

A LOOK INSIDE THE ACCREDITATION COUNCIL

PATTY GARVIN, SENIOR DIRECTOR, ACCREDITATION OPERATIONS, CAEP



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GOAL

GAIN AN UNDERSTANDING OF THE
CAEP ACCREDITATION COUNCIL AND
ACCREDITATION DECISION MAKING PROCESS

AGENDA

THE ACCREDITATION COUNCIL (AC)

- What does the Accreditation Council do? *(hint: make accreditation decisions)*
- Who is the Accreditation Council?
- What else does the Accreditation Council do?

THE ACCREDITATION PROCESS

- How does the accreditation process work?
- How are EPPs involved?

AGENDA (continued)

ACCREDITATION DECISIONS

- What are the possible Accreditation Decisions?
- When (and Where) are the decisions made?
- When (and How) do EPPs learn of the decision?

WHAT IS CAEP STAFF'S ROLE?

What does the Accreditation Council do?

The CAEP **Accreditation Council** makes the decision to grant, revoke, or deny accreditation, based upon CAEP standards.

Who is the Accreditation Council?

Members and the Council Chair and Vice Chair represent:

- *Teacher Educators*
- *Teachers*
- *State representatives*
- *Policy makers*
- *Teacher employers*
- *The public*

Serve 3-year terms, can be renewed once

Accreditation Council Leadership

Council Chair

- Elected by the CAEP Board of Directors
- A voting member of the Board of Directors
- A non-voting member of the Council

Council Vice-Chair

- Elected by the Accreditation Council
- A non-voting member of the CAEP Board of Directors
- A voting member of the Accreditation Council

Accreditation Council Members are required to:

- Successfully complete training
- Inform CAEP staff of Conflicts of Interest as defined in the CAEP Policy Manual
- Agree to CAEP's Confidentiality Statement, Code of Conduct, and Conflict of Interest policies
- Thoroughly review all assigned accreditation case materials
- Participate fully in AC deliberations

What else does the Council do?

4 Standing Committees

Annual Report Monitoring Committee (ARM)

Selection Committee

Site Visit Oversight Committee

Policy and Procedure Committee

1 Ad Hoc Committee

Complaints Committee

How does the Accreditation Process work?

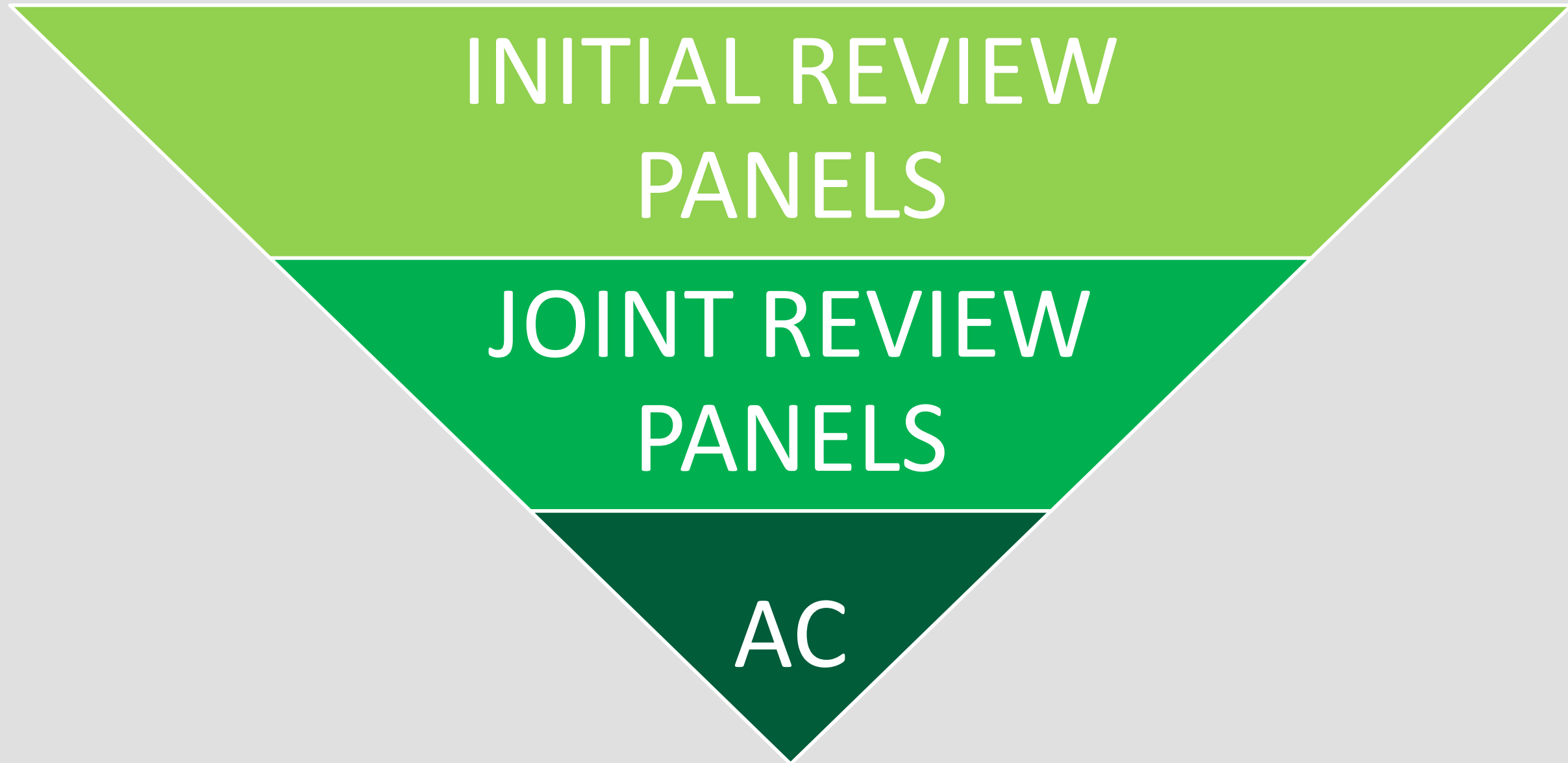
In their Onsite Visit Report, the Site Team makes **RECOMMENDATIONS** on Areas for Improvement (AFIs) and Stipulations based on the strength of evidence.

