***Council on Education of the Deaf***

**CED Program Review Rubric**

***Revised, January 2018***

**Program Evaluation Rubric Cover Sheet**

**Institution**

**State**

**Date submitted**

**Name of Preparer**

**Email**

**Program Evaluation Review Team Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program documented in this report:**

**Name of institution’s program (s)**

**Degree or award level**

**Is this program offered online? □ Yes □ No □ Hybrid**

**Program Type (Initial, Advanced) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title of the state license(s) for which candidates are prepared \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**State licensure requirement for national recognition:** CAEP/CED requires 80% of the program completers who have taken the test to pass the applicable state licensure test for their licensure field, if the state has a testing requirement. Test information and data must be reported in Section III. Does your state require such a test? **□ Yes □ No**

*Council on the Education of the Deaf Program Review Rubric*

**1.1 Design of Curriculum**

*Standard:  Each curriculum reflects the institution’s philosophy regarding education of students who are deaf or hard of hearing and personnel preparation, its conception of the role of the teacher, and its program objectives.*

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| *Evaluation Questions* | *Not Met: Further Work needed* | *Met with Conditions.* | *Met* | *Notes* |
| The institution’s philosophy reflected in the program to prepare teachers of deaf and hard of hearing students | Philosophy is not consistently or clearly reflected in conception of the role of teacher, program objectives, course objectives, and/or field experiences | Philosophy consistently reflected in 2 of the 4 areas: conception of role of teacher, program objectives, course objectives, field experiences | Philosophy consistently and clearly reflected in 3 of the 4 areas: conception of role of teacher, program objectives, course objectives, field experiences |  |

**1.2 Curriculum Components:**  The *generic portion of the curriculum is planned so that each curriculum consists of learning experiences designed to develop candidate outcomes in the seven CED\_CED standards described in Standard 1.2.1 and the specialized portion of the curriculum described in CED Standard 1.2.2.*

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| *Evaluation Questions* | *Not Met: Further Work needed* | *Met with Conditions.* | *Met* | *Notes* |
| a. Course objectives align with CEC\_CED initial educator standards 1.2.1 and CED standard 1.2.2 | Few if any course objectives are clearly aligned with CEC\_CED standard 1.2.1 or CED standard 1.2.2 | Most course objectives are clearly aligned with CEC\_CED standards 1.2.2 and with CED standard 1.2.2 | Course objectives are clearly aligned with CEC\_CED standard 1.2.1 and CED standard 1.2.2 |  |
| b.   Key assessments found within courses address the seven CEC\_CED overall standards   1. Specific assessments are provided which address CED standard 1.2.2., preparing candidates to meet the unique language and communication needs of deaf and hard of hearing children. | Key assessments, courses or field experiences do not align with all seven of the CEC\_CED overall standards and do not address CED standard 1.2.2. | Key assessments courses or field experiences are aligned and address all seven of the CEC\_CED overall standards but do not adequately address CED standard 1.2.2. | Key assessments found within courses or field experiences are aligned and address all seven of the CEC\_CED standards and adequately address CED standard 1.2.2 |  |

**1.3.1    Practicum Length and Sequence** *Standard:  The curriculum incorporates a planned sequence of practicum experiences appropriate to the curriculum. Practicum includes adequate amounts of observation, participation and teaching for A MINIMUM OF 150 HOURS OF DIRECTED OBSERVATION AND PARTICIPATION AND A MINIMUM OF 250 CLOCK HOURS OF STUDENT TEACHING.*

