



UNC CHARLOTTE

2010-2015 Strategic Plan Template

Office of Field Experiences
2010-2015 Strategic Plan

I. EXECUTIVE SUMMARY

1-2 pages

Table with 2 columns: Question/Section and Answer/Content. Row 1: A. Mission and goals: The Mission of the Office of Field Experiences. Row 2: B. Summary of process used to develop unit goals: This is the first strategic plan to be written for the Office of Field Experiences (OFE)... Row 3: C. Summary of major goals in strategic plan: Office of Field Experiences Goals. List of 5 goals.



	<p>6. The Office of Field Experiences will connect with P-12 school administrators and teachers to provide focused clinical placements in diverse school and community settings.</p>
<p>D. Summary of new resources required to achieve new goals:</p>	<p>New resources will not be needed to achieve the OFE goals. Some technology will be used in new ways that may require consultation with the College's Office of Information Technology.</p>

<p align="center"><b>II. ENVIRONMENTAL SCAN/ UPDATES SINCE LAST FIVE –YEAR STRATEGIC PLAN</b></p>	
<p align="center">1-2 pages</p>	
<p>A. Assessment of cumulative progress in meeting goals in current strategic plan:</p>	<p>Although an official strategic plan for OFE has not been in place up until this time, a focus of the office has always been the service to the candidates we serve and good communication with the schools and school systems who work with us on a regular basis.</p>
<p>B. Environmental scan/updates of challenges, opportunities, and obstacles since last strategic plan:</p>	<p>Over the past few years, there have been opportunities and challenges that have impacted the Office of Field Experiences. Growing numbers of students have been both a challenge and an opportunity. The challenge has been providing high quality placements for clinical work and supervision in the student teaching semester with increasing numbers of part-time supervisors in place. Maintaining consistency in the placements and procedures is critical. The opportunity lies in exploring new ways to work with the large numbers of students. We have expanded our collaboration with the Distance Education program and have maintained a list of qualified part-time university supervisors for each semester. Mentors from OFE are assigned to provide support and maintain that important consistency. We have also piloted a mentor program for lateral entry teachers and expanded the Project Supervisor model to train master teachers and administrators in two elementary Professional Development Schools to provide supervision for interns in those two schools.</p> <p>The economic situations in the public schools create challenges for securing clinical placements for candidates taking coursework and for yearlong interns and student teachers needing placements for those culminating semesters. There is uncertainty for teachers with their positions and where they will be employed. Sometimes they are reluctant to accept the responsibility. Administrators will often accept the placement requests but cannot confirm the actual teacher placements until they know their teacher allotments for grade levels and content areas. The emphasis on testing and accountability adds a whole other layer of complication for the placements and for teachers being willing to share their students and classrooms. The opportunity lies in helping teachers and administrators witness the quality of the preservice teachers being trained at UNC Charlotte. These novices can provide additional support for teachers and students in the Pre-K–12 settings and be a strong resource for them.</p>



**III. NEW STRATEGIC GOALS, ACTION PLANS AND PERFORMANCE OUTCOMES FOR 2010-2015**

A. Unit, Dept. or College Goal #1: The Office of Field Experiences will maintain quality supervision while exploring alternative methods of supervision for yearlong interns and student teachers with initiatives such as global/international placements, distance education, dual license for elementary/special education, lateral entry teachers, and the Project Supervisor/Professional Development School model.

