

DELTA STATE UNIVERSITY: NON-ACADEMIC ANNUAL REPORT
Academic Year 2005-06

I. Unit Title: Office of Field Experiences
The Center for Teaching and Learning

Division or School/College: College of Education

Unit Administrator: Susan P. Lee, Ed.S.

II. Educational Program Learning Outcome Assessment Plan

<p>Learning Outcome <i>What should a graduate in this major know, value, or be able to do at graduation and beyond?</i></p>	<p>Data Collection and Analysis <i>What assessment tools and/or methods will you use to determine achievement of the learning outcome? Describe how the data from these tools and/or methods will be collected. Explain the procedure to analyze the data.</i></p>	<p>Results of Evaluation <i>What were the findings of the analysis? List any specific recommendations.</i></p>	<p>Use of Evaluation Results <i>What changes in curriculum, courses, or procedures were made as a result of the program learning outcome assessment process?</i></p>
<p>Learner Outcomes for students who participate in field experiences are referenced by divisions.</p>			

III. Division/Department Goals for the Current Year

- A. **Goal # 1** – Establish a computer information system to process student applications for admission to the Teacher Education Program and student teaching, implement a monitoring procedure for student progress, and communicate student progress/failure to appropriate faculty members.
 - 1. **Institutional Goal which was supported by this goal: SP Goal 3**
 - 2. **Evaluation Procedure(s):** Needed requirements, documentation, and approval for entrance into Teacher Education and Student Teaching, which were formerly an item for Teacher Education Council approval were processed and approved through the Office of Field Experiences. Records were kept in individual student folders and electronically through TaskStream Tools of Engagement.
 - 3. **Actual Results of Evaluation:** Approval and entry into Teacher Education and Student Teaching was completed in a timely manner and records of these transactions accurately kept in the Office of Field Experiences

4. **Use of Evaluation Results:** Transition points and timelines in the program are clearer to students.
- B. Goal # 2 – Provide effective and early placement of student teachers who meet Teacher Education Council’s requirements for student teaching leading to licensure and job placement/graduate school.**
1. **Institutional Goal which was supported by this goal: SP Goal 1**
 2. **Evaluation Procedure(s):** Surveys from candidates
 3. **Actual Results of Evaluation:** Candidates had excellent placements and well qualified cooperating teachers.
 4. **Use of Evaluation Results:** Confidential surveys from candidates will help in the placement of future candidates.
- C. Goal # 3 – Provide field experience opportunities for student in multiple educational environments in preparation for professional service after graduation.**
1. **Institutional Goal which was supported by this goal: SP Goal 1**
 2. **Evaluation Procedure(s):** Surveys from candidates
 3. **Actual Results of Evaluation:** Candidates had field experience opportunities in multiple educational environments.
 4. **Use of Evaluation Results:** The Office of Field Experiences will monitor placements of candidates to ensure diversity is experienced by candidates.
- D. Goal # 4 – Coordinate assessment of student performance on state mandated exams and first year graduates through survey instruments to determine effectiveness of the teacher preparation program.**
1. **Institutional Goal which was supported by this goal: SP Goal 1**

2. **Evaluation Procedure(s):** Surveys from candidates
3. **Actual Results of Evaluation:** Candidates will not complete surveys until Friday May 12, 2006.
4. **Use of Evaluation Results:** Confidential surveys from candidates will result in program improvement.

IV. Data and information for department:

Responsibilities of the Office of Field Experiences

1. Screening and approval of all candidates who register for student teaching;
2. Making arrangements with schools in the area of the placement of teacher candidates, interns in the counseling and psychology program, graduate students doing practicum work, student interns in Family and Consumer Sciences Nutrition Program, Child Development, Athletic training and for all pre-teaching school visits.
3. Maintaining all records associated with field experiences and students in teacher education program;
4. Making contacts and plans for clinical and laboratory work for all teacher education requirements which are done off-campus for the entire university;
5. Maintaining all records of teacher candidates;
6. Project management for the Center for Teaching and Learning, with funding from US Department of Education;
7. Project management for the E-Learning Program, with funding from MS Department of Education and MS Institutions of Higher Learning;
8. Licensure verification;
9. Certification Officer; and
10. Management of technology for the College of Education.

