

CAEP Leadership Committee and CAEP Standards Committee Charges

Version 2.0 (February 11, 2015)

In this charge, there will nine (9) deliverables that will be worked on by the CAEP Standards Committees and/or the CAEP Leadership Committee over a three (3) year period. They are as follows:

- 1) **Evidence Inventory: Gaps Analysis (Phase #1)**
- 2) **Evidence Inventory: Closing the Gaps (Phase #2)**
- 3) **Evidence Inventory: Quality Assurance (Phase #3)**
- 4) **Unit Self-Study and Evidence Room List (Phase #4)**
- 5) **Optional Early Instrument Evaluation** (CAEP Leadership Team only) **(Phase #1)**
- 6) **Internal Review: CAEP Feedback from Optional Early Instrument Evaluation** (CAEP Leadership Team only) **(Phase #2)**
- 7) **Selected Improvement Pathway (SIP)** (CAEP Leadership Team only) **(Phase #3)**
- 8) **EPP Self-Study Addendum** (CAEP Leadership Team only) **(Phase #5)**
- 9) **Rejoinder** (CAEP Leadership Team only) **(Phase #5)**

Additional detail on each deliverable, strategies for the completion of each deliverable, the differing responsibilities for each deliverable, and timelines for each deliverable are listed below. There will be four (4) phases of involvement for the CAEP Standards Committees and five (5) phases of involvement for the CAEP Leadership Team.

NOTE #1: In order to have a minimum of two (2) assessments of data for any new or revised assessment in time for inclusion in our Unit Self-Study and Evidence Room, the new or revised assessment must be implemented no later than the **spring semester of 2016**. Because the Unit Self-Study and Evidence Room can be submitted about 10 months before Onsite Visit (or approximately June of 2017), hypothetically, two administrations of data could occur in the **Fall of 2016** and **Spring of 2017**. However, using data from a new or revised assessment in the spring of 2017 would give limited time to CAEP teams to respond to the data.

NOTE #2: In order to have a minimum of two (2) assessments of data for any new or revised assessment in time for inclusion in our Unit Self-Study and Evidence Room, the new or revised assessment must be implemented no later than the **spring semester of 2017**.

It should be noted that specific aspects of the charge and/or timelines may change based upon changes announced by CAEP at a later time.

CAEP Standard Committee: Charge

Phase #1: Evidence Inventory: Gaps Analysis	
Specific Deliverable	<p>Deliverable</p> <p>1) Evidence Inventory: Gaps Analysis</p> <p>CAEP Standards Committees will review CAEP Standards, CAEP Accreditation Handbook, CAEP Evidence Guide, CAEP Standard PowerPoints, and other CAEP documents and provide an Evidence Inventory: Gaps Analysis to the CAEP Leadership Team that will include the following for both initial and advanced programs:</p> <ol style="list-style-type: none"> 1) Examples of EPP Evidence currently in existence that already fully meets the standard 2) Examples of EPP Evidence currently exists that partially meets the standard and broad recommendations for revision(s) that will ensure that it fully meets the standard. 3) Gaps where no evidence exists in meeting the standard 4) Broad recommendations for the evidence needed to fully meet the standard
Deadline	<p>First draft of Evidence Inventory: Gaps Analysis: March 15, 2015</p> <p>Final draft of Evidence Inventory: Gaps Analysis (after responding to feedback from CAEP Leadership Team): May 15, 2015</p>
Phase #2: Evidence Inventory: Closing the Gaps	
Specific Deliverable	<p>Deliverable</p> <p>1) Evidence Inventory: Closing the Gaps</p> <p>CAEP Standards Committees will review all gaps identified in Phase #1 and the feedback received from CAEP on the Optional Early Instrument Evaluation and produce a document, Evidence Inventory: Closing the Gaps, which will recommend the following to the CAEP Leadership Team:</p>

