

iSUCCESS QUALITY ASSURANCE SYSTEM

SYSTEM OPERATIONS AND PROTOCOL

CENTER FOR ASSESSMENT, ACCREDITATION, AND RETENTION

Semester: _____

iSUCCESS QUALITY ASSURANCE SYSTEM: ASSESSMENT AND ACCOUNTABILITY SYSTEM AT COLLEGE OF EDUCATION

The College of Education (COE) offers a broad spectrum of high quality programs for new and practicing teachers, administrators, counselors, school psychologists, researchers, and sports management professionals. To ensure success throughout the academic program, the COE has implemented the iSuccess Quality Assurance System (Fig. 1, 2, 3, 4 & 5); powered through Student Learning and Licensure, as its assessment and accountability system that tracks candidate performance, program quality, and unit operations.

Candidates are expected to meet a set of performance criteria throughout course-embedded and field-based signature assignments (SAs) as well as surveys. These assessments are strategically designed to measure competencies as articulated in national, state and professional standards. The SAs and surveys are mandatory for course completion. Grades of “incomplete” will be granted for candidates who do not complete required SAs in accordance with COE designated iSuccess/Student Learning and Licensure processes and timelines. Bowie State University grading policies and procedures regarding “incomplete” will be applied.

SYSTEM OPERATIONS AND PROTOCOL

1. **Program Master Plan (PMP), Program of Study (PS) and Signature Assignments (SAs).** As content experts, program faculty and administrators are responsible for reviewing and updating PMP, PS and SAs on an annual basis to ensure accuracy and compliance with institutional, state and national requirements. PMP should include a minimum of one SA for each course. Program may also include additional assessments. Updated PMP, PS and course syllabi with revised SAs are due to the Center for Assessment, Accreditation, and Retention (CAAR) by the end of the first week of the fall school semester. SA are only updated in the fall semester of each academic year.
2. **Signature Assignments (SAs) Implementation.** SAs are to be implemented in all sections of the courses identified in the PMP. Faculty, including both full-time and adjunct professors, are responsible for ensuring candidates’ completion of SA requirements through Student Learning and Licensure. **Faculty evaluations of SAs in Student Learning and Licensure are due on the date when BSU final grades are due. In case of noncompliance and/or non- completion of the SA(s), faculty should grant an “INCOMPLETE” for the BSU course. Candidate will receive the “INCOMPLETE” as designated by the faculty.** Orientation on Student Learning and Licensure may be requested through CAAR.
3. **COE Assessment and Accountability Reports.** Summary of data on completion and summaries of assessment results by program are produced through CAAR and distributed each semester. Programs are to review the data and revise assessments, processes and/or procedures to ensure continuous improvement of candidate performance, program quality, and operational effectiveness. Program changes are to be documented annually and included in the BSU Learning Outcomes Report and various accreditation, departmental, and university reports.
4. **Data Protocols, Reports, and Requests.** CAAR collects assessment and accreditation data. Data collection through COE by CAAR will only be used for accreditation, university, and regulatory affiliates. CAAR uses standardized data reporting formats in the systems operations. Any other reporting and data manipulations formats are the responsibility of the requestor. CAAR will provide support for the preparation of the report as required by local, state, federal and accreditation agencies. Data requests outside of semester program data must be requested through the Department Chair, who will subsequently forward the request to CAAR.

SEMESTER: _____ COMPLETION TIMELINE

1. Timeline for Faculty

- **Grading of Signature Assignments in Student Learning and Licensure for **first 7 Week Courses****
Final Due Date:
- **Grading of Signature Assignments in Student Learning and Licensure for **15 Week Courses****
Final Due Date:
- **Grading of Signature Assignments in Student Learning and Licensure for **second 7 Week Courses****
Final Due Date:

2. Statement to be Included in Syllabi

To ensure success throughout the academic program, the COE has implemented the assessment and accountability system, powered through Student Learning and Licensure as part of its iSuccess Quality Assurance System, which tracks candidate performance, program quality, and unit operations. Candidates are expected to meet a set of performance criteria throughout course-embedded and field-based signature assignments (SAs) as well as surveys. These assessments are strategically designed to measure competencies as articulated in national, state and professional standards. The SAs and surveys are mandatory for course completion. Grades of “incomplete” will be granted for candidates who do not complete required SAs in accordance with COE designated iSuccess/Student Learning and Licensure processes and timelines. Bowie State University grading policies and procedures regarding “incomplete” will be applied.

