

7.1 Description of Credential Recommendation Process

Our program is designed as a rigorous, scholarly, application-oriented program. Our faculty's philosophy centers on every Candidate evidencing learning at a Competent level; capacity to execute what will be required of an entry-level administrator, therefore, first time great lesson planning, design, and delivery is a priority. If a Candidate does not evidence learning/demonstrate performance at a Competent level, instructors reteach and/or coach-up the candidate, as needed. The Candidate is then reassessed to ensure competent level performance. CAPE/CACE-aligned measures assess Candidate competency in both knowledge and skills as well as assess competency that transcends courses - building upon, extending, deepening and refining. Course instructors collaborated to create and calibrate assignment/assessment-specific rubrics/scoring guides to ensure interrelated reliability, and are used as one direct measure to evidence/demonstrate satisfactory or competent knowledge of CACEs and performance of skills depicted in CAPEs. Performance-based assessments measure practical application and transfer of Candidate skills evident in field experiences and other authentic experiences/applied projects. Self-assessment and peer assessment of progress are used to enhance Candidates' ownership in their own learning. Periodic Review (PR) of Candidates by cohort are conducted. PR includes assessment of Candidate strengths and areas for development in relation to CAPEs/CACEs, and Candidates receive feedback based on the PR. All assessment results with supportive evidence, as well as PR feedback, are documented for each Candidate and electronically stored in course e-portfolios and program portfolios accessible to the Candidate and program coordinator as well as to instructors based on need. Upon completion of coursework, thorough review of assessment results and program faculty recommendation with field mentor input that the Candidate has demonstrated the ability to perform at a Competent level for entry-level administration, the Candidate is recommended for a Preliminary Administrative Services Credential