Data for Field Experiences, Internships, and Practicum Courses for Teacher Education, Student Teaching, Family and Consumer Sciences, Counseling and Psychology, and Athletic Training as shown in the table below:

Office of Field Experiences Yearly Placements for 2005-2006

Department/Division	Number of Placements
Field Experiences Prior to Student Teaching	885
Student Teaching Internships	108
Family and Consumer Sciences Internships	19
Counseling and Psychology Internships	51
Athletic Training Internships	9
Total Field Experience Placements	1072

Increased lab and equipment used in The Center for Teaching and Learning as shown in the table below:

Summary of CTL Usage Data

July 1, 2004-April 30, 2005	July 01, 2005-April 30, 2006	Increase/Decrease
Student Sign Ins - 15022	Student Sign Ins - 18189	(+3167/17.4%)
Lab Reservations/Participants - 213/5249	Lab Reservations/Participants - 336/6966	(+122/36.5%)
Equipment Reservations - 196	Equipment Reservations - 458	(+262/57.2%)
Service Calls - 507	Service Calls - 439	(-68/ -15>5%)

V. Personnel: Susan P. Lee

Other Noteworthy Activities and Accomplishments:

1. Revised the Teacher Education Handbook and updated Field Experiences CD to provide candidates, cooperating teachers, and university supervisors with printed and digital access to all forms, paperwork, and information vital to the success of field experiences;
2. Updated all teacher candidate surveys, post student teaching surveys, and employer questionnaires to allow candidates and employers to complete documentation in digital format, providing critical information required for the NCATE accreditation process;
3. Hosted cooperating teacher professional development sessions, both on campus and at partnership schools, for teachers from districts accepting DSU student teachers during the Fall 2005 and Spring 2006 semesters;

4. Participated in DSU recruitment opportunities in conjunction with Recruitment Day at Hinds Community College and MS Teacher Center Teacher Recruitment Day;
5. Participated in DSU alumni activities both on campus and at local chapter alumni meetings;
6. Conducted a minimum of two per semester meetings with all education majors at Delta State and the Greenville Higher Education Center, keeping them informed on updates, deadlines, and other important information from the MS Department of Education and the Office of Field Experiences;
7. Supported the regional mission of Delta State University, both through preparation of teachers for Delta area schools and through service to the region;
8. Served as TaskStream Coordinator for College of Education helping to development and publish directed response folios for assessment and electronic portfolios; attended National TaskStream Collaboration Conference for Institutions of Higher Learning, January, 2006;
9. Served on NCATE accreditation team for the University of Southern Mississippi, March, 2006;
10. Served as teacher education chairperson the Process and Performance Review, Mississippi State University, May 2006;
11. Conducted Mentor Training Workshops for first year teachers in North Bolivar County School District;
12. Implemented a technology assessment instrument to demonstrate candidate proficiency in technology, a requirement for entrance into Teacher Education;
13. Directed the second year of DSU E-learning program between the College of Education and five school districts, overseeing the interactive teaching of Spanish I and Spanish II classes to Western Line High School, Avon, MS; O'Bannon High School, Greenville, MS; Okolona High School, Okolona, MS; John F. Kennedy High School, Mound Bayou, MS; and West Tallahatchie High School, Webb, MS;
14. Established a student learning center, "*The Learning Curve*", in the Center for Teaching and Learning to provide student support for TaskStream, the Technology Assessment, and assistance with program requirements;

15. Established *Tech Fellows*, a cadre of student workers with technology skills to assist students and faculty in the day to day operations of *The Learning Center* and other technology initiatives;
16. Expanded the use of **TEK PAKS** to provide needed equipment and support to infuse technology into planning and teaching for all candidates;
17. Updated and enhanced online Help Desk to provide more technology support to faculty, provided one on one TaskStream and *WebCT* support for faculty and students, one on one advanced technology support for faculty, and workshops covering TaskStream and *WebCT*, tools for teaching online, PC management and support.
18. Provided “Walk Through Workshops”, user friendly manuals, and just-in-time student support for TaskStream and *WebCT* ;
19. Conducted technology training for new fellows selected for the MS Teacher Fellowship Program; also mentored the group throughout their first year of teaching through meetings, email, and regular chat sessions;
20. Supported faculty to participate in significant number of professional meetings;
21. Served as Certification Officer for the College of Education;
22. Scholarly Activity included the following presentations/publications:

Accepted Presentations:

Lee, S. and House, L. (2006, August). Best Practices Using Technology in Higher Education. Poster Session presented at Summer 2006 Campus Technology Conference, Boston, MA

Lee, S. and House, L. (2006, June). Best Practices and Exemplary Applications of Technology in Higher Education. Presentation at The European College Teaching and Learning Conference, Florence, Italy.