Accreditation Reports are forwarded to AC

- Self-study Report & Addendum
- Formative & Onsite Visit Report
- EPPs response & Team Lead's response

Who undertake a 3-Step review process.

How does the Process work?



STEP 1



INITIAL REVIEW PANELS

STEP 1: Initial Review Panel

How are EPPs involved in the Process?

EPP representatives, the team lead, and state representative can observe (in person or electronically) part (20 minutes) of the **Initial Review Panel** discussion in order to:

- Answer questions from the Panel
- Hear the discussion and others' questions and answers

STEP 1: Initial Review Panel

How are EPPs involved in the Process?

EPP's representatives may be asked by the panel to help clarify and/or confirm aspects of the review or programs.

The Initial Review Panel is:

- **NOT** a hearing
- **NOT** an opportunity to present new information
- **NOT** the last word

STEP 1: Initial Review Panel

After meeting with Observers the Panel finalizes **RECOMMENDATIONS** for:

- Accreditation status
- Whether standards are Met or Not Met
- AFIs and/or Stipulations

Initial Panel may add, remove, or rewrite AFIs and Stipulations recommended in the Site Visit Report

The Panel's recommendations are forwarded to another Initial Panel.

STEP 2



Joint Review Panels

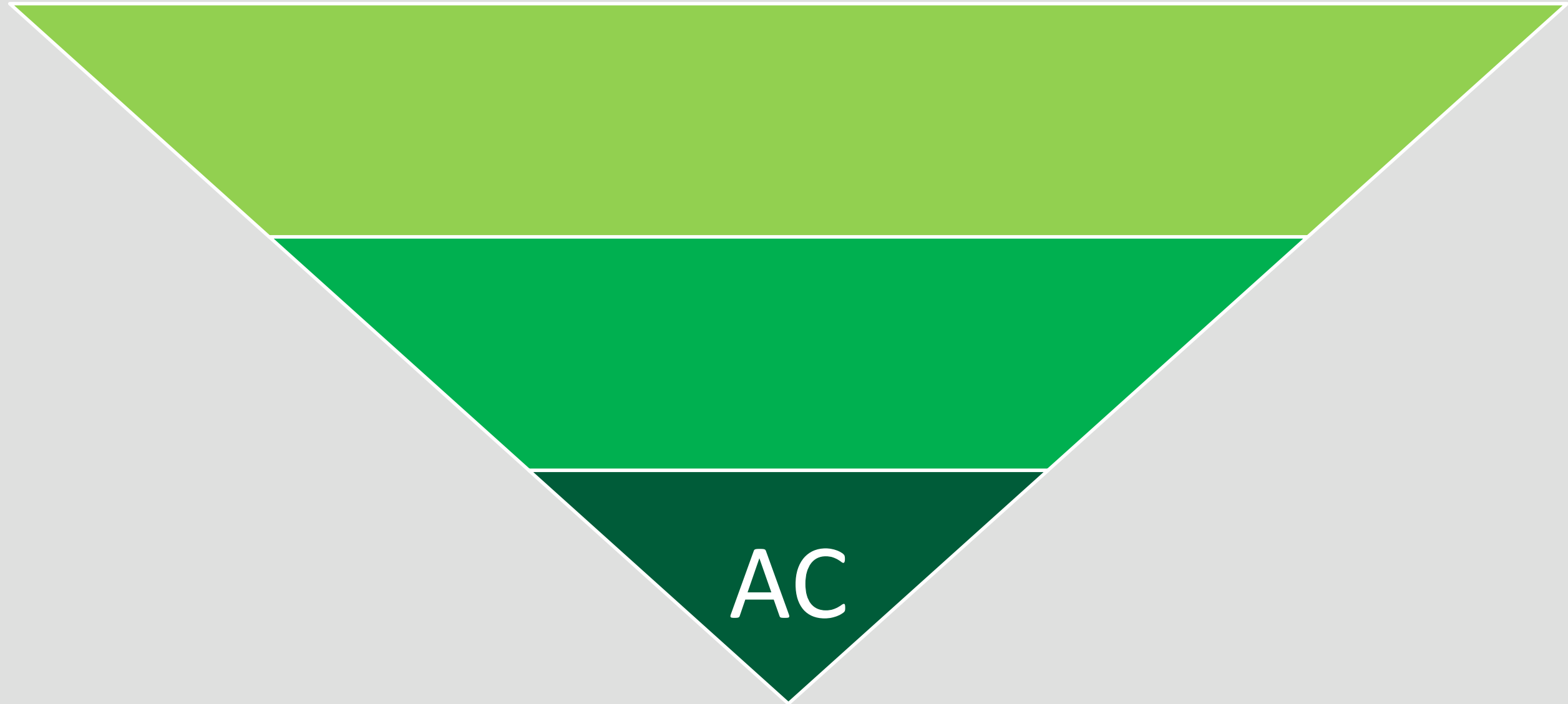
STEP 2: Joint Review Panels

2 Initial Panels meet as a Joint Review Panel to:

- Cross present their findings and rationales
- Compare similar findings to ensure consistency across EPPs,
- Add, remove, or rewrite Initial Review Panel AFIs and Stipulations, if needed

RECOMMENDATIONS are forwarded to the full Council.

STEP 3



STEP 3: Full Accreditation Council

The full Council discusses and votes on each case.

- Any AC member may question any Panel about any recommendation. *(and they do!)*
- Any AC member may make a motion to change any part of the Panel's recommendations. *(and they do!)*

STEP 3: Full Accreditation Council

Voting

- Council members vote For or Against Panels' recommendations.
- Members may Abstain from Voting or indicate they are Not Voting.