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FIG 1.

iSUCCESS QUALITY ASSURANCE SYSTEM

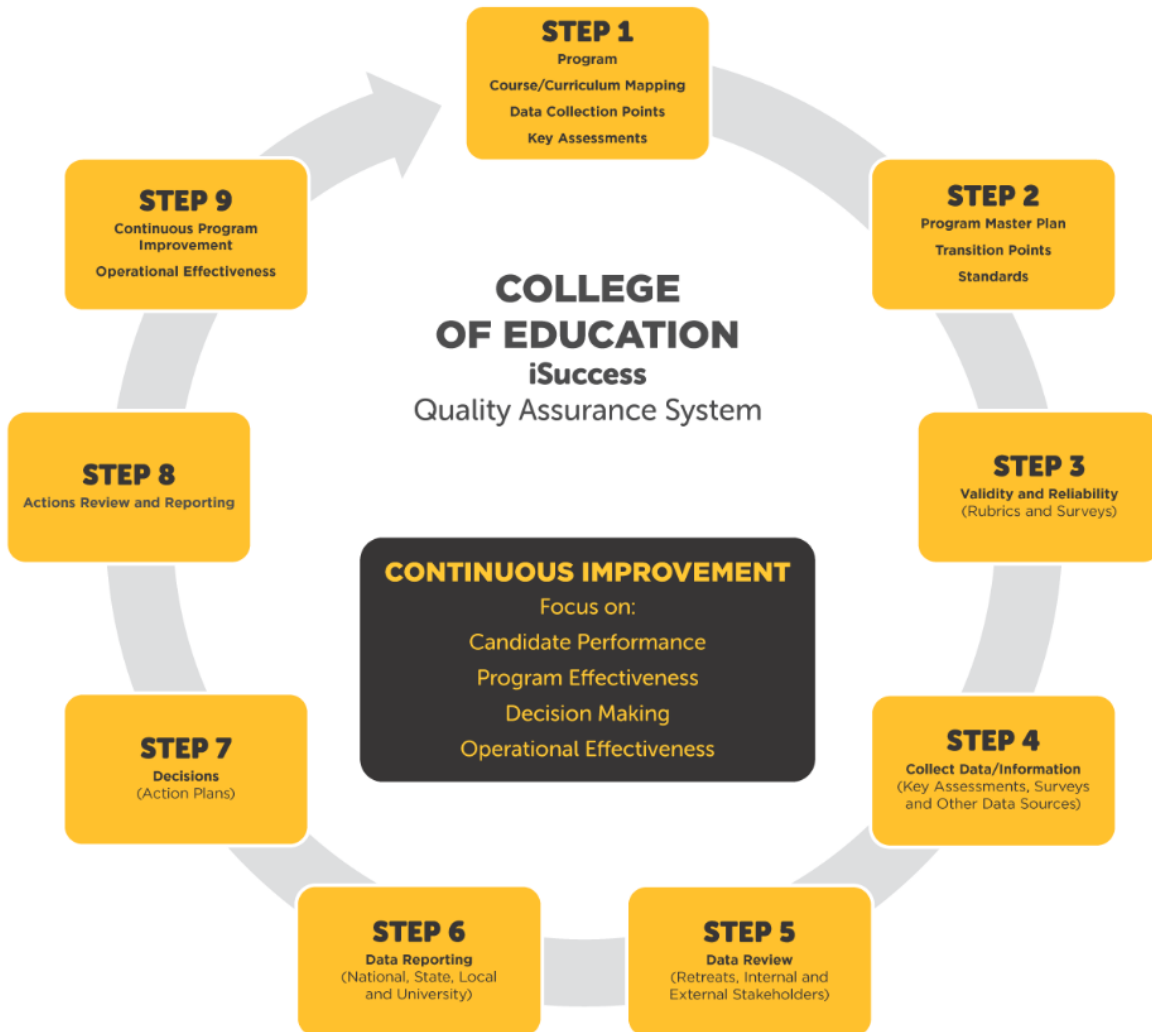


FIG 2.
GRADUATE PROGRAMS AT THE COLLEGE OF EDUCATION

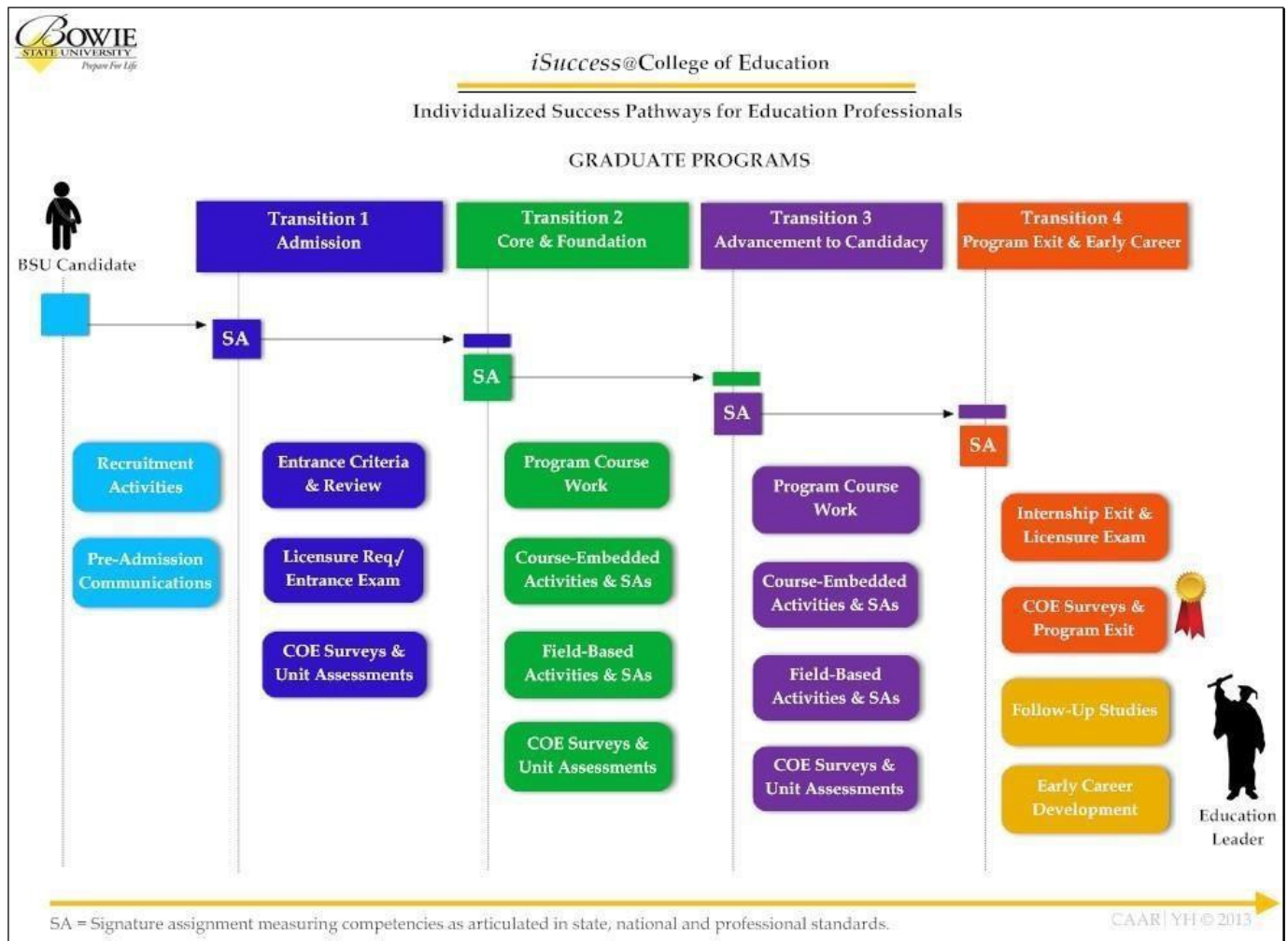


