Policy Statement: The School of Education (SOE) engages in an annual evaluation of all of its academic programs in service of the continuous improvement process. Evaluating the effectiveness of SOE academic programs is a critical element of the school’s intention to build a “change-capable culture” focused on two goals that prioritize our work: sustainability and competitiveness. Data collected and analyzed in the Unit Assessment System (UAS) provides the evidence necessary for determining the quality of our programs and for identifying targets for program improvement within the SOE. All members of the School of Education faculty and staff are responsible for participating in the collection, maintenance and review of data as appropriate for their respective role and position. They are also responsible for making data based decisions for program improvement for the ultimate goal of “establishing nationally recognized undergraduate and graduate degree programs that produce educational leaders within the Spiritan tradition of Duquesne University”. This policy is in keeping with the Duquesne University assessment system that is based on its Strategic Plan and coordinated through the Institutional Effectiveness Committee (IEC) (http://www.duq.edu/about/administration/academic-affairs/university-assessment) as well as with the program evaluation requirements of the PA Department of Education (PDE), National Council for the Accreditation of Teacher Education (NCATE)/ Council for the Accreditation of educator Preparation (CAEP), and the respective Specialty Professional Organizations (SPAs).

Overview of Unit Assessment System
The Unit Assessment System (UAS) in the School of Education (SOE) addresses the need to collect, maintain and analyze data at three levels: unit, program and candidate to meet the requirements for reporting performance information to the university, PDE, NCATE and the respective SPAs. All key assessments for programs are referenced to the standards of the respective SPA, to the PDE competencies for the respective instructional certification, and to the conceptual framework of the Leading Teacher Program (http://www.duq.edu/academics/schools/education/about-the-school/leading-teacher-program).

Candidate Level: Each Program is responsible for developing and implementing a program of study and the key assessments to evaluate and monitor candidate progress in their respective program in accordance with university, state and national professional standards. The ultimate responsibility for overseeing this process resides with the Program Director*. Program Directors may delegate responsibility to other faculty or staff members to collect and input candidate assessment data. Because programs reside in Departments, program policies operate with the advice and consent of the program’s Department Chair. However, the operational and functional unit in the assessment plan is the Program, led by its Director.

*The term "Program Director" refers to any individual with assigned responsibility for a program and may include the title “Program Coordinator” or SPA Writer if appropriate.
**Program Level:** The Just-in-Time Education Data system (JED) serves as the electronic repository of candidate data and provides for the aggregation of candidate data into program-level reports. As for the candidate level data, the ultimate responsibility for data collection, analysis and reporting resides with the Program Director. In some programs, other faculty or staff members will be assigned to carry out the procedures for program-level reporting. Different programs will use different staffing patterns, and these assignments themselves should be the responsibility of the Program Director with the advice and consent of the Department Chair.

Faculty assigned to teach courses that include required key assessment are responsible for applying the assessment, evaluating candidate performance, and collecting the resulting performance data. Program Directors or their designees (e.g., faculty, staff) are then responsible for entering performance data into JED in accordance with the UAS operations schedule (See Appendix A).

**Unit Level:** Members of the SOE Executive Committee (Dean, Associate Dean for Graduate Studies and Research (ADGRS), Associate Dean for Teacher Education (ADTE), and the Department Chairs) have responsibility for unit-level presentation and use of data generated from the JED UAS. The ADTE has specific responsibility for preparing the Unit-level reports for accreditation and state-level certification requirements. Each EPP must submit an annual report on September 1 for the prior academic year that includes program goals, student learning outcomes, assessment procedures, targets for achievement, findings, and action plan based on findings. The respective Department Chair reviews the report for each EPP and a departmental report is submitted to the SOE Dean. The SOE Dean then prepares an annual report for the SOE for review by the Associate Provost for Academic Programs. The WEAVEonline system allows for tracking of annual report findings year to year.

The Office of Student and Academic Services (SAS) oversees the maintenance and continued development of the JED database to serve the UAS. The Application Specialist works with individual Program Directors to address data collection needs for the program and to generate the annual reports as required for review. The Director of the Office of Student and Academic Services (DSAS) works with the ADTE to assure that the data collection, maintenance and review process is implemented as designed.

**Unit Assessment System Plan for Operations** (See Appendix A)

The Duquesne University Unit Assessment System: Key Assessments, Schedule for Collection, Reporting and Review details the assessment data collection for the Unit, Programs, Candidates and PDE, and describes each of the assessments. A schedule is provided for the timing of the data collection, who is responsible for collecting the data and indicates if the data is maintained in the JED system. The schedule for generating and reviewing reports is detailed as well as which constituencies review and act on the data.

**Key Assessments for Programs** (See Appendix B)

The key assessments for all programs in the unit are summarized in Appendix B.
The key assessment points include admissions, admission to the program, candidate performance assessments prior to student teaching/internship, graduation/exit, and follow-up. Each program is responsible for evaluating and monitoring candidate progress through the program using the data collected in the JED system. At the undergraduate level, the Academic Advisors in the Office of Student and Academic Services monitor candidate progress on key assessments using the JED Candidate Profile screen. At the graduate level, faculty serving as advisors to teacher education majors use candidate profiles in JED to monitor progress in meeting program requirements at key points of assessment. The Music Education and Speech Language Pathology Programs each maintain independent data collection systems in their respective Schools.

