

### A.3.1.5 Phase In Plan for A.3.1.

#### 1. Relationship to Standard or Component

- The phase in plan will address Standard A.3.1 Admission of Diverse Candidates meeting employment needs
- Description of the Content: The phase in plan will provide evidence that address the following:
  - Data on applicants, admitted, and enrolled candidates are disaggregated by relevant demographics by advanced programs
  - Evidence that results are recorded, monitored, and used in planning and modification of recommended recruitment strategies
  - Plan and demonstrates knowledge of and addresses employment opportunities in schools, districts, and/or regions
- Objectives:
  1. Construct a monitoring data table of applicants, admissions, enrollment disaggregated by relevant demographics by programs
  2. Institutionalize the utilization of the Applicant, Admission and Enrollment data table in the planning and recommended modification of recruitment strategies by advanced program annually and align with university recruitment strategies
  3. Develop a mechanism to identify and meet employment opportunities especially in high need schools, districts and/or regions.

#### 2. Timeline and Resources

**Objective 1:** Construct a monitoring data table of applicants, admissions, enrollment disaggregated by relevant demographics by programs

<b>Task</b>	<b>Timeline</b>	<b>Resources</b>	<b>Expected Outcome</b>
Collection of data on applicants, admitted, and enrolled candidates in advanced programs	Summer 2018	CEHS Assessment Office, Admissions and Registrar's Office	Identify data fields collected by Admissions and Registrar's Office and understanding the process of data flow
Construction of data tables on applicants, admitted, and enrolled candidates disaggregated by relevant demographics by programs	Fall 2018	CEHS Assessment Office in collaboration with CAEP Core Team	Data Table on <a href="#">applicants</a> , <a href="#">admitted</a> , and <a href="#">enrolled</a> candidates disaggregated by relevant demographics by advanced programs

Establishment of annual procedures for data collection and timeline for applicants, admissions and enrollment data table production	Spring 2019	CEHS Assessment Office in collaboration with CAEP Core Team	Annual data collection and construction of data tables institutionalized (included in annual CEHS reports)
Refinement of data tables on applicants, admitted, and enrolled (using feedback from Spring 2019 retreat)	Summer 2019	CEHS Assessment Office	Data Table on applicants, admitted, and enrolled candidates disaggregated by programs ready for Academic Year 2019-2020 review and utilization

Note: The Assessment Office working with the CAEP Coordinator and the CEHS Dean will oversee the construction and institutionalization of this data table for use by advanced programs annually.

**Objective 2:** Institutionalize the utilization of the Applicant, Admission and Enrollment data table in the planning and recommended modification of recruitment strategies by advanced programs annually and align with university recruitment strategies

<b>Task</b>	<b>Timeline</b>	<b>Resources</b>	<b>Expected Outcome</b>
Description of current recruitment process at the University Level	Summer 2018	CAEP Core Team and Admissions Office	Understanding of University Recruitment Strategies at both undergraduate and graduate levels
Description of what programs do to recruit diverse students	Fall 2018 CEHS Retreat	CEHS Administration and CEHS Academic Affairs Office	<a href="#">Table 3.1.6</a> of what programs do to recruit diverse students
Pilot review of data on applicants, admitted, and enrolled candidates disaggregated by relevant demographics by advanced programs	Spring 2019 CEHS Retreat	CEHS Administration and Academic Programs	Program feedback on functionality and integrity of data tables on applicants, admission and enrollment

Pilot planning and modification of recruitment strategies by advanced programs	Spring 2019 CEHS Retreat	CEHS Administration and Academic Programs	Recommended recruitment strategies by programs that complements University strategies
Annual review and planning for recruitment strategies by advanced programs	Fall 2019 CEHS Retreat	CEHS Administration and Academic Programs	Refined recommended recruitment strategies by programs that complement University strategies
Recording of recruitment strategies and outcomes by advanced program annually	Spring 2020	CEHS Assessment Office	Annual record of recommended recruitment strategies and outcomes

Note: Every fall, The CEHS retreat will be dedicated to data review and action planning for issues and concerns related to Standard 1 and Standard 3 work

**Objective 3:** Develop a mechanism to identify and meet employment opportunities especially in high need schools, districts and/or regions.

<b>Task</b>	<b>Timeline</b>	<b>Resources</b>	<b>Expected Outcome</b>
Mapping of Partnerships in K-12 Schools and Grants Addressing High Need Areas	Summer 2018	CEHS Office of Promotion and Outreach (Assistant Dean's Office) and CAEP Core Team	Map of current partnerships and grants with high need schools, districts and partnership
List Career Center recruitment activities for Teacher Education students and graduates	Fall 2018	CEHS Asst. Dean and CAEP Core Team	List of current practices addressing employment of Teacher Education students and graduates
Piloted a school level career fair for employment opportunities in partners in high need areas in both traditional and non-traditional settings	Fall 2019	CEHS Asst. Dean, PECE, Career Center, NYC DOE	Two career fairs in Fall and Spring Higher attendance Higher applications

Development of a communication plan to collect employment opportunities in high need areas and how to deliver them to advanced programs, students and alumni	Spring 2019 Teacher Education Retreat	CEHS Administration and Academic Programs	Communication plan for Employment Opportunities
Development of a monitoring and recording mechanism of Employment Opportunities and outcomes of the communication plans	Spring 2019 CEHS Retreat	CAEP Core Team (drafts plans) and advanced programs (review and feedback)	Monitoring and recording procedures for employment tracking of graduates
Pilot of Communication Plan and Employment Tracking Procedures	AY 2019-2020	CEHS Administration and programs	Refined communication plan and employment tracking procedures

### 3. Data Quality

- Applicants' admissions data are taken from SLATE (Adelphi University's software for recruitment and admissions). Enrollment data are taken from SAAS (Adelphi University's Registrar's database). The CEHS Assessment Office requests student level data (i.e. raw data) from both the Admissions and Registrar's Office. The data is then cleaned and frequencies calculated through SPSS to produce the data table on applicants, admitted, and enrolled candidates. A fourth table to reflect rejection rates by advanced program was added. All four data tables are disaggregated by selected demographics and by advanced programs ([3.1.4 Application Rejections By Programs Data](#)).
- Description of procedures to ensure that surveys and assessments reach level 3 or above on the CAEP assessment rubric
- Steps that will be taken to attain a representative response, including: the actions to select and follow up a representative sample (or, a purposeful sample if that is appropriate for the data collection) and actions to ensure a high response rate
- That the plan specifies appropriate measures to ensure quality of the planned data; and
- That appropriate analyses will be conducted with the data/evidence and appropriate interpretations are likely to be made.