FIG 3.
UNDERGRADUATE PROGRAMS AT THE COLLEGE OF EDUCATION

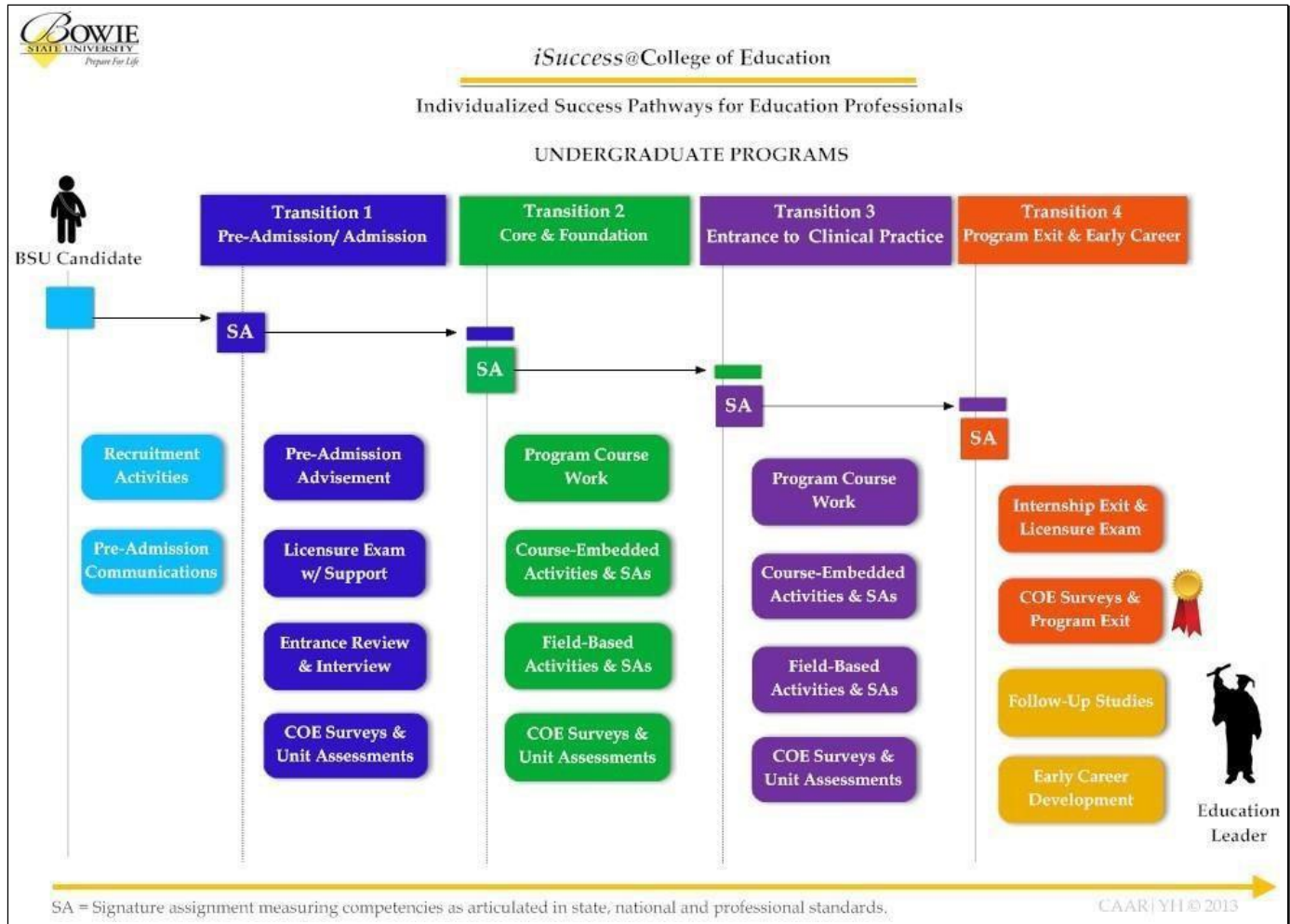


FIG 4.

