Report:	Assessment Plan Details for: Elementary Education
	Report Generated by TaskStream
Workspace:	Operational Plan & Assessment Report - OPAR
Assessment Plan:	2009-10 Cycle: Assessment Plan and Assessment Findings
Assessment Plan Template:	OPAR Assessment Plan
Report Generated:	Friday, August 27, 2010

Measures and Findings

Elementary Education Unit Goals

1. To improve retention and graduation rates

Improved advisement

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.1.5., 1.5.2.,
- UNC Tomorrow: 4.1.1, 4.2.6

Measures & Findings

Advisor communication with advisees

Indirect - Other

Details/Description: Data will be collected on the number of advisors who have been communicated with advisees via telephone or email concerning departmental policies, procedures and updates. Benchmarks of current student graduation rates will be reviewed to determine improvement

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Advisor communication with advisees

Summary of Findings: Based on the Advisement Survey results, the Department of Elementary Education has increased by 6.6% in the quality of advisement received by students. In 2009, 73.9% of students taking survey felt that they had received good advisement. The number for 2010 is now 80.5%. Additionally, faculty in the department kept advisement logs to record face-to-face visits and emails.

Acceptable Target Achievement: Met

Recommendations : Continue providing advisement via Blackboard, telephone, email as well as office visits. The faculty believe that we need to do a better job of recording telephone messages related to advisement.

Reflections/Notes : Faculty members were very conscientious in making sure that advisees recorded their visits, especially for advisement during pre-registration and registration. By keeping good records, students were not able to "forget" the advise given them.

Substantiating Evidence:

Advisement Log.docx (Word Document (Open XML))

Advising Survey Results.htm (HTML)

Curriculum sheets

Direct - Other

Details/Description: Faculty will meet with students and give advice concerning program requirements. Documentation from faculty of advisees' curriculum sheets updated will be assessed.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Curriculum sheets

Summary of Findings: All students who came in for advisement had their curriculum sheets reviewed each semester. A copy of the curriculum sheet is given to the student and a copy stays with the advisor. These sheets are on file in the advisors offices. A list of advisees who came for advisement is also available. Samples of the curriculum sheets for each program are attached.

Acceptable Target Achievement: Met

Recommendations : To continue to use the curriculum sheet for advisement so that students can see what courses they need as

well as those completed.

Reflections/Notes : Students who came for advisement had fewer problems than those who advised themselves.

Substantiating Evidence:

Program of Study B-K Lo.docx (Word Document (Open XML))
Licensure Only B-K

Program of Study B-K Non-Teaching.docx (Word Document (Open XML))
B-K (Non-Teaching) Program Sheet

Program of Study B-K Teaching.docx (Word Document (Open XML))
B-K (Teaching) Program Sheet

Program of Study Elementary Education Masters.docx (Word Document (Open XML))
K-6 M.Ed Program Sheet

Program of Study K-6.docx (Word Document (Open XML))
K-6 Undergraduate Program Sheet

Program of Study LoK6.docx (Word Document (Open XML))
K-6 Licensure Only Program Sheet

Program of Study Reading Masters.docx (Word Document (Open XML))
Reading M.Ed Program Sheet

2. To reduce DWF's in elementary and B-K classes

3% decrease in DFWs

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.1.5.

Measures & Findings

Faculty communication with student advisors
Indirect - Other

Details/Description: Faculty will talk with students' advisors when they are not performing in class. A record will be kept of the transactions. Data on faculty mentoring of students will also be kept.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Faculty communication with student advisors

Summary of Findings: During this academic year, there were seven students who completed their academic success plans. These students met with their advisors three times during each semester to discuss academic progress. This number is very small due to the fact that all students beginning in the Fall 2008 are being advised by the School of Education Advisement Center. We no longer advise students who are not ready to be admitted to teacher education. The students that came to us had some issues which caused their GPA to suffer. We also found that some of the courses with large numbers of D W F's that were listed under our department should not be included. Copies of the Success Plans are located in the Department Office.

Acceptable Target Achievement: Met

Recommendations : There are a couple of courses in which 3 to 5 students fail each semester. The faculty agreed to use the extension grade in these classes. We need to continue to monitor those students in the upper level who have academic issues due to a series of personal problems.

