

Below is an annotated list of data sources collected in an effort to ensure continuous improvement of our Preliminary Administrative Services Credential Program.

Type of Program Assessment	Stakeholder	Purpose	Time Period	Data Analysis and Feedback Loop Stakeholder
End of Program Portfolio	Program Coordinator Leadership Team Faculty Site/District Advisors Program Participants	Gather input on the extent to which each participant is successfully prepared Gather input on the effectiveness of the program in order to adjust program for upcoming cohort	January	Program Coordinator Leadership Team Faculty Advisors Program Participants
Course Signature Projects	Program Coordinator Faculty Program Participants	Gather input on the extent to which each participant is successfully prepared Gather data on the effectiveness of the program	March May June September October November December January	Faculty Leadership Team Program Participants

Fieldwork Experience Log	Program Coordinator Faculty Advisors Site/District Advisors Program Participants	Gathers data on program requirement of participation in advisor approved fieldwork activities	February through January	Program Coordinator Leadership Team Faculty Advisor Site/District Advisors Program Participant
End of Course Survey	Program Coordinator Leadership Team Faculty Site/District Advisors Program Participants	Gather feedback on course effectiveness for participants Gather feedback on course effectiveness for faculty Provides feedback on strengths and areas of need Gather input for course improvement	March May June September October November December January	Program Coordinator Leadership Team Faculty Advisors Program Participants
End of Program Surveys	Program Coordinator Leadership Team Faculty Site/District Advisors Program Participants	Gather input on the extent to which each participant is successfully prepared Gather input on the effectiveness of the program in order to adjust program for upcoming year	January	Program Coordinator Leadership Team Faculty Advisor Site/District Advisors

		<p>Provides feedback on strengths and areas of need</p> <p>Gather suggestions for improvement</p>		
Leadership Learning Seminar Evaluation	<p>Program Coordinator</p> <p>Leadership Team</p> <p>Faculty</p> <p>Program Participants</p>	<p>Provides feedback on strengths and areas of need of seminar</p> <p>Gather suggestions for improvement</p>	June	<p>Program Coordinator</p> <p>Leadership Team</p> <p>Faculty</p>
Post Faculty Meeting Evaluation	<p>Program Coordinator</p> <p>Leadership Team</p> <p>Faculty</p>	<p>Provides feedback on strengths and areas of need of meeting</p> <p>Gather suggestions for improvement</p>	<p>January</p> <p>March</p> <p>June</p> <p>February</p>	<p>Program Coordinator</p> <p>Leadership Team</p>
Post Faculty Professional Development Evaluation	<p>Program Coordinator</p> <p>Leadership Team</p> <p>Faculty</p>	<p>Provides feedback on strengths and areas of</p>	<p>January</p> <p>March</p> <p>June</p> <p>February</p>	<p>Program Coordinator</p> <p>Leadership Team</p> <p>Faculty</p>

		<p>need of professional development</p> <p>Gather input on the extent to which each faculty member is successfully prepared to instruct</p>		
Leadership Symposium Feedback	<p>Program Coordinator</p> <p>Leadership Team</p> <p>Faculty</p> <p>Site/District Advisors</p> <p>Program Participants</p>	<p>Provides feedback on strengths and areas of need of symposium</p> <p>Gather input on the extent to which each participant is successfully prepared</p> <p>Gather input on the effectiveness of the program in order to adjust program for upcoming year</p> <p>Gather suggestions for improvement</p>	January	<p>Program Coordinator</p> <p>Leadership Team</p> <p>Faculty Advisor</p> <p>Site/District Advisors</p> <p>Program Participants</p>
CalAPA	<p>Program Coordinator</p> <p>Leadership Team</p> <p>Faculty</p> <p>Program Participants</p>	Gather input on the extent to which each participant is	<p>April</p> <p>October</p> <p>January</p>	<p>Program Coordinator</p> <p>Leadership Team</p> <p>Faculty</p> <p>Program Participants</p>

		successfully prepared to receive credential		
Leadership Team Meeting Feedback	Program Coordinator Leadership Team	Provides feedback on strengths and areas of need of meeting Gather suggestions for improvement	August December March June October January	

Preliminary Administrative Services Credential Program
Roles and Responsibilities

Program Coordinator	<ul style="list-style-type: none"> • Design, administer, and analyze end of course participant and faculty surveys, end of program surveys, post faculty meeting evaluation, post faculty professional development evaluation, and Leadership Symposium feedback • Analyze collected data and share with Stakeholders • Make course and program modifications based on data analysis • Provide feedback to Leadership Team, faculty, advisors, and participants mentors, and candidates • Review feedback from Preconditions, Program Review, Common Standards, share with stakeholders and make modifications to enhance program
Leadership Team	<ul style="list-style-type: none"> • Analyze collected data and make suggestions for course and program modification based on data analysis • Review feedback from Preconditions, Program Review, Common Standards and make suggestions to enhance program • Review CalAPA passing data and make suggestions to enhance program
Program Faculty	<ul style="list-style-type: none"> • Receive data from course and program surveys • Review and analyze collected data, such as CalAPA, make suggestions and adaptations for course and program modifications based on data analysis • Review feedback from end of course and end of program surveys and make improvements to courses and program based on feedback.
Site/District/Faculty Advisors	<ul style="list-style-type: none"> • Receive data from course and program surveys • Make course and program modifications based on data analysis • Review feedback from end of course and end of program surveys and make improvements to program based on feedback • Provide input and suggestions on program improvement
Program Participants	<ul style="list-style-type: none"> • Receive input from course and program requirements

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| | <ul style="list-style-type: none">• Provide input and suggestions on program improvement |
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