



## UHCL College of Education Program Assessment and Evaluation Plan

The College of Education engages in annual program evaluation to ensure the quality and consistency of its programs, and that our students receive research-based instruction that empowers them to succeed in their chosen career.

Program evaluation activities are divided into two categories, Program Candidate Performance Evaluation and Program Design and Process Evaluation.

The COE Associate Dean and the Director, Planning and Assessment oversee the implementation and data collection. Each certification program area and COE associated offices are responsible for the identification of their evaluation tools and the collection of data.

### Program Candidate Performance Evaluation

Data to be provided by year, disaggregated by certification area and student demographics. This data is provided to programs each semester and the certification advisory committee at the fall meeting.

#### 1) Candidate demographics:

- Enrolled candidate demographic data
- Candidate retention rates for past five years
- Candidate graduation rates for past five years
- Candidate certification rates for past five years
- Graduate employment and retention data as available through TEA website
- Completed field-based experiences, clinical teaching, and practicums
- Anticipated candidates in field-based experiences, clinical teaching, and practicum for next year.

#### 2) Admissions Criteria

- Applied candidates by certification area
- Admitted candidates by certification area
- Enrolled candidates by certification area
- Discontinued candidates by certification area

#### 3) Student Learning Outcomes Evaluation -

- Student achievement data on program determined standards-based program key assessment aggregated by certification area and demographics
- Student achievement on certification exams by certification area
  - Percent of candidates passing within first two attempts
  - Percent of candidates not passing within 5 attempts
- Student entry, exit, and alumni survey data

- 4) Principal Survey data by certification area- as available from TEA
- 5) Teacher Satisfaction Survey data by certification area – as available from TEA
- 6) K-12 Student Achievement data – improvement in student achievement as taught by graduates – as available from TEA

### Program Design and Process Evaluation

The following program design and process evaluation measures will take place at least annually and be shared with College of Education Faculty and the Teacher Certification Committee advisory board.

- 1) Admissions Process Evaluation- the following processes are to be reviewed on at least an annual basis.
  - Admitted students accurately reported in ECOS within 7 days
  - All Admission documentation complete for all certification areas
  - Advanced admission documentation received from UHCL admissions office in timely manner
  - Admission criteria and rubrics meet program needs
- 2) Certification Program Curriculum Evaluation – The COE Office of Planning and Assessment and COE Faculty will engage in program curriculum and student assessment evaluation data reviews each spring within 3 weeks of the end of spring semester data collection. Review process includes, but not limited to:
  - COE Office of Planning and Assessment provides programs
    - with system collected student assessment results,
    - entry, exit, alumni survey data
    - TEA teacher and principal survey data, as available
    - TEA teacher retention data, as available
    - TEA classroom student assessment data, as available
  - Programs provide internally collected student assessment data
  - Programs and P&A Office review student and program assessment results to determine required changes for fall semester.
  - Program Results Assessment reports due June 30. Assessment Outcomes Plans due September 1 each year.
  - Proposed curriculum changes due to Academic Curriculum Committee by November 1 for next ay catalog.
  - Results and Plans are shared with TCC each fall as part of overall program evaluation review and program needs discussion.
- 3) State Certification Exams Process Evaluation – the State Assessments Office will review the following process at least once yearly:
  - Number of best attempts, retakes, and success rate in passing
  - Review of Personal Study Plan practices and results
  - Training of faculty on test prep process
  - Test data reporting process and review of program/college report needs

- 4) Field Based Experiences, Clinical Teaching, Apprentice Teaching, and Practicum Process Evaluation – the Center for the Professional Development of Teachers will review the following processes and reports at least once yearly:
  - Tracking and reporting of candidates in field-based experiences, clinical teaching, and practicums
  - MOU and Site agreements with approvals for candidate site placements
  - Documentation collection for candidate placements in field-based experiences, clinical teaching, practicum
  - Opportunity for candidates to experience diverse student populations across all placements.
  - Field supervision documentation and activity review
    - Field supervisor / cooperating teacher / mentor / site supervisor qualifications & training
    - Number & quality of observations required by field supervisor
    - Observation schedule
    - Process for observations
    - Feedback to candidate & principal
  
- 5) Certification and Completions Process Evaluation – the Director of Student Relations and the Certification Office will review the following at least once yearly:
  - Ensure completed students accurately entered into UHCL and TEA systems
  - Ensure TEA required program documentation complete in candidate TEA folders
    - TExES Exams passed
    - TEA required trainings certificates stored (Dyslexia, Mental Health, Digital Literacy, Ethics, etc.)
    - TSR (when available)
    - Field-based experience, clinical teaching/practicum documentation complete
    - Degree completed (when applicable), transcript included conferral date
  - Candidates not recommended until all documentation complete
  - Degreed candidates recommended for certification within two weeks after degree conferral date
  - Certification only students recommended within two weeks after receipt of practicum documentation