

CCCOE PASC Graphic Depiction of the Unit Assessment Timeline

Timeline	Activity/Activities	Responsible Parties
Prior to Day 1	Candidate applications reviewed and participants selected.	<ul style="list-style-type: none"> ● Program Coordinator ● PASC Leadership Team ● Human Resources Member
Day 1 (Feb.)	Program Orientation: Program Overview, Handbook Review, Faculty Advisor Designation	<ul style="list-style-type: none"> ● Program Coordinator ● PASC Faculty ● Credential Analyst
February	Completion of Course EDA 631; End of Course Survey submitted; Signature Project uploaded into portfolio; Faculty Advisor/Candidate initial meeting	<ul style="list-style-type: none"> ● Program Coordinator ● PASC Faculty ● PASC Faculty Advisors ● Program Participants
April	Submission of CalAPA Cycle 1, to be submitted by April 15	<ul style="list-style-type: none"> ● Program Coordinator ● PASC Faculty ● PASC Faculty Advisors ● Program Participants
April	Completion of Course EDA 632; End of Course Survey submitted; Signature Project uploaded into portfolio; Faculty Advisor/Candidate fieldwork review and log updated	<ul style="list-style-type: none"> ● Program Coordinator ● PASC Faculty ● PASC Faculty Advisors ● Program Participants
May	Completion of Course EDA 633; End of Course Survey submitted; Signature Project uploaded into portfolio; Faculty Advisor/Candidate fieldwork review and log updated	<ul style="list-style-type: none"> ● Program Coordinator ● PASC Faculty ● PASC Faculty Advisors ● Program Participants

June	Leadership Learning Seminar feedback provided by participants through survey	<ul style="list-style-type: none"> ● Program Coordinator ● PASC Leadership Team ● PASC Faculty ● PASC Faculty Advisors ● Program Participants
August-September	Completion of Course EDA 634; End of Course Survey submitted; Signature Project uploaded into portfolio; Faculty Advisor/Candidate meet to review fieldwork and update log	<ul style="list-style-type: none"> ● Program Coordinator ● PASC Faculty ● PASC Faculty Advisors ● Program Participants
October-November	Completion of Course EDA 635; End of Course Survey submitted; Signature Project uploaded into portfolio; Faculty Advisor/Candidate fieldwork review and log updated;	<ul style="list-style-type: none"> ● Program Coordinator ● PASC Faculty ● PASC Faculty Advisors ● Program Participants
October	CalAPA Cycle 2 submitted by Oct. 15	<ul style="list-style-type: none"> ● Program Coordinator ● PASC Faculty ● PASC Faculty Advisors ● Program Participants
November-December	Completion of Course EDA 636; End of Course Survey submitted; Signature Project uploaded into portfolio; Faculty Advisor/Candidate fieldwork review and log updated	<ul style="list-style-type: none"> ● Program Coordinator ● PASC Faculty ● PASC Faculty Advisors ● Program Participants
January	Completion of Course EDA 637; Fieldwork log completed; End of Course Survey submitted; Signature Project uploaded into portfolio;	<ul style="list-style-type: none"> ● Program Coordinator ● PASC Faculty ● PASC Faculty Advisors ● Program Participants
January	CalAPA Cycle 3 submitted by January 21;	<ul style="list-style-type: none"> ● Program Coordinator ● PASC Faculty ● PASC Faculty Advisors

		<ul style="list-style-type: none"> ● Program Participants
January	End of Program Leadership Symposium - portfolio presentation including Fieldwork Log; End of Program Survey submitted	<ul style="list-style-type: none"> ● Program Coordinator ● PASC Faculty ● PASC Faculty Advisors ● Program Participants ● District/Community Partners
7x a Year	<p>Leadership Team Meetings:</p> <p>Gather to analyze data, provide input/feedback on effectiveness of program</p>	<ul style="list-style-type: none"> ● Program Coordinator ● PASC Leadership Team
3x a Year	<p>Advisory Team Meetings:</p> <p>Gather to review data, provide input, feedback on effectiveness of program; Communicate with Board</p>	<ul style="list-style-type: none"> ● Program Coordinator ● PASC Advisory Team
3x a Year	<p>Faculty Meetings:</p> <p>Gather to analyze data, provide input/feedback on effectiveness of program; Collaboration/input on curriculum and expectations for continuity</p>	<ul style="list-style-type: none"> ● Program Coordinator ● PASC Faculty ● PASC Faculty Advisors
3x a Year	<p>Faculty Professional Development:</p> <p>Gather input on effectiveness of program; provide input program goals and continuity of coursework</p>	<ul style="list-style-type: none"> ● Program Coordinator ● PASC Faculty ● PASC Faculty Advisors

Roles and Responsibilities

Role	Responsibilities
Program Coordinator	<ul style="list-style-type: none">• Designs feedback tools, oversees survey/feedback/program administration; oversees team analysis of data.• Makes recommendations for program improvements based on data. Meets regularly with the Senior Director of Educational Services to review feedback and data.• Manages and oversees quality of Signature Projects, Portfolios, and Fieldwork Logs.• Oversees faculty delivery of instruction and support for candidates' successful completion of the preliminary administrative services credential.• Facilitates and presents data to Leadership Team.
Program Faculty	<ul style="list-style-type: none">• Participate in analysis of data and make recommendations for program improvements• Oversees quality of student coursework, participation, Signature Projects, Portfolios, and Fieldwork Logs• Provide End of Program feedback and input.

Site/District Supervisors	<ul style="list-style-type: none">• Provide oversight and feedback around candidate Fieldwork Logs• Provide End of Program feedback and input for program improvement
Program Participants	<ul style="list-style-type: none">• Provide input, reflection and suggestions on program