



## Fall 2009 Data Collection and Reporting Timeline

You can access this timeline at: <http://www.ced.csulb.edu/assessment/reporting/>

Date(s)	Activity
September 4, 2009	Data reports from Assessment Office (AO) to credential programs and chairs
September 11, 2009	Pre-filled Biennial Report Templates to credential programs
September 11, 2009	May 2009 Annual Report Revisions due to AO from programs
September 18, 2009 (AS 122)	Coordinator Meeting/Workshop on CTC Biennial Reporting <ul style="list-style-type: none"> <li>9 – 10 am: Credential Coordinator's Meeting</li> <li>10 am – Noon: Biennial Report Workshop (may start earlier)</li> </ul>
September 8 – October 26, 2009	Program faculty meet to review Fall 2007-Spring 2009 data for Biennial Reports.
October 19, 2009	Departments receive Data Collection Template for <i>Fall 2009</i> data to departments (TED, ASEC, LST, Affiliated Programs), which is then distributed to programs
November 1, 2009	Biennial Reports due to the Assessment Office
December 15, 2009	College submits all Biennial Reports to CTC
End of Semester	Program faculty submit all Fall 2009 data to the department office.
January 15, 2010	All Fall 2009 data (non-TaskStream) from TED, ASEC, LST, and Affiliated programs due to the Assessment Office

### Programs with Reports Due November 1, 2009

Adapted PE	Multiple Subject
Administrative Services I (include MS)	Reading and Language Art (includes MS)
Administrative Services II	School Counseling (includes MS)
Clinical Rehabilitative Services	School Nurse
Designated Subjects	School Psychology
Ed Specialist I	School Social Work
Ed Specialist II (includes MS)	Single Subject
Librarianship (includes LMT)	

## Assessment Activities (Fall 2009)

### ASEC Programs

Credential-only or Credential/Master's Programs					
Credential-only or Credential/Master's Programs: Adapted PE, Administrative Services I (include MS), Administrative Services II, Clinical Rehabilitative Services, Designated Subjects, Ed Specialist I, Ed Specialist II (includes MS), Librarianship (includes LMT), Multiple Subject, Reading and Language Art (includes MS), School Counseling (includes MS), School Nurse, School Psychology, School Social Work, Single Subject					
	Distributed to Program		Due		Note
<b>CTC Biennial Report</b>	4-Sep-09	Data reports & Chart			September 8 - October 26: Program faculty meet to review Fall 07-Spring 09 data
	11-Sep-09	pre-filled Biennial Report Templates			
	18-Sep-09	Workshops on CTC Biennial Report			
			1-Nov-09	Biennial Report to <b>AO</b>	
			15-Dec-09	College submit Reports to CTC	
<b>SLO Data Collection</b>	19-Oct-09	Data Collection Template for Fall 09			Upon receipt of Template, please:
					1. Check if all courses for Signature Assignments this semester are in template
					2. Distribute Template to instructors for data collection.
					3. Facilitate Data collection in your program.
			End of Semester	Fall 2009 data & Student Exemplars to the <b>Dept Office</b>	
Degree-Only Programs					
Degree-only Programs: Counseling (Core), Curriculum and Instruction, Dual Language Development, Early Childhood Education, Educational Leadership (EdD), Educational Psychology, Educational Technology, Liberal Studies, Marriage and Family Therapy, Social and Cultural Analysis of Education (SCA), Student Development in Higher Education					
	Distributed to Program		Due		Note
<b>SLO Data Collection</b>	19-Oct-09	Data Collection Template for Fall 09			Upon receipt of Template, please:
					1. Check if all courses for Signature Assignments are in Template.
			11-Sep-09	Revisions to May 2009 Annual Report	2. Distribute Template to instructors for data collection.
					3. Facilitate Data collection in your program.
			End of Semester	Fall 2009 data & Student Exemplars to the <b>Dept Office</b>	

Questions and Issues on Data Collection Template? - Contact Don Haviland

Questions and request for assistance on data collection and data entry? - Contact Hiromi Masunaga