Schedule of Data Collection, Processing, Reporting and Review for CAEP Standards 1,2,3,4

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| **Standard 1 Assessments & Reports** |
| **Assessment** | **Data Collection/Processing and Who** | **Reporting and When** | **Program Review and Planning for Action****NOTE - Standard I Assessments Review is Every Spring** |
| Intern Keys  | Every Semester - Assessment Office collects from University Supervisors and Teacher Mentors by programs | At the end of every academic year -Assessment Office prepares Data Tables | Every Spring during the SOE Assessment Retreat, each programreviews data tables and formulates action plans as needed |
| EdTPA | Rolling Test Scores available monthly- Assessment Office reviews Pearson results | At the end of every academic year - Assessment Office preparesData Tables | Every Spring during the SOE Assessment Retreat, each program reviews data tables and formulatesaction plans as needed |
| GACE Content Specialty Test | Rolling Test Scores available monthly- Assessment Office reviews GACE (ETS) results | At the end of every academic year - Assessment Office preparesData Tables | Every Spring during the SOE Assessment Retreat, each program reviews data tables and formulates action plans as needed |
| GA Ethics Exam  | Rolling Test Scores available monthly- Assessment Office reviews ETS results | At the end of every academic year - Assessment Office preparesData Tables | Every Spring during the SOE Assessment Retreat, each program reviews data tables and formulates action plans as needed |
| ComprehensiveExams  | Every Semester - Assessment Office collects from graduate program coordinators | At the end of every academic year - Assessment Office preparesData Tables | Every Spring during the SOE Assessment Retreat, each program reviews data tables and formulates action plans as needed |
| Exit Survey | Every Semester - Assessment Office sends and monitors responses | At the end of every academic year -Assessment Office prepares Data Tables and summary report | Every Spring during the SOE Assessment Retreat, each program reviews data tables and formulates action plans as needed |

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| **Standard 2 Assessments and Reports** |
| **Assessment** | **Data Collection/Processing and Who** | **Reporting and When** | **Program Review and Planning for Action NOTE - Standard 2 Assessments and Reports Review is Every Fall** |
| Partnership Records | Every Semester – The Professional Development and Credentialing Coordinator (PDCC) collects/updates partnerships by programs | At the end of every academic year - PDCC prepares Data Tables | Every Fall during the SOE Assessment Retreat, each program reviews partnerships and formulates action plans as needed  |
| Placement Records | Every Semester - PDCC collects/updates placement records by programsAssessment Office assembles data on diversity using the DOE website  | At the end of every academic year – PDCC prepares Data Tables | Every Fall during the SOE Assessment Retreat, each program reviews placement records and formulates action plans as needed  |
| Clinical Faculty Records | Every Semester – PDCC collects/updates from programs | At the end of every academic year - PDCC prepares Data Tables | Every Fall during the SOE Assessment Retreat, each program reviews clinical faculty qualifications and formulates action plans as needed  |
| Evaluation of Cooperating Teacher/Site Supervisors | Every Semester - Assessment Office collects/processes data | At the end of every academic year - Assessment Officeprepare Data Tables | Every Fall during the SOE Assessment Retreat, each program reviews the evaluations completed by candidates and formulates action plans as needed |
| Feedback from Site Supervisors  | Every Semester - Assessment Office collects data via surveys /processes data | At the end of every academic year - Assessment Officeprepare Data Tables | Every Fall during the SOE Assessment Retreat, each program reviews the surveys completed by site supervisors and formulates action plans as needed |
| Feedback from SOE Advisory Board  | Every Semester - Assessment Office collects data via surveys /processes data | At the end of every academic year - Assessment Officeprepare Data Tables | Every Fall during the SOE Assessment Retreat, each program reviews the surveys completed by board members and formulates action plans as needed |
| Intern/Student Teacher Evaluation  | Every Semester -Assessment Office collects from programs | At the end of every academic year -Assessment Office prepare Data Tables | Every Fall during the SOE Assessment Retreat, each program reviews data tables and formulates action plans as needed |

