iSUCCESS QUALITY ASSURANCE SYSTEM: ASSESSMENT AND ACCOUNTABILITY SYSTEM AT COLLEGE OF EDUCATION

The College of Education (COE) offers a broad spectrum of high quality programs for new and practicing teachers, administrators, counselors, school psychologists, researchers, and sports management professionals. To ensure success throughout the academic program, the COE has implemented the iSuccess Quality Assurance System (Fig. 1, 2, 3, 4 & 5); powered through Taskstream, as its assessment and accountability system that tracks candidate performance, program quality, and unit operations.

Candidates are expected to meet a set of performance criteria throughout course-embedded and field-based signature assignments (SAs) as well as surveys. These assessments are strategically designed to measure competencies as articulated in national, state and professional standards. The SAs and surveys are mandatory for course completion. Grades of "incomplete" will be granted for candidates who do not complete required SAs in accordance with COE designated iSuccess/Taskstream processes and timelines. Bowie State University grading policies and procedures regarding "incomplete" will be applied.

SYSTEM OPERATIONS AND PROTOCOL

1. **Program Master Plan (PMP), Program of Study (PS) and Signature Assignments (SAs)**. As content experts, program faculty and administrators are responsible for reviewing and updating PMP, PS and SAs on an annual basis to ensure accuracy and compliance with institutional, state and national requirements. PMP should include a minimum of one SA for each course. Program may also include additional assessments. Updated PMP, PS and course syllabi with revised SAs are due to the Center for Assessment, Accreditation, and Retention (CAAR) by the end of the second week of the Fall school semester. SA are only updated in the fall semester of each academic year.

2. **Signature Assignments (SAs) Implementation**. SAs are to be implemented in all sections of the courses identified in the PMP. Faculty, including both full-time and adjunct professors, are responsible for ensuring candidates' completion of SA requirements through Taskstream. Faculty evaluations of SAs in Taskstream are due on the date when BSU final grades are due. In case of noncompliance and/or non-completion of the SA(s), faculty should grant an "***INCOMPLETE***" for the BSU course. Candidate will receive the "***INCOMPLETE***" as designated by the faculty. Orientation on Taskstream may be requested through CAAR.

3. **COE Assessment and Accountability Reports**. Summary of data on completion and summaries of assessment results by program are produced through CAAR and distributed each semester. Programs are to review the data and revise assessments, processes and/or procedures to ensure continuous improvement of candidate performance, program quality, and operational effectiveness. Program changes are to be documented annually and included in the BSU Learning Outcomes Report and various accreditation, departmental, and university reports.

4. **Data Protocols, Reports, and Requests.** CAAR collects assessment and accreditation data. Data collection through COE by CAAR will only be used for accreditation, university, and regulatory affiliates. CAAR uses standardized data reporting formats in the systems operations. Any other reporting and data manipulations formats are the responsibility of the requestor. CAAR will provide support for the preparation of the report as required by local, state, federal and accreditation agencies. Data requests outside of semester program data must be requested through the Department Chair, who will subsequently forward the request to CAAR.

SIGNATURE ASSESSMENT COMPLETION TIMELINE

1. Timeline for Faculty

- **Grading of Signature Assignments in Taskstream for First 8 Week Courses**
  Final Due Date: (See current Academic Calendar)
- **Grading of Signature Assignments in Taskstream for Graduating Students**
  Final Due Date: (See current Academic Calendar)
- **Grading of Signature Assignments in Taskstream for Non-Graduating Students**
  Final Due Date: (See current Academic Calendar)

Note: The system will no longer accept data submission and/or modification 45 days after the completion of the semester.

2. Statement to be Included in Syllabi

To ensure success throughout the academic program, the COE has implemented the assessment and accountability system, powered through Taskstream as part of its iSuccess Quality Assurance System, the that tracks candidate performance, program quality, and unit operations. Candidates are expected to meet a set of performance criteria throughout course-embedded and field-based signature assignments (SAs) as well as surveys. These assessments are strategically designed to measure competencies as articulated in national, state and professional standards. The SAs and surveys are mandatory for course completion. Grades of "incomplete" will be granted for candidates who do not complete required SAs in accordance with COE designated iSuccess/Taskstream processes and timelines. Bowie State University grading policies and procedures regarding "incomplete" will be applied.

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FIG 1.

iSUCCESS QUALITY ASSURANCE SYSTEM
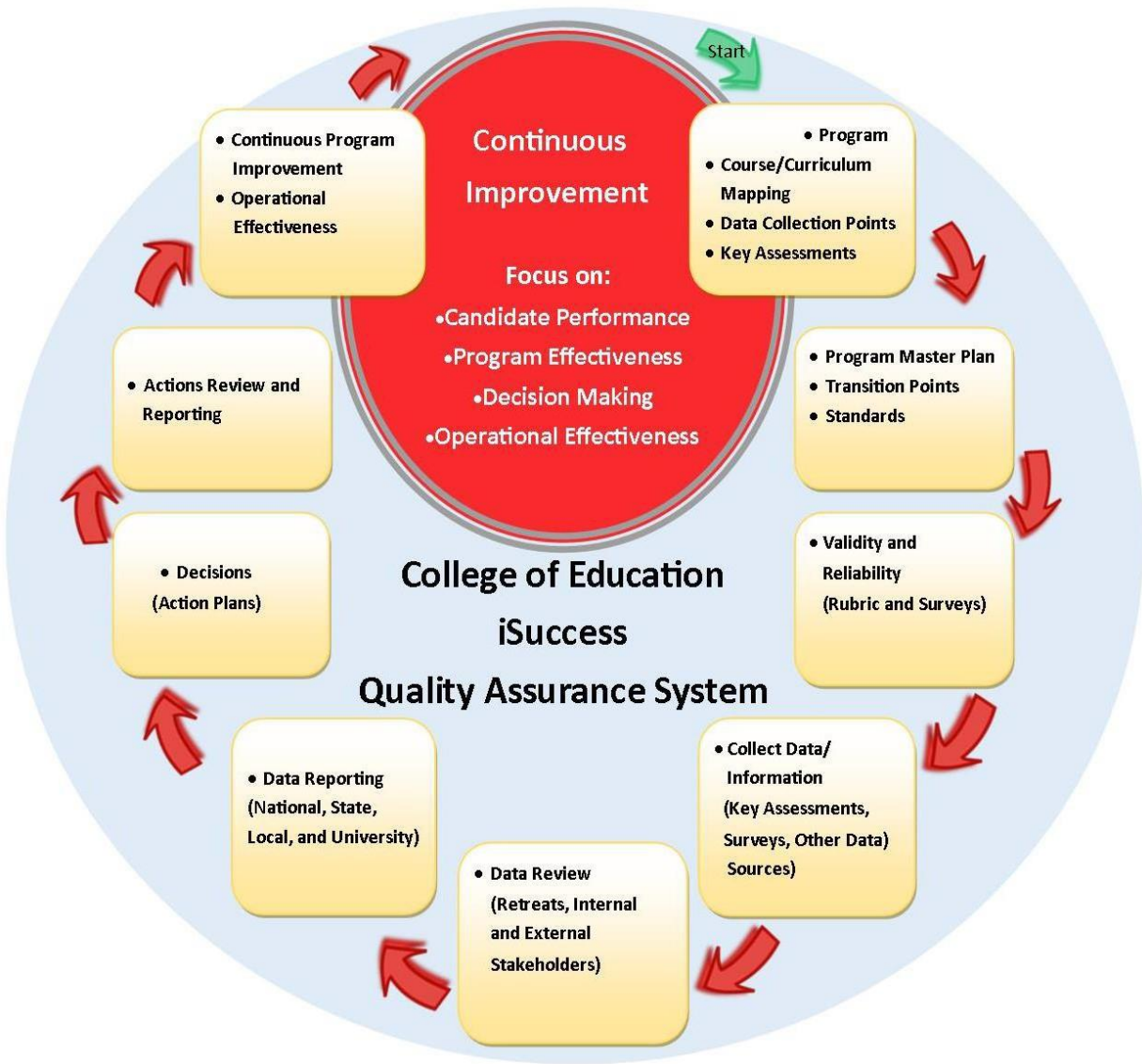
FIG 2.
GRADUATE PROGRAMS AT THE COLLEGE OF EDUCATION

iSuccess@College of Education

Individualized Success Pathways for Education Professionals

GRADUATE PROGRAMS

FIG 3.
UNDERGRADUATE PROGRAMS AT THE COLLEGE OF EDUCATION

iSuccess@College of Education

Individualized Success Pathways for Education Professionals

UNDERGRADUATE PROGRAMS

SA = Signature assignment measuring competencies as articulated in state, national and professional standards.
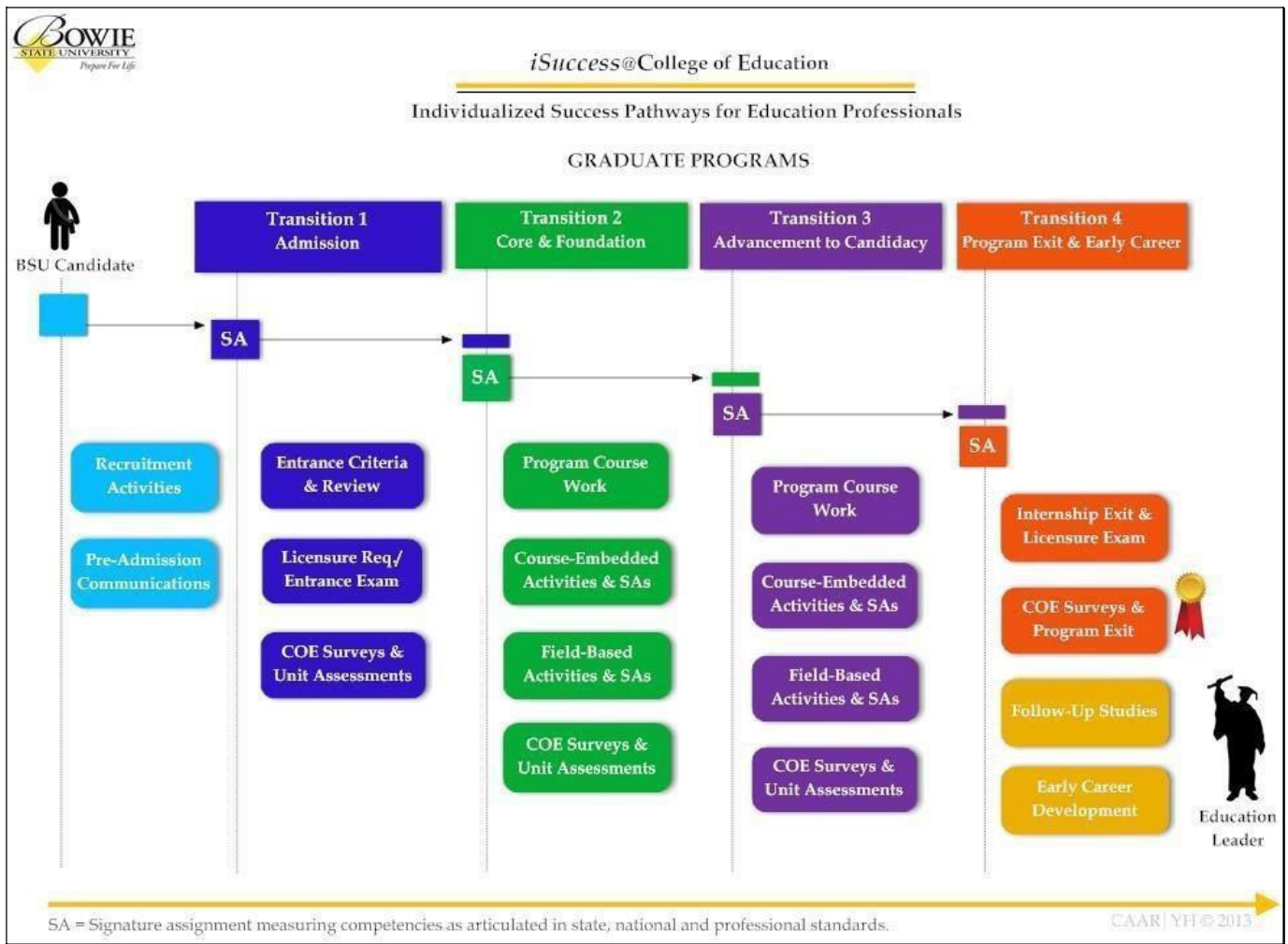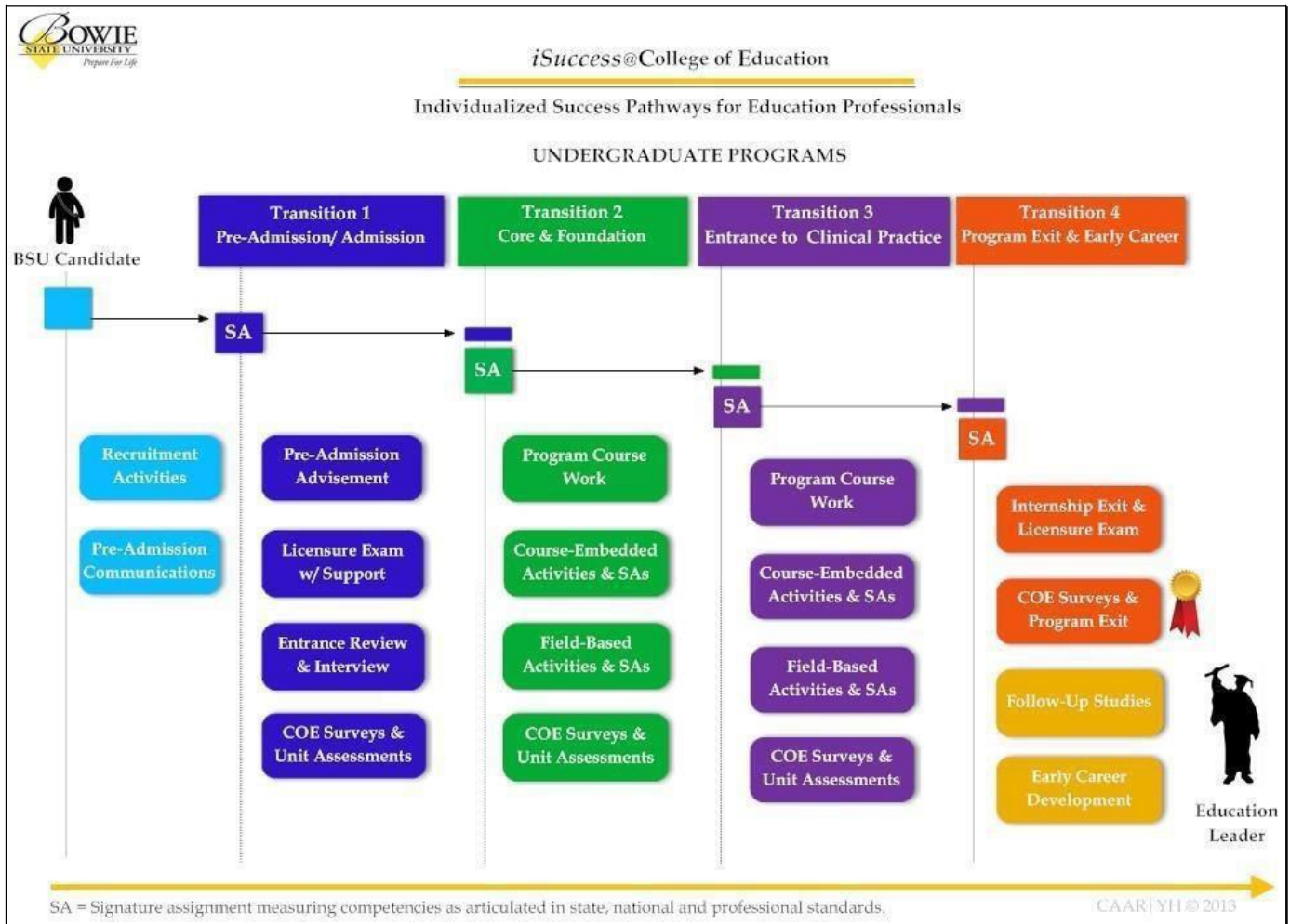
FIG 4.
ASSESSMENT, ACCREDITATION AND ACCOUNTABILITY AT THE COLLEGE OF EDUCATION

iSuccess@College of Education

Assessment, Accreditation, and Accountability System

College of Education

Department of Teaching, Learning & Professional Development	Department of Counseling	Department of Educational Studies & Leadership	Center for Assessment, Accreditation & Retention

Transition 1
- Course-Embedded SAs
- Applicable Field-Based SAs
- Unit Surveys

- Course-Embedded SAs
- Field-Based SAs
- Unit Surveys

- Course-Embedded SAs
- Field-Based SAs
- Unit Surveys

Bi-Annual COE Assessment & Accountability Reports

Transition 2
- Course-Embedded SAs
- Field-Based SAs
- Unit Surveys

- Course-Embedded SAs
- Field-Based SAs
- Unit Surveys

- Course-Embedded SAs
- Field-Based SAs
- Unit Surveys

Transition 3
- Course-Embedded SAs
- Field-Based SAs
- Unit Surveys

- Course-Embedded SAs
- Field-Based SAs
- Unit Surveys

- Course-Embedded SAs
- Field-Based SAs
- Unit Surveys

Annual & Periodic Reports to BSU, Professional, State & National Agencies

Transition 4
- Course-Embedded SAs
- Field-Based SAs
- Unit Surveys
- Follow-Up Studies

- Course-Embedded SAs
- Field-Based SAs
- Unit Surveys
- Follow-Up Studies

- Course-Embedded SAs
- Field-Based SAs
- Unit Surveys
- Follow-Up Studies

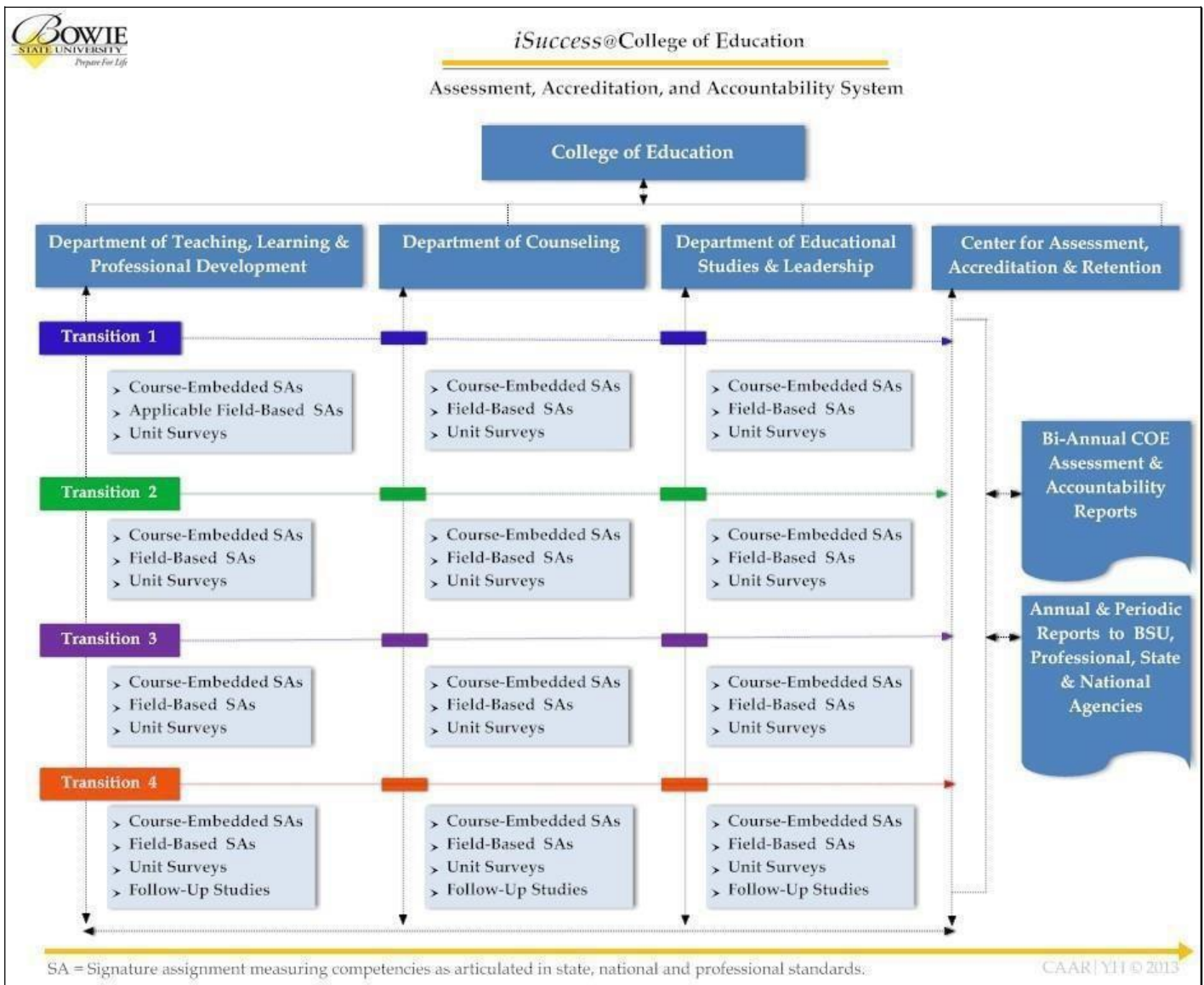SA = Signature assignment measuring competencies as articulated in state, national and professional standards.

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FIG 5.

iSUCCESS GRADING PROCESS

Bowie State University
College of Education
iSuccess Grading Process
with Taskstream