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| *Evaluation Questions* | *Not Met: Further Work needed* | *Met with Conditions.* | *Met* | *Notes* |
| Number of practica, field experience, and student teaching hours are adequate | Practica, field experiences and student teaching hours do not meet the minimum hours | Practica and field experience hours are within 5- 10 hours of the minimum hours (150) of directed observation and participation and the minimum number of clock hours (250) of student teaching | Practica and field experience hours meet the minimum hours (150) of directed observation and participation and the minimum number of clock hours (250) of student teaching |  |
| b. Nature of practica, field experiences, and student teaching is appropriate for program philosophy | Few or none of practica, field experiences and student teaching placements are appropriate to program philosophy | Some of practica, field experiences and student teaching placements are appropriate to program philosophy | Majority of practica, field experiences and student teaching placements are appropriate to program philosophy |  |
| Sequence of practica, field experiences and student teaching | Sequence of practica, field experiences and student teaching does not appear to be structured to build refined teaching skills | Sequence of practica, field experiences and student teaching are somewhat structured to build increasingly refined teaching skills. | Sequence of practica, field experiences and student teaching are generally structured to build increasingly refined teaching skills. |  |
| Assessment of practica, field experiences and student teaching experiences measure effectiveness of placement in building candidates’ skills | No assessment of effectiveness of placements (practica, field experiences and student teaching) is made. | Assessment of effectiveness of some of the placements (practica, field experiences or student teaching) is made. | Assessment of effectiveness of most of the placements (practica, field experiences and student teaching) is made |  |

**1.3.2   Practicum Facilities:** *Standard:  A wide range of practicum facilities is available. Candidates should be familiar with the full array of resources available to deaf and hard of hearing individuals and carry out practicum activities in these facilities as appropriate to the objectives of the program and their own professional goals.*

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| *Evaluation Questions* | *Not Met: Further Work needed* | *Met with Conditions.* | *Met* | *Notes* |
| Program offers a range of practicum facilities in which candidates can carry out practicum activities | Practicum activities are limited to one facility. | A limited range of practicum facilities (1-2) are used by the program. | A varied group of practicum facilities are used by the program. |  |
| Practicum facilities provide candidates with exposure to children from diverse cultural, racial and economic backgrounds. | Practicum facilities/activities provide candidates with NO exposure to children from diverse cultural, racial and economic backgrounds. | Practicum facilities/activities provide candidates with limited exposure to children from diverse cultural, racial and economic backgrounds. | Practicum facilities/activities provide candidates with some exposure to children from diverse cultural, racial and economic backgrounds. |  |

**1.3.3    Practicum Supervision:** *Standard:  Qualified personnel from the teacher preparation center and practicum facilities conduct a well-coordinated, planned program of supervision for all phases of practicum. Supervision is adequate and appropriate in terms of its nature, frequency, and amount and its relevance to program objectives.*

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| *Evaluation Questions* | *Not Met: Further Work needed* | *Met with Conditions.* | *Met* | *Notes* |
| The frequency of supervision provided for each phase of practicum and student teaching from the university/college supervisor. | College/university supervisor do not maintain a visitation schedule during practica and student teaching | College/university supervisor maintain a sporadic but adequate visitation schedule during practica and student teaching | College/university supervisor maintain a frequent visitation schedule during practica and student teaching |  |
| The nature of supervision provided for each phase of practicum and student teaching by the university/college supervisor | University/college supervisor provides direct feedback and conferencing with candidate after less than half of visits/observations | University/college supervisor provides direct feedback and conferencing with candidate after at least half of visits/observations | University/college supervisor provides direct feedback and conferencing with candidate after most visits/observations. |  |
| The nature of supervision provided for each phase of practicum and student teaching by the practicum/cooperating teacher | Practicum/cooperating teacher does not provide systematic feedback and conferencing with candidate during the practicum/student teaching experience. | Practicum/cooperating teacher provides mid-term and final feedback and conferencing with candidate during the practicum/student teaching experience. | Practicum/cooperating teacher provides weekly, direct feedback and conferencing with candidate during the practicum/student teaching experience. |  |
| Adequate procedures are used to record, monitor, and evaluate the teaching performance of candidates | Program does not use adequate or systematic procedures to record, monitor, and evaluate the teaching performance of candidates. | Program uses systematic procedures to record, monitor, and evaluate the teaching performance of candidates. | Program uses adequate, systematic procedures to record, monitor, and evaluate the teaching performance of candidates. |  |
| h.   Selection, training, placement, and evaluation of cooperating teachers | Program does not have selection criteria and/or may or may not offer annual training and evaluation of cooperating teachers. | Program uses selection criteria and/or provides annual training and evaluation of cooperating teachers | Program uses quality selection criteria and provides annual training and evaluation of cooperating teachers |  |

