Georgia Southern University
College of Education
Educator Preparation Provider Assessment Tool Kit
Annual Department Report Template
Fall 2015, Spring 2016, Summer 2016
Due: March 20, 2017

To be collaboratively completed by the Department Chair and representative program directors.

Ia. Analysis of Program Report Data—CAEP Standard 5
Analysis may include:
- Description of any program changes that were implemented during the reporting year (identified in SACS Action Plans) and any observed or expected impact of these changes on candidate performance and/or program effectiveness.
- Discussion of strengths and areas for improvement based on data from KAs.
- Connections to CAE Standards or cross-cutting themes of diversity and technology, COE Conceptual Framework Commitments, and/or COE annual objectives.

Ib. Continuous Improvement: Field Experiences and Clinical Practice—CAEP Standard 2 & NCATE Standard 3—Summarize progress toward target level performance for department programs. Summary may include:
- Areas of NCATE Standard 3 at which programs are currently performing at the target level.
- Activities or changes in field/clinical experiences that have led to target level performance.

II. Analysis of Other Data Sources
Input from Program Action Teams, P-12 School Faculty, Graduates and Employers, Other Members of the Professional Community, and Program Faculty—Program Report Sections 6 & 8 CAEP Standards 4 & 5
Input from Candidates (formal, informal, and/or course evaluations) CAEP Standards 4 & 5 (List strengths and areas for improvement)

Personnel Data (Faculty loads; adequate faculty, staff, and GAs; professional development opportunities)

III. Evaluation of Assessment Tools & Procedures (validity, reliability, fairness) – CAEP Standard 5

Candidate Performance (KAs, surveys, standardized tests, Admissions/exit requirements) As part of the response, indicate the percent or ratio of programs that provided sufficient documentation for Program Report Appendix II. KA aggregate data by candidate demographic categories, and Validity, Reliability, & Fairness Matrix.

Faculty Performance (Feedback related to instruments, policies, and procedures for T&P, annual reviews, student evaluations, etc.)

Staff Performance (Feedback related to instruments, policies, and procedures for Candidate/Faculty surveys of offices/centers, annual reviews, etc.)

IV. Analysis of Budget/Resources/Facilities Data
V. Recommended Program Changes/Improvements/Actions Based on Data from Sections I - IV and Implementation Timeline – all standards

VI. Recommendations/Requests from Department to Unit

VII. Recommendations/Feedback from Unit to Department

Department Chair will submit to coe_key@georgiasouthern.edu

Revisions approved 12/8/15