

BSEAS Monthly Calendar
Buffalo State Teacher Education Unit
January to December

January	
Instrument	<ul style="list-style-type: none"> • Distribute Dean's evaluation and instructions (for both placements) • Distribute PDS School Faculty Survey
Procedure	<ul style="list-style-type: none"> • Schedule unit retreat for April • Aggregate NYSTCE certification exam scores
Product	<ul style="list-style-type: none"> • Academic Status/Probation Report • AACTE.NCATE Annual Report

February	
Instrument	<ul style="list-style-type: none"> • Distribute 1st placement and school faculty survey
Procedure	<ul style="list-style-type: none"> • Collect SPA table updates/program • Collect Advanced Program gateway data including capstone grade • Offer Advanced Program assessment workshops • Offer TaskStream training
Product	<ul style="list-style-type: none"> • Title II Report

March	
Instrument	<ul style="list-style-type: none"> • Distribute 2nd placement school faculty survey • Distribute Principal's Survey
Procedure	<ul style="list-style-type: none"> • Prepare assessment data for retreat
Product	<ul style="list-style-type: none"> • Refresh all FileMaker Pro reports

April	
Instrument	<ul style="list-style-type: none"> • Distribute exit surveys • Distribute department and faculty evaluation templates • Collect faculty vitas • Collect education syllabi
Procedure	<ul style="list-style-type: none"> • Collect department annual reports • Unit retreat • Process Cooperating Teacher stipends
Product	

May	
Instrument	
Procedure	<ul style="list-style-type: none"> • Update improvement cycles • Collect change documentation from programs • Collect P-12 impact • Schedule unit retreat for August
Product	<ul style="list-style-type: none"> • Write reports of exit survey • Write reports of Dean's Evaluation • Summarize school faculty survey

June	
Instrument	<ul style="list-style-type: none"> • Prompt programs to update handbooks / materials • Schedule teacher education retreat for August
Procedure	<ul style="list-style-type: none"> • Complete faculty evaluations • Gather PRAXIS data
Product	<ul style="list-style-type: none"> • Complete school annual report • Review complaints and resolution

July	
Instrument	<ul style="list-style-type: none"> Write reports on alumnae survey
Procedure	<ul style="list-style-type: none"> Review Strategic Planning Review and update BSEAS Generate capacity reports Develop/update assessment workshops Prepare budget Prepare assessment data for retreat
Product	<ul style="list-style-type: none"> Yearly evaluation calendars – prepare for distribution

August	
Instrument	<ul style="list-style-type: none"> Generate summary reports on TaskStream unit faculty portfolios Generate summary reports on TaskStream school faculty portfolios
Procedure	<ul style="list-style-type: none"> Gather action research information (grants, reports) Unit retreat
Product	<ul style="list-style-type: none"> Aggregate NYSTCE certification exam scores

September	
Instrument	<ul style="list-style-type: none"> Distribute Dean’s evaluation and instructions (for both placements) Distribute PDS school faculty survey
Procedure	<ul style="list-style-type: none"> Schedule unit retreat for November Collect SPA table updates/program Collect Advanced Program gateway data including capstone grade
Product	<ul style="list-style-type: none"> Academic Status/Probation Reports

October	
Instrument	<ul style="list-style-type: none"> Make arrangements for Alumnae survey
Procedure	<ul style="list-style-type: none"> Offer Initial Programs assessment workshops Offer TaskStream training
Product	<ul style="list-style-type: none"> Prepare assessment data for retreat

November	
Instrument	<ul style="list-style-type: none"> Distribute exit surveys
Procedure	<ul style="list-style-type: none"> Unit retreat Process cooperating teacher stipends Train cooperating teachers
Product	<ul style="list-style-type: none"> Refresh all FileMaker Pro reports

December	
Instrument	<ul style="list-style-type: none"> Write reports of exit surveys Write reports of Dean’s Evaluation Write reports on Loehr survey Summarize school faculty survey
Procedure	<ul style="list-style-type: none"> Process supervisor travel and mileage Review complaints and resolutions

Teacher Education Retreat Aggregations from the unit:

- NYSTCE Teacher Certification Exams
- PRAXIS
- Dispositions/Dean’s Evaluation
- Program Completion data
- Unit changes documentation (based on data)
- Exit survey results
- Review unit training offerings/attendees/satisfaction
- Grants awarded and committee activities
- Loehr Program Survey (fall only)
- Alumnae and Principal Survey results when administered