



# EDUCATION UNIT

# ASSESSMENT SYSTEM GUIDE

*...Committed to promoting equity, excellence,  
and ethics in urban schools and communities*



**QUEENS COLLEGE**  
City University of New York

**EDUCATION UNIT ASSESSMENT SYSTEM GUIDE**  
*Data Collection Systems*

**INITIAL CERTIFICATION PROGRAMS—UNDERGRADUATE**

**TRANSITION/DATA POINT 1: ADMISSION/ENTRY**

Collection			Assessment				Aggregation		Analysis	Recipients	Anticipated Action(s)	
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Overall GPA	Registrar	Data transfer		X		From existing data sources	Annually	Assessment Coordinator	Percentages accept / reject at Unit level & by program	Unit Head, chairs, Assessment Committee & program heads	Review for trends to determine needs	Annually
Content Area Preparation	Program Heads	Data transfer		X		From existing data sources	Annually	Assessment Coordinator	Percentages meet requirements at Unit level & by program	Unit Head, chairs, Assessment Committee & program heads	Candidate advisement: take additional course(s) as necessary	Each semester

**TRANSITION/DATA POINT 2: PRIOR TO STUDENT TEACHING OR CLINICAL PRACTICE**

Collection			Assessment				Aggregation		Analysis	Recipients	Anticipated Action(s)	
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Initial disposition assessment	Candidate	Announced in Courses within first 6 credits Entered online	X	X	X	Core Values Survey	Annually	Assessment Coordinator	Means, Percentages & Indices at Unit level & program level	Unit Head, chairs, Assessment Committee & program heads	Compare with Clinical Experience Modify initial coursework	Annually as appropriate
Field Hours & Field Experience Assessment	Faculty	Entered online		X		On-line data record Field Experience Assessment	Every semester as appropriate	Assessment Coordinator	Field hours completed by program recorded online & percentages means for form	Unit Head, chairs, Assessment Committee, program heads & faculty advisors. Candidate level evaluation/feedback.	Advisement: Candidate may need to complete additional field observations prior to field placement	Each semester as appropriate
Lesson Plan Assessment	Faculty	Entered Online	X	X	X	Lesson Plan Assessment for Teacher Candidates	Every Semester	Assessment Coordinator	Means & Percentages	Unit Head, Chairs, Assessment Committee & Program Heads  Candidate Level evaluation/feedback	Program heads & faculty discuss to consider modifications in courses/ clinical practice/ programs/ Candidate Advisement	Annually
Curriculum Unit Assessment	Faculty	Entered Online	X	X	X	Curriculum Unit Assessment for Teacher Candidates	Every Semester	Assessment Coordinator	Means, Percentages & Indices	Unit Head, Chairs Assessment Committee & program heads	Program heads & faculty discuss to consider modifications in courses/ clinical practice/ programs/ Candidate Advisement	Annually
Completion of courses	Registrar	Data transfer	X	X	X	Course requirements	Every semester	Assessment Coordinator	Verification by programs	Chairs, program heads & faculty advisors	Advisement: Candidate required to	Each semester as appropriate

**TRANSITION/DATA POINT 2: PRIOR TO STUDENT TEACHING OR CLINICAL PRACTICE**

Collection			Assessment				Aggregation		Analysis	Recipients	Anticipated Action(s)	
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
											complete outstanding courses	
Pass CPE	Registrar	Data transfer	X	X	X	CPE Score	Every semester	Assessment Coordinator	Candidate Pass-Fail rates, and Pass-Fail by percentages	Unit Head, chairs, Assessment Committee & program heads	Advisement: Create remediation opportunities as indicated	Each semester as appropriate
GPA in education courses	Registrar	Data transfer	X	X	X	Education courses GPA calculations	Every semester	Assessment Coordinator	Program Candidate Report-Every Semester	Unit Head, chairs, Assessment Committee, program heads & faculty advisors. Candidate level evaluation/feedback.	Advisement: Candidate may be counseled or required to retake particular course(s) prior to clinical placement	Each semester as appropriate
Content major GPA	Registrar	Data transfer		X		Content major GPA calculations	Every semester	Assessment Coordinator	Program Candidate Report- Every Semester	Unit Head, chairs, Assessment Committee, program heads & faculty advisors  Candidate level evaluation/feedback	Advisement: Candidate may be counseled or required to redo particular courses prior to clinical placement	Each semester as appropriate

