

2007 MASTER PLAN/PROGRESS REPORT

Educational Support Unit: Office of Student Teaching and Professional Education Services

Person Responsible: Dr. Faye White

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Mission: The mission of the Office of Student Teaching and Professional Education Services (STPES) is to:

- Coordinate and facilitate clinical experiences (student teaching and internships) for all professional education programs
- Serve as the liaison office between the university and all local educational agencies
- Provide services for teacher candidates to obtain initial Louisiana teacher certification at the undergraduate and graduate levels
- Ensure effective mentorship of teacher candidates during the clinical experience through deliberate clinical experience placement, evaluation, and professional development
- Implement, maintain, and coordinate systematic methods of data collection and analysis for professional education program evaluation and improvement
- Avail teacher education candidates and faculty of reasonable and appropriate instructional support services and resources

Institutional Mission Reference: The Office of Student Teaching and Professional Education Services supports the intuitional mission by providing education and service that support student success and university community alliance. Services are provided for students which offer opportunities for teacher candidates to establish learning environments throughout the community.

Assessment Methods Utilized:

- Student Opinion Survey (SOS)
- National Survey of Student Engagement (NSSE)
- Internally-developed Survey
- Faculty Roster
- Annual Performance Review (APR)
- Community Involvement
- Exit Survey/Interview/Exam
- Grant Activity
- Number of Publications
- Participation in MSU Committees/Organizations
- Participation in Professional Committees/Organizations
- Student Evaluation of Instruction (SEI)
- Unit Audit
- Data collection via Excel spreadsheet
- Data collection via Access database
- Other - Please describe: Collaborative initiatives with local educational agencies

Data Repository Location:

Office of Student Teaching and Professional Education Services

Office of Student Teaching and Professional Education Services
Burton College of Education Assessment Coordinator's office
Office of Student Teaching and Professional Education Services

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Educational (Support Unit) Performance Objective 1: Engage in collaborative ventures and campus and community activities which enhance economic development and cultural growth.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>								
50% of staff engaged/participate in a minimum of two professional groups that reflect collaboration between the university and local education agencies	80% of staff engaged/participate in at least two different professional groups that reflect collaboration between the university and local education agencies Documentation: Meeting dates, minutes, roster of attendees etc.	M: Active involvement in PK-16+ Council, Chamber Southwest Education Committee, and Louisiana Department of Education Region V Educational Service Center Instructional Leadership Meetings where local and statewide educational stakeholders are represented and where teacher education curricula needs of both university faculty and local education professionals are shared D: Develop monthly activity calendar for each member of unit to record activity. Attach supporting documentation.								
80% attendance by clinical experience students at all E ³ scheduled training (2.5 days) 80% score on web-folio	100% completed by assigned date (Instrument currently under development. Anticipated implementation is fall 2007.) Documentation: Schedule of training seminars, roster of attendees, inventory of completed portfolios. (fall & spring)	M: Ensuring Educational Excellence (E ³) initiative, a grant-funded collaboration between MSU's Burton College of Education and the CPSS technology division personnel, provides 2.5 days of required professional development for all clinical experience candidates where electronic, standards-based portfolios are created, posted online, and critiqued D: Scoring instrument for web-folio to ensure quality of project.								
1. Host 3 alternative certification orientation seminars for recruitment and information-gathering for perspective teacher candidates from Region V communities. 2. Projected attendance: 50/seminar 3. 80% of respondents were satisfied with content of orientation	<table border="1" data-bbox="730 1019 1341 1138"> <thead> <tr> <th><u>Dates</u></th> <th><u>Attendees</u></th> </tr> </thead> <tbody> <tr> <td>August, 2006</td> <td>127</td> </tr> <tr> <td>January, 2007</td> <td>91</td> </tr> <tr> <td>May, 2005</td> <td>90</td> </tr> </tbody> </table> (Instrument currently under development. Anticipated implementation is fall 2007.) Documentation: Schedule of seminars, list of attendees, agenda of seminars, evaluations	<u>Dates</u>	<u>Attendees</u>	August, 2006	127	January, 2007	91	May, 2005	90	D: Specialized workshops to meet needs of population M: Present schedule of offerings (dates and times) of orientations seems adequate to service population R: Format of evaluation form to reflect content specific questions about alternative certification and student satisfaction
<u>Dates</u>	<u>Attendees</u>									
August, 2006	127									
January, 2007	91									
May, 2005	90									

Educational (Support Unit) Performance Objective 2: Demonstrate excellence in teaching in order to enhance student recruitment, retention, and graduation.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
Launching and routine updating of STPES Web site Routine updating of Teach SWLA Web site 2006-2007	Copyright date on Web site, indicating currency STPES: 2006-2007 TEACH SWLA:2004-2005	D: Action to be taken...add <i>hit counter</i> to collect data on use and usefulness of site(s)
Minimum 4.25 mean score on all Cooperating Teacher Evaluation items	Mean score: 4.75	Data will be shared with appropriate program coordinators in order to inform program improvement decisions.
Minimum 4.25 mean score on all Cooperating Principal Evaluation items	Mean score: 2.9	Data will be shared with appropriate program coordinators in order to inform program improvement decisions.
Minimum 4.75 mean score on all university supervisor Student Evaluation of Instruction (SEI) items	Mean score: Not yet reported from IR	D: Develop instrument for CT and Principals to evaluate University Supervisors. Anticipated implementation is fall 2007. Data will be shared with appropriate program coordinators in order to inform program improvement decisions.
Minimum 6.0 mean score on all Faculty Evaluation of Department Head (or college-level administrator) items	Mean score: 6.841	
Minimum 4.75 mean score on all professional development seminar evaluation items	Instrument currently under development. Anticipated implementation is fall 2007.	Data will be shared with appropriate program coordinators in order to inform program improvement decisions.

Educational (Support Unit) Performance Objective 3: Demonstrate commitment to research and creative and scholarly activity.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
50% of employees (3) will participate in local, state, and national professional education conferences	100% of employees will participate in local, state, and national professional education conferences Documentation: List of local, state, and national professional education conferences attended by each employee (APR)	M: no change made; continue to encourage professional development activities
50% of employees (3) will present scholarly work at local, state, and national professional education conference	66% of employees will presented scholarly work at local, state, and national professional education conference Documentation: List of presentations of scholarly work at local, state, and national professional education conferences (APR)	M: no change made; continue to encourage professional development activities
50% of employees will demonstrate active involvement in grant-writing	50% of employees will demonstrate active involvement in grant-writing Documentation: List of grants and employees who served as PIs or benefactors	M: no change made; continue to encourage professional development activities

Educational (Support Unit) Performance Objective 4: Utilize resources efficiently and effectively to support the university mission.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
25% of grant-provided funding is dedicated to student recruitment	Amount (\$) of LAT2T grant funds allocated for recruiting is \$38,8058 or 62%	<p>M: Maintain current recruiting schedule. Continue LAT2T Recruitment collaborative meetings with ULM</p> <p>R: Number of participants for stipends needs adjustment.</p>
Minimum 4.75 mean score on all Professional Education Programs' Senior Exit Survey items related to the Curriculum Materials Center (CMC)	Mean score: 4.3	<p>D: Fall Open House and Class Tours</p> <p>M: CMC hours extended from 7:15-4:30 to 7:45 to 8:00 M-Th. and 7:45- 4:30 on Friday. Extending hours into the evening accommodates all faculty and student schedules.**</p> <p>R: Add Senior Exit Survey items related to the Office of Student Teaching to collect data on student satisfaction related to this office.</p> <p>**While data trends show significant improvement, in an effort to increase student and faculty satisfaction, an Open House is planned for Fall 2007 along with more signage promoting center hours and services</p>
Minimum 4.75 mean score on participant satisfaction items on STPES sponsored professional development and teacher in-services.	Instrument currently under development. Anticipated implementation is fall 2007.	<p>D: Past evaluations have been done randomly. Evaluation instrument to be developed will be generic so that data can be collected from each seminar and analyzed for program improvement and content development.</p>

Resources Allocated:
