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The Continuous Improvement Option in CAEP


Donna M. Gollnick
Senior Vice President, NCATE

The Focus of the CI

- Continuous improvement over 7-year cycle and reported in
 - Annual reports
 - Institutional Report (IR)
 - Exhibits
- Progress moving to the target level in one or more standards.



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- Assessment data key
 - What has the unit learned from its data?
 - What changes have been made based on the data?
 - What differences have the changes made?

Formative Process

- IR & exhibits submitted 1 year before visit.
- Offsite BOE Team
 - reviews IR & exhibits months before visit
 - writes Offsite BOE Report to provide feedback

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The Institutional Report (IR)

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A. Overview & Conceptual Framework

1. What are the institution's historical context and unique characteristics (e.g., HBCU or religious)? [one paragraph]
2. What is the institution's mission? [one paragraph]
3. What is the professional education unit at your institution and what is its relationship to other units at the institution that are involved in the preparation of professional educators? [1-2 paragraphs]

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A. Overview & Conceptual Framework (cont.)

- What are the basic tenets of the conceptual framework and how has the conceptual framework changed since the previous visit? [1-2 paragraphs]
- Exhibit Links

Exhibits
1. Links to unit catalogs and other printed documents describing general education, specialty/content studies, and professional studies.
2. Syllabi for professional education courses
3. Conceptual framework(s)
4. Findings of other national accreditation associations related to the preparation of education professionals (e.g., ASHA, NASM, APA, CACREP)

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B. Standard 1-Prompt #1

What do candidate assessment data tell the unit about candidates' meeting professional, state, and institutional standards? For programs not nationally/state reviewed, summarize data from key assessments and discuss these results. [maximum of three pages]

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B. Standard 1-Prompt #2

- Standard on which the unit is moving to the Target Level [maximum of five pages]
 - Describe work undertaken to move to the Target Level
 - Discuss plans for continuing to improve

OR, if this standard is not one on which the unit is moving to the target level,
- Continuous Improvement [maximum of three pages]
 - Briefly summarize the most significant changes related to Standard 1 that have led to continuous improvement.

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B. Standard 1-Prompt #3

Exhibits
1. State program review documents and state findings. (Some of these documents may be available in AIMS.)
2. Title II reports submitted to the state for the previous three years (Beginning with the 2010 annual report, Title II reports should be attached to Part C of the annual report and will be available to BOE teams in AIMS.)
3. Key assessments and scoring guides used by faculty to assess candidate learning against standards and the outcomes identified in the unit's conceptual framework for programs not included in the national program review process or a similar state process
4. Data tables and summaries that show how teacher candidates (both initial and advanced) have performed on key assessments over the past three years for programs not included in the national program review process or a similar state process

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Content of IR by Standard: Prompt #1 ("Big" question related to standard)

- What do candidate assessment data tell the unit about candidates' meeting standards?
- How does the unit use its assessment system to improve the performance of candidates and the unit and its programs?
- How does the unit work with school partners to deliver field experiences and clinical practice to enable candidates to develop the K,S,PDs to help all students learn?

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"Big" question related to standard (continued)

- How does the unit prepare candidates to work effectively with all students?
- How does the unit ensure that its professional education faculty contributes to the preparation of effective educators?
- How does the unit ensure that its governance system and resources are adequate to prepare candidates to meet professional, state, and institutional standards?

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Content of IR by Standard: Prompt #2

- Standard on which unit is moving toward to target Level (maximum of 5 pp)
 - Describe work undertaken to move to the target level
 - Discuss plans for continuing to improve

OR, if this is not the standard on which the unit is moving to the target level
- Continuous Improvement (max of 3 pp)
 - Summarize the most significant changes related to this standard that have led to improvement related to the standard

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Exhibits

To be available for the
Offsite Review &
Onsite Visit

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The Offsite Review (2 months after submission of IR)

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Offsite BOE Team



- Team of 6-8 persons who meet electronically with state consultant & NCATE staff member
- If state protocol calls for joint visit, state team members may join team
- The team chair & other team members will also serve on the Onsite BOE Team

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Feedback Report by Offsite BOE Team

1. Statement about the evidence
 - What case does the evidence make that standards continue to be met?
2. Comments on unit's progress toward meeting target level
3. Feedback on correcting previous AFIs
4. List of areas of concern with rationale
5. List of evidence for the Onsite BOE Team to validate during the onsite visit


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The Onsite Visit



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Onsite Visit: CI



3-5 members) conducts visit (Sun-Tues) by

1. Focusing on areas of concern raised by Offsite BOE Team
2. Validating that standards continue to be met
3. Providing feedback on progress toward the target level on one or more standards

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The Onsite BOE Report