Reflections/Notes : The students had some personal issues that caused their GPA

to suffer. All of them will be able to pull their GPA up so that they can continue in the program.

Substantiating Evidence:

Use of academic support
Direct - Other

Details/Description: Data will be collected on the number of students who have utilized academic support services to improve their GPA's. Students will also be encouraged to see their faculty advisors at least three times a semester to see how they are during in their classes and what services they have utilized. Data will be collected to see if there is a relationship between number of services utilized and decrease in D, W. F's.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Use of academic support

Summary of Findings: It has been determined that the large numbers of D W F's that were listed under our department should not be included. It was found that several courses to include EDUC 310, EDUC 330, and EDUC 340 were included in the departmental report and should not have been.

Acceptable Target Achievement:

Recommendations : To continue to collect data to determine those classes in which a large number of students have difficulty and are constantly making D, W, F's.

Reflections/Notes : The D, W, F rate in the department is not as high as last year's report (17%) stated due to the fact that there were some EDUC courses that are not house in the department. Once those courses are removed, our rate should decrease significantly.

Substantiating Evidence:

3. To improve teaching and provide academic support

86% of faculty will revise syllabi

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.2.6.

Measures & Findings

Faculty will revise syllabi
Indirect - Other

Details/Description: Faculty will revise syllabi for classes they are teaching and include course strategies to develop better critical and analytical skills.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Faculty will revise syllabi

Summary of Findings: 86% of the faculty revised syllabi and included rubrics for the major assignments in classes. Faculty are utilizing a variety of teaching strategies which can be seen by reviewing the department syllabi.

Acceptable Target Achievement: Met

Recommendations : Chair will continue to request that the one faculty member revise syllabi and include multiple strategies for teaching as well as designing rubrics for major assignments.

Reflections/Notes : 86% of the faculty included rubrics for major assignments and reviewed the assignments to make sure that they were designed for 21st Century students.

Substantiating Evidence:

Elementary Education Sylllabi (Web Link)

Department syllabi for the 2009-2010 academic year. http://www.uncfsu.edu/elemed/syllabi.htm

Use of case studies and research assignments
Indirect - Other

Details/Description: Faculty will increase the use of case studies and research assignments in classes and collect data. The use of a variety of teaching strategies to improve student learning will be collected.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Use of case studies and research assignments

Summary of Findings: Department faculty did not do a great job on completing this goal. It was suggested that as we develop new syllabi for the revisioning that we make sure that case studies and more extensive research are included.

Acceptable Target Achievement: Not Met

Recommendations : It was decided that since we are required by the State Department to have all education majors do a case study and content research project, that we would include these in specific courses.

Reflections/Notes : The faculty was engaged in so many projects during the year that this goal was not given the attention that it warrants.

Substantiating Evidence:

95% of M.Ed. Reading Ed candidates at target levels

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.2.3.

Measures & Findings

Faculty will observe students as they make presentations.

Details/Description: Faculty will observe students as they make presentations. A descriptive checklist will be used to assess products

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Faculty will observe students as they make presentations.

Summary of Findings: 100% of the students in the class were able to perform at target levels using a variety of instructional practices to plan and evaluate effective reading instruction.

Acceptable Target Achievement: Met

Recommendations : Continue with presentations as a part of the class projects to improve leadership skills.

Reflections/Notes : Students in the class were enthusiastic when making class presentations.

Substantiating Evidence:

Student presentation (G&O).pdf (Adobe Acrobat Document)

Use of First draft

Details/Description: First draft of case studies will be evaluated in conference with the instructor; candidates will rewrite the case studies as needed after feedback is given.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Use of First draft

Summary of Findings: After conference with the instructor on first drafts of case studies required in Read 620 Assessment of Reading Problems and READ 623 Remediation of Reading Problems, 100% of the M.Ed. Candidates achieved target level of proficient. After individual conferences with the candidates that included discussion and reflection on their first draft, the revised case studies on their identified client in READ 620 demonstrated appropriate application and interpretation of diagnostic tests and appropriate recommendations for instruction. Similarly, the revised case studies on their identified client in READ 623 revealed appropriate use of instructional strategies and techniques for remediation as well as sound recommendations for continued improvement in student learning.