	<ol style="list-style-type: none"> 1) Specific revisions to currently existing EPP evidence, including where/when the evidence needs to be included in the program and who would need to be responsible for implementing the evidence. 2) Specific evidence that needs to be created to fill all gaps, including where/when the evidence needs to be included in the program and who would need to be responsible for implementing the evidence. 3) Suggestions for implementation, including pilots (if appropriate) and timelines.
Deadline	<p>First draft of Evidence Inventory: Closing the Gaps: October 1, 2015</p> <p>Final draft of Evidence Inventory: Closing the Gaps: December 1, 2015</p> <p><i>New or updated assessments must be implemented beginning Spring of 2016 for two (2) assessment of data to be included in our Unit Self-Study and Evidence Room. This is optimal and every attempt should be made to meet this timeline.</i></p> <p><i>New or updated assessments must be implemented beginning Spring of 2017 for two (2) assessment of data to be included as part of our Onsite Visit. This is acceptable, but not optimal.</i></p> <p><i>Part of the Evidence Inventory: Closing the Gaps will include a “master schedule” for the implementation of all new or updated assessments.</i></p>

Phase #3: Evidence Inventory: Quality Assurance	
Specific Deliverable	<p>Deliverable</p> <p>1) Evidence Inventory: Quality Assurance</p> <p>CAEP Standards Committees will review one administration of data from all appropriate recommendations in Phase #2 after provide a document, Evidence Inventory: Quality Assurance to the CAEP Leadership Team.</p> <p>This document will include an analysis of the data and provide commentary on the success of each new or revised assessment. Where appropriate, the analysis will</p>

	provide recommendations for changes to the assessment and provide rationale for these changes to the evidence based on baseline data.
Deadline	First draft of Evidence Inventory: Quality Assurance: October 1, 2016 Final draft of Evidence Inventory: Quality Assurance: December 1, 2016

Phase #4: Unit Self-Study and Evidence Room List	
Specific Deliverable	<p>Deliverable</p> <p>1) Unit Self-Study and Evidence Room List</p> <p>CAEP Standards Committees will review all aspects of the program and provide the first draft of the following to the CAEP Leadership Team:</p> <p>1) Unit Self-Study (formally known as the Institutional Report) 2) Comprehensive list of evidence needed to include in the Evidence Room</p>
Deadline	First draft of Unit Self-Study and Evidence Room List: February 15, 2017 Final draft of Unit Self-Study and Evidence Room List: May 15, 2017

CAEP Leadership Team: Charge

Phase #1: Evidence Inventory: Gaps Analysis	
Specific Deliverable	<p>Deliverables</p> <ol style="list-style-type: none"> 1) Evidence Inventory: Gaps Analysis 2) CAEP <i>Optional Early Instrument Evaluation</i> <p>Utilizing the CAEP Standards, CAEP Accreditation Handbook, CAEP Evidence Guide, CAEP Standard PowerPoints, and other CAEP documents, the CAEP Leadership Team will provide guidance and feedback on the Evidence Inventory: Gaps Analysis completed by each CAEP Standard Task Force.</p> <p>Will assist in the preparation of the CAEP <i>Optional Early Instrument Evaluation</i> document that will be provided to CAEP.</p>
Deadline	<p>Feedback to CAEP Standards Committees on the Evidence Inventory: Gaps Analysis: April 15, 2015</p> <p>CAEP <i>Optional Early Instrument Evaluation</i>: September 15, 2015</p>

Phase #2: Evidence Inventory: Closing the Gaps	
Specific Deliverable	<p>Deliverables</p> <ol style="list-style-type: none"> 1) Evidence Inventory: Closing the Gaps 2) Internal Review of CAEP Feedback from <i>Optional Early Instrument Evaluation</i> <p>Provide guidance and feedback to the each CAEP Standards Committees on the Evidence Inventory: Closing the Gaps. During this phase, the CAEP Leadership Team will also ensure that diversity and technology are adequately covered.</p> <p>Review the feedback received by CAEP and produce a document, Internal Review of CAEP Feedback from <i>Optional Early Instrument Evaluation</i>.</p>
Deadline	<p>Feedback to CAEP Standards Committees on Evidence Inventory: Closing the Gaps: November 1, 2015</p>

