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| **Year** | **January** | **February** | **March** | **April** | **May** | **June** | **July**  | **August** | **September** | **October** | **November** | **December** |
| **2013** | Confirm student teaching arrangersBegin work with PassPort | Feedback from social studies, ELA, PE/Health SPAs | Visual Arts program update due to IDOETitle II resolution by 3/133/15 ACEI response to conditions | PEDS due 4/20Annual NCATE report due4/19IPRC Title II 4/30/13 | Suicide prevention workshop due for seniors | ALT report |  | IR due 8/6 | Kay’s FEC dossier dueAll program completers under REPANew Pearson Teacher Core AssessmentPassPort for EDU 230 9/13 ACEI feedback9/13 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 |  |