



BOARD OF EXAMINERS UPDATE

Fall 2009

The BOARD OF EXAMINERS UPDATE is designed to share the actions of the Unit Accreditation Board and refinements of NCATE's review process. It is disseminated at the start of on-site visits in the fall and spring. Issues and changes reported here should be reviewed by team members during their first team meeting.

TABLE OF CONTENTS

REDESIGN UPDATE	3
NCATE’s Transformation and Redesign: What Does it Mean for the BOE?	3
TECHNOLOGY UPDATE	5
Changes to Conflict of Interest & Date of Availability Forms	5
Assessing Program Reports	5
Sharing Results of BOE Evaluations	5
BOE VISITS	6
Accreditation by Another National Accrediting Organization: What is a BOE Team to do?	6
Piloting Selected Processes in.....	6
BOE Travel Reminders	7
BOE REPORTS	7
UAB Evaluation of BOE Reports	7
STAFF UPDATE	9
A Farewell.....	9

REDESIGN UPDATE

NCATE's Transformation and Redesign: What Does it Mean for the BOE?

At its May 2009 meeting, the Executive Board adopted NCATE's proposal for the Transformation and Redesign of the Accreditation System and authorized pilot testing of the new system as soon as possible. Institutions with visits in spring 2010 through spring 2012 have the option of pilot testing the continuous improvement option. Sixteen institutions with continuing visits and one with a first-time visit in spring 2010 have agreed to pilot test the new system. Therefore, approximately 65 BOE members will be asked to serve on the new offsite visits later this year and onsite visits next spring.

These first 17 institutions will be working on an abbreviated timeline to accommodate hosting a visit soon after the Executive Board adopted the new system. Although institutions with visits in fall 2012 will be required to submit their institutional reports (IR) 12 months before their onsite visit, the pilot institutions will be submitting their report six to 12 months before the visit. Institutions with visits in spring 2010 will submit their IRs generally 4-6 months before the visit (i.e., between September and December 2009).

Because the institutions with visits in spring 2010 were already in the process of writing their IRs with the current template that includes prompts or questions for each element within a standard, the IRs for spring visits will follow the current template. Beginning with fall 2010 visits, many of the pilot institutions will use the new IR template that focuses on the unit's involvement in continuous improvement since the last visit.

The Offsite Review

The continuous improvement option requires an Offsite BOE Team to review the IR, electronic exhibits, annual reports, Title II report, and national program reports and reviews if they apply. This offsite review will occur electronically through a conference call one to two months after the IR has been submitted (i.e., between November 2009 and January 2010). Team members will have access to the website to refer to exhibits and to write their report in AIMS.

The Offsite BOE Team will include three to five BOE members, including a state representative if joint visits are conducted in the state in which the institution is located. The state consultant and a NCATE staff member will provide support during the virtual meeting of approximately four hours. Team members will be expected to review the IR, exhibits, and documents in AIMS prior to the virtual review. NCATE's goal is to appoint two of the members of the Offsite Review Team to the Onsite Team.

During the virtual meeting, team members will write in AIMS a BOE Feedback Report that informs the unit about whether the evidence clearly indicates that NCATE standards continue to be met and identify any key evidence that was not available. The team will also identify any areas of concern related to the six standards that should be addressed before the onsite visit, including whether previous areas for improvement have been corrected. In addition, the team may provide feedback on progress that the unit is making toward moving to the target level on one or more standards. The fourth section of the report will be the identification of evidence that the Offsite BOE Team would like the Onsite BOE

Team to validate during the onsite visit. The institution will have the opportunity to prepare an IR addendum addressing the areas of concern one to two months before the onsite visit.

The Onsite Visit

Because the Offsite BOE Team has conducted a thorough review of the exhibits to determine whether standards continue to be met, the Onsite BOE Team will be able to focus on the areas of concern that were identified during the offsite review.

Therefore the onsite visit will be more like the focused visits in the current accreditation process. The team will be comprised of three to five team members, including state representatives if joint visits are conducted in the state. The visit will be shortened in length. The first meeting of the team will begin around 1:00 p.m. on Sunday and the team will finish its work, including the exit report, by 3:00 pm on Tuesday.

In addition to following-up on the areas of concern raised by the Offsite BOE Team, the Onsite BOE Team will have two other tasks. It will be asked to validate that the NCATE standards continue to be met by sampling the evidence provided in the unit's exhibits. This review will begin with the list of evidence identified in the earlier BOE Feedback Report. Unless the team uncovers discrepancies between the evidence, the IR, observations, and interviews, no further validation will be required. The last task for the Onsite Team will be to provide the unit feedback on the progress being made to move to the target level.

The Onsite BOE Team will write a BOE Report in AIMS, but that report for a continuing accreditation visit will be much shorter than the current one.

