POLICY TITLE: Professional Education Unit Assessment Data Collection, Storage, Access, and Use

OVERVIEW: Appropriate procedures to assure confidentiality must be used for the collection, storage, access, and use of Professional Education Unit data for candidates and programs.

OFFICE/DEPARTMENT RESPONSIBLE: Professional Education Council

DATE UPDATED: November 30, 2011

Anyone who accesses assessment data or information through the network, hardware, or software provided by The College at Brockport must follow the related policies, purpose, principle, rules and regulations for Professional Education Unit assessment data collection, storage, access and use:

RELATED POLICIES:

i. Maintaining the Security, confidentiality and Integrity of Personal Information
ii. Family Educational Rights and Privacy Act (FERPA), The College at Brockport State University of New York, Policy (July 2008)
iii. Library, Information and Technology Services: E-mail and Network Policy
iv. Institutional Review Board-Quality Improvement Activities
v. The Professional Education Unit’s Policy on Professional Dispositions (2009)

PURPOSE OF POLICY:
These rules and regulations have been adopted by the Professional Education Council (PEC), the governing body of the Professional Education Unit at The College of Brockport State University of New York, to:

1. Identify constituents who may collect, store, access and use Professional Education Unit assessment data.
2. Inform such constituents of acceptable and appropriate procedures for the collection, storage, access, and use of such data.

UNDERLYING PRINCIPLE:
Data collected, stored, accessed, and used as part of the Professional Education Unit’s ‘Continuous Improvement of Candidate and Student Learning’ (CICSL) assessment system, are done so exclusively:

1. To assist The Professional Education Unit in evaluating the effectiveness of the education preparation programs of the unit
2. To provide feedback assistance to individual education professional candidates enrolled or completing unit programs for the purposes of professional development.

RULES AND REGULATIONS:

Data Collection:
CICSL data collection will be in accordance with the above stated underlying principle of this policy. Data collection will be done through The College at Brockport campus technologies
using individual credentials (username and passwords). Communication with stakeholders (i.e. candidates, faculty, college/clinical supervisors, and field/site supervisors) will be done using official college, school, or work e-mail addresses and not through personal or family-shared accounts. Databases used to obtain contact information will be accessible with individual credentials only. Data collection is at point of data entry by Professional Education Unit faculty, college/clinical supervisors, field/site supervisors, and professional education candidates (see Appendix A for definitions).

Data Storage:
CICSL data storage will be in accordance with the above stated underlying principle of this policy. The data will be stored using The College at Brockport campus technologies only. CICSL data exported by users to individual college computers will not include private personal data per the College’s policy ‘Maintaining the Security, Confidentiality & Integrity of Personal Information’. Private personal data includes the Social Security Number (SSN), date of birth, driver’s license number, credit card numbers, bank account numbers, and medical information (‘Maintaining the Security, Confidentiality & Integrity of Personal Information’ pg. 1). Data with personal identifying information will not be stored on laptop computers or any other mobile computing device (e.g., floppy disk, CD, DVD, USB “flash” drive, PDA, etc.) under any circumstances, at any time.

Data Access:
CICSL data access to individual data records will be in accordance with the above stated underlying principle of this policy. Such individual record data will not include personal identifiers (i.e. personal social security numbers, campus information system identification numbers, or professional candidate names). Access to the data will be done through The College at Brockport campus technologies using individual credentials. Access to stored individual record data used for:

1. Program improvement will be granted to:
   a. The Professional Education Council (PEC) and the subcommittees of the PEC.
   b. Faculty, college/clinical supervisors, and administrators of the Professional Education Unit, and the College by permission of the PEC.

2. Professional Education Candidate development will be granted to:
   a. Professional Education Candidates. They will have access to their status and performance on required Professional Education Unit assessments (technology support will be developed with current campus technologies).
   b. Faculty and college/clinical supervisors will have access to the status and performance on required Professional Education Unit assessments of candidates they advise, teach, or supervise.
   c. Field/Site Supervisors will have access to their assessment of the candidate’s for those candidates who are officially under their supervision. They will only be granted access to other assessment data of the candidate if written permission is granted from the Professional Education Candidate.

Data Use:
CICSL data usage will be in accordance with the above stated underlying principle of this policy. Usage other than for program improvement or assistance to individual candidates (i.e. professional development or advising) must only be done with Institutional Review Board (IRB) approval. Unauthorized disclosure of any personally identifiable student information outside the College is in violation of College policy (Family Educational Rights and Privacy Act (FERPA), The College at Brockport State University of New York Policy, II. B.1., July 2008). Any information in the candidate’s educational record is accessible to the education professional candidate and therefore is subject to the provisions of FERPA.

Use of aggregated program data will be available to the members of the Professional Education Unit, the institution, and the public as determined by the PEC. Aggregated program data with less than ten candidates will be available for internal review by the PEC, the Professional Education Unit Assessment committee, and appropriate stakeholders identified by the Professional Education Unit Assessment committee. This aggregated data of small program data will be suppressed for public reporting.

Appendix A: DEFINITION of TERMS

Professional Education Unit- The Professional Education Unit at The College of Brockport is comprised of the students, faculty, and administrators of programs on campus leading to certification in initial teacher certification, professional teacher certification, school counselor certification, and education administration certification in building and/or district leadership.

Education Professional Candidate- A College at Brockport student officially enrolled in an education professional preparation program of the Professional Education Unit.

Faculty of the Professional Education Unit- Any faculty that teaches required professional preparation education courses or advises candidates in education preparation in an academic department of the Professional Education Unit.

College/Clinical Supervisors of the Professional Education Unit- Any education professional hired by the programs of the Professional Education Unit as a representative of the institution to supervise and evaluate the performance of the education professional candidate.

Field/Site Supervisors of the Professional Education Unit- Any education professional identified by programs of the Professional Education Unit to supervise and evaluate the performance of education professional candidates in the field or clinical setting are considered to be ‘not outside the College’. These include School Based Teacher Educators (SBTE), School Based Literacy Educators (SBLE), Counselor Education Site Supervisor, and Education Administration Internship Field Supervisor.

Administrator of the Professional Education Unit- Any College at Brockport personnel that serves an administrative function in the Professional Education Unit as defined in the Governance document of the Professional Education Unit.
**Professional Education Unit Assessment Coordinator.** Person hired by the Professional Education Unit to coordinate the CICSL assessment system.

**Professional Education Unit Assessment Committee.** Committee of the Professional Education Council charged with the primary function to coordinate the collection, aggregation, analysis, and use of the data from a variety of sources related to the performance of the Professional Education Unit, including data about applicant qualifications, candidate and graduate performance, and Unit operations. *(Governance Document of the Professional Education Unit – SUNY College at Brockport (2005).*

**Point of Data Entry:** Phrase describing how assessment data is entered into the assessment system. It reflects the transition to online administration of assessments that enables data to be collected and entered into the assessment system when it is collected. This is distinguished from data collection using ‘paper and pencil’ administration that then requires manual entry of data. For example, the responses from participants in an online survey are entered into the system as the participant completes and submits the survey and are gathered at ‘point of entry’. Paper and pencil surveys are collected requiring a person to enter the data into the system. Data collection at point of entry eliminates human error that occurs with manual data entry and decreases the amount of time needed to get the data into the system.

**REFERENCES**

Governance Document of the Professional Education Unit, SUNY-The College at Brockport (2005).