B. Relationship of goal to next higher reporting unit goal:	<p>College of Education Goal #1: The College of Education will graduate effective and ethical 21st century professionals – child and family development professionals, teachers, school leaders, and counselors – who will have a positive impact on children, youth, families, communities, and schools and who will be successful in urban and other high need settings.</p> <p>College of Education Goal #8: The College of Education will enhance the global awareness of faculty and students and prepare graduates for our globally interconnected world.</p>
C. Action plans to achieve goal:	<p>1.1 Continue to select highly qualified supervisors.          1.2 Continue to use on-line supervision.          1.3 Involve school administrators in the supervision and evaluation of lateral entry teachers who are completing internships.          1.4 Involve school personnel in the supervision and evaluation of yearlong interns and student teachers using the Project Supervisor/Professional Development School model.          1.5 Provide opportunities for yearlong interns and graduate interns to be placed in local language immersion magnet schools.          1.6 Provide opportunities for international placements for student teachers and graduate interns.</p>
D. Effectiveness measures/methods to assess outcomes/goal attainment:	<p>1.1 Cooperating teacher evaluations of student teachers and the program.          1.2 Cooperating teacher evaluations of University Supervisors.          1.3 Annual reviews of full-time supervisors based on annual reports submitted in April.          1.4 Program evaluations by lateral entry teachers who are completing internships.          1.5 Questionnaire that measures how effective lateral entry teachers perceive their level of support during their internships.          1.6 Number of students placed in language immersion magnet schools.          1.7 Number of students with international placements.</p>
E. Assessment schedule to assess goal:	All goals will be assessed at the end of each fall and spring semester.
F. Person/group responsible:	<p>Director of OFE          OFE University Supervisors          Clerical Support Staff</p>
G. Performance outcomes for goal:	Quality supervision for yearlong interns and student teachers in alternative and diverse settings, distance education settings, dual licensure settings, and for lateral entry teachers completing internships.
H. Resources Required:	<p>Funding for honorariums for cooperating teachers          Equipment for online observations and seminars          Funding for Project Supervisor participants          Funding for travel for student teachers placed in international settings</p>

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J. Follow-up plan to make changes as a result of assessment findings:	



**III. NEW STRATEGIC GOALS, ACTION PLANS AND PERFORMANCE OUTCOMES**

A. Unit, Dept. or College Goal #2: The Office of Field Experiences will devise a system for smooth transition to assist candidates with completion of the electronic portfolio requirements.

<p>B. Relationship of goal to next higher reporting unit goal:</p>	<p>College of Education Goal #5: The College of Education will support the success of candidates through innovative programming and delivery, technology integration, excellent advising and academic services, and enrichment activities. College of Education Goal #7: The College of Education will receive external validation of its work and its impact through accreditation reviews and increased recognition of its expertise and resources.</p>
<p>C. Action plans to achieve goal:</p>	<p>2.1 Develop a protocol for final electronic portfolio clearance in the Office of Field Experiences which includes the following:</p> <ul style="list-style-type: none"> <li>○ Working collaboratively with licensure departments/advisors to clearly indicate which evidences must be completed and evaluated <u>prior to the student teaching/graduate internship semester</u>;</li> <li>○ Working collaboratively with licensure departments/advisors to determine which evidences will be evaluated by faculty in the Office of Field Experiences <u>at the end of the student teaching/graduate internship semester</u>;</li> <li>○ Working collaboratively with the TEAL office to facilitate an effective method of reviewing electronic portfolios for licensure processing;</li> <li>○ Establishing a common timeline for the clearance protocol for a typical student (what will be completed in each semester, each course, etc.);</li> <li>○ Establishing a timeline for implementation of the clearance protocol (to get the process in place);</li> <li>○ Effectively communicating these timelines / protocol to all stakeholder groups, including students.</li> </ul> <p>2.2 In order to develop this protocol, faculty from the Office of Field Experiences will meet with stakeholder groups to facilitate the process:</p> <ul style="list-style-type: none"> <li>○ Department chairs from all licensure departments</li> <li>○ Advisors from all licensure areas, including TEAL</li> <li>○ Assessment coordinators</li> <li>○ Technology facilitator</li> </ul>
<p>D. Effectiveness measures/methods to assess outcomes/goal attainment:</p>	<p>2.1 and 2.2 Successful and smooth implementation of the protocol</p> <ul style="list-style-type: none"> <li>○ Response from stakeholder groups</li> <li>○ Minutes of meetings</li> </ul>
<p>E. Assessment schedule to assess goal:</p>	<ul style="list-style-type: none"> <li>● Meetings with stakeholder groups will begin in fall of 2010 after the results of the electronic system pilot have been collected and reviewed.</li> <li>● Electronic portfolio evidences will begin to be collected in the spring 2011 semester for Yearlong Intern Applicants (YLIs).</li> <li>● Electronic portfolio evidences will begin to be collected in the fall 2011 semester for graduate and single-semester undergraduate student teachers.</li> </ul>



