

**HIGHLIGHTS**

**Amended Accreditation Policy and Procedures**

**Amended Bylaws**

**Amended Governance Policy**

**June 2023**

This document highlights amendments approved by the Board during the June 2023 Board of Directors meeting to Bylaws and Governance Policy, as well as Accreditation Policy and Procedures, which followed Accreditation Council adoption in April. The amended documents will take effect July 1, 2023.

The amendments to Accreditation Policy and Procedures address the following:

* Changes to Part I, Section 2 regarding the review and revision of CAEP Standards to add language and require a call for public comments to include a specific request for input or concerns on the extent to which current or proposed standards support the autonomy of an EPP in determining academic quality as it relates to the mission of the EPP and support an EPP’s implementation of innovative practices.
* Changes to Part II, Section 3 to encourage an EPP to share (through the review process or otherwise) concerns or questions that may arise relating to CAEP standards, policies, and procedures that support the autonomy of an EPP in determining academic quality as it relates to the mission of the EPP and supports an EPP’s implementation of innovative practices.
* Changes to Part II, Policy 5.01 to make clear that any recommendation made in a CAEP review process that suggests changes or improvements *not* specified as an AFI or stipulation is not required to be addressed by the EPP.
* Changes to Part II, Section 7 to require CAEP to notify the appropriate international authorities of its intent to commence accreditation activities in another country, prior to beginning any such activities, and to seek guidance regarding current and proposed activities. Further, amendments require CAEP to engage in outreach to both the international EPP and the EPP’s in-country governing authority following receipt by CAEP of the Request for Evaluation or Accreditation Review Request from the international EPP.
* Changes to Part II, Policy 11.10 to make clear that Ad Hoc Appeal Panel members have full access to AIMS, like other volunteers.
* Changes to Part II, Section 11 to make clear that no information or records that are accessed through AIMS may be used for any purpose other than the conduct of a CAEP accreditation review, decision-making process, compliance monitoring, or by CAEP in carrying out administration of any CAEP activity. Any exceptions to this general rule are limited to and specified in CAEP’s State Partnership Agreements and SPA Agreements.
* Changes to Part III, Policy 1.01 to require certain EPPs to provide CAEP with evidence of resources specific to ensuring adequate preparation, health and safety of candidates, if requested. This would apply to EPPs seeking accreditation as a freestanding provider of educator preparation or international EPPs who have achieved and maintained recognition or approval by the appropriate quality assurance agency or entity in the country in which it operates.
* Changes to Part VII, Policy 8.01 to establish a timeline for amendments to Accreditation policy, which would include a public comment period. As appropriate, any such public comment period will include a specific request for input or concerns on the extent to which current or proposed standards support the autonomy of an EPP in determining academic quality as it relates to the mission of the EPP and support an EPP’s implementation of innovative practices.

The amendments to the Bylaws address the following:

* Changes to Section 6.16 provide information for each Board Committees’ composition and responsibilities and remove the annual charge and plan requirement. Amendments specify the President is authorized to assign any Board Committee more specific tasks than those enumerated within the Bylaws. Changes also specify that the Committee appointments are delegated to the Board Chair and Vice-Chair and the Standing Committees are convened only as necessary.
* Changes to Section 6.16 relating to the Executive Committee confirm that the Chair of the Board of Directors will serve as the Chair of the Executive Committee and the Executive Committee will receive an annual briefing from CAEP’s external auditor.
* Changes to Section 6.16 relating to the Audit Committee ensure that CAEP minimizes overlap of members with the Executive Committee, and the Treasurer will not serve on the Audit Committee, consistent with best practice. Amendments also provide for three main roles of the Audit Committee.

The amendments to Governance Policy address the following:

* Changes to Section III, Policy 7 to delete information that encourages those who are being included on a Nominating Committee slate for election as a Director to attend at least one CAEP accreditation review site visit as an observer.
* Changes to Section III, Policy 10 to eliminate Members Ex Officio from inclusion in sector/subsector assignment.
* Changes to Section III, Policy 10 relating to the distribution of members and directors ex officio by sector to give the Nominating Committee and Board more flexibility while preserving the intention of having diverse representation from across all defined areas of the field.
* Changes to Section III, Policy 16 relating to Board Committee jurisdiction and charge and to ensure alignment with Bylaw amendments. Further amendments streamline and standardize the appointment of committee members.
* Changes to Section V, Policy 1 relating to Corporate Records, and Policy 2 relating to Accreditation Records to specify that these may be retained longer than what is specified in policy, by specific instruction.
* Section VII would be added to Governance Policy to cover Finance issues, including the following new policies:
	+ Policy VII.1 Budget
	+ Policy VII.2 Annual Fees and Dues
	+ Policy VII.3 Expenses
	+ Policy VII.4 Risk Management
	+ Policy VII.5 Financial Audit
	+ Policy VII.6 IRS Forms
	+ Policy VII.7 Investment Policy

You can find the updated Accreditation Policy and Procedures [hyperlink needed once it is posted] document on the [Accreditation Resources Pages](http://caepnet.org/accreditation/caep-accreditation/caep-accreditation-resources). The updated Governance Policy [hyperlink needed once it is posted] is available on the [Governance Page](http://caepnet.org/about/governance). The updated Bylaws [hyperlink needed once it is posted] are available on the [Governance Page](http://caepnet.org/about/governance). All changes will take effect July 1, 2023.