

QUALITY ASSURANCE & ASSESSMENT CALENDAR

ASSESSMENT DATA COLLECTION			
TYPE OF ASSESSMENT	DUE DATE	PERSON RESPONSIBLE	ENSURES SUBMISSION BY CHECKING TK20 or Network Drive
CANDIDATE DATA			
Scoring of Course-Key Assessments in TK20 (TIAI, CUPASL, & Program Specific Assessments) SACS Assessment	End of Semester Each Semester Beginning Sp 22 assessments must be administered at least 3 weeks prior to close of semester	Faculty of Record	Coordinator of Assessment & Accreditation
Dispositions in TK20	Admission to Teacher Ed. / End of Semester Each Semester	Director of Teacher Education/Faculty of Record Beginning F22 Teacher Education Admissions Committee will assess Level I Dispositions at Admission to Teacher Education	Coordinator of Assessment & Accreditation
Core Course Grades & GPA TK20 (Application for Admission to Teacher Ed.)	End of Semester Each Semester (in TK20)	Faculty Mentors (Departmental Advisors)/Director of Teacher Education	Coordinator of Assessment & Accreditation
Cumulative GPA of Candidates & Cohort Admitted (Application for Student Teaching)	End of Semester Each Semester (in TK20)	Director of Teacher Education	Coordinator of Assessment & Accreditation
PRAXIS CORE / ACT Scores (Application for Admission to Teacher Ed.)	End of Semester Each Semester (in TK20)	Director of Teacher Education / MAT Coordinator	Coordinator of Assessment & Accreditation
PRAXIS CONTENT / PLT (Admission to Student Teaching Application)	End of Semester Each Semester (in TK20)	Director of Teacher Education / MAT Coordinator	Coordinator of Assessment & Accreditation
SURVEYS & EXTERNAL DATA			
JSU Completer Follow Up Survey (email from TK20)	Annual in May	Coordinator of Assessment & Accreditation	Coordinator of Assessment & Accreditation
JSU Employer Follow Up Survey (email from TK20)	Annual in May	Coordinator of Assessment & Accreditation	Coordinator of Assessment & Accreditation
JSU Completer Impact Data Collection (District TGR-Employer/Completer Annual Evaluation Data (MDE Completer Impact Report))	Annual in May (Pilot Sp 22 with Jackson Public Schools)	Coordinator of Assessment & Accreditation	Coordinator of Assessment & Accreditation

MDE Completer Satisfaction Survey	Annual from UM	Director of Teacher Education / Coordinator of Assessment & Accreditation	Coordinator of Assessment & Accreditation
MDE Employer Satisfaction Survey	Annual from UM	Director of Teacher Education / Coordinator of Assessment & Accreditation	Coordinator of Assessment & Accreditation
JSU Mentor Teacher Evaluation (Student Teaching) (QAS Webpage)	End of Semester Each Semester	Director of Teacher Education / MAT Coordinator	Coordinator of Assessment & Accreditation
JSU Clinical Supervisor Evaluation (Student Teaching) (QAS Webpage)	End of Semester Each Semester	Director of Teacher Education / MAT Coordinator	Coordinator of Assessment & Accreditation
Mentor Teacher Evaluation of JSU (QAS Webpage)	End of Semester Each Semester	Director of Teacher Education / MAT Coordinator	Coordinator of Assessment & Accreditation
REPORTING SCHEDULE			
NAME OF REPORT	DUE DATE	PERSON(S) RESPONSIBLE	DATA NEEDED IN REPORT (LIST)
CAEP Annual Report	April	Coordinator of Assessment & Accreditation	# of Initial Completers, # of Advanced Completers, Reporting Measures, Updates on AFI from last visit, & updates on changes in EPP
CAEP ACCREDITATION VISIT	Spring 22: Off-site Report Fall 22: Onsite Report Spring 23: Rejoinder Summer/Fall 23: Final Decision	Coordinator of Assessment & Accreditation Writing Committees	CAEP Standards: Assessment, Faculty
CAEP SPAs	2023 - 2024 Resubmission	Coordinator of Assessment & Accreditation Content Liaisons	Candidate Assessment Data (TIAI, CUPASL, Grades, PRAXIS, & Content specific assessments
CACREP ACCREDITATION VISIT	2022-2023	Dean, Associate Dean, & Counseling Faculty & Staff	
MDE Process & Performance Review / Mid Cycle Review	Annual / Mid Cycle of CAEP Visit	Director of Teacher Education / MAT Coordinator, Coordinator of Assessment & Accreditation Program Liaisons	EPP, Clinical, & Program Assessment Data, Syllabi, etc.
MDE Annual Report	March 31st	Director of Teacher Education / MAT Coordinator/Ed. Leadership Chair/MS. In Reading liaison/Psychometry liaison/SPED VI liaison	Candidates Admitted Candidates Completed Race/Ethnicity, Gender, Dispositions, TIAI, PRAXIS/Foundations Scores, GPA, Ed. Leadership Common

			Assessments
MDE Curriculum Change Deadline (As Needed)	February 15: Fall curriculum change June: Spring curriculum change	Faculty Initiator / Department Chair	Syllabi Curriculum Sheets Explanation for & of changes
JSU Annual Academic Assessment Report (SACSCOC Annual Report)	Fall: submit SLO & Criteria May: submit Results & Use of results	Faculty/Chairs	General Assessment data collected in fall & spring, analysis, & recommendations (defined by program/may align with CAEP & program assessments)
JSU Curriculum Committee	Fall Submission Spring Submission	Faculty Initiator / Department Chair	Univ. Forms Syllabi Curriculum Sheets Explanation for & of changes
Title II Report	Aug. 31 – Nov. 6: Enter, Edit, & Verify Candidates Sept. 21: Enter candidates taking tests from other vendors (FoR) Feb. 1-26: Resolution Period April 15-30: Certify Report Cards in Westat IPRC Site	Coordinator of Assessment & Accreditation Director of Teacher Education / MAT Coordinator	All Candidates Enrolled Sept. 1 – Aug. 31 Completer, All but Clinical, or Other Enrolled; Candidate Name; SSN# or DOB; Home State; Licensure Program
US PREP	June/August/November/February	Coordinator of Assessment & Accreditation	# Completers, # in Pipeline; Age, Race, District & School Placement; % Employed, % Employed in schools serving Black, Latino, &/or low-income; 1 st & 3 rd year Retention Rate; % Certified in Critical Shortage Area; TIAI, Dispositions, PRAXIS 2, & Professionalism Rubric

DATA RETREATS/COMMITTEE MEETING SCHEDULES

NAME OF COMMITTEE	MEETING SCHEDULE	PERSON RESPONSIBLE	
Professional Education Council	At least once a semester	Director of Teacher Education	
Initial Quality Assurance & Assessment Committee (QAAC)	At least twice a semester	Coordinator of Assessment & Accreditation	
Graduate Quality Assurance & Assessment Committee (GQAAC)	At least twice a semester	Coordinator of Assessment & Accreditation	
Departmental/Program Review of Assessment Data	At least once a semester	Chair/Liaison	
Data Day (Annual Summer Assessment Retreat)	Annually	Dean & Coordinator of Assessment & Accreditation	

CANDIDATE REMEDIATION

ACTIVITY	SCHEDULE	PERSON RESPONSIBLE	REMEDATION MONITORING ACTIVITIES
Identifying candidates not progressing due to PRAXIS Performance	Ongoing	Faculty Mentors (Departmental Advisors)Program Liaisons/Coordinator of Assessment & Accreditation / MAT Coordinator	Program Liaisons/Coordinator of Assessment & Accreditation
Failure of Course-based Key Assessment	Ongoing	Instructor of Record (candidate allowed opportunity to receive remediation and resubmit assessment prior to the end of the course)	Instructor of Record & Department Chair
Candidate Workshops	Ongoing	Faculty and Curriculum Center Coordinator	Coordinator of Assessment & Accreditation
Candidate Resource Website	Ongoing	Curriculum Center Coordinator	Coordinator of Assessment & Accreditation