ASSESSMENT, ACCREDITATION AND ACCOUNTABILITY AT THE COLLEGE OF EDUCATION

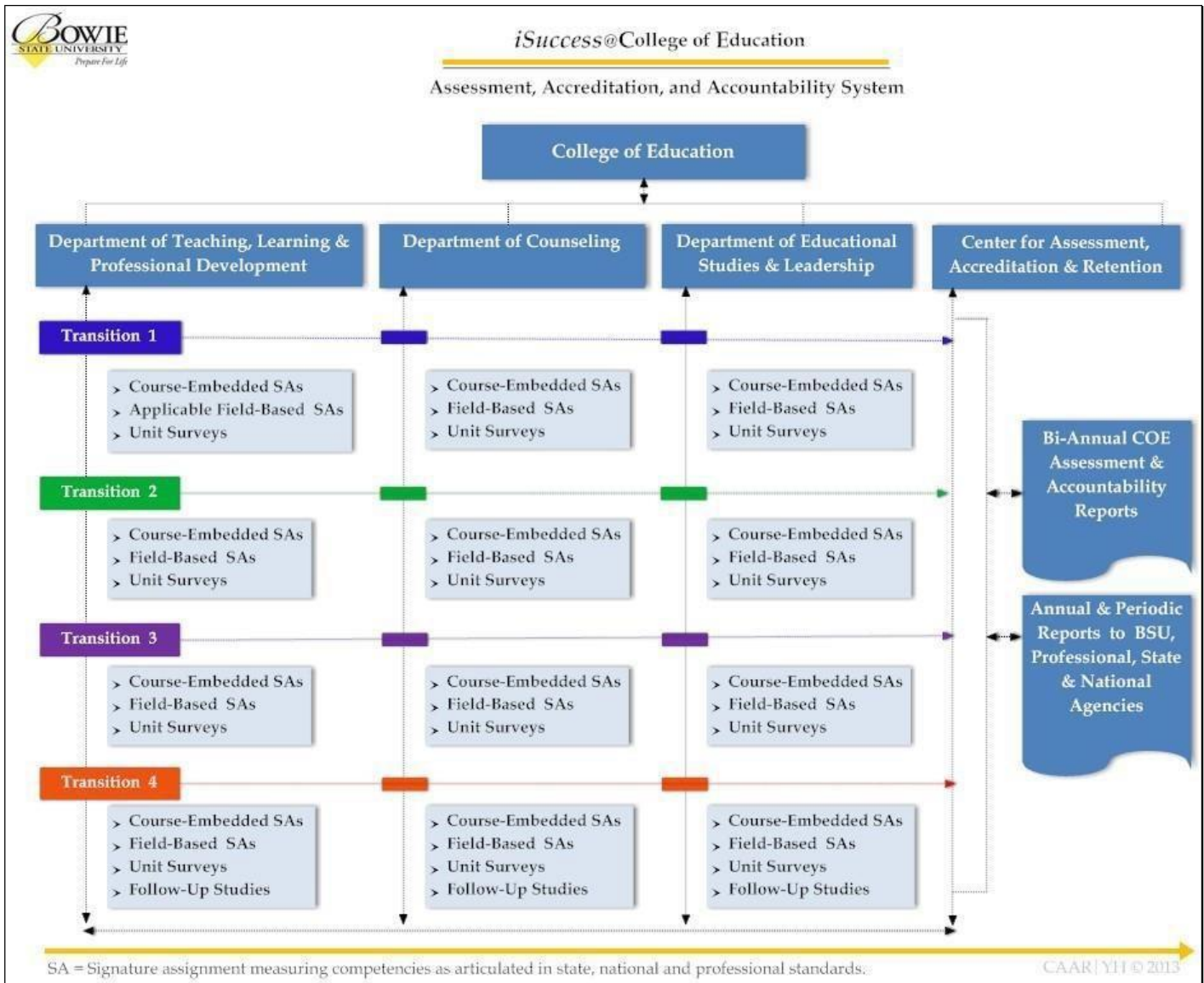


FIG 5.

iSUCCESS GRADING PROCESS