	<p>Internal Review of CAEP Feedback submitted to CAEP: October 1, 2015 Review of CAEP Feedback on <i>Optional Early Instrument Evaluation</i>: Late spring of 2016</p> <p><i>New or updated assessments must be implemented beginning Spring of 2016 for two (2) assessment of data to be included in our Unit Self-Study and Evidence Room. This is optimal and every attempt should be made to meet this timeline.</i></p> <p><i>New or updated assessments must be implemented beginning Spring of 2017 for two (2) assessment of data to be included as part of our Onsite Visit. This is acceptable, but not optimal.</i></p> <p><i>Part of the Evidence Inventory: Closing the Gaps will include a “master schedule” for the implementation of all new or updated assessments.</i></p>
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Phase #3: Evidence Inventory: Quality Assurance	
Specific Deliverable	<p>Deliverables</p> <ol style="list-style-type: none"> 1) Evidence Inventory: Quality Assurance 2) Identification of Selected Improvement Pathway (SIP) <p>Provide guidance and feedback to each CAEP Standards Committees on the Evidence Inventory: Quality Assurance.</p> <p>This document will include an analysis of the data and provide commentary on the success of each new or revised assessment. Where appropriate, the analysis will provide recommendations for changes to the assessment and provide rationale for these changes to the evidence based on baseline data.</p> <p>Begin discussion of the identification of the part of the program that will be selected for the Selected Improvement Pathway (SIP).</p>
Deadline	Feedback to CAEP Standards Committees on first draft of Evidence Inventory: Quality Assurance: October 1, 2016