Lee, S. (2006, June). Best Practices and Exemplary Applications of Technology at Delta State University. Presentation at Association of Small Computer Users in Education Conference, Myrtle Beach, NC

Lee, S. (2006, June). The E-Learning Project at Delta State University. Presentation at Mississippi Department of Education Summer Conference, Oxford, MS

Accomplished Presentations:

Lee, S. (2006, March). Best Practices and Exemplary Applications of Technology in the College of Education at Delta State University. Presentation at Creating Futures Through Technology Conference, Tunica, MS

Lee, S., Trammell, G. and Roberts, M. (2006, March). Beyond the Basics: A Model for Optimizing Technology Assets. Presentation at Creating Futures Through Technology Conference, Tunica, MS

Lee, S., (2006, February). Dissertation Proposal: A Study of Learning Outcomes and Perceptions of Students in Distance Learning Courses. Dissertation defense scheduled for July 21, 2006.

23. Professional service to the University included the following:

Adjunct Faculty – Leadership and Research
NCATE Steering Committee
Conceptual Framework Committee
NCATE Standard Three Committee – Chairman
College of Education Academic Council
Adjunct Faculty Training
Teacher Education Council
Institutional Technology Governance Committee – Chairman
Institutional Technology Strategic Planning Committee
Web Oversight Committee
Technology Across the Curriculum Committee
Distance Learning Committee – Policies and Administration
Okra One Card Committee
American Education Week Committee
COE Beautification Committee
COE Honors Day Committee
Health and Wellness Committee
Grades and Attendance Appeals Committee
Oversight of E-learning Program

New position(s) requested, with justification: None requested

Recommended change of status: It is anticipated that the Director of Field Experiences will complete the degree in Educational Leadership, thus necessitating a change in status in August.

VI. Division/Department Goals for Coming Year

- A. Goal # 1 - Cooperating Teacher Trainings for clinical faculty will be provided in closer proximity to school districts and improve attendance for training sessions;**
 - 1. Institutional Goal(s) supported by this goal:** SP Goal 5: The citizens of the region will benefit from increases in university outreach, service, and partnership initiatives.
 - 2. Expected Results:**
Clinical faculty will better attend training sessions if they do not have to lose valuable teaching time to travel to DSU campus for training. A larger number of potential clinical faculty members will be trained when sessions are scheduled in several areas of the state.
 - 3. Evaluation Procedure(s):**
Sign In sheets to document number of clinical faculty trained
 - 4. Use of Evaluation Results:**
A higher number of trained clinical faculty will be better able to understand expectations and goals for candidates.

- B. Goal # 2 - Continue to build strong collaborative partnerships with school districts, colleges at Delta State, other Mississippi Colleges and universities, and the Mississippi Department of Education;**
 - 1. Institutional Goal(s) supported by this goal:** SP Goal 5: The citizens of the region will benefit from increases in university outreach, service, and partnership initiatives.
 - 2. Expected Results:**
Improve collaboration between state institutions and other partnerships
 - 3. Evaluation Procedure(s):** Documentation of meetings held, sessions attended, and collaborative partnerships begun.
 - 4. Use of Evaluation Results:**

Collaborative exchanges will allow growth and the potential for improvement for all stakeholders.

C. **Goal # 3** - Seek creative solutions such as the use of video conferencing and candidate created DVDs of lessons to help defray increasing costs of travel associated with field experiences.

1. **Institutional Goal(s) supported by this goal:** SP Goal 3: The university community will benefit from better communication, effective operational and administrative systems, and optimal work environment and a performance-responsive reward structure.

2. **Expected Results:**

Candidate created multimedia presentations of lessons taught
Teacher candidates mentored by DSU supervisors via video conferencing

3. **Evaluation Procedure(s):**

Candidate created DVDs of teaching experiences

4. **Use of Evaluation Results:**

DVDs could serve as a means of evaluating candidate progress without having to incur the cost of travel.

C. **Goal # 4** – Complete all mandated NCATE requirements for successful accreditation.

1. **Institutional Goal(s) supported by this goal:** SP Goal 1: Enhanced academic programs will ensure that graduates are well prepared for successful careers and ready to contribute to the civic life of their communities. SP Goal 3: The university community will benefit from better communication, effective operational and administrative systems, and optimal work environment and a performance-responsive reward structure.

2. **Expected Results:**

The College of Education will receive accreditation from NCATE

3. **Evaluation Procedure(s):**

Results from NCATE accreditation visit

4. **Use of Evaluation Results:**

Improvement of Educator Preparation Program

