Dear Department Chairs,

The NCATE Steering Committee and the COE Assessment Task Force are working together on a framework for data collection and reporting for the purpose of program improvement. In order to complete the framework, we need your help in identifying meaningful data points for each licensure/endorsement area in your department. These data points will take the form of: (a) admission data; (b) mid-program assessments; (c) exit assessments; and (d) follow-up assessments that you currently use (or are planning to use) for program improvement purposes. In addition, we are asking you to identify national standards that guide your program, e.g. math education may use NCTM standards, and align these with COE Principles. Mid-program and exit assessments should be in the form of a performance requirement with a rubric for evaluating the student’s performance.

Please complete the attached matrix for each of your licensure/endorsement areas. (Of course, you may want to delegate this task to faculty who coordinate each program.) I have attached the matrix, along with 2 samples. Please forward your completed matrices along with assessment rubrics to me by **Friday, April 18.**

Shannon and/or I will make ourselves available to meet with you during the following dates/times (location TBA) in order to clarify and answer any questions:

- Thursday, March 27, 1:00 pm - 2:00 pm
- Tuesday, April 1, 11:00 am - 12:00 noon
- Tuesday, April 1, 1:00 pm - 2:00 pm

Please let me know which of these times you can meet. If you are unable to make any of these times, I will make an individual appointment with you.

Thanks for all your help and support of the NCATE Steering Committee and the Assessment Task Force!!

Patti & Shannon
Patti L. Chance, Ph.D.
Associate Professor
Program Coordinator, PK-12 Education Leadership
Department of Educational Leadership
University of Nevada Las Vegas
4505 Maryland Parkway, Box 3002
Las Vegas, NV 89154-3002
Phone: (702) 895-1696
E-Mail: patti.chance@unlv.edu

Attachments:
NCATEassessmatrix08.doc  NCATEassessmatrixSAMPLE-Grad.doc  NCATEassessmatrixSAMPLE-undergrad.doc
From: Patti Chance/UNLV
To: Paul Jones/UNLV@UNLV, Monica Lounsbery/UNLV@UNLV, Dale Pehrsson/UNLV@UNLV, Tom Pierce/UNLV@UNLV, odells@unlv.nevada.edu, Carl R Steinhoff/UNLV@UNLV, Kendall Hartley/UNLV@UNLV
cc: campbelp@unlv.nevada.edu, sileo@unlv.nevada.edu, Doris Watson/UNLV@UNLV, LeAnn Putney/UNLV@UNLV, odells@unlv.nevada.edu, Neal Strudler/UNLV@UNLV, Patti Chance/UNLV@UNLV, Tom Pierce/UNLV@UNLV, Shannon Smith/UNLV@UNLV, Kathi Ducasse/UNLV@UNLV, Carrol Steedman/UNLV@UNLV, M. Christopher Brown/UNLV@UNLV, Sterling Saddler/UNLV@UNLV

Date: Tuesday, April 15, 2008 10:34PM
Subject: Assessment Information for NCATE

Dear Department Chairs,
As you undoubtedly are aware by now, I am stepping down as NCATE Coordinator, and I believe that Dean Brown discussed with you today that he and the Dean's office will be taking a more active lead on the NCATE process. This memo is to assure you that the work of NCATE will go on and will be more fully developed under the leadership of Dean Brown and coordinated from the Dean's office.
Thus---I want to remind you that the information the Steering Committee requested about your program/endorsement assessments is still needed. Please forward that information to me as soon as possible. We had requested this by April 18, but if you need a few more days that will be fine.
The NCATE Steering Committee in collaboration with the COE Assessment Task Force made great progress this year. We are submitting a plan to the Dean that will provide a suggested framework for ongoing program assessment. This is why we need your completed matrices. The Steering Committee and Assessment Task Force will be developing a year-end report that will be shared with faculty through the Dean's Office.
So-please--if you haven't done so already--please get that information to the Steering Committee--you may e-mail to me. I have attached those documents again--in case you need them. Below, you will find a copy of the original e-mail sent to you which may clarify. If you have any questions, please e-mail or call me.
Sincerely,
Patti

Sent 3/24/2008:
Dear Department Chairs,

The NCATE Steering Committee and the COE Assessment Task Force are working together on a framework for data collection and reporting for the purpose of program improvement. In order to complete the framework, we need your help in identifying meaningful data points for each licensure/endorsement area in your department. These data points will take the form of: (a) admission data; (b) mid-program assessments; (c) exit assessments; and (d) follow-up assessments that you currently use (or are planning to use) for program improvement purposes. In addition, we are asking you to identify national standards that guide your program, e.g. math education may use NCTM standards, and align these with COE Principles. Mid-program and exit assessments should be in the form of a performance requirement with a rubric
for evaluating the student's performance.

Please complete the attached matrix for each of your licensure/endorsement areas. (Of course, you may want to delegate this task to faculty who coordinate each program.) I have attached the matrix, along with 2 samples. Please forward your completed matrices along with assessment rubrics to me by **Friday, April 18.**

Shannon and/or I will make ourselves available to meet with you during the following dates/times (location TBA) in order to clarify and answer any questions:

- **Thursday, March 27, 1:00 pm-2:00 pm**
- **Tuesday, April 1, 11:00 am-12:00 noon**
- **Tuesday, April 1, 1:00 pm-2:00 pm**

Please let me know which of these times you can meet. If you are unable to make any of these times, I will make an individual appointment with you.

Thanks for all your help and support of the NCATE Steering Committee and the Assessment Task Force!!

Patti & Shannon

Patti L. Chance, Ph.D.
Associate Professor
Program Coordinator, PK-12 Education Leadership
Department of Educational Leadership
University of Nevada Las Vegas
4505 Maryland Parkway, Box 3002
Las Vegas, NV 89154-3002

Phone: (702) 895-1696
E-Mail: patti.chance@unlv.edu

Attachments:

- NCATEassessmatrix08.doc
- NCATEassessmatrixSAMPLE-Grad.doc
- NCATEassessmatrixSAMPLE-undergrad.doc