	Identification of Selected Improvement Pathway (SIP): December 1, 2016
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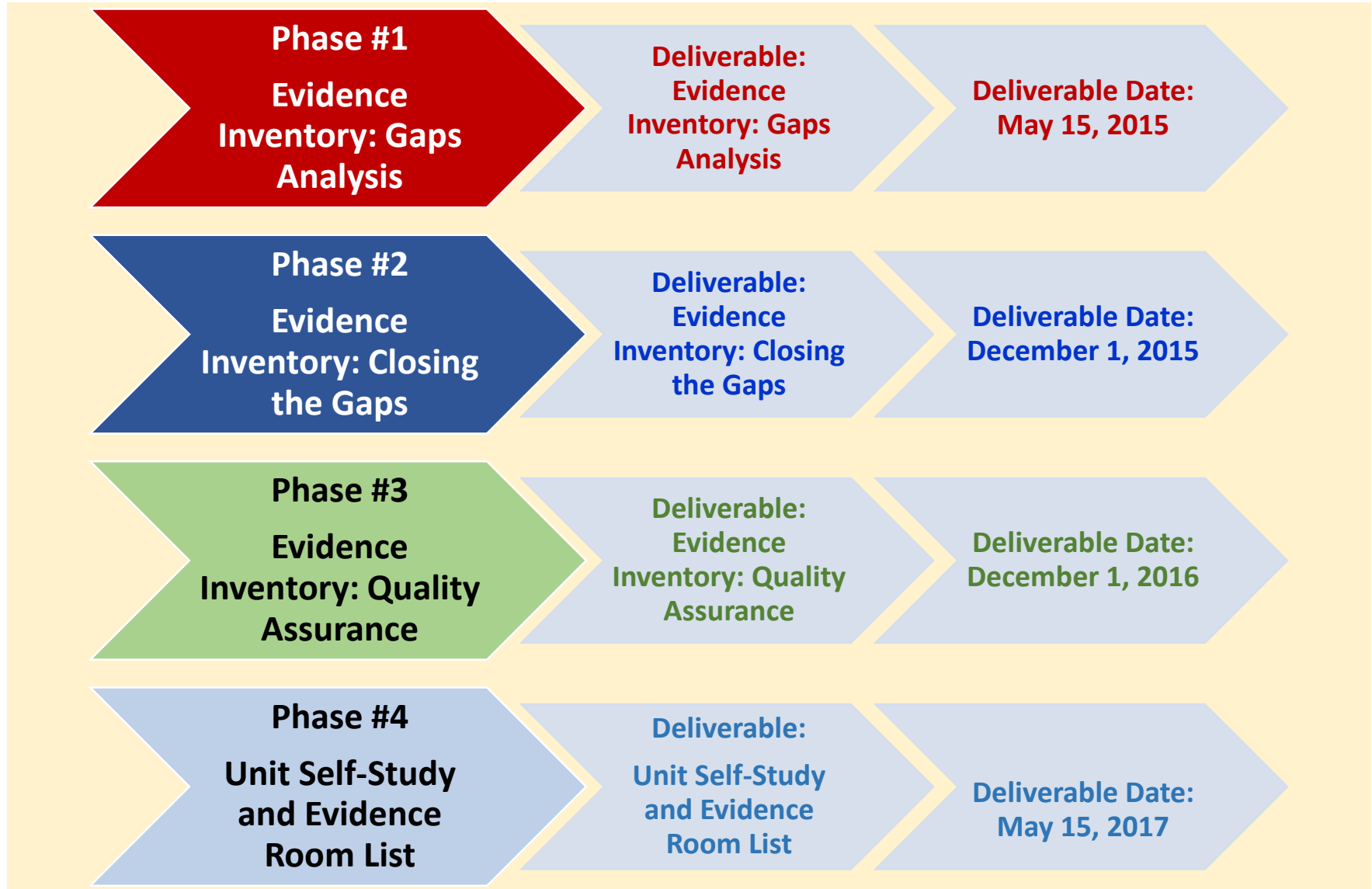
Phase #4: Unit Self-Study and Evidence Room List	
Specific Deliverable	<p>Deliverable</p> <p>1) Unit Self-Study and Evidence Room List</p> <p>Provide guidance and feedback to each CAEP Standards Committees on the Unit Self-Study and Evidence Room List.</p>
Deadline	<p>Feedback to CAEP Standards Committees on Unit Self-Study and Evidence Room List: April 1, 2017</p> <p>Final review of Unit Self-Study and Evidence Room List before submission: June 1, 2017</p>

Phase #5: EPP Self-Study Addendum & Rejoinder	
Specific Deliverable	<p>Deliverable</p> <p>1) EPP Self-Study Addendum</p> <p>2) Rejoinder</p> <p>Review Offsite Visit Report and provide guidance and feedback on the construction of the EPP Self-Study Addendum.</p> <p>May be asked to provide guidance and feedback on building the agenda for the Onsite Visit agenda.</p> <p>Review the Site Visit Report and provide guidance and feedback on a Rejoinder.</p>
Deadline	<p>Deadlines vary depending on the CAEP schedule, but, in general, it is as follows:</p> <p>Construction of EPP Self-Study Addendum: October 1, 2017</p> <p>Construction of Onsite Visit Agenda: December 15, 2017</p> <p>Construction of Rejoinder: June 1, 2018</p>