**2.1 Competence and Utilization of Faculty** *Standard:  An institution engaged in preparing teachers has a minimum of two qualified, full-time faculty members (or their equivalent) in teacher education, each with post-master’s degree preparation or demonstrated scholarly and professional competence, and each with appropriate expertise in components of the curricula (e.g., language, communication, media), one of whom is officially designated as coordinator or head of the Program and who assumes accountability for program administration, direction and evaluation.*

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| *Evaluation Questions* | *Not Met: Further Work needed* | *Met with Conditions.* | *Met* | *Notes* |
| Coordinator of the program is a faculty member with a professional rank | Coordinator of the program is a faculty member. May or may not have professional rank, appropriate experience and/or teaching licensure. | Coordinator of the program is a faculty member with professional rank, appropriate experience and/or teaching licensure. | Coordinator of the program is a full-time faculty member with professional rank and appropriate experience, and teaching licensure |  |
| Effectiveness of the instruction and supervision in each of the areas specified in the standard evaluated | Teaching effectiveness of program faculty may or may not be evaluated by candidates and/or by peers annually. | Teaching effectiveness of program faculty is evaluated by candidates annually and by peers annually. | Teaching effectiveness of program faculty is systematically evaluated by candidates each semester and by peers annually. |  |
| Faculty members actively engage in professional development activities like research, advanced study, and participation in professional and other groups | Program faculty rarely engages in professional development activities, scholarship and service to the profession. | Program faculty sometimes engages in professional development activities, scholarship and service to the profession. | Program faculty regularly engages in professional development activities, scholarship and service to the profession. |  |

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**2.2 Faculty Involvement with Schools** **and Programs:** *Standard:  Members of the teacher education faculty have continuing association and involvement with educational programs for students who are deaf and hard of hearing*.

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| *Evaluation Questions* | *Not Met: Further Work needed* | *Met with Conditions.* | *Met* | *Notes* |
| Members of the teacher education faculty are involved with educational programs for students who are deaf and hard of hearing | Few or no members of the teacher education faculty are regularly involved with educational programs for students who are deaf and hard of hearing through service or scholarly activities | Some members of the teacher education faculty are regularly involved with educational programs for students who are deaf and hard of hearing through service or scholarly activities | Most members of the teacher education faculty are regularly involved with educational programs for students who are deaf and hard of hearing through service or scholarly activities |  |

**2.3 Conditions for Faculty Service**

*Standard:  The institution provides conditions essential to the effective performance by the teacher education faculty*

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| *Evaluation Questions* | *Not Met: Further Work needed* | *Met with Conditions.* | *Met* | *Notes* |
| Faculty load | Load of faculty members in the program does not meet the established institutional policy. | Load of most faculty members in the program meet the established institutional policy most semesters. | Load of all faculty members in the program meet the established institutional policy most semesters. |  |
| Faculty development | Faculty has no access or support for any faculty development opportunities. | Faculty has access to an institutionally sponsored faculty development program. | Faculty has access to an institutionally sponsored faculty development program or monies to seek faculty development opportunities. |  |
| Support Services for Faculty | Faculty has insufficient clerical, technological, funding, and research support from the institution. | Faculty has some but not adequate clerical, technological, funding, and research support from the institution. | Faculty has adequate clerical, technological, funding, and research support from the institution. | *Notes* |

**2.4 Part-Time Faculty**

*Standard:  The requirements for part-time faculty in the institution are comparable to those for appointment to the full-time faculty and are employed only when part-time faculty can make special contributions to teacher education programs.*