**TRANSITION/DATA POINT 3: COMPLETION OF STUDENT TEACHING OR CLINICAL PRACTICE**

Collection			Assessment			Aggregation		Analysis	Recipients	Anticipated Action(s)		
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Lesson Plan Implementation	College Supervisor	Entered Online	X	X	X	Lesson Plan Implementation Assessment for Teacher Candidates	Every Semester	Assessment Coordinator	Means & Percentages	Unit Head, chairs, Assessment Committee, & program heads	Program Heads & faculty discuss modifications in courses/ clinical practice/ programs  Candidate Advisement	Annually
Clinical Practice Student Teaching & Internship Evaluation	Candidate, site based clinical faculty(cooperating teacher/supervisor), & college supervisor	All participants complete evaluation instrument near the end of student teaching	X	X	X	Clinical Practice Student Teaching & Internship Evaluation Instrument	Every semester	Assessment Coordinator	Means, Percentages & Indices at Unit level & program level (ALSO for candidate evaluation)	Unit Head, chairs, Assessment Committee & program heads. Candidate level individual evaluation/feedback.	Unit & program level reflection of alignment of clinical experiences and Core Values Assessment.  Candidate feedback/counseling	Annually as appropriate
Candidate Impact on P-12 students	College supervisor	Entered Online	X	X	X	Unit Candidate impact on Student Learning in P-12 Schools	Every semester	Assessment Coordinator	Means, Percentages & Indices at Unit level & program level (ALSO for candidate evaluation)	Unit Head, chairs, Assessment Committee, program heads & faculty advisors. Candidate level evaluation/feedback	Unit & program level reflection of alignment of clinical experiences  Candidate Feedback / Counseling	Annually as appropriate
Supervised field log hours	Candidate, with faculty verification	Entered & verified online		X		On-line data record	Every semester	Assessment Coordinator	Supervised clinical hours completed by program (ALSO for candidate evaluation)	Unit Head, chairs, Assessment Committee, program heads & faculty advisors. Candidate level	Advisement: Candidate may need to complete additional field hours to	Each semester as appropriate

**TRANSITION/DATA POINT 3: COMPLETION OF STUDENT TEACHING OR CLINICAL PRACTICE**

Collection			Assessment				Aggregation		Analysis	Recipients	Anticipated Action(s)	
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
										evaluation/feedback	satisfy program or State requirements	
Grade in field placement course(s)	Registrar	Data transfer	X	X	X	Recorded grade in course(s)	Every semester	Assessment Coordinator	Program Candidate Report	Unit Head, chairs, Assessment Committee & program heads. Candidate level evaluation/feedback.	Unit & program level review of clinical performance. Advisement: Candidate may be counseled or required to redo field placement	Each semester as appropriate
Candidate Exit Survey	Candidate	Completed Online				Candidate Exit Survey	Annually	Assessment Coordinator	Means & Percentages at Unit level & program level	Unit Head, chairs, Assessment Committee & program heads	Modify program activities, enhance services	Annually as appropriate
Candidate Evaluation of Cooperating Teacher/ Supervisor	candidate	Rating from completed at the end of student teaching online	X	X	X	Candidate Evaluation of Cooperating Teacher/ Supervisor	Every semester	Assessment Coordinator	Means & percentages at Unit level & program level	Unit Head, chairs, Assessment Committee & program heads	Placements may be modified based on feedback	Each semester as appropriate
Candidate Evaluation of College Supervisor	candidate	Rating from completed at the end of student teaching online	X	X	X	Candidate Evaluation of College Supervisor	Every semester	Assessment Coordinator	Means & Percentages at Unit level & program level	Unit Head, chairs, Assessment Committee & program heads	College supervisors may be mentored by faculty as necessary	Each semester as appropriate
Cooperating Teacher/ Site Supervisor Evaluation of College Supervisor	Cooperating teacher	Rating from completed at the end of student teaching online	X	X	X	Cooperating Teacher/ Site Supervisor Evaluation of College Supervisor	Every semester	Assessment Coordinator	Means & Percentages at Unit level & program level	Unit Head, chairs, Assessment Committee & program heads	College supervisors may be mentored by faculty as necessary	Each semester as appropriate

**TRANSITION/DATA POINT 3: COMPLETION OF STUDENT TEACHING OR CLINICAL PRACTICE**

Collection			Assessment				Aggregation		Analysis	Recipients	Anticipated Action(s)	
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Selection Criteria & Assessment of a Field Site	Faculty	Field Placement Coordinator online	X	X	X	Selection Criteria & Assessment of a Field Site	Every Semester	Assessment Coordinator	Means, Percentages & Indices	Unit Head, Chairs, Assessment Committee & Program heads	Site may be changed or placements modified based on feedback	Each Semester as Appropriate

