

## EVALUATION OF PROGRAM

Continuous improvement is at the core of the work we do throughout the Contra Costa County Office of Education. At the end of each course, candidates are asked to complete a survey, assisting us in our data collection around program quality and effectiveness. End of program surveys are provided to all candidates, as well. All faculty members, the PASC Leadership Team and the PASC Advisory Team review data, which includes end of program portfolios, program and course surveys, and faculty feedback, in order to monitor and adjust program components for optimum effectiveness. Additionally, leadership team members meet twice a year with members of the PASC Program faculty to review program design and course syllabi and to provide feedback on program quality and effectiveness.

## GRADING

The PASC program faculty develop required assignments and assessments for courses based on CAPEs, course competencies and expected outcomes. Faculty members are responsible for monitoring candidate progress throughout a course, and for assigning an end of course grade of “meets standard” or “does not meet standard”. Candidates earning units and/or are working towards a Master’s Degree will receive letter grades.

The following factors are evidence of achieving course outcomes:

- Engagement, participation and shared responsibility for all in-class and virtual activities is expected.
- Submission of individual assignments during class sessions, both in-person and online. This includes group activities during in-class sessions.
- Ontime submission of all coursework/course assignments, completed at college level standards.
- Class attendance, both in-person and online. Candidates are required to come prepared for each class with a device to access course materials.
- End of course Signature Project completion (uploaded into portfolio).

If a candidate misses a class session, s/he is responsible for getting the alternative assignment from the instructor and submitting said assignment prior to the course signature project deadline. Any course grade of “Incomplete” will need to be revised prior to satisfactory completion of the PASC program.

