Council for the Accreditation of Educator Preparation

NATIONAL COUNCIL FOR THE SOCIAL STUDIES (NCSS)

Instructions on Completing SPA Program Review Template/Form: ***Option B***

For use with: Program-level plans to meet Specialized Professional Associations (SPAs) **NCSS** standards
For use by: Program Report Compilers and SPA Program Reviewers

Educator preparation providers have widely used outcome assessments aligned to standards developed by SPAs to monitor progress of candidates and evaluate programs. The purpose is to ensure that candidates are capable of applying content and pedagogical knowledge and provide evidence for CAEP Component 1.3 (Initial Level Programs) or CAEP Component A.1.2 (Advanced Level Programs). Programs selecting the SPA Program Review with National Recognition **Option B** may use a maximum of eight key assessments to provide evidence that SPA standards are met. In their entirety, the assessments and data required for submission should demonstrate the candidates have mastered the SPA standards.

Which Programs Should Submit NCSS SPA Reports?
If a provider offers programs that are designed to prepare and recommend licensure for middle and secondary school teachers in comprehensive social studies and/or the individual disciplines of history, geography, civics and government, economics, and psychology and are pursuing National Recognition as part of CAEP accreditation should respond to these guidelines should respond to these guidelines.

How to Complete the Program Report Template/Form
SPA Program Review is conducted through CAEP's Accreditation Information Management System (AIMS). A program would request a template ("shell") through AIMS using institutional login information. Instructions on how to request shells are provided on the CAEP website.

COVER SHEET

(Must be completed for initial, revised, and response-to-conditions reports)
Complete the entire section: Numbers 1-16.

**Question 16. State Licensure requirement for national recognition*:*
NCSS, in alignment with CAEP policy, does not require an 80% pass rate for the program completer cohorts reported taking the state licensure examination(s) in the content field. However, the last three years of candidate performance data on the licensure examination(s) must be reported in Section IV of the SPA report template as evidence for Assessment 1 in initial review reports. Identify whether your state requires such a test.

- Yes
- No

SECTION I. CONTEXT

Provide general information on the program as specified by the directions for this section. Each question that requires a narrative has a specific character limit. There is one attachment.

Note that the table for Candidate Information (question #5) is filled out online. This information must be provided for initial, revised, and response-to-conditions reports.

The Faculty Information (question #6) is provided during initial review. It includes all faculty in the AIMS Manage Faculty Information view. Pertinent faculty information is then imported into each program report.

SECTION II. LIST OF ASSESSMENTS

Section II is a listing of the key assessments that the program has included in the report. These assessments, taken as a whole, should demonstrate candidates' mastery of the SPA standards.

Section II is a chart indicating the name, type, and administration point for each of the assessments documented in this report. In the first column ("Assessments"), the name of each assessment should be written. The 'name' is the term used in the program for the assessment. For example, Assessment 1 might be the Praxis II exam required by the state; Assessment 3 might be "Differentiated Unit Plan; and Assessment 6 might be "Field-based Action Research Project." (Note that Section IV of the report form lists examples of assessments that may be appropriate for each type of assessment that must be documented in the program report).

In the second column, the compiler should list the type or form of each assessment. In the third column, compilers should fill in where the assessment occurs in the program. Examples would include the course number if the assessment is assigned to a specific course; student teaching, if it occurs during the student teaching assignment, etc.

SECTION III. RELATIONSHIP OF ASSESSMENTS TO STANDARDS

Using the chart included in this report form, indicate which of the assessments listed in Section II provide evidence of meeting specific program standards elements.

**When submitting a revised or response-to-conditions report, if a new assessment replaces one submitted in the initial review report to meet a SPA standard, Section III must be completed.*

SECTION IV. EVIDENCE FOR MEETING STANDARDS

Follow the directions provided in Section IV of the template to develop information on the key assessments. The key assessments should be required of all candidates. Assessments and scoring guides and data charts should be aligned with the SPA standards. This means that the concepts in the SPA standards should be apparent in the assessments and in the scoring guides to the same depth, breadth, and specificity as in the SPA standards. Data tables should also be aligned with the SPA standards. The data should be presented, in general, at the same level they are collected. For example, if a rubric collects data on 10 elements [each relating to specific SPA standard(s)], then the data chart should report the data on each of the elements rather than reporting a cumulative score.

To complete a SPA report, programs must provide evidence of meeting SPA standards based on data from key assessments. A program is free to select the types of assessments within the following constraints:

1. A program cannot use more than 8 key assessments. There is no minimum requirement.
2. Assessments must be required of all candidates.
3. The program must include the state licensure test in the program area for Assessment #1. This requirement is waived if there is no state licensure test in the program area.
4. One assessment must demonstrate candidate effect on student learning.
5. In their entirety, the assessments and data should demonstrate that candidates have mastered the SPA standards.

Program must submit the following documentation:
(1) A rationale making the case that the key assessments, taken as a whole, demonstrate candidate mastery of the SPA standards. and

(2) Assessment Documentation: For each assessment attach one document that includes the following 3 items:

a. The assessment tool itself or a rich description of the assessment (often the directions given to candidates);
b. The scoring guide/rubric for the assessment; and
c. Charts that provide candidate data derived from the assessment.

The responses for a, b, and c (above) should be limited to the equivalent of five text pages each, however in some cases assessment instruments or scoring guides/rubrics may go beyond five pages.

Note: As much as possible, combine all of the files for one assessment (a, b, and c above) into a single file. For instance, create one file for Assessment #4 that includes the assessment itself (item "a" above), the scoring guide (item "b" above), and the data chart (item "c" above). Each attachment should be no larger than 2 MB. Do not include candidate work or syllabi. There is a limit of 20 attachments for the entire report so it is recommended that files are combined as much as possible. Please name files as indicted in Section II.