**TRANSITION/DATA POINT 4: PROGRAM COMPLETION AND CERTIFICATION**

Collection			Assessment			Aggregation		Analysis	Recipients	Anticipated Action(s)		
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Completion of courses	Registrar	Transcript Report	X	X	X	Transcript Review	Every semester	Program Faculty	Verification by program	Chairs & program heads	Review for Trends	Annually
Overall GPA	Registrar	Data transfer	X	X	X	From existing data sources	Annually	Assessment Coordinator	Candidate Program Report (ALSO for candidate evaluation)	Chairs & program heads	Candidate may require counseling or be denied graduation	Annually as appropriate
Graduation verification	Program heads & Office of Teacher Certification	Registrar initiated paperwork for program head Candidate initiates paperwork for Teacher Certification	X	X	X	Transcript review	Annually	Office of Institutional Research	Number of Candidates graduating at the unit and program levels	Unit Head, chairs, Assessment Committee	Unit or programs may adjust or modify resource allocations or outreach activities	Annually as appropriate
Seminar completion	Office of Teacher Certification	Candidate initiates paperwork for Teacher Certification	X	X	X	Candidate Transcript review and/or records of completion	Every Semester	Director of Teacher Certification	Tally Certificates Issued by Program	Unit Head, chairs, Assessment Committee	NA	NA
Performance of NYS exams	Office of Teacher Certification	Data Transfer	X	X		Pass/Fail Rates	Annually	Assessment Coordinator	Percentages pass / fail at Unit level & by program	Unit Head, chairs, Assessment Committee & program heads	Modify program activities, coursework or field experiences	Annually as appropriate

**TRANSITION/DATA POINT 5: FOLLOW-UP POST GRADUATION**

Collection			Assessment				Aggregation		Analysis	Recipients	Anticipated Action(s)	
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Graduate 2-year follow-up	Program graduates	On-line survey/ paper	X	X	X	Graduate2-Year Follow-up Survey	Annually	Assessment Coordinator	Means, Percentages & Indices at Unit level & program level	Unit Head, chairs, Assessment Committee & program heads	Modify coursework, activities, inform Conceptual Framework	Annually as appropriate
Employer survey	Employers	On-line survey/ paper	X	X	X	Employer Survey Instrument	Annually	Assessment Coordinator	Means, Percentages & Indices at Unit level	Unit Head, chairs & Assessment Committee	Modify coursework, activities, inform Conceptual Framework	Annually as appropriate

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**INITIAL CERTIFICATION PROGRAMS—GRADUATE**

**TRANSITION/DATA POINT 1: ADMISSION/ENTRY**

Collection			Assessment				Aggregation		Analysis	Recipients	Anticipated Action(s)	
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Overall Undergraduate GPA	Program heads	Transcript Review & Excel Record		X		Program Criteria GPA	Annually	Program Heads	Percentages accept / reject at program level  Report to Unit for Aggregating	Unit Head, chairs & Assessment Committee	Review Report to Identify Trends	Annually
Letters of reference	Program heads	Application folder review  Create Excel Record	X	X	X	Rubric for rating letters of reference	Annually	Program Heads	Program Candidate File Review	Program Heads, Faculty & Chairs	Review Files to Identify Trends	Annually
Candidate personal statement	Program heads	Application Folder Review  Create Excel Records	X	X	X	Rubric for rating personal statement	Annually	Program Heads	Program Candidate File Review	Program Heads, Faculty & Chairs	Review Files to Identify Trends	Annually

**TRANSITION/DATA POINT 2: PRIOR TO STUDENT TEACHING OR CLINICAL PRACTICE**

Collection			Assessment			Aggregation		Analysis	Recipients	Anticipated Action(s)		
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Initial disposition assessment	Candidate	Completed online	X	X	X	Core Values Survey	Annually	Assessment Coordinator	Means, Percentages & Indices at Unit level & program level	Unit Head, chairs, Assessment Committee & program heads	Compare with Clinical Experience  Modify initial coursework	Annually as appropriate
Field hours & Field Experience Assessment	Faculty	Completed online		X		On-line data record	Every semester as appropriate	Assessment Coordinator	Field hours completed by program, and recorded on line  Means & percentages for forms	Unit Head, chairs, Assessment Committee, program heads & faculty advisors. Candidate level evaluation/feedback.	Advisement: Candidate may need to complete additional field observations prior to field placement	Each semester as appropriate
Lesson Plan Assessment	Faculty	Entered Online	X	X	X	Lesson Plan Assessment for Teacher Candidates	Every Semester	Assessment Coordinator	Means & Percentages	Unit Head, Chairs, Assessment Committee & Program Heads  Candidate Level evaluation/feedback	Program heads & faculty discuss to consider modifications in courses/ clinical practice/ programs/ Candidate Advisement	Annually
Curriculum Unit Assessment	Faculty	Entered Online	X	X	X	Curriculum Unit Assessment for Teacher Candidates	Every Semester	Assessment Coordinator	Means, Percentages & Indices	Unit Head, Chairs Assessment Committee & program heads	Program heads & faculty discuss to consider modifications in courses/ clinical practice/ programs/ Candidate Advisement	Annually

