

College of Education and Professional Studies
Assessment Matrix, 2007-2008

Goal/Objective	Resources	Assessment Strategy	Criterion	Administered When	Administered by Whom?	Administered by What Unit?	Contact Person	In last administration, was criterion achieved?	How are results used?	How & to whom are results communicated?
GOAL 1: Provide for an outstanding academic and professional growth experience for students at all CWU locations. (CWU Goals 1,2,5)										
a. Objective 1a: Meet and maintain required accreditation, state, and/or professional standards in all CEPS programs	Funds needed for fees, workload, and visits	Spreadsheet of accreditation costs, visits, outcomes	Spreadsheet contains indications of "met, unmet, in progress"	Fall Quarter	Department Chairs	Associate Dean for Professional Studies	Associate Dean for Professional Studies	4/08 – PESB approval Spr 09 – 3 pgms Fall 09 – 3 pgms + NCATE focus	Improve and support program quality	Website and Newsletter to faculty, alumni, and students
b. Objective 1b: Provide opportunities for students to participate in activities that enhance their college experience	Funds for CEPS speaker series and faculty/student partnership opportunities	Spreadsheet of activities offered	Participation in SOURCE, program student groups, CEPS speaker series, and research	Fall Quarter	Department Chairs	Departments	Chairs		Improve student participation in program enhancement activities	Reports to Chairs, Information on Website and in CEPS Newsletter
c. Objective 1c: Determine what high-demand programs should be offered at the Centers		Spreadsheet of programs currently offered and needs for new programs	Identified state and national needs	Winter Quarter	Department Chairs	Associate Dean for Professional Education	Associate Dean for Professional Education		Identify high demand programs	Report to Academic Affairs
d. Objective 1d: Identify, support and monitor center program needs	Funds needed to support program development and delivery	Spreadsheet of programs currently offered and needs for new programs	Offer programs identified as high demand in CWU geographic areas	Winter Quarter	Department Chairs	Associate Dean for Professional Education	Associate Dean for Professional Education		Increase identified high demand programs	Report to Academic Affairs
e. Objective 1e: Develop, support and monitor graduate level programs within CEPS	Funds to support program development and delivery	Spreadsheet of graduate programs	State and national needs, FTEs generated	Spring Quarter	Department Chairs	Departments & Associate Dean for Professional Education	Chairs & Associate Dean for Professional Education		Determine programs that require support	Report to Chairs and Academic Affairs

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GOAL 2: Prepare students to participate in an increasingly diverse economy and environment. (CWU Goal 6; AA Goal 1))										
a. Objective 2a: Facilitate Diversity throughout CEPS programs	Time for Chairs to review program syllabi	Spreadsheet of diversity in programs and courses	Speaker series Pgm outcomes Diversity stats	Fall Quarter	Department Chairs	Associate Dean for Professional Education	Associate Dean for Professional Education		Inform programs of outcomes	Report to Chairs
b. Objective 2b: Facilitate Globalism throughout CEPS programs	Time for Chairs to review program syllabi	Spreadsheet of globalism in programs and courses	Study abroad program outcomes	Fall Quarter	Department Chairs	Associate Dean for Professional Education	Associate Dean for Professional Education		Inform programs of outcomes	Report to Chairs
c. Objective 2c: Recruit and retain diversity in students	Funds to develop and use recruitment materials with districts	Chart diversity information provided by IR	Monitor student diversity statistics	Fall Quarter	Associate Dean for Professional Education	Associate Dean for Professional Education	Associate Dean for Professional Education		Increase diversity in CEPS students	Report to Chairs, website, newsletter

