

PROGRAM ASSESSMENT PLANNING FORM

Program to be assessed:

Title: **Certificate in Child Development**

Division: MNBS

Department: BEH

Program Code: CTCDA

Type of Award:

A.A.
 Cert.

A.S.
 Adv. Cert.

A.A.S.
 Post-Assoc. Cert.

Cert. of Completion

Assessment plan:

| Learning outcomes to be assessed | Assessment tool | When assessment will take place | Describe population to be assessed | Number of students to be assessed |
|--|---|--|---|-----------------------------------|
| 1. After completing the program, students who apply will receive the national child care credential (Child Development Associate – CDA) | Confidential assessment process administered by the CDA council: includes a written test, oral interview, Parent Opinion Questionnaires, review of the Professional Resource File and Formal Observation | Cumulative Report Fall 2011 Data collected six months after the certificate requirements are met (CCP 122/132, 123/133, & HSC 131) <i>every 3 years thereafter</i> | All students who complete the certificate requirements and apply for the national child care credential (Child Development Associate – CDA) | All |
| 2. After completing the program, students will be prepared for an entry level position in the child care field. | 3 rd party external assessment to meet requirements of Perkins Funding (test is to be determined) | Cumulative Report Fall 2011 Data collected when students complete certificate requirements (usually at the end of the CCP 123 course) <i>every 3 years thereafter</i> | All students who complete the certificate requirements | All |
| 3. After completing the program, the student will be employed in child care or early education setting and/or pursuing further education | Graduate survey (attached) Employer survey where applicable (attached) | Cumulative Report Fall 2011 Data collected when students complete all certificate requirements (usually at the end of the CCP 123 course) <i>every 3 years thereafter</i> | All students who complete the certificate requirements | All |

Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric/scoring guide.
 - (a) External, confidential evaluation completed by a representative from the CDA Council (Council for Early Childhood Professional Recognition in Washington, D.C.); scoring is pass-fail, student is notified; outcome information is not available to WCC except through the student. Students will be asked if they applied for the national certificate and, if they did, provide us with a copy of the certificate for verification.
 - (b) External assessment (test) will be electronically scored and results analyzed for strengths and weaknesses of the program.
 - (c) Graduate Survey created by CCP assessment committee (consisting of 1 CCP instructor, 1 CCP part-time instructor, 2 Behavioral Science Department instructors, 1 ECE faculty member from EMU who serves on the CCP Advisory Committee). A copy of the survey is attached. Data will be collected and tallied by the CCP Program Assistant and

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analyzed by members of the CCP Advisory Committee to obtain graduate's opinions of the strengths and weaknesses of the program. Employer Survey results will be collected and tallied by the CCP Program Assistant and analyzed by members of the CCP Advisory Committee to ascertain strengths and weaknesses of the program as perceived by employers in the field.

2. Indicate the standard of success to be used for this assessment.
 - (a) 85% of students who applied for the CDA Certificate will pass and receive the certificate (national average is 85%).
 - (b) All students who complete the certificate requirements will score at least 70% on an external, 3rd party assessment test.
 - (c) 80% of all students who complete the certificate requirements will be employed in a child care or early childhood education setting and/or will continue their education. Of those employed, 85% of employers will indicate satisfaction with the program's ability to prepare students for employment in the field.

3. Indicate who will score and analyze the data (data must be blind-scored).
 - (a) The CDA certificate evaluation is completed by the national CDA Council and is blind-scored; students who pass receive their certificate in the mail; students who fail receive a letter stating what areas require additional training. The evaluation process is confidential and is not available to WCC. Students who apply will be asked to provide a copy of their certificate or a denial letter.
 - (b) Results of the external assessment test will be scored according to the guidelines supplied by the 3rd party.
 - (c) Graduate Survey and Employer survey data will be collected and tallied by the CCP Program Assistant and analyzed by members of the CCP Advisory Committee.

4. Explain the process for using assessment data to improve the program.

The data will be used to determine the success of the certificate program in preparing students for the national child care certificate test (CDA Assessment) and/or continued success in the field (employment status, advancement, wage increases, professional development). It will also identify roadblocks to achieving the national credential and indicate improvements needed in our instructional program.

Submitted by:

Name: Sally Adler Date: 01/29/09
 Sara Jane (Sally) Adler
 Dept. Chair: Starr Burke Date: 2/3/09
 Starr Burke
 Dean: Martha Showalter Date: 3/11/09
 Martha Showalter

Please return completed form to the Office of Curriculum & Assessment, SC 247.

9/21/08 ✓
 logged 3/17/09 sj
 Office of Curriculum & Assessment