Acceptable Target Achievement: Met

Recommendations :

Reflections/Notes : An example of the rubric, first draft and final draft for the case study is attached.

Substantiating Evidence:

Case Study (G&O).pdf (Adobe Acrobat Document)

M.Ed. Reading Ed will view prof dev as career-long

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.2.3.

Measures & Findings

M. Ed. candidates will participate in SOE institute

Details/Description: M. Ed. candidates will participate in SOE institute and mini-institute and present on the professional organizations, detailing benefits of their professional participation. Candidates will also attend regional and national IRA conferences.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for M. Ed. candidates will participate in SOE institute

Summary of Findings: Six (6) M.Ed. Candidates served as leaders in their profession as they planned and presented workshops for pre-service teachers at the School of Education Department of Elementary Education Colloquium held in the spring 2010. The candidates took on a leadership role with other educators and related their presentations to improvement of student learning in the classroom. In addition seven (7) candidates attended and served as facilitators at the School of Education Excellence in Teaching Institute in the spring 2010.
One (1) M.Ed. Candidate presented a workshop session on developing reading fluency at the School of Education Excellence in Teaching Institute in the spring 2010. This presentation required planning, organizing and researching which demonstrated continued professional career growth.

Acceptable Target Achievement: Met

Recommendations : Based on the evaluations from the conference, it was suggested that a mini conference be held each semester.

Reflections/Notes : Over sixty individuals participated in the mini conference.

Substantiating Evidence:

Mini Conference (Microsoft Publisher)

Sign In Sheet for Mini Conference (Adobe Acrobat Document)

Students reflections in portfolio

Details/Description: Students write their reflections on the importance of being members of their professional reading association; reflection to be included in their professional portfolio.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Students reflections in portfolio

Summary of Findings:
Based upon the candidates' reflections in their professional portfolio, 100% of the M.Ed. candidates in reading demonstrated an in-depth understanding of the importance of life-long learning as literacy educators. 100% demonstrated membership in their professional society (International Reading Association) and keep abreast of new knowledge through the society's journals.

Acceptable Target Achievement: Met

Recommendations :

Reflections/Notes :

Substantiating Evidence:

Persons Inducted into IRA (Microsoft Publisher)

Student Reflections (G&O).pdf (Adobe Acrobat Document)

100% Elementary Ed majors proficient in content knowledge

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.2.3.

Measures & Findings

Lessons assessed using a rubric

Details/Description: Lessons taught to K-6 students by the candidates will be assessed using a rubric to determine level of proficiency in content knowledge.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Lessons assessed using a rubric

Summary of Findings: 100 percent of all student interns performed at the proficient or accomplished level while completing the student internship based on the Exit criteria that was utilized by cooperating teachers and university supervisors. These documents can be found in the Office of Teacher Education.

Acceptable Target Achievement: Met

Recommendations : Continue to provide professional development seminars for students while doing the internship and continue to assess lessons using rubrics.

Reflections/Notes : Student interns were able to teaching the content areas and utilize technology and multiple teaching strategies in K-6 classrooms.

Substantiating Evidence:

Rubrics

Details/Description: Rubrics will be used to assess unit plans, lesson plans, classroom presentations, and written assessments in the methods classes to determine content knowledge.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Rubrics

Summary of Findings: Attached is a copy of the rubrics that was used to assess units, lesson plans, and portfolios for students in elementary education. The rubrics are also available in TaskStream.

Acceptable Target Achievement: Met

Recommendations : Continue to use the rubrics to assess student work. It is suggested that faculty reivew with students the rubrics because sometimes they do not include all parts in their assignments.

Reflections/Notes : Students need to use the rubrics to develop their assignments.

Substantiating Evidence:

SIX POINT LESSON PLAN RUBRIC.doc (Microsoft Word)

USE OF ASSESSMENT RESULTS TO IMPROVE Elem fall 09[1].docx (Word Document (Open XML))

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100 % candidates use wide range of instructional practices

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.2.3.