SECTION V. USE OF ASSESSMENT RESULTS TO IMPROVE THE PROGRAM

Describe how faculty are using the data from assessments to improve candidate performance and the program, as it relates to content knowledge; pedagogical and professional knowledge, skills, and dispositions; and student learning.

**SECTION VI. FOR REVISED AND RESPONSE-TO-CONDITIONS REPORTS ONLY*

Describe what changes or additions have been made in the report to address the conditions and concerns raised in the original recognition report. List the sections of the report you are resubmitting and the changes that have been made.

Specific instructions for preparing a Revised report are available on the CAEP web site at
http://www.caepnet.org/accreditation/caep-accreditation/spa-program-review-policies-

and-procedur/guidelines-for-submitting-revised-spa-pr

Specific instructions for preparing a Response to Conditions report are available on the CAEP web site at http://www.caepnet.org/accreditation/caep-accreditation/spa-program-review-policies-and-procedur/guidelines-for-submitting-response-to-co

General Guidelines on Documentation

1. Attachments
Sections I and IV include attachments. In Section IV, each attachment should be no longer than the equivalent of seventeen text pages. A program report can include no more than a total of 20 attachments. A single attachment cannot be larger than 2 MB. The files for each attachment should be prepared as Word, Word Perfect, Excel, or PDF documents. AIMS accepts documents that have been created in the newest version of Word and saved with a ".docx" extension.

2. Character Limits
Character limits have been set based on one page being equivalent to 4000 characters. Character counts include spaces, punctuation, numbers, etc.

3. Formatting Instructions
Note that text boxes in Sections I, II, V, and VI are html-based and will not accept any formatting such as bullets, tables, charts, etc. Be sure that your responses are text-only. If you do need to include a table or a graph in a response to a question, then you must separate that into a unique file and attach in Section I. This restriction does not apply to the documentation for Section IV, since these documents are all uploaded as attachments.

NOTE: CAEP staff may require programs to revise reports that are not aligned with the template instructions regarding format, page limits, or number of attachments. Please note that hyperlinks embedded in report documentation will not be read by reviewers and cannot be used as a means of providing additional information.

Resources on the CAEP website
CAEP has multiple resources on its website to help programs to prepare SPA reports. These are available at http://www.caepnet.org/accreditation/caep-accreditation/spa-program-review-policies-and-procedur

SPA-specific program review templates and resources are available at http://www.caepnet.org/accreditation/caep-accreditation/spa-standards-and-report-forms

Specific Guidelines for NCSS Review

NCSS National Recognition Decision Rules:
The National Council for the Social Studies has not prioritized its Standards, nor has it set minimal expectations for achievement of "national recognition". However, it must be

pointed out that each of Standards 1.1 through 1.10, as well as Standards 2.1 through 2.5, if applicable, specify four evidence requirements: content knowledge, assessment of candidate knowledge of content, licensure testing, and performance evidence. Standards 3.1 and 3.2 have only programmatic evidence requirements. Please note that the NCSS recognizes programs and assesses the quality of reported candidate success, but it does not assess the success of individual candidates.

The NCSS expects the following of all institutional reports:

Standards 1.1 through 1.10 and 3.1 and 3.2 must be completed satisfactorily by all programs. However, licensure testing evidence is only required where state licensure examinations have sub-tests applicable to Standards 1.1 through 1.10. For instance, the PRAXIS II: Social Studies Content examination contains five sub-tests applicable to Standards 1.1 through 1.10. State licensure examination sub-tests may relate to only about half of the ten thematic standards. Each program is expected to demonstrate content, candidate knowledge, and performance evidence for Standards 1.1 through 1.10. Standards 3.1 and 3.2 expect only programmatic evidence.

In addition, programs that qualify candidates for specialty licenses within the social studies must complete Standards 2.1 through 2.5, showing content, candidate knowledge, licensure testing, and performance evidence as appropriate to the specialty emphasis for which it offers state licensure.

NATIONAL COUNCIL FOR THE SOCIAL STUDIES
Decision Rules Chart

Standards	**1.1**	**1.2**	**1.3**	**1.4**	**1.5**	**1.6**	**1.7**	**1.8**	**1.9**	**1.10**	**2.1**	**2.2**	**2.3**	**2.4**	**2.5**	**3.1**	**3.2**
Evidence:																	
Content	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	1	1
Assessment of Content	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	X	X
Learning																	
If **PRAXIS**	1	1	1	1	1	1	1	X	X	1	2	2	2	2	2	X	X
If **State**	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	X	X
Licensure Test																	
Planning	4	4	4	4	4	4	4	4	4	4	2	2	2	2	2	X	X
Performance	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	X	X
Assessment	4	4	4	4	4	4	4	4	4	4	2	2	2	2	2	X	X

1 = Required
2 = Required, if part of specialty state license in social studies
3 = Required, if part of state licensure test
4 = May not necessarily be described standard-by-standard
X = NOT required

Additional assessment types (beyond the first 5 required types) required by NCSS:

Other specific information required by NCSS only:

Will NCSS accept course grades as one of the assessments?
All SPAs will accept course grades as one of the 6 to 8 key assessments. Instructions for documenting course grades have been standardized for all SPAs. These instructions are available on the CAEP website at http://caepnet.org/accreditation/caep-accreditation/program-review-options/grade-policy

Other resources are available on the NCSS website at: http://www.ncss.org/CAEP/