Cato College of Education Operations Assessments

Instrument	Description/Use	Data Source	Data Collection/ Analysis Responsibility
College of Education Strategic Plan Academic Department Strategic Plans	Our college's five-year strategic plan is submitted to Office of Academic Affairs, with goals and progress monitoring related to academic planning, governance, budget, personnel, services and procedures. Academic department strategic plans align with college plans.	COED Strategic Plan Department Strategic Plans Academic Affairs goals	Dean-College of Education
College of Education Annual Report Academic Departments Annual Report	Annual reports include two sections: 1) reporting on strategic plan goal progress; and 2) "highlights" and examples of data-based decisions from each unit. Reports are used for documentation of self-study, continuous improvement, and monitoring of long-term goals.	Outcome measures established for each goal; highlights from faculty and staff	Dean-College of Education Department Chairs
Student Learning Outcomes Reports (by Program)	Programs identify student learning outcomes (SLOs) based on guidelines provided by the Office of Academic Affairs. Data are reported annually for each SLO; programs identify progress and annual goals for improvement based on data outcomes.	Student Learning Outcomes (SLO) reports	Program Directors Office of Assessment and Accreditation
Provost Annual Budget Presentation	Report on budget sources and uses; requests for new resources are linked to strategic goals.	Banner Financial Banner Advancement College of Education Strategic Plan	Dean-College of Education Business Officer
Business Continuity Plan	College-level report, updated periodically, to assure appropriate preparedness and responses to crisis situations.	Office of Information Technology Office of Risk Management	Director-OIT Dean-College of Education
Inventory of Information Technology	Annual assessment of IT capacity conducted to identify emerging technology needs and make resource requests.	Office of Information Technology	Dean-College of Education
Enrollment Numbers by Program	Reports from Institutional Research and TEAL on application, admission, and enrollment data; data are used for course scheduling, staffing needs, and reporting purposes.	Institutional Research TEAL	Program Directors Department Chairs Office of Assessment and Accreditation
Enrollment Data by Course	Reports on enrollment per course each semester; data are used for course scheduling and staffing needs.	Banner	Department Chairs
NC Education Preparation Provider (EPP) Report	Report submitted to NC Department of Public Instruction (NCDPI) annually in compliance with state legislative mandates. Data are used for public accountability purposes. Data reported include number of program/licensure completers; number of candidates enrolled in programs; licensure exam test data; responses to narratives regarding program implementation; and other demographic characteristics of our candidates. NCDPI provides teacher impact data on our recent graduates, aggregated by licensure area.	Institutional Research TEAL NC DPI	Office of Assessment and Accreditation in collaboration with NCDPI
Title II Report	Report submitted to the US Department of Education (USDOE) annually in compliance with federal mandates. Data are used for public accountability purposes. Data reported number of program completers; plans/goals for recruitment of high-needs teaching areas; candidate licensure exam test data; faculty characteristics; and other demographic characteristics of our candidates.	Institutional Research Educator Recruiter Financial Aid Office ORDM (research and grants) Department Chairs TEAL	Office of Assessment and Accreditation in collaboration with Institutional Research
CAEP Report	Report submitted to CAEP annually in compliance with accreditation status. Data are used for accreditation accountability purposes. Data reported include 8 measures identified by CAEP to provide information on program outcomes and impact. Click this link to access the COED's CAEP Annual Reporting Measures.	Institutional Research NC DPI Financial Aid Title II reports	Office of Assessment and Accreditation
Faculty Service to Public Schools	Report submitted to NC DPI annually in compliance with state legislative mandates. Includes a comprehensive list of sustained faculty service to public schools, including a	Faculty	Office of Assessment and Accreditation Department Chairs

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	detailed list of activities, numbers of participants, and outcomes.		
Peer Observation of Teaching	Individual reports to faculty on scheduled basis, with observations tailored to type of instruction. Peer observations are included as part of the promotion and tenure process.	Faculty	Dean-College of Education Department Chairs
Student Evaluation of Course and Instructor	Online end-of-course assessments; used for feedback to faculty and included as part of the promotion and tenure process.	Candidate	Dean-College of Education Department Chairs
Faculty Publications, Grants and Contracts	Annual reports, aggregated across college, of scholarly productivity.	Faculty	Dean-College of Education Department Chairs
Faculty Annual Reports and Chair's Feedback Letter	Annual submission of accomplishments and challenges in teaching, research, and service/self-reflection used by the chair as the annual letter of faculty evaluation.	Faculty	Department Chairs
Annual Evaluation of Administrators (Dean, Associate Dean, Chairs) Comprehensive Review of Administrators	Faculty report on effectiveness of administrators reported annually; Administrators undergo a comprehensive review every five years.	Administrators' self-report Faculty	Review Committee
Annual Evaluation of EPA/SPA staff	Performance review of each staff member	Staff members Supervisors	Supervisors
Candidate Complaint and Concern	Log of candidate complaints and resolution; serves as a mechanism for candidate due process. Faculty Professional Development/Mechanism for Due Process	Candidate/Faculty	Associate Dean – Education