Procedures for Data Collection, Maintenance, and Reporting

1. Candidate and Program Level Data:
Program Directors are responsible for seeing that key assessments in the Unit Assessment System are:

- **Collected** (e.g., assessments administered and scored) at appropriate times;
- **Entered** into the JED database according to the timelines;
- **Used** as data at the individual level, for individual advisement and student evaluation;
- **Used** with data aggregated at the program level, for program decisions;
- **Reported** with the assistance of the JED-generated reports, into the yearly Program Reports required by the Duquesne University Academic Learning Outcomes Assessment Committee, SPA Reports and PDE Reports.

Procedures:

- The Program Director will oversee program faculty and/or staff in performing the functions of the UAS (e.g. administer and score assessments, enter data and review candidate progress, etc.). Different programs may use different staffing patterns for applying, evaluating and recording assessment data, however, the Program Director remains responsible for overseeing these functions, even if delegated.

- The Director of the Office of Student Teaching (DST) will oversee the collection and input of required candidate data from student teacher evaluations, surveys of cooperating teachers and university supervisors, and the demographic data for field and student teaching sites.

- Performance data should be entered into JED in a timely manner. All data generated since the previous semester should be entered into the system by:
  - the first week in October for Summer session data,
  - the third week in January for Fall semester data, and
  - the third week in May for the Spring semester.

- An email notification will be sent by the DSAS and copied to the ADGSR, ADTE and Department Chairs at each of the three major data collection points listed in the prior bullet to remind Program Directors that data entry must be completed as per the UAS operations schedule.
• In June before annual reports are generated, an email notification will be sent by the DSAS and copied to the ADGSR, ADTE and Department Chairs to specify exactly the date by which data entry for the current reports must be complete as per the UAS operations schedule. Program level reports must be based on comparable data in order to be interpretable at the Unit level. Therefore, it is necessary that the data from each program be current and complete at the time of each report.

• Program Directors will review the reports generated by JED annually (September) at program meetings during which faculty review the reports, and determine the program revisions warranted by the data. The review and decisions are recorded in the program meeting minutes to document that the data was used to identify targets for continuous improvement.

• Program Directors will complete the annual DU Student Learning Outcomes report each summer as per the requirements and will submit the report to the respective Department Chair for inclusion in the Annual Department Report.

2. Department Chairs are responsible for oversight of Program Directors and Program Faculty in implementing the collection, maintenance and review of data in the Unit Assessment System while adhering to guidelines for confidentiality.

Procedures:
• The purpose of Department Chair oversight is to provide the support needed so that the program may operate, and to assure that data is collected, maintained and reviewed according to the schedule and timelines of the Duquesne University School of Education Unit Assessment System (UAS).
  o the first week in October for Summer session data,
  o the third week in January for Fall semester data, and
  o the third week in May for the Spring semester.
  o the first week in June alert that annual reports will be generated

• Department Chairs provide oversight to assure that all persons with access to JED adhere to guidelines for maintaining confidentiality of data including faculty, staff and student workers.

• Department Chairs prepare all required reports specified in the Duquesne University Unit Assessment System: Key Assessments, Schedule for Collection, Reporting and Review operations plan for submission to the Dean’s Office for review and reporting to Central Administration as needed.

• Department Chairs base requests for resources (e.g., faculty positions, budget), and new courses and programs on data generated from the UAS as appropriate.

4. The Dean and through his/her authorization, the ADTE are responsible for oversight of the Unit Assessment System at the Unit level.

Procedures:
• The purpose of the Deans’ oversight is to provide the support necessary for the Department Chairs to adhere to the requirements of the UAS, and to assure that data is collected, maintained and reviewed according to the schedule and
timelines of the Duquesne University School of Education Unit Assessment System (UAS).

• The Dean bases requests to Central Administration for resources (faculty, operations and capital budgets, new courses and programs) on data and reports generated from the UAS as appropriate.

• The Dean and members of the Executive Committee review all Unit–level reports on an annual basis to determine the SOE’s progress on goals of the Strategic Plan for the sustainability and competitiveness of the School in keeping with the SOE Identity (http://www.duq.edu:education:dean:mission.cfm)

5. The Office of Student and Academic Services will maintain the JED system and will adhere to the Duquesne University Unit Assessment System: Key Assessments, Schedule for Collection, Reporting and Review operations plan.

Procedures:

• The Application Specialist will operate with the advice and consent of the Director of Student and Academic Services (DSAS) and the Associate Dean for Teacher Education (ADTE) in implementing the scheduled collection and maintenance of data and the creation of required reports for program and unit-level review.

• An email notification will be sent by the DSAS and copied to the ADTE and Department Chairs at each of the three major data collection points (October, January and May) to remind Program Directors that data entry must be completed as per the UAS operations schedule.

• In June before annual reports are generated, an email notification will be sent by the DSAS and copied to the ADGSR, ADTE and Department Chairs to specify exactly the date by which data entry for the current reports must be complete as per the UAS operations schedule. The annual report on EPP key performance indicators will be posted on the SOE website for public review.

• The Application Specialist will review the performance of the UAS, i.e. JED on an on-going basis to determine if the system is performing in a manner conducive to the efficient implementation of the of the UAS Operations Plan.

• The Application Specialist will monitor progress on the continuous improvement targets for the UAS in consultation with the DSAS and the ADTE and will determine if the improvements in functioning and design are performing as expected and if additional resources are needed to maintain the JED system.