**TRANSITION/DATA POINT 2: PRIOR TO STUDENT TEACHING OR CLINICAL PRACTICE**

Collection			Assessment			Aggregation		Analysis	Recipients	Anticipated Action(s)		
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Completion of courses	Registrar	Data transfer	X	X	X	Course requirements	Every semester	Assessment Coordinator	Verification by programs	Chairs, program heads & faculty advisors	Advisement: Candidate required to complete outstanding courses	Each semester as appropriate
GPA in Education Courses	Registrar	Data transfer	X	X	X	Education courses GPA calculations	Every semester	Assessment Coordinator	Program Candidate Report-Every Semester	Unit Head, chairs, Assessment Committee, program heads & faculty advisors. Candidate level evaluation/ feedback.	Advisement: Candidate may be counseled or required to retake particular course(s) prior to clinical placement	Each semester as appropriate
Content major GPA	Registrar	Data transfer		X		Content major GPA calculations	Every semester	Assessment Coordinator	Program Candidate Report— Every Semester	Unit Head, chairs, Assessment Committee, program heads & faculty advisors  Candidate Level Evaluation/ Feedback	Advisement: Candidate may be counseled or required to redo particular courses prior to clinical placement	Each semester as appropriate

**TRANSITION/DATA POINT 3: COMPLETION OF STUDENT TEACHING OR CLINICAL PRACTICE**

Collection			Assessment			Aggregation		Analysis	Recipients	Anticipated Action(s)		
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Lesson Plan Implementation	College Supervisor	Entered Online	X	X	X	Lesson Plan Implementation Assessment for Teacher Candidates	Every Semester	Assessment Coordinator	Means & Percentages	Unit Head, chairs, Assessment Committee, & program heads	Program Heads & faculty discuss modifications in courses/ clinical practice/ programs  Candidate Advisement	Annually
Clinical Practice Student Teaching & Internship Evaluation	Candidate, site based clinical faculty(cooperating teacher/ supervisor) & college supervisor	All participants complete evaluation instrument near the end of student teaching online	X	X	X	Clinical Practice Student Teaching & Internship Evaluation Instrument	Every semester	Assessment Coordinator	Means, Percentages, indices at Unit level & program level (ALSO for candidate evaluation)	Unit Head, chairs, Assessment Committee & program heads. Candidate level evaluation/ feedback.	Unit & program level reflection of alignment of clinical experiences and core values assessment  Candidate feedback/ counseling	Annually as appropriate
Candidate Impact on P-12 students	College supervisor	Entered online	X	X	X	Unit Candidate impact on Student Learning in P-12 Schools	Every semester	Assessment Coordinator	Means & Percentages at Unit level & program level (ALSO for candidate evaluation)	Unit Head, chairs, Assessment Committee, program heads & faculty advisors.  Candidate level evaluation/ feedback	Unit & program level reflection of alignment of clinical experiences  Candidate feedback/ counseling	Annually as appropriate
Supervised Field Hours	Candidate, with faculty verification	Entered & verified online		X		On-line data record	Every semester	Assessment Coordinator	Supervised clinical hours completed by program (ALSO for candidate	Unit Head, chairs, Assessment Committee, program heads & faculty advisors.	Advisement: Candidate may need to complete additional	Each semester as appropriate

**TRANSITION/DATA POINT 3: COMPLETION OF STUDENT TEACHING OR CLINICAL PRACTICE**

Collection			Assessment			Aggregation		Analysis	Recipients	Anticipated Action(s)		
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
									evaluation)	Candidate level evaluation/ feedback	field hours to satisfy program or State requirements	
Grade in Field Placement Course(s)	Registrar	Data transfer	X	X	X	Recorded grade in course(s)	Every semester	Assessment Coordinator	Program Candidate Report	Unit Head, chairs, Assessment Committee & program heads. Candidate level evaluation/ feedback.	Unit & program level review of clinical performance. Advisement: Candidate may be counseled or required to redo field placement	Each semester as appropriate
Candidate Exit Survey	Candidate	Assignment within last 6 credits completed online				Candidate Exit Survey	Annually	Assessment Coordinator	Means & Percentages at Unit level & program level	Unit Head, chairs, Assessment Committee & program heads	Modify program activities, enhance services	Annually as appropriate
Candidate Evaluation of Cooperating Teacher/ Supervisor	candidate	Rating from completed at the end of student teaching online	X	X	X	Candidate Evaluation of Cooperating Teacher/ Supervisor	Every semester	Assessment Coordinator	Means & Percentages at Unit level & program level	Unit Head, chairs, Assessment Committee & program heads	Placements may be modified based on feedback	Each semester as appropriate
Candidate Evaluation of college supervisor	candidate	Rating from completed at the end of student teaching online	X	X	X	Candidate Evaluation of College Supervisor	Every semester	Assessment Coordinator	Means & Percentages at Unit level & program level	Unit Head, chairs, Assessment Committee & program heads	College supervisors may be mentored by faculty as necessary	Each semester as appropriate
Evaluation of College Supervisor	Cooperating teacher	Rating from completed at the end of student teaching online	X	X	X	Cooperating Teacher/Site Supervisor Evaluation of College Supervisor	Every semester	Assessment Coordinator	Means & Percentages at Unit level & program level	Unit Head, chairs, Assessment Committee & program heads	College supervisors may be mentored by faculty as necessary	Each semester as appropriate

**TRANSITION/DATA POINT 3: COMPLETION OF STUDENT TEACHING OR CLINICAL PRACTICE**

Collection			Assessment				Aggregation		Analysis	Recipients	Anticipated Action(s)	
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Selection Criteria & Assessment of a Field Site	Faculty	Field Placement Coordinator online	X	X	X	Selection Criteria & Assessment of a Field Site	Every Semester	Assessment Coordinator	Means, Percentages & Indices	Unit Head, Chairs, Assessment Committee & Program heads	Site may be changed or placements modified based on feedback	Each Semester as Appropriate

**TRANSITION/DATA POINT 4: PROGRAM COMPLETION AND CERTIFICATION**

Collection			Assessment			Aggregation		Analysis	Recipients	Anticipated Action(s)		
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Completion of courses	Registrar	Transcript Report	X	X	X	Transcript Review	Every semester	Program Faculty	Verification by program	Chairs & program heads	Review for Trends	Annually
Overall GPA	Registrar	Data transfer	X	X	X	From existing data sources	Annually	Assessment Coordinator	Candidate Program Report (ALSO for candidate evaluation)	Chairs & program heads	Candidate may require counseling or be denied graduation	Annually as appropriate
Graduation verification	Program heads & Office of Teacher Certification (Excel Record)	Registrar initiated paperwork for program head Candidate initiates paperwork for Teacher Certification	X	X	X	Transcript review	Annually	Office of Institutional Research	Number of candidates graduating at the unit and program levels	Unit Head, chairs, Assessment Committee	Unit or programs may adjust or modify resource allocations or outreach activities	Annually as appropriate
Seminar completion	Office of Teacher Certification	Candidate initiates paperwork for Teacher Certification	X	X	X	Candidate Transcript review and/or Records of Completion	Every Semester as Appropriate	Director of Teacher Certification	Tally Certificates Issued by Programs	Unit Head, chairs, Assessment Committee	NA	NA
Performance of NYS exams	Office of Teacher Certification	Data Transfer	X	X		Pass/Fail Rates	Annually	Assessment Coordinator	Percentages pass / fail at Unit level & by program	Unit Head, chairs, Assessment Committee & program heads	Modify program activities, coursework or field experiences	Annually as appropriate

**TRANSITION/DATA POINT 5: FOLLOW-UP POST GRADUATION**

Collection			Assessment				Aggregation		Analysis	Recipients	Anticipated Action(s)	
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Graduate 2-year follow-up	Program Graduates	On-line survey/ Paper	X	X	X	Graduate 2 Year Follow-Up Survey	Annually	Assessment Coordinator	Means, Percentages & indices at Unit level & program level	Unit Head, chairs, Assessment Committee & program heads	Modify coursework, activities, inform Conceptual Framework	Annually as appropriate
Employer survey	Employers	On-line survey	X	X	X	Employer Survey Instrument	Annually	Assessment Coordinator	Means, Percentages & indices at Unit level & program level	Unit Head, chairs & Assessment Committee	Modify coursework, activities, inform Conceptual Framework	Annually as appropriate

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**ADVANCED CERTIFICATION PROGRAMS—GRADUATE**

**TRANSITION/DATA POINT 1: ADMISSION/ENTRY**

Collection			Assessment				Aggregation		Analysis	Recipients	Anticipated Action(s)	
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Overall Undergraduate GPA	Program heads	Transcript Review & Excel Record		X		Program Criteria GPA	Annually	Program Heads	Percentages accept/ reject at Unit Level & by Program	Unit Head, Chairs & Assessment Committee	Review Report to Identify Trends	Annually
Letters of reference	Faculty Advisor	Application folder review  Create Excel Record	X	X	X	Rubric for rating letters of reference	Annually	Program Heads & Assessment Coordinator	Means & Standard Deviations at Unit level & program level	Unit Head, Chairs & Program Heads	Review Report to Identify Trends	Annually
Candidate personal statement	Program heads	Application Folder Review & Excel Record	X	X	X	Rubric for rating personal statement	Annually	Program Heads & Assessment Coordinator	Means & Standard Deviations at Unit level & program level	Unit Head, Chairs, Assessment Committee, and Program Heads	Review Report to Identify Trends	Annually

**TRANSITION/DATA POINT 2: PRIOR TO STUDENT TEACHING OR CLINICAL PRACTICE**

Collection			Assessment				Aggregation		Analysis	Recipients	Anticipated Action(s)	
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Overall GPA	Registrar	Data transfer	X	X	X	From existing data sources	Annually	Assessment Coordinator	Means & Standard Deviations at Unit level & program level (ALSO for candidate evaluation)	Unit Head, chairs, Assessment Committee & program heads	Modify program activities, coursework or field experiences Candidate may require counseling or be denied graduation	Annually as appropriate
Initial disposition assessment	Candidate	Completed online	X	X	X	Core Values Survey	Annually	Assessment Coordinator	Means, Percentages & Indices at Unit level & program level	Unit Head, chairs, Assessment Committee & program heads	Compare with Clinical Experience  Modify initial coursework	Annually as appropriate
Clinical Practice Student Teaching & Internship Evaluation	Candidate, site based clinical faculty(cooperating teacher/supervisor) , & college supervisor	All participants complete evaluation instrument near the end of student teaching	X	X	X	Clinical Practice Student Teaching & Internship Evaluation Instrument	Every semester	Assessment Coordinator	Means & Percentages & Indices at Unit level & program level (ALSO for candidate evaluation)	Unit Head, chairs, Assessment Committee & program heads. Candidate level individual evaluation/feedback.	Unit & program level reflection of alignment of clinical experience and Core Values Assessment  Candidate feedback/counseling	Annually as appropriate
Candidate Impact on P-12 students	College supervisor	Entered Online	X	X	X	Unit Candidate impact on Student Learning in P-12 Schools	Every semester	Assessment Coordinator	Means & Percentages at Unit level & program level (ALSO for candidate evaluation)	Unit Head, chairs, Assessment Committee, program heads & faculty advisors. Candidate level evaluation/feedback	Unit & program level reflection of alignment of clinical experience and candidate feedback/counseling	Annually as appropriate

**TRANSITION/DATA POINT 2: PRIOR TO STUDENT TEACHING OR CLINICAL PRACTICE**

Collection			Assessment				Aggregation		Analysis	Recipients	Anticipated Action(s)	
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Evaluation of Candidate's Curriculum and Assessment Experience	Faculty	Paper	X	X	X	Instructor's Evaluation of Advanced Graduate Candidate's Curriculum and Assessment Experience	Every Semester	Assessment Coordinator	Means & Percentages at Unit Level (Also for Candidate Evaluation)	Unit head, Chairs, Assessment Committee, Program Heads & Faculty Advisors  Candidate Level Evaluation/ Feedback	Unit & Program Level review of Course content & experiences for candidate competency of curriculum and assessment	Annually
Evaluation of Candidates Application of Research to Practice	Faculty	Completed Online	X	X	X	Evaluation of Advanced Graduate Candidate's Application of Research to Practice	Every Semester	Assessment Coordinator	Means & Percentages at Unit Level (Also for Candidate Evaluation)	Unit head, Chairs, Assessment Committee, Program Heads & Faculty Advisors  Candidate Level Evaluation/ Feedback	Unit & program level review of course content & experience for candidate competency of research & practice in the discipline	Annually

**TRANSITION/DATA POINT 3: COMPLETION OF STUDENT TEACHING OR CLINICAL PRACTICE**

Collection			Assessment				Aggregation		Analysis	Recipients	Anticipated Action(s)	
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Candidate Exit Survey	Candidate	Assignment within last 6 credits completed online				Candidate Exit Survey	Annually	Assessment Coordinator	Means & Percentages at Unit level & program level	Unit Head, chairs, Assessment Committee & program heads	Modify program activities, enhance services	Annually as appropriate
Completion of courses	Registrar	Transcript Report	X	X	X	Transcript Review	Every semester	Program Faculty – Excel Record	Verification by program	Chairs & program heads	Review for Trends	Annually
Overall GPA	Registrar	Data transfer	X	X	X	From existing data sources	Annually	Assessment Coordinator	Means & Standard Deviations at Unit level & program level (ALSO for candidate evaluation)	Unit Head, chairs, Assessment Committee & program heads	Modify program activities, coursework or field experiences Candidate may require counseling or be denied graduation	Annually as appropriate
Graduation verification	Program heads & Office of Teacher Certification (Excel Record)	Registrar initiated paperwork for program head Candidate initiates paperwork for Teacher Certification	X	X	X	Transcript review	Annually	Office of Teacher Certification	Number of candidates graduating at the unit and program levels	Unit Head, chairs, Assessment Committee	Unit or programs may adjust or modify resource allocations or outreach activities	Annually as appropriate

**TRANSITION/DATA POINT 4: PROGRAM COMPLETION AND CERTIFICATION**

Collection			Assessment				Aggregation		Analysis	Recipients	Anticipated Action(s)	
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Graduate 2-year follow-up	Program Graduate	On-line survey/ Paper	X	X	X	Graduate 2 Year Follow-Up Survey	Annually	Assessment Coordinator	Means, Percentages, Indices at Unit level & program level	Unit Head, chairs, Assessment Committee & program heads	Modify coursework, activities, inform Conceptual Framework	Annually as appropriate
Employer survey	Employer	On-line survey/Paper	X	X	X	Employer Survey Instrument	Annually	Assessment Coordinator	Means, Percentages, Indices at Unit level & program level at Unit level	Unit Head, chairs & Assessment Committee	Modify coursework, activities, inform Conceptual Framework	Annually as appropriate

**QUEENS COLLEGE**  
City University of New York

**EDUCATION UNIT ASSESSMENT SYSTEM GUIDE**  
*Data Collection Systems*

**ALTERNATIVE CERTIFICATION PROGRAMS—GRADUATE**

**TRANSITION/DATA POINT 1: ADMISSION/ENTRY**

Collection			Assessment			Aggregation		Analysis	Recipients	Anticipated Action(s)		
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Overall undergraduate GPA	Faculty Advisor	Transcript review  Create Excel Record		X		Candidate File	Annually	Faculty Advisor & Teaching Fellows Coordinator	Percentages accept/reject by program	Unit Head, chairs & Assessment Committee	Review for Trends	Annually
Transcript review	Faculty Advisor	Application folder review  Create Excel Record		X		Data form for alternative candidate review (liberal arts requirements & content knowledge) Candidate File	Annually	Faculty Advisor and Teaching Fellows Coordinator	Deficiencies Report by Program	Unit Head, chairs & Program Heads	Review for Trends	Annually
Performance on LAST	Office of Teacher Certification	Application folder review  Create Excel File	X	X	X	Passing Score	Annually before matriculation to program	Faculty Advisor Report to Assessment Coordinator	Percentages pass / fail at Unit level & by program	Unit Head, chairs & Assessment Committee	Review for Trends/ Provide Remedial Opportunities as Indicated	Annually
Performance on CST	Office of Teacher Certification	Application folder review  Create Excel Record	X	X	X	Passing Score	Annually	Faculty Advisor	Percentages pass / fail at Unit level & by program	Program Heads & Teaching Fellows Coordinator	Review for Trends/ Provide Remedial Opportunities as Indicated	Annually

**TRANSITION/DATA POINT 2: PROGRAM MID POINT**

Collection			Assessment			Aggregation	Analysis	Recipients	Anticipated Action(s)			
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Initial disposition assessment	Candidate	Completed online	X	X	X	Core Values Survey	Annually	Assessment Coordinator	Means, Percentages & Indices at Unit level & program level	Unit Head, chairs, Assessment Committee & program heads	Compare with Clinical Experience  Modify initial coursework	Annually as appropriate
Overall GPA	Registrar	Data transfer	X	X	X	From existing data sources	Annually	Assessment Coordinator	Means & Standard Deviations at Unit level & program level (ALSO for candidate evaluation)	Unit Head, chairs, Assessment Committee & program heads	Modify program activities, coursework or field experiences Candidate may require counseling or be denied graduation	Annually as appropriate
Clinical Practice Evaluation	Field Advisors (Candidate Self Evaluation to be implemented)	Paper (On-line Summer 2008)	X	X	X	Clinical Practice Evaluation	Fall Semester First Term	Assessment Coordinator	Means , Percentages & Indices at Unit & program level (ALSO for candidate evaluation)	Unit Head, chairs, Assessment Committee & program heads. Candidate level individual evaluation/ feedback.	Unit & program level reflection of alignment of clinical experiences and Core Values assessment  Candidate feedback/ counseling	Annually as appropriate
Candidate Impact on P-12 students	Field Advisor	By Field Advisor Online Summer 2008	X	X	X	Unit Candidate impact on Student Learning in P-12 Schools	Every semester	Assessment Coordinator	Means& Percentages at Unit level & program level (ALSO for candidate evaluation)	Unit Head, chairs, Assessment Committee, program heads & faculty advisors. Candidate level evaluation/feedbac k..	Unit & program level reflection of alignment of clinical experiences and  Candidate Feedback/ counseling	Annually as appropriate
Completion of requisite content courses or deficiencies	Program Heads & Faculty Advisors	Folder Review (Excel Record)		X		Course Transcript/ Deficiencies Competency Form	Every semester	Teaching Fellows Coordinator	Verification by programs	Chairs & program heads	Review for Trends/ Provide Additional Courses as Needed	Annually

**TRANSITION/DATA POINT 3: PROGRAM COMPLETION AND CERTIFICATION**

Collection			Assessment				Aggregation		Analysis	Recipients	Anticipated Action(s)	
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Candidate Exit Survey	Candidate	Assignment within last 6 credits completed online				Candidate Exit Survey	Annually	Assessment Coordinator	Means & Percentages at Unit level & program level	Unit Head, chairs, Assessment Committee & program heads	Modify program activities, enhance services	Annually as appropriate
Completion of courses	Registrar	Transcript Report	X	X	X	Transcript Review	Every semester	Program Faculty – Excel Record	Verification by program	Chairs & program heads	Review for Trends	Annually
Overall GPA	Registrar	Data transfer	X	X	X	From existing data sources	Annually	Assessment Coordinator	Candidate Program Report (ALSO for candidate evaluation)	Chairs & program heads	Candidate may require counseling or be denied graduation	Annually as appropriate
Graduation verification	Program heads & Office of Teacher Certification (Excel Record)	Registrar initiated paperwork for program head Candidate initiates paperwork for Teacher Certification	X	X	X	Office of Institutional Research	Annually	Office of Teacher Certification	Number of candidates graduating at the unit and program levels	Unit Head, chairs, Assessment Committee	Unit or programs may adjust or modify resource allocations or outreach activities	Annually as appropriate
Seminar completion	Office of Teacher Certification	Candidate initiates paperwork for Teacher Certification	X	X	X	Candidate Transcript review and/or completion	Every Semester as Appropriate	Director of Teacher Certification	Percentages of candidates by programs who are held up from certification for outstanding seminars	Unit Head, chairs, Assessment Committee	NA	NA

**TRANSITION/DATA POINT 4: FOLLOW-UP POST GRADUATION**

Collection			Assessment				Aggregation		Analysis	Recipients	Anticipated Action(s)	
WHAT	WHO	HOW	CORE VALUES ADDRESSED			INSTRUMENT ANALYSIS	WHEN	WHO	WHAT	WHO	CHANGE	WHEN
			EQUITY	EXCELLENCE	ETHICS							
Graduate 2-year follow-up	Program graduate	On-line survey/ Paper	X	X	X	Graduate / Alumni Survey Instrument	Annually	Assessment Coordinator	Means, Percentages & Indices at Unit level & program level	Unit Head, chairs, Assessment Committee & program heads	Modify coursework, activities, inform Conceptual Framework	Annually as appropriate
Employer survey	Employer	On-line survey/ Paper	X	X	X	Employer Survey Instrument	Annually	Assessment Coordinator	Means, Percentages & Indices at Unit level	Unit Head, chairs & Assessment Committee	Modify coursework, activities, inform Conceptual Framework	Annually as appropriate

Table Note: Yellow rows denote data point collection for assessing program-unit operations including program activities and services.