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GOAL 3: Recruit and retain a diverse and highly qualified faculty to develop and sustain prominent programs. (CWU Goals 1,2,5)										
a. Objective 3a: Provide support for faculty professional development	Funds to support Faculty Development	Spreadsheet of professional development supported	Increase support for professional development	Spring Quarter	Dean	Dean's office	Dean, Associate Deans	\$300 thru Dean's Office	Increase professional development activities	Reports to Chairs, Information on Website and in CEPS Newsletter
b. Objective 3b: Facilitate and monitor mentorship program for new faculty, including TT, FTNTT, and Lecturers	Reassigned time for faculty to mentor new faculty	Spreadsheet of faculty assigned to new faculty and identified mentorship activities and timeline	Track mentorship activities	Fall Quarter	Chairs	Department	Chairs		Acculturate new faculty to CEPS	Report to Dean
c. Objective 3c: Recognize exemplary teaching, scholarship and service	Funds for annual awards luncheon and newsletter printing and distribution	Spreadsheet of faculty recognized for each category	Annual spring recognition luncheon	Winter Quarter	Chairs and Dean	Department Dean's Office	Chairs, Dean, Associate Deans	Annual CEPS Spring luncheon	Increase professional development activities	Information on Website and in CEPS Newsletter
d. Objective 3d: Increase the number of tenure-track faculty positions in departments within the college	Funding for new positions	Track faculty positions and use of lecturers Spreadsheet of positions filled and request for new positions	Increase fulltime positions to 80% of total positions in CEPS Track Requests & positions allocated	Spring Quarter - review Fall Quarter – searches	Dean Chairs	Dean's Office	Dean Chairs	Baseline for 2006-07 - 78 FT/FTTT (73%) - 29 FTNTT (27%) 2008 Hired 25 new faculty	Increase full time tenure track faculty and/or FTNTT	Meetings with Chairs Reports to Chairs
e. Objective 3e: Recruit and retain diversity in faculty	OEO information for reaching a diverse pool of candidates	Spreadsheet of applicants per position	Increase diversity of faculty	Fall Quarter	Faculty and Chairs	Department Dean's Office	Chairs		Increase diversity of faculty	Report to Dean and Academic Affairs

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GOAL 4: Build mutually beneficial partnerships with alumni, industry, professional groups, institutions, and the communities surrounding our campus locations. (CWU Goal 4)										
a. Objective 4a: Facilitate relationships between CEPS and PK-20 educational institutions	Funds for Travel and work load units or reassigned time for collaboration	Annual Activity Reports	Increase relationships	Spring Quarter	Department Chairs chart faculty involvement	Departments	Chair		Report, including program changes, to the Dean and Associate Deans	Information on Website and in CEPS Newsletter
b. Objective 4b: Facilitate interdisciplinary relationships with other universities, colleges and departments	Work load units or reassigned time for collaboration Travel funds Program Lead time	Annual Activity Reports	Increase relationships Establish advisory committees	Fall Quarter	Department Chairs chart faculty involvement	Departments	Chair		Report, including program changes, to the Dean and Associate Deans	Information on Website and in CEPS Newsletter
c. Objective 4c: Facilitate internal and external partnerships	Funds for Travel and work load units or reassigned time for collaboration Program Lead time	Annual Activity Reports	Increase partnerships	Fall Quarter	Department Chairs chart faculty involvement	Departments	Chair		Report, including program changes, to the Dean and Associate Deans	Information on Website and in CEPS Newsletter

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GOAL 5: Provide professional, high-quality staffing, facilities, technologies, and appropriate resources to ensure the highest levels of academic and professional development. (CWU Goals 1,2,3)										
a. Objective 5a: Upgrade and add onto buildings and facilities	Capitol building funds Maintenance Funds	Spreadsheet of requests and granted projects	CEPS upgrades continually in the Capitol Building/ Maintenance Budget	Fall Quarter Annually	Dean	Dean's Office	Dean		Inform Chairs of project status	Meeting with Chairs
b. Objective 5b: Provide and maintain hardware and software technologies	Funds for a technology budget	Spreadsheet of technology requests and funded requests	Updating technology on an annual rotating basis	Fall Quarter Annually	Dean	Dean's Office	Dean		Rotating technology upgrades, as needed	Meetings with Chairs
c. Objective 5c: Increase departmental office goods and services budget	Funds in annual budget	Track current allocations and department needs	Increase G&S budgets to appropriate levels	Spring Quarter - budget requests Fall Quarter - allocations	Dean Chairs	Dean's Office	Dean Chairs	No increases during the 2008-09 budget allocation	Justification for G&S increases	Meetings with Chairs
d. Objective 5d: Ensure staffing and lecturer positions are funded to meet department needs	Funds for new staffing positions, as needed	Track staffing positions and use of lecturers	Support meets department needs	Spring Quarter - review	Dean Chairs	Dean's Office	Dean Chairs		Justification to increase staffing and lecturer positions, as needed	Meetings with Chairs
e. Objective 5e: Expand sources of revenue to support CEPS initiatives	Expanded revenue Development Officer	Track sources of revenue	Increase revenue	Fall Quarter – priorities Spring Quarter - resources	Dean Chairs Dev. Officer	Dean's Office	Dean		To expand resources	Meetings with Chairs