	<ul style="list-style-type: none"> <li>• Full implementation of the electronic evidence collection and clearance will be in place for all candidates completing student teaching/graduate internship in the spring 2012 semester.</li> </ul>
F. Person/group responsible:	Director of OFE OFE University Supervisors
G. Performance outcomes for goal:	2.1 and 2.2 Implementation of the protocol will be successful and smooth. There will be 100% clearance rate of student electronic portfolios.
H. Resources Required:	Human resources only

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**III. NEW STRATEGIC GOALS, ACTION PLANS AND PERFORMANCE OUTCOMES**

A. Unit, Dept. or College Goal #3: The Office of Field Experiences will enhance communication with all teacher education preparation departments and school systems to facilitate service to teacher candidates.

B. Relationship of goal to next higher reporting unit goal:	College of Education Goal #3: The College of Education will strengthen effective partnerships with schools, communities, and alumni.
C. Action plans to achieve goal:	<p>3.1 Be included on departmental agendas at least once each semester to notify faculty of updates and changes and to answer questions.</p> <p>3.2 Host an OFE Open House each fall semester for College of Education faculty and staff and provide Question/Comment sheets to encourage participation.</p> <p>3.3 Place a personal phone call or make a personal visit to each system level contact person in the school systems to discuss placement procedures and/or any current issues.</p> <p>3.4 Encourage university supervisors to make administrative contacts in the schools when visiting student teachers</p>
D. Effectiveness measures/methods to assess outcomes/goal attainment:	<p>3.1 Ask department chair persons to survey faculty through email regarding helpfulness of the OFE visit to the departmental meeting and regarding effectiveness of the Office.</p> <p>3.2 Send a College wide email after the Open House to thank participants and to ask another question, "Tell us one thing that you learned about OFE that you never knew before."</p> <p>3.3 At the end of the school year, survey the system level contact persons regarding communication, effectiveness, and response to issues that occurred.</p> <p>3.4 At the end of the semester, email school administrators to invite feedback regarding support provided by the university supervisors.</p>
E. Assessment schedule to assess goal:	<p>3.1 Faculty survey – end of each semester</p> <p>3.2 Open House comment sheets – each fall semester</p> <p>3.3 System level contact survey – end of each school year</p> <p>3.4 School administrator email – end of each semester</p>
F. Person/group responsible:	<p>Director of OFE</p> <p>Clinical Coordinator</p> <p>University Supervisors</p> <p>OFE Support Staff</p>
G. Performance outcomes for goal:	<p>3.1 Majority of responses will be favorable by faculty in each department regarding helpfulness of OFE visit and effectiveness of the Office.</p> <p>3.2 Increased awareness of clinical procedures and internship/student teaching placement procedures will result in consistency across the College and a high level of success for students.</p> <p>3.3 Majority of responses will be favorable from school system level contact persons regarding communication, effectiveness, and response to issues that occurred.</p> <p>3.4 Majority of responses will be favorable from school administrators regarding support provided by university supervisors.</p>
H. Resources Required:	<p>Clerical support</p> <p>Time allowed on departmental meeting agendas</p> <p>Technical support to develop and distribute College and school system surveys.</p>

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**III. NEW STRATEGIC GOALS, ACTION PLANS AND PERFORMANCE OUTCOMES**

A. Unit, Dept. or College Goal #4: The Office of Field Experiences will explore the need for liability insurance for student teachers through professional organizations and the university system.

B. Relationship of goal to next higher reporting unit goal:	College of Education Goal #5: The College of Education will support the success of candidates through innovative programming and delivery, technology integration, excellent advising and academic services and enrichment opportunities.
C. Action plans to achieve goal:	<p>4.1 Consult with Informational Technology about the possibility of developing and distributing a survey/questionnaire electronically regarding availability of professional liability insurance</p> <p>4.2 Develop survey/questionnaire</p> <p>4.3 Develop a list of contacts to be surveyed</p> <p>4.4 Distribute survey to stakeholders and vendors</p> <p>4.5 Compile and analyze data</p> <p>4.6 Make recommendations regarding the purchase of liability insurance</p>
D. Effectiveness measures/methods to assess outcomes/goal attainment:	<p>4.1 – 4.6</p> <p>Copy of Survey document</p> <p>Data obtained from survey</p> <p>Disaggregation of data</p> <p>Recommendation based on disaggregation of data</p>
E. Assessment schedule to assess goal:	<p>Consult with Informational Technology department – Summer, 2010</p> <p>Create survey – Summer, 2010</p> <p>Compile list of contact/vendor names – Summer, 2010</p> <p>Distribute survey to stakeholders and vendors – Fall, 2010</p> <p>Collect and disaggregate data from surveys – Spring, 2011</p> <p>Develop a recommendation regarding purchase of insurance – Summer, 2011</p> <p>Communicate a recommendation to candidates – Fall, 2011</p>
F. Person/group responsible:	<p>Director of OFE</p> <p>OFE University Supervisors</p>
G. Performance outcomes for goal:	A recommendation regarding the need for professional liability insurance will be made.
H. Resources Required:	<p>Technical Support</p> <p>OFE University Supervisors</p> <p>Contact information for Professional Organizations</p> <p>Contact information (or legal counsel) for school districts that serve UNC Charlotte candidates</p> <p>University legal counsel</p>

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III. NEW STRATEGIC GOALS, ACTION PLANS AND PERFORMANCE OUTCOMES

A. Unit, Dept. or College Goal #5: The Office of Field Experiences will enhance internship and student teaching experiences by sharing knowledge, methods, and strategies to serve an ever expanding population of diverse students.

<p>B. Relationship of goal to next higher reporting unit goal:</p>	<p>College of Education Goal #5: The College of Education will support the success of candidates through innovative programming and delivery, technology integration, excellent advising and academic services, and enrichment activities.</p> <p>College of Education Goal #6: The College of Education will support the success of faculty and staff through career development opportunities, mentoring, and access to supportive infrastructure.</p>
<p>C. Action plans to achieve goal:</p>	<p><u>Yearlong Internship Semester</u>            5.1 Provide monitored supervision of the first semester of the yearlong internship through monthly emails.            5.2 Explore avenues and need to provide professional development opportunities for students during the yearlong semester, and provide opportunities if warranted.</p> <p><u>Student Teaching Semester</u>            5.1 Update OFE resources and professional library, remove outdated materials, purchase current materials which address trends and scholarship.            5.2 Provide professional development opportunities for University Supervisors.            5.3 Provide systematic training for part-time University Supervisors.            5.4 Continue to create professional development opportunities for the candidates.</p>
<p>D. Effectiveness measures/methods to assess outcomes/goal attainment:</p>	<p><u>Yearlong Internship Semester</u>            5.1 Feedback from final monthly contact with YLIs            5.1 Midterm and final evaluations of yearlong interns by cooperating teachers            5.2 Assess student needs and wants through survey            5.2 Student evaluations of professional development opportunities</p> <p><u>Student Teaching Semester</u>            5.1 Survey University Supervisors on usefulness of professional library            5.2 Survey of effectiveness of professional development opportunities for University Supervisors            5.3 Survey of training of part-time University Supervisors            5.4 Professional development evaluations from candidates</p>
<p>E. Assessment schedule to assess goal:</p>	<p><u>Yearlong Internship Semester and Student Teaching Semester</u>            Pre-assessment of Goal 5 action plans – summer 2010            Implement action plans for YLI semester – Fall 2010            Assess and plan for implementation of necessary changes – Summer 2011 – 2014</p>
<p>F. Person/group responsible:</p>	<p><u>Yearlong Internship Semester</u>            Director of OFE            OFE Undergraduate University Supervisors</p> <p><u>Student Teaching Semester</u>            Director of OFE            OFE University Supervisors</p>
<p>G. Performance outcomes for goal:</p>	<p>It is the goal of the Office of Field Experiences to maintain our high percentage of students scoring levels 3 and 4 on the Exit Evaluation and ensuring that students are prepared to meet the standards as indicated on the LEA/IHE Certification of Teaching Capacity.</p> <p>Student evaluations will indicate that information, skills, and strategies gained through</p>