Measures & Findings

Certification of Teaching Capacity Evaluation Form

Details/Description: University Supervisors and Cooperating Teachers will collaborate to assess candidates' performance during student teaching. Evaluations will be documented using the Certification of Teaching Capacity Evaluation Form, which is aligned to the NCDPI Teaching Standards and which is required for licensure application.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Certification of Teaching Capacity Evaluation Form

Summary of Findings: Attached are the findings for the Exit Criteria that was utilized during the transitioning to the Certification to Teaching Capacity.

Acceptable Target Achievement: Met

Recommendations :

Reflections/Notes : A thorough review of the two documents show that they are comparable. The new form was designed by DPI whereas, the first form was designed at FSU.

Substantiating Evidence:

USE OF ASSESSMENT RESULTS TO IMPROVE Elem fall 09[1].docx (Word Document (Open XML))

FSU Observation of Candidate Performance Rubric LEA/IHE

Details/Description: FSU Observation of Candidate Performance Rubric LEA/IHE

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for FSU Observation of Candidate Performance Rubric LEA/IHE

Summary of Findings: Based on the Candidate Performance Rubric, candidates in the department used a wide variety of instructional practices while during internships in the public schools and are housed in the Office of Teacher Education. A copy of the rubric is attached.

Acceptable Target Achievement: Met

Recommendations :

Reflections/Notes : Student interns did an outstanding job both semesters based on the final grades received.

Substantiating Evidence:

Increase satisfaction w critical thinking from 3.14 to 3.24

Measures & Findings

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.5.1.

Faculty summary of critical thinking strategies.

Details/Description: Departmental faculty will provide a summary of the strategies used in their courses and the effect on critical thinking.

Acceptable Target: Each faculty member will utilize at least one strategy in each course to increase critical and analytical skills.

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Faculty summary of critical thinking strategies.

Summary of Findings: Faculty in the department added activities to their syllabi to increase critical thinking skills. A list of the activities used are attached,

Acceptable Target Achievement: Met

Recommendations : Continue to provides activities to increase critical thinking skill. Faculty should get together again and share ideas for enhancing critical thiking skills.

Reflections/Notes :

Substantiating Evidence:

Summary of Critical Thinking Strategies G&O (09-10).docx (Word Document (Open XML))

NSSE Critical Thinking Scorse

Indirect - Survey

Details/Description: University will administer the NSSE survey and supply the department with results.

Acceptable Target: Criteria for success will be an average rating on the NSSE item - 11e of 3.24.

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for NSSE Critical Thinking Scorse

Summary of Findings: Data from the NSSE has not become available for 2009-2010.

Acceptable Target Achievement:

Recommendations : After carefully reviewing this key measure, it was decided that the results are based on student satisfaction rather than on critical and analytical skills. Therefore, it will not be included in the 2010-2011 operational plan.

Reflections/Notes : The data from the NSSE will be available in September 2010. At this time the achievement target cannot be measured.

Substantiating Evidence:

95% of candidates earn 3 out of 4

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.2.3.

Measures & Findings

Rubric

Details/Description: A rubric will be used to assess candidates' content knowledge, oral, and written communication skills.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

No Findings Added to Rubric

Students will participate in mock interviews

Details/Description: Students will participate in mock interviews during enrollment in methods courses in preparation for the required student teaching interviews. Mock interviews will be also coordinated through Career Services and Professional Development School, and the SOE Alumni Chapter

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Students will participate in mock interviews

Summary of Findings: Methods faculty engaged students in their classes in mock interviews. 100% of the students participated and received a 3 or a 4 in communication skills and content knowledge. Rubrics were used to collect data on student interviews. Faculty involved in the interviews collected the data which is available upon request.

Acceptable Target Achievement: Met

Recommendations : To continue the mock interviews. It was suggested that the interviews be video taped so that sutdents can review their interview.

Reflections/Notes :

Substantiating Evidence:

Student Teaching Interviews (Nov. 09).docx (Word Document (Open XML))

4. To attract and retain highly-qualified faculty and staff

Hire faculty with licensure in B-K

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.3.0.