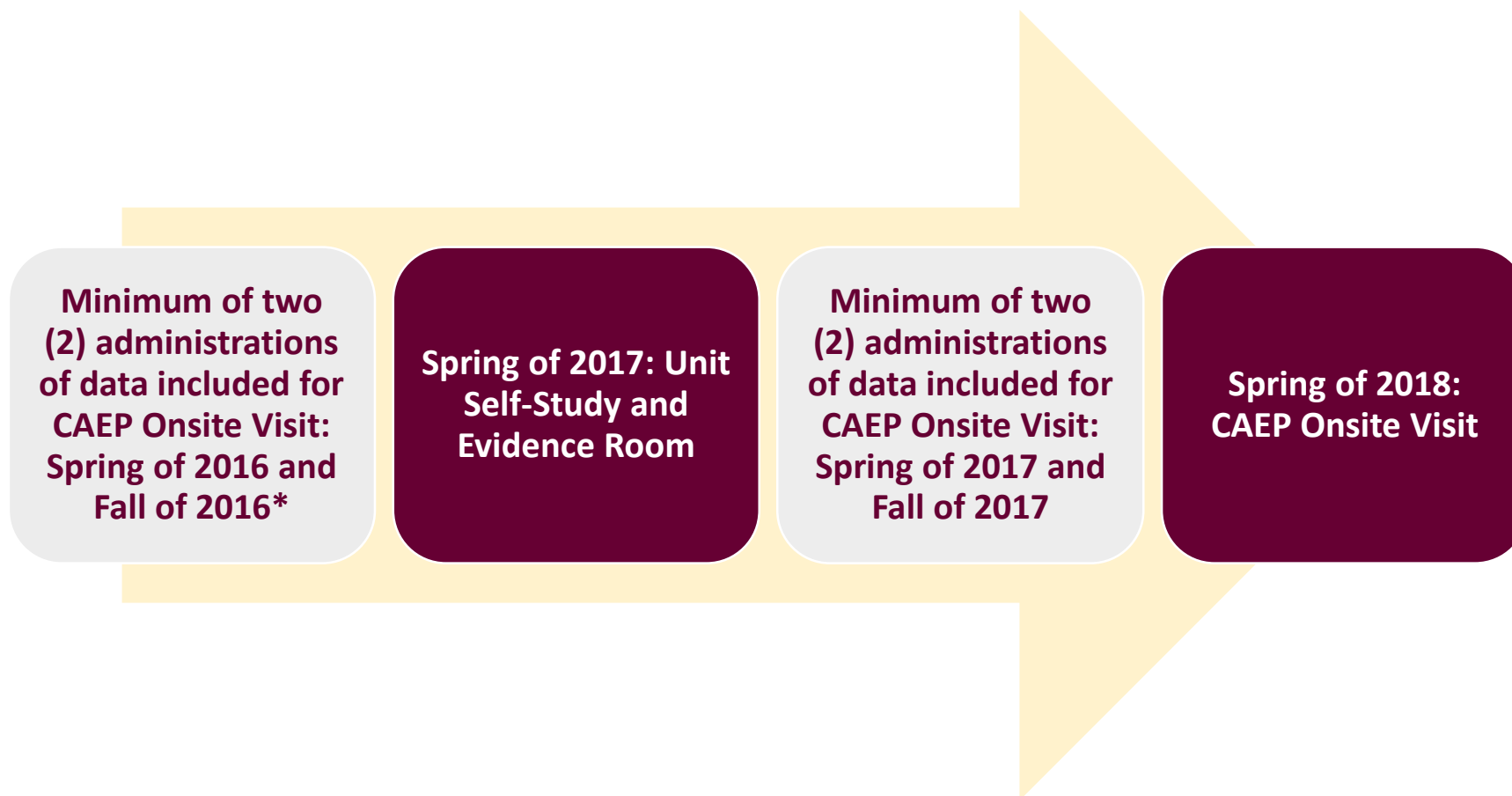
CAEP Leadership Team: Deliverables and Timelines



CAEP Standards Committees: Deliverables and Timelines



CAEP Timelines for Providing Two (2) Administrations of Data for New or Revised Assessments



***Because the Unit Self-Study and Evidence Room can be submitted about 10 months before Onsite Visit (or approximately June of 2017), hypothetically, two administrations of data could occur in the Fall of 2016 and Spring of 2017. However, using data from a new or revised assessment in the spring of 2017 would give limited time to CAEP teams to respond to the data.**