	<p>professional development opportunities are relevant and effective while serving the diverse population in area classrooms.</p> <p><u>Yearlong Internship Semester</u></p> <ul style="list-style-type: none"> <li>o 95% of students successfully complete intern semester</li> <li>o Positive evaluations of professional development opportunities</li> </ul> <p><u>Student Teaching Semester</u></p> <p>The Goal of the Office of Field Experiences is to have student evaluations indicate that supervisors are sharing knowledge, methods, and strategies to help them serve their student teaching population.</p> <ul style="list-style-type: none"> <li>o Increased usage levels on materials; University supervisor evaluation of OFE support</li> <li>o Majority of positive evaluations from in-service opportunities; student teacher evaluations of university supervisors; University supervisor evaluations of OFE support</li> <li>o Majority of positive evaluations from training sessions; student teacher evaluations of university supervisors; University Supervisor evaluations of OFE support</li> <li>o Majority of positive evaluations from professional development workshops; University Supervisor and cooperating teacher evaluations of student effectiveness using the STAR and Exit Evaluation</li> </ul>
<p>H. Resources Required:</p>	<p><u>Yearlong Internship Semester</u></p> <p>Maintaining effective intern/supervisor ratio</p> <p>Funding and resources to provide professional development opportunities</p> <p><u>Student Teaching Semester</u></p> <p>Funding to purchase library materials and resources</p> <p>Funding and resources to provide professional development opportunities for University Supervisors</p> <p>Funding and resources to provide training for part-time University Supervisors</p> <p>Funding and resources to provide professional development opportunities for student teachers</p>

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**III. NEW STRATEGIC GOALS, ACTION PLANS AND PERFORMANCE OUTCOMES**

A. Unit, Dept. or College Goal #6: The Office of Field Experiences will connect with P-12 school administrators and teachers to provide focused clinical placements in diverse school and community settings.

B. Relationship of goal to next higher reporting unit goal:	College of Education Goal #1: The College of Education will graduate effective and ethical 21st century professionals – child and family development professionals, teachers, school leaders, and counselors – who will have a positive impact on children, youth, families, communities, and schools and who will be successful in urban and other high need settings.
C. Action plans to achieve goal:	6.1 Communicate with teacher education preparation departments through departmental meetings (See Goal 3) to gain input from contact specific faculty regarding effective, supportive, and diverse clinical placements for students. 6.2 Communicate with system level contact persons to identify quality clinical placements for students.
D. Effectiveness measures/methods to assess outcomes/goal attainment:	6.1 and 6.2 At the end of the semester, send an email to faculty who taught classes with clinical placements requesting feedback regarding the quality of the placements based on students' informal comments and course evaluation completion of clinical requirements.
E. Assessment schedule to assess goal:	6.1 and 6.2 Faculty email – end of each semester
F. Person/group responsible:	Director of OFE Clinical Coordinator OFE Support Staff Course Instructors School System Level Contact Persons
G. Performance outcomes for goal:	6.1 and 6.2 Students will successfully complete course clinical requirements on time in a high quality school setting.
H. Resources Required:	Time on departmental meeting agendas Clerical support Support from school system level contact persons

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J. Follow-up plan to make changes as a result of assessment findings:	