Measures & Findings

Faculty with be provided with current technologies
Indirect - Other

Details/Description: Faculty with be provided with current technologies to improve instruction for the 21st century learner. An assessment of the impact of professional development activities based on faculty evaluations will be collected.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Faculty with be provided with current technologies

Summary of Findings: Faculty in the department have asscess to current technologies to include the Smart Board,

Acceptable Target Achievement:

Recommendations :

Reflections/Notes :

Substantiating Evidence:

Hire qualified asst/assoc professor in B-K
Indirect - Other

Details/Description: One qualified assistant/associate professor in Birth through Kindergarten will be hired by August, 2010 for the ensuing year. Data on professional development activities in which department faculty participate will increase by 5%.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Hire qualified asst/assoc professor in B-K

Summary of Findings: Three people were selected from a pool of 12 applicants to visit FSU as potential faculty in B-K program. One applicant was selected and will join the faculty in August 2010. In addition, we were able to hire a person in elementary education for the 2010-2011 academic year.

Acceptable Target Achievement: Met

Recommendations : Due to an increase in student credit hours in our department, we need more faculty members to help us continue to produce excellent teachers.

Reflections/Notes : Based on the small number of faculty and the large number of students serviced, we are doing a good job.

Substantiating Evidence:

5. To improve student/customer services

70% of students satisfied

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.5.2.

Measures & Findings

Data will be collected from letters, emails, and telephone messages
Indirect - Other

Details/Description: Data will be collected from letters, emails, and telephone messages in which customers express satisfaction in services rendered.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

No Findings Added to Data will be collected from letters, emails, and telephone messages

Student complaints in the department
Indirect - Other

Details/Description: Data will be collected on the number of overall student complaints in the department to see if there is a decreased. Data based on students' assessment of faculty will be collected and used to assess faculty and provide mentoring as deemed necessary.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

No Findings Added to Student complaints in the department

6. To develop partnerships with agencies and schools

86% of the faculty will provide services

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 5.1.1.

Measures & Findings

Baseline information collected
Indirect - Other

Details/Description: Community activities in which faculty participate will be documented and baseline information collected.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

No Findings Added to Baseline information collected

Faculty participation in United We Serve and other activities

Indirect - Other

Details/Description: Documentation of faculty participation in United We Serve and other activities such as orations, science and math fairs, reading to children in the public schools will increase by 5%

Acceptable Target: Documentation of faculty participation in United We Serve and other activities such as orations, science and math fairs, reading to children in the public schools will increase by 5%

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Faculty participation in United We Serve and other activities

Summary of Findings: 100% of the faculty served as a volunteer in public school or community organizations. They served as judges for Teacher of the Year, orations, spelling bees and science fairs. The results can be found in Digital Measures. They served on accreditation teams and gave presentations at the local, state and national professional organizations. In addition, the faculty contributed to the school supplies drive so that those children without supplies would have their needs met.

Acceptable Target Achievement: Exceeded

Recommendations : To continue participating in public school and community organizations.

Reflections/Notes : Continue to work in the schools and provide supplies for the children,

Substantiating Evidence:

7. To promote leadership and intercultural education

NC DPI will approve proposed changes

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 3.1.0.

Measures & Findings

Data will be collected on intercultural education

Details/Description: Class modules will be designed to develop leadership skills. Data will be collected on various strategies used in classes to promote intercultural education. Data will also be collected on the mini conference that will be hosted by the department in the spring for continued leadership and intercultural development of students.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

No Findings Added to Data will be collected on intercultural education

Review of DPI Suggestions

Details/Description: Suggestions from DPI on program revisioning will be reviewed and rubrics for collecting data will be developed so that proram changes may be made. Additionally, faculty will brainstorm in small groups, based on areas of expertise, to develop strategies, and collect data to determine if and how changes are strengthening programs in the department.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Review of DPI Suggestions

Summary of Findings: The Department of Public Instruction has accepted the revisioning for all of the undergraduate programs in the department. The new programs will begin August 2010 with all new students entering elementary education or Birth-Kindegarten after August 2010. Rubrics have been designed for each of the six evidences and will be sent to DPI for approval by June 30, 2010. The rubrics will be used across the School of Education.

Acceptable Target Achievement: Met

Recommendations :

Reflections/Notes : Some of the revisioning was changed due to SDPI standards which changed as time passed. The revisions will be reviewed at the end of 2011 to determine if they are improving student learning outcomes.

Substantiating Evidence: