

# GETTING INVOLVED: VOLUNTEER OPPORTUNITIES AT CAEP

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# OVERVIEW OF VOLUNTEERS IN CAEP

## CAEP Relies on Over 1200 Volunteers

- Diversity of volunteers is essential in representing today's P-12 learners with committed professionals representing the Public, P-12 Practitioners, Policy Makers, Teacher Educators, and Employers:
  - Accreditation Councilors
  - Annual Report Reviewers
  - Specialized Professional Association (SPA) Program Reviewers
  - Site Visitors

# ACCREDITATION COUNCILORS

## Councilor Responsibilities and Duties

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- Participate in two annual in-person Accreditation Council Meetings
  - Conduct review of assigned accreditation cases
  - Vote on final recommendations to grant, revoke, or deny accreditation
  - Serve on standing committees of the Council
- Review and take action on recommendations and resolutions which help the Accreditation Council conduct business

# ACCREDITATION COUNCILORS

- Number of active Councilors fluctuates alongside the number of scheduled site visits
- Applications for Councilors are accepted through CAEP's Call for Service each spring
- Accreditation Council Selection Committee reviews applications
- Accreditation Council reviews recommendations from the Selection Committee and votes to grant Councilor appointments

# ANNUAL REPORT REVIEWERS

## Responsibilities and Duties

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- Annual Report review is offered to provide meaningful feedback to EPP's to support continuous improvement.
  - Written feedback on progress made by EPP
  - Written feedback on EPP responses to AFIs and Stipulations
  - Candidate performance data and table quality assurance

# ANNUAL REPORT REVIEWER

## Commitment Required

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- Each volunteer will be required to commit a minimum of 20 hours to review annual reports during a three month period. It is estimated that each report will take 30-60 minutes to review. Annual Report Reviewers will serve on two-member teams.
  - Home, work, or computer accessible

# SPECIALIZED PROFESSIONAL ASSOCIATION (SPA) PROGRAM REVIEWER

## WHAT IS A SPA PROGRAM REVIEWER?

- SPA Program reviewers will review program reports from providers to ensure that candidates apply content and pedagogical knowledge as reflected in outcome assessments in response to standards of Specialized Professional Associations (SPA). The review occurs online using AIMS (Accreditation Information Management System)
- TYPES OF SPA PROGRAM REVIEWERS
  - Program Reviewers
  - Lead Reviewers are experienced Program Reviewers
  - Auditors are experienced Program/Lead Reviewers

# SPA PROGRAM REVIEWER

## Responsibilities and Duties

- Review a program report submitted by an EPP (Educator Preparation Provider)
- Make a judgment as to whether the program meets standards and qualifies for national recognition
- The number of reports reviewed depends on the SPA's available reviewers and number of reports received for a cycle
- The review process is conducted online and thus requires Internet access and basic technology skills



# SPA PROGRAM REVIEWER

## Job Description

- Judge alignment of a program's assessments and candidate data with the appropriate Specialized Professional Association (SPA) standards
- Clearly communicate strengths and weaknesses in relation to the standards
- Make as objective an assessment as possible about the degree to which a given program meets the SPA standards, based on candidate performance evidence.

# SPA AUDIT COMMITTEE TEAM

Each SPA has named three to eight individuals (experienced reviewers) to serve on a SPA audit team. The role of the audit team is to assure that reports are interpreting standards and applying decisions consistently across all programs. The team has to review the reports completed by their SPA's review teams and can act as a tie breaker when a team cannot reach consensus on standard(s) or recognition decisions.

# BECOMING A SPA PROGRAM REVIEWER

## NEXT STEPS

- Use the CAEP OVA system to submit application. The information will be sent to the SPA Coordinators that you have designated in the OVA system.
- Contact SPA Coordinators about upcoming trainings
- Check the SPA websites for upcoming trainings

# SITE VISITOR

## Role within Site Team

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- Onsite visits are conducted by a team of 3 – 6 volunteers, and the responsibility for the site visit and report writing process is shared among the team members.
  - Lead Site Visitor
  - Site Visitor

# SITE VISITOR

## Responsibilities and Duties

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- The site visitor's primary responsibilities are to assess how well the EPP is meeting each of the standards, based on evidence provided by the EPP and by conducting an offsite review and onsite visit to the EPP. Secondary
  - Three Key Steps
    - Formative Feedback Report (Offsite Meeting)
    - Onsite Visit
    - Onsite Report

# SITE VISITORS

## Commitment Required

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- Potential site visitors should be aware that, on average, an estimated 70 hours of work are involved before, during, and after each site visit, and should be fully prepared to participate in all events related to their assigned visit. Onsite visits typically last 2.5 days. Site visitors are expected to stay for the entire duration of the visit and are expected to participate actively in planned interviews and meetings, as assigned by the lead site visitor.

# CONTACT

## How to Apply

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- CAEP Call for Service
  - [Caepnet.org/working-together/volunteers/about-volunteering-with-caep](http://Caepnet.org/working-together/volunteers/about-volunteering-with-caep)
- Accreditation Council Member
  - Patty Garvin, [patty.garvin@caepnet.org](mailto:patty.garvin@caepnet.org)
- Annual Report Reviewer
  - Richard Rice, [richard.rice@caepnet.org](mailto:richard.rice@caepnet.org)
- Site Visitor
  - Cole Bowers, [cole.bowers@caepnet.org](mailto:cole.bowers@caepnet.org)
- Specialized Professional Association Program Reviewers
  - Sabata Morris, [sabata.morris@caepnet.org](mailto:sabata.morris@caepnet.org)