

2.3.d Policies, procedures, and practices for ensuring that data are regularly collected, compiled, aggregated, summarized, analyzed, and used for continuous improvement

The Academic Planning Committee and Field Placement Committee are responsible for planning, implementing, assessing, and revising the programs of the NNMC COE. All full-time faculty and staff persons of the COE are regular committee members. Faculty, staff, and administrators of other departments, units, and offices may attend on an as needed basis.

These meetings are scheduled as needed and meeting minutes are drafted, approved by the Committee, and archived by Committee Chairs via GoogleDrive. Annual PTEAC meetings were historically held annually and new membership is being considered due to leadership variation within the COE.

Currently, the NNMC Committee for Learning Assessment of Students (CLAS) is responsible for planning, implementing, evaluating, and revising the academic programs of NNMC COE in order to make informed modifications through the use of quality improvement evaluation strategies and tools. All full-time faculty and staff persons of the COE are committee members.

The COE incorporates data collection, analysis and evaluation through various processes that include the review of application requirements, student candidate experiences, formative assessments, entrance into student teaching/supervised field lab experiences, summative assessments, instructor assessment, data entry for unit assessment, Title II Reports, *TEARS* report, aggregation and disaggregation of data. COE handbooks and assessment instruments are reviewed as needed in an effort to address the needs of the COE and to comply with state and senate policy changes. The following chart gives a graphic representation of these processes.

Data Collection and Analysis Processes in the COE

Processes/ Timelines/ Responsible Party	Collect/ Compile/ Aggregate/ Summarize	Analyze	candidate performance/ unit operations/ program quality
<i>Review of application and requirements</i> Each Term Program Coordinators	Collect, Compile	Analysis rests on compilation of required data from candidates	Candidate Performance Applications, Transcripts, BA: <i>NMTA</i> Results, ALP: <i>NMTA</i> Basic Skills Results after 1 st semester, Letters of Recommendation, Letter of Intent, Philosophy of Ed, Assurance Form, Interview/Orientation, Scoring Form
<i>Field Experiences</i> Each Term College Faculty, Field Practicum	Collect, Compile	Analysis of Candidate Journals is conducted by College Faculty who use this data to determine evaluation of candidate in the	Program Quality, Candidate Performance Student Badges (levels), Time logs, (BA) student reflection journals.

Director, District Mentor Teachers		practicum	
Formative Assessments Each Term Program Coordinators, College Faculty, Field Practicum Director	Collect, Compile, Aggregate, Summarize	Analysis is conducted using mean aggregate scores on <i>Dispositions Checklists</i> , while other data is compiled and recorded for individual progress.	Candidate Performance Disposition Checklists, informal GPA Audit, Field Placement Site Request Form, Field Practicum Audit
Entrance into Supervised Field Experience Each Term Field Practicum Director, Program Coordinators	Collect, Compile, Aggregate, Summarize The data used to determine readiness for Supervised Field Experience is collected and compiled for candidate and unit information. Aggregation and Summarization take place during annual reporting required by NMPED and TEARS.	Analysis of data is a part of the evaluation of program quality and unit operations, an annual event, for institutional purposes.	Candidate Performance/ Unit Operations/ Program Quality BA: Application, Degree Checklist, Letters of Recommendation, Interview Rubric Score, Pass rate on all <i>NMTA</i> Subtests, informal GPA Audit, <i>Dispositions Checklists</i> , Portfolio Inventory ALP: Site Request Form, Practicum Audit, informal GPA Audit, <i>Dispositions Checklists</i> , Portfolio Inventory
Summative Assessments End of Program College Supervised Field Experience Faculty, Cooperating Mentor Teachers, Teacher Candidates,	Collect, Compile, Aggregate, Summarize	Analysis of all data in this category takes place either annually or each term. The data is used to determine program quality as well as candidate performance and unit operations. The data inform the action plans of the unit, leading to changes for improvement. In	Candidate Performance/ Unit Operations/ Program Quality Time logs, Classroom Teaching Assessment Instrument, <i>Dispositions Checklist</i> , Portfolio Evaluation using Rubric, College Supervisor Evaluation, Cooperating Mentor Teacher Evaluation, Petition to Graduate, Professional Presentation