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| *Evaluation Questions* | *Not Met: Further Work needed* | *Met with Conditions.* | *Met* | *Notes* |
| Qualifications of the part-time faculty members | Qualifications of part-time faculty are not comparable to those of full time faculty by degree or experience. | Qualifications of part-time faculty are mostly comparable to those of full time faculty either by degree and/or experience. | Qualifications of part-time faculty are comparable to those of full-time faculty by degree and or experience. |  |
| Proportion of the program taught by part-time faculty | Part time faculty teach more than 50% of the program courses. | Part time faculty teach no more than 35% of the program courses | Part-time faculty teach less than 25% of the program courses. |  |
| Part time faculty are oriented to the basic purposes of the institution’s teacher education program | Part-time faculty receives a basic orientation to the teacher education program; and may or may not receive program information on a regular basis, or conference with program coordinator. | Part-time faculty receives a basic orientation to the teacher education program; are recipients of program information on a regular basis, and conference as needed with program coordinator. | Part-time faculty receives a basic orientation to the teacher education program; are recipients of program information on a regular basis, and conference frequently with program coordinator. |  |

**3.1 Admission to Programs** (Refer to Form # 3.) *Standard:  The institution applies specific criteria for admission to the program for the preparation of teachers of students who are deaf and hard of hearing. These criteria require the use of both objective and subjective data*.

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| *Evaluation Questions* | *Not Met: Further Work needed* | *Met with Conditions.* | *Met* | *Notes* |
| Admission criteria for candidates to the program. | Program has admission criteria including objective data including test results with national norms | Program has systematic, well documented admission criteria that includes objective data including test results with national norms | Program has systematic, well documented and consistently applied admission criteria that includes multiple measures and objective data including test results with national norms |  |
| Program supports diversity of candidates including those who are deaf or hard of hearing | Program does not recruit diverse candidates including those who are deaf or hard of hearing and has no documented supports for these candidates. | Program recruits diverse candidates including those who are deaf or hard of hearing. | Program recruits diverse candidates including those who are deaf or hard of hearing and has documented, supports for these candidates. |  |

**3.2 Retaining Candidates in Programs:**  *Standard:  The institution applies specific criteria for retaining candidates who possess academic competencies and personal characteristics appropriate to the requirements of teaching.*

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| *Evaluation Questions* | *Not Met: Further Work needed* | *Met with Conditions.* | *Met* | *Notes* |
| Objective means are used to evaluate the achievement of candidates as they progress through the teacher preparation program for teachers of students who are deaf and hard of hearing | Program has measures that are used to evaluate candidates as they move through each transition point in the teacher preparation program but measures or implementation of measures lack consistency and/or documentation | Program has systematic measures that are used to evaluate and determine retention of candidates as they move through each transition point in the teacher preparation program. | Program has systematic, well documented, multiple measures that are consistently used to evaluate and determine retention of candidates as they move through each transition point in the teacher preparation program |  |
| Program measures candidate dispositions and ethical behaviors | Program does not use a consistent and/or valid measure of candidates’ dispositions and ethical behaviors through each transition point in the teacher preparation program. | Program uses a measure of candidates’ dispositions and ethical behaviors through each transition point in the teacher preparation program. | Program uses a consistent measure of candidates’ dispositions and ethical behaviors through each transition point in the teacher preparation program. |  |
| Program has an appeals process for candidates who are denied entrance to the program or dismissed from the program. | Program does not have a formal appeals process for candidates who are denied entrance to the program or dismissed from the program. | Program has a formal, appeals process for candidates who are denied entrance to the program or dismissed from the program. | Program has a formal, systematically used appeals process for candidates who are denied entrance to the program or dismissed from the program. | . |

**3.3 Program Graduation Requirements** (Refer to Form #5, Attachment III of CED Attachments.) *Standard:  Graduation from a program for the preparation of teachers of students who are deaf and hard of hearing implies more than the satisfactory completion of a series of academic credit hours*

