

IUS SOE
SUMMATIVE DECISION POINTS
EDUCATIONAL LEADERSHIP

Updated March 2005

Summative Assessment Point	Assessment Forms/Criteria	Communication to Candidate	Program Data Gathered	Modifications Made or Under Consideration
I. Admission into Educational Leadership Certification Program for Indiana Elementary, Indiana Secondary, Indiana P-12 or Kentucky K-12	<ul style="list-style-type: none"> • Hold a master’s degree from an accredited institution or already admitted to IUS graduate program • Hold and submit an appropriate teaching license • Have a grade point average of 3.0 in all graduate work • Completion of application form/ packet • Official transcripts of all course work not taken at IUS • 3 letters of reference • 500 word essay on “Why You Want to Be an Administrator...” • Rules 46-47 IN Licensure: 4 prerequisites are required: psychology, measurement, intro to guidance or special ed., minority/social issues • Rules 2002 IN Licensure and KY Licensure: no prerequisites (2/05) 	<ul style="list-style-type: none"> • Group and/or individual advising session(s) with admission packets describing program requirements • Letter of acceptance or nonacceptance mailed 	<ul style="list-style-type: none"> • Candidates entered into database for Educational Leadership Program (M9) <ul style="list-style-type: none"> ○ Race ○ Gender ○ State ○ Type of certificate • Number of applicants admitted • Number of applicants denied 	<ul style="list-style-type: none"> • Establish deadline dates for application materials (March 1, June 1, Aug. 1, Oct. 1) (added) • Summative Assessment Points I & II have been combined.(3-20-02) • Need separate category for Educational Leadership Program candidates, separate from “non-degree” candidates (added) • Addition of Summative Decision Points to application packet (handbook 4/05) • Electronic application may need to be developed • Need to address changes related to Rules 2002 (added to advising packet and bulletin)

<p><i>Items in italics are ones that were removed from the SDP process in 2002. The ones in bold relate to practices that the program has continued to implement related to each of the required courses.</i></p> <p><i>II. Program Course Requirements: At the end of each course, current candidates will complete a program formative standard-specific matrix</i></p>	<ul style="list-style-type: none"> • <i>Indiana Elementary (E535, A500, A510, A608, A625, A635, E536)</i> • <i>IN Secondary (S503, A500, A510, A608, A627, A635, S655)</i> • <i>Kentucky K-12 (J500, A500, A510, A608, A653, A635, A638)</i> • IPSB Standard-specific performance indicators, knowledge & SOE dispositions will be assessed in each course 	<ul style="list-style-type: none"> • Course grade posted on official transcript • Required standard-specific assessment artifacts filed in candidate's portfolio • <i>Matrix results filed in candidate's portfolio</i> • Written notification-indicating level of proficiency. If deficient, then remediation plan developed 	<ul style="list-style-type: none"> • <i>Average of GPA's for each course (compiled using Course Report Form)</i> • <i>Artifact check sheet completed for each candidate</i> • <i>Percentage of formative standard-specific instruction</i> • <i>Number of candidates each semester at SDPII</i> • Performance-based activities quality ratings & disposition averages on candidate sheet 	<ul style="list-style-type: none"> • <i>Program formative standard specific matrix may need revisions</i> • Beginning Summer I, 2002, J500 Context in Curriculum will replace E535/S503 for Indiana candidates (made) • Modify rubrics as needed & requested by adjuncts (including reflective sections) (ongoing) • Development of electronic individual candidate data sheet (made as part of DPIII) • Need to consider revision of use of quality ratings and dispositions for each course (made and ongoing) • Need to address changes in IN certification under Rules 2002 (made)
<p>II. Entrance into Practicum Experience</p>	<ul style="list-style-type: none"> • Completion of 5 or more educational leadership courses (3.0 GPA or better) • Mentor/School District agreement form • Candidate affirms that portfolio artifacts have been filed in portfolio (2-05) 	<ul style="list-style-type: none"> • Authorization to take A695 Practicum in Educational Leadership • Candidates notified via email or letter indicating permission for course & parameters of first meeting; Practicum manual e-mailed or online 	<p>Candidate Data Sheet</p> <ul style="list-style-type: none"> • Gender/Race • School Corporation/State <p>Program Data sheet</p> <ul style="list-style-type: none"> • Aggregate data of individual candidates • Number of candidates admitted into practicum each semester. (Cohorts formed based upon candidates enrolled each semester) (1/04) • Demographic information sheet on field placement (9/04) 	<ul style="list-style-type: none"> • Completion of Request to take A695 Form (includes mentor/school district agreement form); form to be electronically developed (made) • Electronic Aggregate data form to be developed (made) • Modification of Practicum manuals (made and ongoing) • Modification of Practicum experiences to meet Rules 2002 (made)

<p>III. Practicum completion, exit interview and portfolio presentation</p>	<ul style="list-style-type: none"> • Electronic Portfolio Rubric Completed by University Site supervisor • Mentor assessment rubric submitted • Practicum log, educational platform and reflective paper assessed by rubric 	<ul style="list-style-type: none"> • Deficiency and remediation plan developed as needed • Exit form mailed to or given to candidate that includes the summative decision points report form – cumulative rubric points listed 	<ul style="list-style-type: none"> • Total points for each candidate on Exit form (not using 2/05 as summative assessment changed in unit to P, B, and U. Reflected on new DPIII 2/05)) • Aggregate data of individual candidates onto Practicum Report 	<ul style="list-style-type: none"> • Develop electronic practicum report (made) • Design artifact checklist to replace one used for each course (made in DPIII 2/05) • Reconsider use of total points for artifacts (made—no longer used 2/05) • Consider ways to separate portfolio from practicum grade. Not all have completed coursework & A695 at same time (made with new DPIII 2/05)
<p>IV. Certification check and recommendation for licensure</p>	<ul style="list-style-type: none"> • Educational Leadership Coursework completed with a 3.25 GPA or better • Kentucky Candidates – Passing SLLA and KY Test Scores and IN candidates passing SLLA 	<ul style="list-style-type: none"> • Certification advisor notifies candidate if application for licensure is incomplete • Letter sent to candidate from testing service indicating test scores (to be included in the candidate’s application for license) 	<ul style="list-style-type: none"> • Program Completer Information entered into IUS database • Test score data entered into test score report form 	<ul style="list-style-type: none"> • Would like information from state licensing agencies if a licensing application is denied (probably not possible) • Need KY SLLA state scores from EBSP to compare IUS results (2/05)