

About CCSSO

The Council of Chief State School Officers (**CCSSO**) is a nonpartisan, nationwide, nonprofit organization of public officials who head departments of elementary and secondary education in the states, the District of Columbia, the Department of Defense Education Activity, and five U.S. extra-state jurisdictions. CCSSO provides leadership, advocacy, and technical assistance on major educational issues. The Council seeks member consensus on major educational issues and expresses their views to civic and professional organizations, federal agencies, Congress, and the public.

About SCASS

CCSSO created the State Collaborative on Assessment and Student Standards (**SCASS**) in 1991 to encourage and assist states in working collaboratively on assessment design and development across the curriculum.

About HEAP

The Health Education Assessment Project (**HEAP**) is a project of CCSSO~SCASS. The HEAP works to develop resources to help members align curriculum, instruction, and assessment in health education to improve student health literacy.



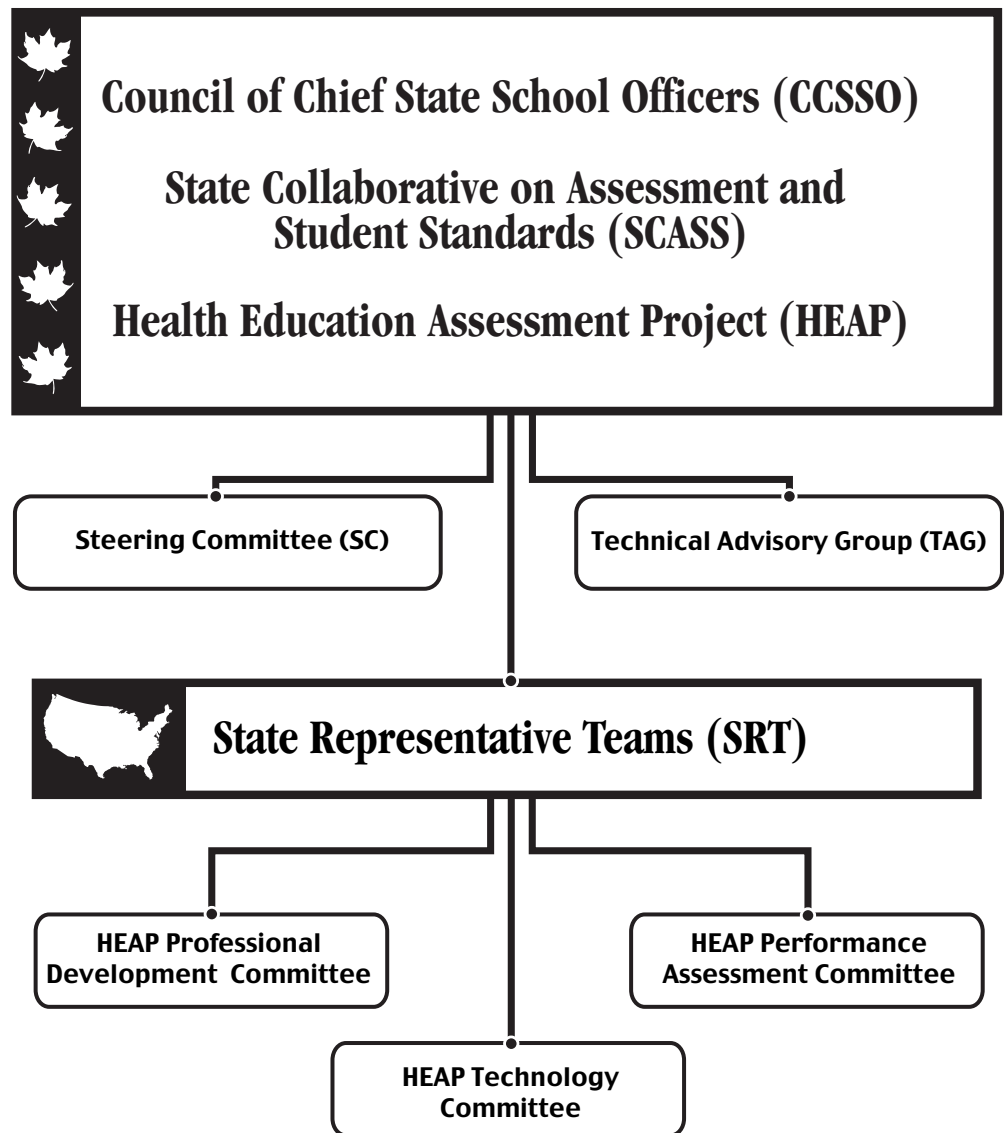
7/02/04

FACT SHEET

HEAP Organization and Management

The HEAP has a director, coordinator, and an assistant, all housed at the Council of Chief State School Officers in Washington, DC. Subcontractors from ACT, Inc., oversee item development. Subcontractors from ToucanEd, Inc., create professional development materials and design and publish other HEAP materials.

The following diagram illustrates the HEAP organization.



The State Representative Team

Agencies that belong to the collaborative select two people, preferably one who represents health education and one who represents assessment, to make up their State Representative Team (SRT). The SRTs from each member state meet twice each year with the HEAP staff and subcontractors to discuss the business of the collaborative, determine the project's direction, and receive training in assessment.

All SRT members join one of three committees—Professional Development, Performance Assessment, or Technology—to support and guide the project's work. The committee meetings take place during the business portion of the SRT meetings. Committee work may also be conducted through periodic teleconferences or electronic mail.

Tasks associated with being a SRT member include

- attending and actively participating in the SRT business and training meetings,
- joining and actively participating in one of the committees, and
- responding to requests for information, guidance, or decisions from the HEAP staff and subcontractors to assist them in accomplishing the work of the project.

The CCSO~SCASS HEAP staff has set up a listserv to facilitate communication among the SRT members. The listserv address is HEAPsrt@lists.ccsso.org.

The Steering Committee

The Steering Committee is composed of SRT members who have volunteered to serve as leaders for the project. Generally, the Steering Committee members meet before and after the biannual SRT meetings. They also conduct meetings and share information through teleconferences and electronic mail to provide guidance to the project. The listserv address is HEAPManagementTeam@lists.ccsso.org.

The Professional Development Committee

Tasks associated with being a member of the Professional Development Committee include

- identifying states' needs for professional development related to assessment in health education,
- determining a process to provide direct professional development opportunities and technical assistance to the states to increase their capacity,
- recommending ways to make connections with other national, regional, or state professional development activities, and
- identifying materials the project can develop to benefit all states in their activities to foster professional development.

HEAP Mission Statement

The mission of the project is to develop effective health education assessment resources through a collaborative process, and to increase members' capacity to align curriculum, instruction, and assessment to improve student health literacy through improved health education instruction.

**For more information,
contact the HEAP
Project Coordinator at
(202) 336-7008.**



**Health
Education
Assessment
Project**

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SCASS



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The CCSSO~SCASS HEAP staff has set up a listserv to facilitate communication among the members of the committee. The listserv address for this committee is HEAPProfDev@lists.ccsso.org.

The Performance Assessment Committee

Tasks associated with the Performance Assessment Committee include

- reviewing current project materials for performance assessment,
- recommending adaptations of existing materials and development of new materials based on states' needs, and
- reviewing and commenting on drafts of new materials.

The listserv address for this committee is HEAPperfassess@lists.ccsso.org.

The CCSSO~SCASS HEAP staff has set up a listserv to facilitate communication among the members of the committee. The listserv address for this committee is HEAPProfDev@lists.ccsso.org.

The Technology Committee

Tasks of the Technology Committee include

- identifying needs of the SRT to be addressed by the final CDs, which will include all of the HEAP's items, anchors, and exemplars in a searchable database, and the CCSSO website at the end of Phase III;
- determining how to identify, review, and approve HEAP resources for placement on the annual CDs, which provide an array of professional development materials—such as PowerPoint presentations and reproducible graphics—and access to the assessment items located at the SCASS HEAP website;
- evaluating website features that will help to meet states' needs;
- assisting in the design of evaluation instruments and recommending materials and changes for the new comprehensive CD and website; and
- helping identify and recruit beta testers and determining testing procedures.

The listserv address for this committee is HEAPtechnology@lists.ccsso.org.

The Technical Advisory Group

The HEAP also has a Technical Advisory Group (TAG). This group consists of experts in public health, behavioral science, health education, and educational measurement. TAG members review the assessment items, the assessment framework, and other draft materials.

For more information on the work of the various committees, visit the website at <http://www.ccsso.org/HEAP>.