Field Practicum Director		the case of individual candidates, steps are taken immediately to solve problems using a growth plan or in collaboration with other professionals.	
Instructor Assessment Each Term Dean of the Unit	Collect, Compile, Aggregate, Summarize	Analysis takes place every term with the Dean using information in the course evaluations for annual faculty evaluations. The cut-off score for faculty is 4.0, and below this, faculty are asked to provide the Dean with a plan for improvement.	Program Quality, Unit Operations Course Evaluations are used to determine quality of teaching in classes. The unit determines program quality based on candidate feedback.
Data Entry for Unit Assessment Ongoing Dean, Program Coordinators, Support Staff	Collect, Compile, Aggregate, Summarize The unit collects, compiles, aggregates and summarizes unit data in this software program that is used by the Assessment Office on an institutional basis.	Analysis takes place on an ongoing basis with all data being used to produce objectives, outcomes, measures, findings, analysis and action steps with ongoing reporting.	Candidate Performance/ Unit Operations/ Program Quality <i>Weaveonline</i> provides a platform for gaining insight into the decisions of the unit as they impact student learning. Candidate performance is used as an indicator of program effectiveness.

<p>Title II Report, Tears Report: aggregation and disaggregation of data</p>	<p>Collect, Compile, Aggregate, Summarize</p> <p>Dean of Unit and Education Process Improvement Team for AQIP, Professional Teacher Education Advisory Committee</p>	<p>Analysis takes place and is reported in the Annual Report created for entities as required.</p>	<p>Candidate Performance/ Unit Operations/ Program Quality</p> <p>Title II Score Report, Demographic data from Banner Software System, and data gathered by Institutional Effectiveness Director are used to determine program quality, effectiveness of unit operations and level of candidate performance.</p>
<p>Review of Handbooks, Assessment Instruments, and Conceptual Framework</p> <p>Summer Term:</p> <p>Dean, Faculty, Program Directors and Coordinators</p>	<p>Compile</p> <p>Unit: Dean, Faculty, and Program Directors and coordinators compile the instruments and documents for review.</p>	<p>Analysis takes place annually during Summer Semester or as needed.</p>	<p>Program Quality, Unit Operations</p> <p>Student Handbooks, Assessment Instruments, and the <i>Conceptual Framework</i> are reviewed to determine inter rater reliability, to update handbooks, and to review program offerings.</p>

Std. 2b.2. How does the unit maintain records of formal candidate complaints and their resolutions?

Std. 2b.2. The Federal Compliance Information in the NNMC Systems Portfolio states, “Student complaints are sent to the Dean of Student Services for resolution. The Dean has information on the student’s complaint, including name, identification number, date, nature of complaint, list of any supporting documentation, prior action by student, steps in investigation and resolution process. The policy itself appears on the College webpage as part of two separate links (i.e., “Current Students” and “Future Students”). See the Northern New Mexico College addendum to 2008 Systems Portfolio, according to the Higher Education Federal Compliance Act. ([2b.2.1 NNMC Systems Portfolio Addendum 2008](#))

The Higher Education Department states, “All New Mexico public post-secondary institutions are required to establish policies and practices for receiving and resolving complaints from students or from other complainants regarding the transfer of coursework from other public institutions in the state. A copy of Northern New Mexico College’s complaint policy may be accessed on line at NNMC’s website (www.nnmc.edu). Complaints not resolved at the lower level will be referred to NNMC’s Scholastic Standards Committee. If the student has not received satisfaction from internal college processes, s/he may complain to the New Mexico Higher Education Department, 1068 Cerrillos Road, Santa Fe, NM

87501-4295, (505) 827-7383 [<http://hed.state.nm.us>].

The NNMC 2008-2009 College Catalog states, “As a student, you may appeal any policy decision or administrative decision which you feel has been arbitrarily or improperly rendered. A special committee, the Student Appeals Committee, has been created to handle all such appeals excepting appeals of grades received, academic forgiveness and suspension.” (pg.36).

NNMC-COE follows NNMC Policy as stated above and encourages students to follow the appeals process. As student complaints are brought to the attention of the COE, the Dean begins the formal process of mediating the complaint in writing, keeping all documents in a binder in the Dean’s office. Procedures are outlined in the student handbook ([2b.2.3 Handbook Appeals BA- ALP](#)).