



Developing a Quality Assurance System: Guiding Strategies

Strategy: Conduct High Level Needs Analysis

Data Tools & Human Resources:

- What assessment collection data tools are in place?
- What assessment data reporting tools are in place?
- Where are data reports stored?
- How is data being archived?
- How does assessment data interface with student demographic data?
- What data tools are working well?
- Are there any needs in relation to improved data tools?
- What support is currently in place to support data systems, data extraction, and data reporting?

Analysis & Assessment Planning:

- What assessments are in place?
- When and how often are they administered?
- How are copies of instruments maintained and updated?
- Where are report files stored?
- Who is responsible for administering instruments?
- Who is responsible for reporting the data?
- How is it accessed by program leaders, faculty and staff?

Policies & Procedures:

- How is CAEP, SPA, other accreditor, or state reporting requirements aligned to university assessment reporting requirements?
- What assessment reporting requirements are in place at your university?
- What assessment reporting requirements are required by your state department of education?
- What systematic reporting schedule and expectations are in place?

Strategy: Intentional discussion and engagement of results with appropriate audiences

Examples: Communicating results with EPP leadership team who communicates with college leadership, faculty and staff; communication with university leadership such as Vice Provost and Provost

Notes:



Professional Education Programs

Strategy: Complete Assessment Audit

Analysis & Assessment Planning:

- Assessment Audit (template)

Strategy: Intentional discussion and engagement of results with appropriate audiences

Examples: Communicating results with EPP leadership team who communicates with college leadership, faculty and staff; formed committee to review proprietary evaluation instruments; engaged University Supervisors, faculty, administrators, assessment expert, and staff with redesign of EPP level performance assessment

Notes:

Strategy: Identify & implement data tools

Data Tools & Human Resources:

- Data collection tool(s)
- Data reporting & archiving tool(s) that interface with university demographic data system
- Cloud or centralized collaborative tool for storing reports
- Statistical analysis tool
- Data management system
- Website or content management system
- Staff to support implementation of assessment and data reporting

Analysis & Assessment Planning:

- Licensure exam reporting system (e.g., Pearson reporting tool)
- Methods for requesting state data (e.g., dashboards, online forms for requesting information)
- Employer sources of data (e.g., Induction program evidence)
- Impact data (e.g., Google Scholar, OpenKnowledge)
- Institutional data (e.g., PAIR)

Policies & Procedures:

- Business processes for the collecting, reporting, and archiving data
- Budget considerations or responsibilities for data tools
- Campus resources to support training for use of tools, data reporting, and analysis

Strategy: Intentional discussion and engagement of results with appropriate audiences

Examples: Communicating data management system specifications to development team; training of faculty on use of data collection tool and how to access updated report files; training of staff on how to support faculty

Notes:

Strategy: Develop Assessment Policies & Procedures

Analysis & Assessment Planning:

- Assessment Audit Template evolved into Master Assessment Plan & Calendar which was consolidated to create a Table of Contents to work from for tracking the status of evidence files for the CAEP Self-Study Report
- Master Assessment Plan & Calendar (template) being used for developing annual work plan
- Self-Study Evidence File (templates) used for CAEP Self-Study Report and being maintained as a model for updating and presenting data annually or as appropriate; template intended to be adapted to fit type of evidence (e.g., quantitative, qualitative, documentation)

Assessment Policies & Procedures:

- Biennial Report Policy & Template including policy and procedures related to university assessment requirements for programs, reporting years, and data tools and human resources supporting process
- Biennial Report Chart (template) for tracking data reporting requirements and expectations regarding program level assessment reports
- 5.1 CAEP Self-Study Evidence File and other evidence files can outline assessment policies and procedures for EPP-level assessments

Strategy: Intentional discussion and engagement of results regarding policies and procedures for master assessment plan, calendar & systematic reporting

Examples: Communicating results with EPP leadership team who communicated to faculty and staff; formed committee to review proprietary evaluation instruments; engaged University Supervisors, faculty, administrators, assessment expert, and staff with redesign of EPP level performance assessment; utilized "speed sharing" strategy to inform large group of faculty meeting of progress and results

Notes: