

BOE Team: Dr. Don Platz, Dr. Paula Dohoney, and Dr. Neal Strudler

As a result of our recent pre-visit, we decided I should write a short letter to the team explaining how to access data and exhibits for this visit. But first, on behalf of the faculty, staff, and administration of Central Washington University, I would like to virtually welcome you and thank you for agreeing to do this time consuming and sometimes difficult, but important work. We have tried to make a concerted effort to organize our evidence in a manner that is redundantly accessible and easy for you to find. If we have made an error in this effort, or you simply have a question, or need any assistance at anytime during your work please feel free to contact me.

Jim De Paepe, Ph.D.

Director for the Office of Research, Evaluation, and Assessment
NCATE Coordinator for this Focused Visit
Office Number (509) 963-2403
Cell Phone Number (509) 260-1000
e-mail depaepej@cwu.edu

- The first access point, of course is [AIMS](#), where you will find the institutional report. There are links to some exhibits within the IR.
- Next, is the focused visit Main Page:
http://www.cwu.edu/~ectl/ncate_wastate/ncate/index.html
- On this page you will view an access to [AIMS](#), an access to the unit, which is the [Center for Teaching and Learning](#) Main Page, and in the center, access to the [Assessment System](#). To enter into any of these sites please simply click on the graphics.
- The third site you will need to access is the LiveText Exhibit Center. LiveText is part of the assessment system, but data collected and stored there are specifically standards-based performance data of individual candidate work associated with courses and end of program assessments. The results of those individual assessments are aggregated, disaggregated by site, and reported in the LiveText system and therefore require a separate security password. To access LiveText use <https://c1.livetext.com>.

Once on the LiveText homepage you can get access to CWU data by typing **9cbc85d8** in the Visitor Login box. Once you click login a very plain page comes up that allows you to either select "click here to begin," which contains further directions, or if you are familiar with LiveText simply go straight to the Exhibit Center, which is a tab in the darker gray area at the top next to the CI LiveText logo.

- In addition, we have provided you with some quick links to exhibits on the following pages of this letter.

Central Washington University
Quick Reference List of Some Exhibits
October 2009

Standard 2: Assessment System and Unit Evaluation

The unit has an assessment system that collects and analyzes data on applicant qualifications, candidate and graduate performance, and unit operations to evaluate and improve the performance of candidates, the unit, and its programs.

Elements	Exhibits	Location
2a. Assessment system	1. Document describing the unit's assessment system in detail, including assessment of candidate performance and evaluations of unit operations	Assessment System Description
	2. Samples of formative and summative key assessments used to ensure candidates are ready to progress through the program and enter the profession	Measurements (Initial) Measurements (Advanced)
	3. Summaries of data from key assessments used at transition points (a) at entry to programs, (b) prior to the student teaching/internship, (c) at completion of the student teaching/internship, and (d) at program completion	Graphic Summaries (Initial) Graphic Summaries (Advanced)
	4. Minutes of meetings on the development and refinement of the assessment system and the use of data	Assessment Committee CTL Committee Minutes
	5. Procedures for ensuring that key assessments and unit operations are fair, accurate, consistent, and free of bias	Program Reports (Initial) Program Reports (Advanced)
2b. Data collection, analysis, and evaluation	6. Policies and procedures that ensure that data are regularly collected, compiled, aggregated, summarized, analyzed, and used to make improvements	Work Plan
	7. Sample of candidate assessment data disaggregated by alternate route, off-campus, and distance learning programs	LiveText Exhibit Center Visitor Pass 9CBC85D8
	8. Unit or institutional policies for handling student complaints	CARR Committee
	9. File of student complaints and the unit's response	CARR Committee
	10. Description of information technology used to manage performance data	Assessment System Description
2c. Use of data for program improvement	11. Schedule for when unit analyzes data to make changes	Work Plan
	12. Examples of changes made to courses, programs, and the unit in response to data gathered from the assessment system	Program Reports (Initial) Program Reports (Advanced) Unit Reports

Central Washington University
Quick Reference List of Some Exhibits
October 2009

Standard 4: Diversity

The unit designs, implements, and evaluates curriculum and provides experiences for candidates to acquire and demonstrate the knowledge, skills, and professional dispositions necessary to help all students learn. Assessments indicate that candidates can demonstrate and apply proficiencies related to diversity. Experiences provided for candidates include working with diverse populations, including higher education and P–12 school faculty, candidates, and students in P–12 schools.

Elements	Exhibits	Location
4a. Design, implementation, and evaluation of curriculum and experiences	1. Curriculum components that address diversity issues (This might be a matrix that shows diversity components in required courses.)	Standards (Initial) Standards (Advanced) Diversity Matrix
	2. List of proficiencies related to diversity that candidates are expected to develop	Standards (Initial) Standards (Advanced)
	3. Assessment instruments and scoring guides related to diversity (Cross-reference with Standard 1 as appropriate.)	Program Reports (Initial) Program Reports (Advanced) Standards (Advanced) Advanced Proficiency Diversity Survey
	4. Summary of data from assessments of candidate performance related to diversity. (Cross-reference with Standard 1 as appropriate.)	Program Reports (Initial) Program Reports (Advanced) Advanced Proficiency Diversity Survey
4b. Experiences working with diverse faculty	5. Unit policies, practices, and/or procedures that facilitate experiences with faculty from diverse groups	Action Oriented Programs Heeding the Call to Action
	6. Demographics on diversity of faculty, including but not limited to race/ethnicity and gender	CTL Diversity Efforts
	7. Policies and practices for recruiting and retaining a diverse faculty	Action Oriented Programs Heeding the Call to Action
4c. Experiences working with diverse candidates	8. Unit policies, practices, and/or procedures that facilitate experiences with candidates from diverse groups	Action Oriented Programs
	9. Demographics of candidates, including but not limited to race/ethnicity, gender, and socioeconomic status	CTL Diversity Efforts
	10. Policies and practices for recruiting and retaining diverse candidates	Action Oriented Programs Diversity Oriented Grants
4d. Experiences working with diverse students in P-12 schools	11. Unit policies, practices, and/or procedures that facilitate experiences with students from diverse groups	Standards Matrix (Initial) Standards Matrices (Advanced)
	12. Demographics of the student population in the schools in which candidates are placed, including but not limited to race/ethnicity, gender, socioeconomic status, English language learners and students with disabilities	CTL Diversity Efforts