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| *Evaluation Questions* | *Not Met: Further Work needed* | *Met with Conditions.* | *Met* | *Notes* |
| The program for the preparation of teachers of students who are deaf and hard of hearing requires multiple measures for graduation | Program does not use well documented, valid, and multiple measures to determine satisfactory completion of teacher preparation program. | Program uses some documented, valid and multiple measures to determine satisfactory completion of teacher preparation program. | Program consistently uses valid, well documented, multiple measures to determine satisfactory completion of teacher preparation program. |  |

**4.1 Library** *Standard:  The library and access to materials electronically is adequate to support the instruction, research, and services of each teacher education program.*

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| *Evaluation Questions* | *Not Met: Further Work needed* | *Met with Conditions.* | *Met* | *Notes* |
| Library and virtual holdings and databases | Program faculty and students have little or no access to:  (1)  standard and contemporary holdings in education, psychology, instructional technology, speech and hearing,  (2)  periodicals in education, psychology, instructional technology, speech and hearing, and education of the deaf and hard of hearing  (3)  such additional specialized books, periodicals, and other resources to support the program | Program faculty and students have some access to:  (1)  standard and contemporary holdings in education, psychology, instructional technology, speech and hearing,  (2)  periodicals in education, psychology, instructional technology, speech and hearing, and education of the deaf and hard of hearing  (3)  such additional specialized books, periodicals, and other resources to support the program | Program faculty and students have general access to:  (1)  standard and contemporary holdings in education, psychology, instructional technology, the education of deaf and hard of hearing students and speech and hearing,  (2)  periodicals in education, psychology, instructional technology, speech and hearing, and education of the deaf and hard of hearing  (3)  such additional specialized books, periodicals, and other resources to support the program |  |

**4.2 Materials, Technology and Instructional Media**

*Standard:  A materials and instructional media center for teacher preparation, maintained either as a part of the library, or as one or more separate units, or virtually is adequate to support the teacher education program.*

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| *Evaluation Questions* | *Not Met: Further Work needed* | *Met with Conditions.* | *Met* | *Notes* |
| Extent and accessibility of instructional media and technology | The program or institution has a limited instructional media holding that may or may not include recent technology and addresses the educational programming and instructional needs of teachers working with deaf or hard of hearing students. | The program or institution has an adequate instructional media holding that may or may not include recent technology and addresses the educational programming and instructional needs of teachers working with deaf or hard of hearing students. | The program or institution has an extensive, easily accessible instructional media holding including recent technology that addresses the educational programming and instructional needs of teachers working with deaf /hh students |  |

**4.3 Physical Facilities and Other Resources:** *Standard:  The institution provides physical facilities and other resources essential to the instructional and training activities of the program.*

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| *Evaluation Questions* | *Not Met: Further Work needed* | *Met with Conditions.* | *Met* | *Notes* |
| The institution provides faculty and candidates office space, instructional space, and other space necessary to carry out their responsibilities | Faculty and candidates do not have functional office space, instructional space and do not have access to contemporary audiological facilities, materials, and equipment and facilities, materials, and/or equipment for observing and demonstrating audiological, psychological, and educational testing, diagnosis, and training | Faculty and candidates have functional office space, instructional space, as well as: standard and contemporary audiological facilities, materials, and equipment and facilities, materials, and/or equipment for observing and demonstrating audiological, psychological, and educational testing, diagnosis, and training | Faculty and candidates have adequate office space, instructional space, as well as: standard and contemporary audiological facilities, materials, and equipment and facilities, materials, and equipment for observing and demonstrating audiological, psychological, and educational testing, diagnosis, and training |  |

**5.1 Evaluating Candidates and Graduates** (Refer to Form # 4 Attachment III. CED Attachments.) *Standard:  The institution conducts a well-defined plan for evaluating the candidates and teachers it prepares.*