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| **Standard 3 Assessments and Reports** |
| **Assessment** | **Data Collection/Processing and Who** | **Reporting and When** | **Program Review and Planning for Action****NOTE - Standard 3 Assessment Review is Every Fall** |
| Enrollment By Program Data | Rolling - Assessment Office obtains raw data from OPAR OPAR sends aggregate enrollment trend data to SOE Dean | At the end of every academic year - Assessment Office prepareData Tables | Every Fall during the SOE Assessment Retreat, each program reviews data tables and formulates action plans as needed |
| Candidate Admission GPA, ACT and SAT Data | Rolling - Assessment Office downloads SLATE raw data and process them | At the end of every academic year - Assessment Office prepareData Tables | Every Fall during the SOE Assessment Retreat, each program reviews data tables and formulates action plans as needed |
| Candidate GRE, Scores Data | Every Semester -Assessment Office collects from programs | At the end of every academic year - Assessment Office prepareData Tables | Every Fall during the SOE Assessment Retreat, each program reviews data tables and formulates action plans as needed |
| Candidate Diversity Data  | Rolling - Assessment Office obtains raw data from OPAR  | At the end of every academic year - Assessment Office prepareData Tables | Every Fall during the SOE Assessment Retreat, each program reviews data tables and formulates action plans as needed |
| Candidate Disposition Data | Every Semester -Assessment Office collects from programs | At the end of every academic year -Assessment Office prepare Data Tables | Every Fall during the SOE Assessment Retreat, each program reviews data tables and formulates action plans as needed |
| Candidate Progression Data  | Rolling – PDCC runs progress reports in TPMS (the GA certification tracking system)  | At the end of every academic year - Assessment Office prepareData Tables | Every Fall during the SOE Assessment Retreat, each program reviews data tables and formulates action plans as needed |

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| **Standard 4 Assessments and Reports** |
| **Assessment** | **Data Collection/Processing and Who** | **Reporting and When** | **Program Review and Planning for Action****NOTE - Standard 4 Assessment Review is Every Spring** |
| Student Growth Percentile -DOE | Assessment Office requests from DOE data by program for completers, who have graduated between 1-5 years ago.In addition, aggregate SGP data for the most three recent cohorts of graduates are retrieved from PPEM.  | At the end of each academic year- Assessment Office prepare Data Tables | Every Spring during the SOE Assessment Retreat, each program reviews data tables, makes plans to share and discuss with clinical partners, and formulates action plans as needed. |
| TAPS-DOE | Assessment Office, requests from DOE data by program for completers, who have graduated between 1-5 years ago.In addition, aggregate SGP data for the most three recent cohorts of graduates are retrieved from PPEM. | At the end of each academic year- Assessment Office prepare Data Tables | Every Spring during the SOE Assessment Retreat, each program reviews data tables, makes plans to share and discuss with clinical partners, and formulates action plans as needed. |
| Alumni Contact and Placement Information | Assessment Office uses the DataBank from GaPSC to locate email addresses for alumni. Programs collect contact information and placement data on completers. | Assessment Office prepares database for Alumni Survey | Every Spring during the SOE Assessment Retreat, each program reviews data tables, makes plans to share and discuss with clinical partners, and formulates action plans as needed. |

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| Employer Survey | The Assessment Office administers survey each year in spring in Qualtrics.  | In the summer of each academic year - Assessment Office prepare Data Tables | Every Spring during the SOE Assessment Retreat, each program reviews data tables, makes plans to share and discuss with clinical partners, and formulates action plans as needed. |
| Alumni Survey | Each year the Assessment office creates a survey link to Alumni Survey in Qualtrics, survey is distributed to Program Directors, who send to recent (1-3 years) alumni. | At the end of every academic year- Assessment Office prepare Data Tables | Every Spring during the SOE Assessment Retreat, each program reviews data tables, makes plans to share and discuss with clinical partners, and formulates action plans as needed. |