

Unit Assessment System Data Collection Process

Type of Data	Data Source	Frequency of Collection	Frequency of Formal Review/ Reporting	Evidence Reported to Whom for Program Improvement Decisions
	Collected by Whom	Report Generator ¹ Date(s)	Reviewer	
¹ Date report is generated				
Candidates				
Admissions Data (Diversity, GPA, SAT, ACT, AccuPlacer, GRE, etc.)	SIS	Each semester	Annually	Dean COE Leadership Team Teacher Education Council
	Admissions (SIS) Institutional Research	June 1st	Unit Assessment Oversight Committee (UAOC)	
Admissions Review for Candidates' KSDs (Pre-philosophy paper) • Reference: Benchmark I	Candidate	Each semester	Annually	Department Chairs Programs
	Programs	June 1st	UAOC	
Performance on integrative project/work sample on Knowledge, Skills, and Dispositions (KSDs) • Reference: Benchmark II	Candidate	Each semester	Annually	Department Chairs Programs
	Programs	June 1st	UAOC	
Grade distribution during academic coursework • Reference: Benchmarks II & III	Candidate	Each semester	Annually	Department Chairs Programs
	COE Data Management	June 1st	UAOC	

Revised 2/16/07

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Performance on major assessments and KSDs • Reference: Benchmarks II & III	Candidate	Each semester	Annually	Department Chairs Programs
	Programs	June 1st	UAOC	
Performance during clinical practice/field experience on KSDs • Reference: Benchmark III	Programs mentors	Each semester	Annually	Department Chairs Programs Field Experience Director
	University Supervisors	June 1st	UAOC	
School Demographic Profile for Field Experience • Reference: Benchmark III	TEA	Annually	Annually	Department Chairs Programs Field Experience Director
	Educator Certification Office (ECO)	June 1st	UAOC	
Completion of clock hours of clinical practice/field experience • Reference: Benchmark III	Candidate	Each semester	Annually	Department Chairs Programs Field Experience Director
	University Supervisors	June 1st	UAOC	
State certification exams • Reference: Benchmark III	TEA <i>Educator Quality and P-16</i>	Report Dates (5 annually)	Annually	Department Chairs Programs Office of Assessment & Accountability (OAA)

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	<i>Initiatives Division</i>			
	OAA	January 15th	UAOC	
Follow up survey of graduates and employers • Reference: Benchmark IV	Alumni Employers	Every two years	Annually	Department Chairs Programs Teacher Education Council
	ECO	January 15th	UAOC	
Data on degrees awarded and completion of programs • Reference: Benchmark IV	Educator Certification	Each semester	Annually	Educator Certification Office Teacher Education Council
	ECO	June 1st	UAOC	
Candidate enrollment and retention data	Institutional Research (IR)	Each semester	Annually	Dean Department Chairs Programs
	IR	June 1st	UAOC	
Programs				
Review of program curricula and assessments	Programs	Annually	Annually	Department Chairs Programs
	Programs	June 1st	UAOC	
Enrollment data by certification area	IR	Each semester	Annually	Dean Department Chairs
	Dean, Chairs	June 1st	Dean	

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Course evaluations	Programs	Each semester	Annually	Dean Department Chairs
	IR	June 1st	Dean	
Student satisfaction survey (NSSE data)	IR	Annually	Annually	Dean Department Chairs Programs
	IR	January 15th	Dean	
Certificate recommendation data	ECO	Each semester	Annually	Office of Assessment & Accountability Educator Certification Office Department Chairs Programs
	ECO	June 1st	Assoc. Dean	
Evaluation of clinical practice/field experience	District Mentors	Each semester	Annually	Department Chairs Programs
	ECO	June 1st	Assoc. Dean	
Exit and graduate survey	Alumni Employer	Each semester	Annually	Dean Department Chairs Programs
	ECO	June 1st	UAOC	
SPA and State reviews	SPAs, Texas DOE	As specified	Annually	Dean Department Chairs Programs

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Exit and Follow-up Surveys				
Program Exit	Candidate	Each semester	Annually	Dean Department Chairs Programs
	Programs	June 1st	UAOC	
Employer	Employer	Annually for 2 years	Annually	Dean Department Chairs Programs
	ECO	June 1st	UAOC	
Alumni	Alumni	Bi-annually	Bi-annually	Dean Department Chairs Programs
	ECO	June 1st	UAOC	
Faculty				
Initial appointment/review of qualifications		As required	Annually	Dean Department Chairs Programs
	Search committees, Dean's office	June 1st	Dean	
Course evaluations	Faculty	Each semester	Annually	Dean Department Chairs
	Institutional Research	June 1st	Dean	

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Department chair review	Chairs	Tri-annually (staggered)	Annually	Provost Dean Department Chairs
	Dean	January 15th	Dean	
Faculty Activity Report	Faculty	Annually	Annually	Dean Department Chairs Programs
	Programs, Dean		Dean Chairs	
Professional Development Assessment	Faculty Chairs	Annually	Annually (with budget)	Dean Department Chairs Programs
	Programs	January 15th	Dean	
Professional development impact on P-12 students		Annually	Annually	Dean Department Chairs Programs
	Associate Dean	January 15th	UAOC	
Re-appointment/promotion/tenure reviews		As required	Annually	Provost Dean Department Chairs Programs
	Departmental review committees, COE (Dean)	January 15th	Dean	
Supervisor assessment		Annually	Annually	Dean

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	Programs	January 15 th (summative)	Chairs	Supervisors Chairs
Resources				
Faculty workload, faculty/student ratios		Annually	Annually	Dean Department Chairs Programs
	Institutional Research	June 1st	Dean	
Library resources		As needed	Annually	Dean Department Chairs Programs
	Library	June 1st	Chairs	
Technology resources		Every two years	Annually	Dean Department Chairs Programs
	Computer Information Systems	June 1st	Dean Chairs	
Financial data/budget		Annually	Annually	Dean Department Chairs Programs
	Budget Office	January 15th	Dean Chairs	
Scholarship support		Annually	Annually	Dean Department Chairs
	Dean	June 1st	Dean	

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				Programs
Policies and Goals				
Review of Conceptual Framework	Committee	Annually	Annually	All Stakeholders
	Dean	June 1st	Committee	
Review of program assessment plans and data		Annually	Annually	Dean Department Chairs Programs
	Programs	June 1st	UAOC	
Review of unit assessment plan and data		Annually	Annually	Dean Department Chairs Programs
	Associate Dean	June 1st	UAOC	
Review of field experience policies		Annually	Annually	Teacher Education PDS Council
	Associate Dean	August 1st	Associate Dean	
Review of SFASU Strategic Plan	Dean	Annually	Chairs	Provost Dean Department Chairs