**Single Subject Credential Option Assessment**

To assess student learning outcomes in the single subject credential option, the English Department will review teaching portfolios that the students develop as they proceed through the program. For these portfolios, students will be asked to provide artifacts, accompanied by a reflective commentary, that demonstrate their competencies in each of the required English Content Domains. The Credential Option Assessment Committee (COAC) will assess the portfolios of credential option students who have applied for graduation or have requested certification of subject-matter competency in English to determine if they have met the learning outcomes for the preparation of teachers. These assessments will be conducted quarterly, and the prospective teachers reviewed will normally be enrolled in the third quarter prior to the quarter in which they plan to graduate. The COAC will report on the results of their assessment in two ways:

1. For individual prospective teachers, the results will be reported to the Principal Credential Adviser (PCA), who will, when necessary, identify measures to meet program requirements (e.g., revising the portfolio and/or taking additional coursework to meet standards or improve GPA).

2. For the program generally, the COAC, chaired by the English Education Coordinator (EEC) and in consultation with the PCA, will report annually to the Department Chair on perceived strengths and weaknesses in the program that were revealed through these assessment activities.

3. The Chair will then forward the COAC report and any recommendations for change to the department and proceed as follows:
a. If the recommendations for change can be addressed by adjustments in the syllabi of individual instructors, the Chair will notify the instructors concerned;

b. If the recommendations require course or program modifications, the Chair will forward the recommendations to the Department Undergraduate Studies Committee (USC).

c. The Undergraduate Studies Committee (USC) will develop the curricular modifications necessary and forward them to the Department and subsequently to the College of Arts and Letters Instructional Affairs Committee for approval.

In addition, the COAC reports, along with other information such as surveys of program graduates and of credential program colleagues in the Charter College of Education, will become part of the Department’s Self Study Report for the University Program Review conducted every five years. Any recommendations for further program changes made by external reviewers will be forwarded by the University Program Review Committee to the Provost and Vice-President for Academic Affairs, who will, in turn, request any necessary changes by the Department.