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| --- | --- | --- | --- | --- |
| *Evaluation Questions* | *Not Met: Further Work needed* | *Met with Conditions.* | *Met* | *Notes* |
| Program Key Assessments measure candidates’ performance across the entire program | Program Key Assessments occur primarily at the end of the program. | Program Key Assessments occur at critical points across the program to measure candidate growth, but most occur at the middle and end | Program Key Assessments occur at critical points across the program to measure candidate growth but more occur at the middle and end |  |
| Program Key Assessments measure performance outcomes that are aligned with CEC\_CED Standards | Program Key Assessments measure performance outcomes that are aligned with CEC\_CED Standards, address all 7 major standards and specifically pinpoint less than 50% of the critical CED sub-indicators | Program Key Assessments measure performance outcomes that are aligned with CEC\_CED Standards, address all 7 major standards and specifically pinpoint 50% of the critical CED sub-indicators | Program Key Assessments measure performance outcomes that are aligned with CEC\_CED Standards, address all 7 major standards and specifically pinpoint 60% of the critical CED sub-indicators |  |
| Program evaluates the effectiveness of their graduates | Program does not use a consistent, valid measure of graduates’ performance in the classroom (employer survey, graduate survey) | Program uses a measure of graduates’ performance in the classroom (employer survey, graduate survey) but measure lacks consistency and/or validity over the years. | Program uses a consistent, valid measure of graduates’ performance in the classroom (employer survey, graduate survey, state-generated first year teacher data or teacher effectiveness measures)  ) |  |

**4.3 Candidate Participation in Program Evaluation and Development**

*Standard: The program preparing teachers for students who are deaf and hard of hearing has a systematic procedure for securing feedback on the program and the faculty members from candidates and graduates.*

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| *Evaluation Questions* | *Not Met: Further Work needed* | *Met with Conditions.* | *Met* | *Notes* |
| Program has a systematic way for candidates to provide feedback and evaluation of faculty and courses. | Program does not use systematic and/or valid measure(s) of faculty and course effectiveness. | Program uses some measure of faculty and course effectiveness. | Program uses systematic, valid measure(s) of faculty and course effectiveness. |  |
| Program has a systematic way for candidates to provide feedback and evaluation of the program. | Program does not systematically collect feedback and evaluation of the program from graduation candidates on a yearly basis. | Program collects feedback and evaluation of the program from graduation candidates on a yearly basis. | Program systematically collects evaluation and feedback that is program specific from graduating candidates on a yearly basis. |  |
| Program has a systematic way for graduates to provide feedback and evaluation of the program. | Program does not conduct any assessment of graduates regarding the quality of their preparation. | Program conducts survey at least every ten years with appropriate graduates regarding the quality of their preparation. | Program conducts survey at least every five years with recent graduates regarding the quality of their preparation. |  |

*Discussion of strengths and concerns:*

**5.2 Use of Evaluation Results to Improve the Program**

*Standard:  The institution uses evaluation results to study, develop, and improve its teacher education programs.*

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| *Evaluation Questions* | *Not Met: Further Work needed* | *Met with Conditions.* | *Met* | *Notes* |
| Program continuously uses data from key assessments to make appropriate program modifications | Report does not indicate how data from key assessments including assessment of graduates are used to make appropriate modifications and how the effectiveness of those changes will be monitored. | Report vaguely reflects how data from key assessments including assessment of graduates are used to make appropriate program modifications.  How the effectiveness of those changes will be monitored is not clearly stated. | Report clearly reflects how data from key assessments including assessment of graduates are used to make appropriate modifications and how the effectiveness of those changes will be monitored. |  |

*Discussion of strengths and concerns:*

**5.3 Long-Range Planning**

*Standard:  The institution plans for the long-range development of teacher education. These plans are part of a design for total institutional development.*

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| *Evaluation Questions* | *Not Met: Further Work needed* | *Met with Conditions.* | *Met* | *Notes* |
| a.   What evidence indicates that the institution has, or is, engaged in studies or research to improve its teacher education programs? |  |  |  |  |

*Discussion of strengths and concerns:*