What are the Possible Accreditation Decisions?

- **Accreditation.** All 5 standards are met. May have AFIs.
- **Accreditation with stipulations.** All 5 standards are met. At least 1 Stipulation.
- **Probationary.** 1 standard not met—continuing EPPs only.
- **Denial of accreditation.** 1 standard not met— EPPs seeking initial accreditation.
- **Revocation of accreditation.** 2 or more standards not met—EPPs seeking continuing accreditation.

When (and where) are decisions made?

The Accreditation Council meets in person for 3 days, twice a year:

- Spring meeting – usually end of April
- Fall meeting – usually end of October

Your EPP will be reviewed in the semester following the onsite visit.

The meeting is usually held in the Washington, DC area.

When do EPPs learn of the decision?

CAEP staff notify EPPs of the decision within 30 days of the end of the Accreditation Council meeting.

Typically electronic notice is sent within 2 weeks.

Accreditation Action Letters and Reports are mailed within 30 days.

MAKE SURE YOUR CONTACT INFORMATION
IN AIMS IS CURRENT!

How do EPPs learn of the decision?

Accreditation Action Letters and Reports contain:

- Accreditation Status
- Accreditation Term – from semester of the decision to the next decision
- Whether each Standard is Met or Not Met
- Areas for Improvement and Rationales
- Stipulations and Rationales

What is CAEP staff's role?

“Keepers” of policies, procedures, and guidelines.

Intervene ONLY when something is offered that is contrary to stated policies, procedures, and guidelines.

What is CAEP Staff's Role?

- Set up Review Panels and assign cases
- Advise AC members on standards, policies, and procedures
- Provide logistical support for AC members during the meeting
- Distribute Accreditation Action Letters and Reports
- Assist EPP in understanding the AC's decisions

QUESTIONS?

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Possible Follow up Presentations:

“The CAEP Accreditation Experience”

Friday, 10:15 – 11:15 AM

“Getting Involved: Volunteer Opportunities at CAEP”

Friday 11:30 AM – 12:30 PM