The Transformation Initiative Option

At this point, 15 institutions, including collaborations among institutions, have volunteered to pilot test the Transformation Initiative. They are working with NCATE staff to develop a timeline for the submission of a different IR and a proposal for the initiative. The institutions selecting this option have been engaged in work to transform some aspect of their educator preparation program. The initiative must include a research component in which the unit collects and analyzes data systematically to determine the success of the initiative. At the conclusion of the initiative, the findings of the initiative will be disseminated broadly to the profession. Over the next few months, more specific information about the TIs will be available on NCATE's website (www.ncate.org).

Next Steps

Drafts of templates and processes for the two new options that will be used for visits to pilot institutions in 2010 will be available on NCATE's website and in the resource section of AIMS by the end of September. You should receive an email about the release of these documents when they are available.

If you are assigned to an Offsite or Onsite BOE Team for a spring 2010 visit, you will be notified of web seminars to prepare you for this new BOE work. At the beginning of the virtual Offsite Reviews of the IR, staff will provide an orientation to the new system.

TECHNOLOGY UPDATE

Changes to Conflict of Interest & Date of Availability Forms

The Date Availability and Conflict of Interest Form has changed. It will now ask about conflicts and date availability for two semesters. The form in AIMS will be open by the end of August and will request information about both the Spring 2010 and Fall 2010 semester. Staff made this change so that NCATE can provide some degree of continuity between the Offsite BOE Team that will review the Institutional Report in the semester before a visit and Onsite BOE Team that will conduct the visit. (See the article on the redesign and pilots for details.) In asking that you project your schedule two semesters in advance, we are aware that changes may occur. We simply ask that you notify us when changes to your schedule occur so that your Form can be updated.

Assessing Program Reports

As you know, the unit review and program review processes are intricately linked. BOE members are expected to review information from the program review process as an important indicator that elements in Standard 1 on content knowledge, pedagogical content knowledge, and student learning are being adequately addressed. BOE members should read the National Recognition Reports (NRRs) for all programs that have been reviewed. From these reports, BOE members should learn which organization reviewed the program, the recognition decision (recognized, recognized with conditions, recognized with probation, and further work required) and any important problems the program may have had in meeting the program standards. If the program is recognized or recognized with conditions, then the elements in

Standard 1 on content knowledge, pedagogical content knowledge, and student learning have been sufficiently addressed for those programs. If there are negative patterns across the National Recognition Reports, then areas for improvement (AFIs) should be cited. AFIs should also be cited if there are serious problems in individual programs.

The program reports themselves can provide a sampling of the assessments, scoring guides, and assessment data for each nationally reviewed program. To access the program reports, BOE members should click on **Programs** under **Accreditation Information** from the main menu in AIMS. The program information for the institution to which members are assigned should appear. The program's submissions are housed under the column entitled *Program Reports*. To access the program's assessments, click on the paper clip icon on the lower left side of each *Program Report*. The program's NRRs are housed under the column entitled *Final Reports*.

Sharing Results of BOE Evaluations

We are pleased to inform you of a new feature in AIMS. As you know, BOE members are evaluated by fellow team members after each visit. Evaluation results are now available to you in AIMS. To access your results, click "My Eval Results" from the main menu. The screen that appears will identify the institution that you visited and provide your mean scores on all of the items in the evaluations. Peer and chair evaluations have been combined for team members. Peer evaluations have been combined for chairs. Evaluation results will be available beginning the day after the visit and will be updated as members submit evaluations. This information is provided to share constructive feedback on your

performance as a BOE member. If you have questions or concerns about your ratings, please feel free to contact Mary Beth Nowinski at marybeth@ncate.org.

BOE VISITS

Accreditation by Another National Accrediting Organization: What is a BOE Team to do?

NCATE does recognize the accreditation by the following national accrediting organizations as attesting to the quality of the program:

- American Assembly of Collegiate Schools of Business (AACSB)
- American Association of Family and Consumer Sciences (AACCS)
- American Library Association (ALA)
- American Psychological Association (APA)
- American Speech-Language-Hearing Association (ASHA)
- Council for Accreditation of Counseling and Related Educational Programs (CACREP)
- Montessori Accreditation Council for Teacher Education (MACTE)
- National Association of Schools of Art and Design (NASAD)
- National Association of Schools of Dance (NASD)
- National Association of Schools of Music (NASM), and
- National Association of Schools of Theatre (NAST).

Programs accredited by one of these national organizations without conditions, probation or similar stipulations must include the official notice of accreditation from the accrediting organization in their exhibits. Assessment data presented to the program's

national accreditor should be available to the BOE team if requested. Other evidence required for the NCATE review related to these accredited programs will be limited to documentation for Standard 6 providing evidence that the professional education unit is involved in the coordination of the nationally accredited programs. Candidates and faculty members from these nationally accredited programs may be included in BOE interviews during the on-site visit. Programs in nursing, physical therapy, occupational therapy, and social work are not included in the NCATE review.

