





Council for the
Accreditation of
Educator Preparation

Fall 2014 Visits: I'm assigned to a team, what now?

Stephanie Kowal, Site Visit Coordinator



Accessing Speaker Notes

- This PowerPoint contains additional notes on many slides.
- You must first save this file to your system and open in Adobe Reader. 
- To access these notes, hover over the icon in the top left corner that looks like a speech bubble. 

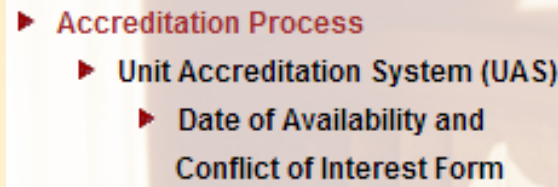
You've been assigned to a fall 2014 team. What now?

During this webinar we will discuss:

0. Viewing and Accepting Invitations in AIMS
- I. Communications
- II. Writing Assignments
- III. Opening and Reviewing Documents in AIMS
- IV. The Offsite Review Meeting
- V. The Offsite Report

Viewing and Accepting Invitations in AIMS

- Must complete Availability/COI form in AIMS first!



- Can only access team assignment from the invitation email, not from AIMS space.

<http://aims.ncate.org/UAS/BOETeamAcceptance.asp?VID= XXX>
Login ID: Your Email
Password: Your AIMS Password

- If not placed at this time, you can sign up for vacancies in the future(SV Briefing)

Open Spaces on Spring 2014 Teams

Communications

Once the team is complete:

Communication With



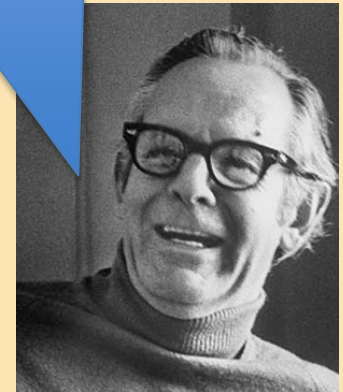
- Lead Site Visitors (team chairs)
- Site Visitors (team members)
- State Consultants

Communication With



- Lead Site Visitors ONLY

Communication leads to community, that is, to understanding, intimacy and mutual valuing.



Rollo May, American Psychologist

Writing Assignments

- Lead Site Visitors will make writing assignments to team
- Email the team (ask for experience/preference)
- Team Sizes
 - 3 Members
 - 4 Members
 - 5 Members
 - 6+ Members
- Enter into AIMS (BOE Offsite Reports page)

Opening and Reviewing Documents

- All documents accessible from AIMS



Can find previous Action Letter/Report here (AFI Information)

Basic information about an EPP

Where most of the documents you will review and write to are housed.

Valuable information about EPP's actions between visits

List of programs offered at the EPP

Where you will submit your offsite report.

Opening and Reviewing Documents

CAEP requires all exhibits supporting the Self-Study Report to be uploaded into the AIMS online template

- Visual guide to [opening exhibits in a self-study](#)
- Adobe Reader is needed



The Offsite Review Meeting

The 5 W's of an offsite review:

- Who?
- What?
- Where?
- When?
- Why?



[Additional Resources on Web](#)

The Offsite Report - Resources

Many resources are available while you are writing:

- [Guide on Completing CI BOE Reports](#)
- [Style Guide](#)
- Sample Reports
 - [On website](#)
 - [On E-resource Room](#) (Continuous Improvement > Key Resources for Accreditation > Sample Documents)
- Team Chair and CAEP Staff

The Offsite Report – Writing

Reminders:

- One document in AIMS
- Template in Offsite Reports
 - Do not alter, Complete all sections
- AFIs – Corrected Vs. continued
- AOCs are like AFIs
- List of Evidence = Questions



The Offsite Report - Timelines

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 Report Due in AIMS!	6	7
8	9	10	11	12 Offsite Review Meeting	13	14

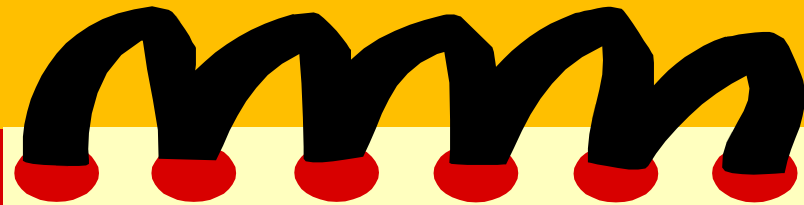
Reports due ***at least one week*** in advance of the offsite review meeting!

The Offsite Report - Timelines

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Offsite Review Meeting	4	5 Staff Edits Complete	6	7
8	9	10	11 Team Edits Complete	12	13	14
15	16 Chair Finalizes Report	17 Staff sends to EPP	18	19	20	21

The Offsite Report will be finalized in **two weeks** following the offsite meeting.

What's Next?



Webinar #2
Fall 2014 Visits:
Planning for and
Conducting the Onsite Visit

Topics:

- Previsits
- Travel Arrangements
- Document Review/Report Writing

Questions? Concerns? Comments?



Thank you!