reporting options and making recommendations by the end of the semester. Below is a brief summary of the steps taken to accomplish this, followed by a framework for assessing the CoE needs, and the committee’s recommendations.

Summary of steps taken

• We identified common elements and reporting needs across all programs and agreed that each program needs: (a) a means to articulate program outcomes, (b) to specify key assessments aligned with those outcomes, (c) a means to collect and analyze assessment evidence and data, and (d) a plan to use the results to inform substantive conversations and program improvement.

• We reviewed the WASC Annual Program Assessment and CTC Biennial reporting requirements and criteria.

• Each program/department was given the opportunity to present its current key assessments, data collection & reporting system.

• Three systems emerged as the most viable: TaskStream, SacCT, Flashlight.

Framework for assessing needs and making a recommendation

As a means to propose our recommendations, we used the following framework to guide our conversations:

• Identification/agreement of outcomes to be assessed
• A plan for collecting & scoring the evidence
• Streamlined data collection, evidence collection & storage; and reporting
• Review & Analysis (i.e., “have our students achieved the performance targets we set?”)
• Centralized communication & information hub (i.e., “What are we going to do to improve the teaching and learning opportunities based on our findings?”)
• Minimal redundancies, budget constraints, technical resources
• To what extent does our current system meet those needs?
Recommendations

1. Because of the diverse nature of CoE programs and departments, there is no single database system that will work for all programs. We therefore recommend working towards the establishment of 4 database systems that will feed into a **centralized CoE communication & information hub**: (a) Graduate Programs; (b) Undergraduate Programs; (c) Credential Programs; and (d) Professional Programs.

2. Under this recommendation, representatives from each of the four program/data systems would establish common outcomes and assessments and use an agreed-upon data collection system that would meet three criteria: (a) able to export into Excel spreadsheets; (b) able to address WASC, CTC and/or other reporting requirements; and (c) able to provide a means to collect assessment artifacts.

3. Of the four program areas, the teaching credential programs in BMED, EDS, EDTE and Kinesiology have already adopted TaskStream. Furthermore, CHDV (which uses SacCT) and EDC (which uses Flashlight) report success with their systems. Thus, should the college choose to move towards these recommendations, a reasonable next step would be to convene representatives from the 4 program areas, examine which system works best for the respective programs, then implement those systems accordingly.

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**Centralized Communication & Information Hub**