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| **Year** | **January** | **February** | **March** | **April** | **May** | **June** | **July** | **August** | **September** | **October** | **November** | **December** |
| **2013** | Confirm student teaching arran  gers  Begin work with PassPort | Feedback from social studies, ELA, PE/Health SPAs | Visual Arts program update due to IDOE  Title II resolution by 3/13  3/15 ACEI response to conditions | PEDS due 4/20  Annual NCATE report due  4/19  IPRC Title II 4/30/13 | Suicide prevention workshop due for seniors | ALT report |  | IR due 8/6 | Kay’s FEC dossier due  All program completers under REPA  New Pearson Teacher Core Assessment  PassPort for EDU 230  9/13 ACEI feedback  9/13 NCTM feedback |  | Off-site review | Schedule mock review as retreat?  **DATA SET 2** |
| **2014** |  |  | NCTM response to conditions | 4/6-7-8  **Continuing Accreditation Visit** |  |  |  |  | SPA response to conditions due 9/15 at the latest! |  |  | **DATA SET 3** |
| **2015** |  |  |  |  |  |  |  |  |  |  |  |  |

**Department Assignments (somewhat separate from UAS schedule of responsibilities)**

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| **Assignment** | **Point Person** | **Due for Annual NCATE Report, 4/19/13** |
| 1. **Cross cultural experience record and urban experience** | Bauer | Part of Standard 4 area for improvement |
| 1. **Spicer-Phillips coordinator** | Bauer | Part of Standard 4 area for improvement |
| 1. **Portfolio scoring coordinator** | Williams |  |
| 1. **Tech Plan coordinator** |  | Part of Standard 1 |
| 1. **Senior Pre-post results coordinator (UAS)** | Williams | Part of Standard 1 |
| 1. **Junior Practice Teaching results coordinator (UAS)** | Hanson (Decision Point 2) | Part of Standard 1 and 2 area for improvement, Decision Point 2 |
| 1. **Student Teaching school corporation agreements** | Williams | Standard 3 |
| 1. **Philadelphia Center Student Teaching** | Hanson | Standard 3 and 4 |
| 1. **Student Teaching paperwork coordinator** 2. **Interdisciplinary unit** 3. **Student teaching evaluation** 4. **Evaluation of mentor and supervisor** 5. **Records check** 6. **Junior call out** | Williams |  |
| 1. **Student Teaching seminar coordinator** | Bauer | Standard 1 |
| 1. **Advisory Board** | Hanson | Standard 5 |
| 1. **Social coordinator** | Williams | XXXXXXXX |
| 1. **Professional growth points letters** | Williams | Standard 3 |
| 1. **Newsletter** | Torline | Standard 6 |
| 1. **Share Fair** | Torline | Standard 1 |
| 1. **Sophomore call out** |  | Standard 1 |
| 1. **Title II records coordinator and local database** | Torline | Part of Standard 2 area for improvement |
| 1. **Diversity of teacher candidates** | Bauer | Part of Standard 4 area for improvement |
| 1. **Diversity of mentor teachers** | Bauer | Part of Standard 4 area for improvement |
| 1. **Searches in EDU** | Hanson | Part of Standard 5 |
| 1. **SPA program proposals/reviews** | Williams | Part of Standard 1 and 2 area for improvement |
| 1. **PassPort** | Williams | Part of Standard 2 area for improvement |
| 1. **Mock Visit** | Williams/Hanson |  |