The policy, "Relationship with other Nationally Recognized Accrediting Bodies," can be found under policies on NCATE's website (www.ncate.org) or by clicking on this link: http://www.ncate.org/governance/policies_contents.asp.

Piloting Selected Processes in Fall 2009 Visits

Institutions with visits in fall 2009 may test the following four options if the BOE team chair and state consultant concur:

1. The BOE team chair will conduct the pre-visit electronically through a conference call, online meeting, video conferencing, or other technologies that the institution can arrange.
2. The visit can be shortened by one day with the visit beginning by 1:00 pm on Sunday and ending by noon on Wednesday. This option is possible only if the institution has almost all of its exhibits available electronically so that BOE members can review them before the onsite visit.

3. Poster sessions are optional for Sunday afternoon. (This option is not a change from current practice, but stresses the fact that they are optional.)
4. Visits to schools are optional. However, visits to 2-4 schools will not be optional for spring 2010 and future visits.

In addition, focused visits may be conducted virtually using online meeting technology, conference calls, video conferencing, AIMS, and other technologies. The team chair will work with the institution on setting up the meeting on a Sunday to Tuesday schedule. Your team chair will let you know if the focused visit will be conducted virtually.

BOE Travel Reminders

All NCATE-related travel must be booked through the NCATE travel agency, Experient. However, the agency cannot book flights without a valid travel code. The email team chairs and members receive from Marva Atwater after accepting a visit includes the travel code for the semester of the visit. This code should be used for that visit. The email also lists Experient's contact information, including an emergency number. The emergency number should only be used outside of Experient's regular business hours—Monday-Friday, 8:00 a.m.-5:00 p.m. CST—when immediate assistance is needed such as a cancelled flight.

While Experient revises its online reservation system over the next few months, reservations must be made via telephone at 800-255-8664. You will be

notified when the new online system is available.

BOE REPORTS

UAB Evaluation of BOE Reports

The UAB review of BOE reports written in fall 2008 shows an improvement in the reports using the new format. Nine items increased by .10 or more when compared to the streamlined reports written in spring 2008. Although the scores are not at the previous levels, the increases demonstrate that the BOE and UAB are becoming more comfortable with the new format. Scores on most of the other items remained at the same level as the spring scores.

Items with the greatest increase, and near previous levels, include those that address areas for improvement. Items 14 (The report explained why areas for improvement were not cited when the evidence discussed could presumably lead a team to cite areas for improvement) increased by more than half a point. Items 9 (The areas for improvement that were cited were clearly stated) and 13 (The report addressed the areas for improvement that were cited) also showed large increases.

The only item where there was a noticeable decrease over the last semester was following up on previous areas for improvement (item 15). BOE teams should address all previous areas for improvement in their findings as well as cite corrected or continued AFIs.

UAB Evaluations of Spring 2008 and Fall 2008 BOE Reports
Evaluated in fall 2008 and spring 2009
Scale = 1 (strongly disagree) to 4 (strongly agree)

Items	Fall 2008 Reports N=54	Streamlined Spring 2008 Reports N=33	Previous Template Spring 2008 Reports N=30
1. The report was adequately edited	3.11	3.09	3.16
2. The introduction and conceptual framework sections were sufficiently informative.	3.15	3.05	3.44
3. The report incorporated evidence that adequately addressed each element of the standards, including elements related to advanced programs.	2.92	2.97	3.49
4. The report included a clear presentation and synthesis of evidence.	3.00	2.96	3.11
5. The report presented the evidence in enough detail to “make the case” for its findings in the narrative.	2.96	2.75	3.13
6. The report included recommendations that were derived logically from the narrative and areas for improvement.	2.98	2.88	3.18
7. The report drew on multiple sources of evidence.	3.34	3.21	3.51
8. The report stated when sufficient evidence was not available for review.	3.09	2.43	3.16
9. The areas for improvement that were cited were clearly stated.	2.79	2.55	2.83
10. The report was internally consistent—i.e., it did not include contradictory information.	2.98	2.92	3.24
11. The report placed comments, concerns, and areas for improvement related to the conceptual framework under the appropriate standards.	3.31	2.99	3.38
12. The report made distinctions between initial and advanced programs.	3.33	3.38	3.45
13. The report addressed the areas for improvement that were cited.	3.06	2.87	3.33
14. The report explained why areas for improvement were not cited when the evidence discussed could presumably lead a team to cite areas for improvement.	2.96	2.36	2.94
15. The report adequately addressed previously cited areas for improvement.	3.15	3.29	3.62
16. The report did not include prescriptive statements and/or opinions not related to the standards.	3.35	3.34	3.38
17. When the report cited strengths, they described work being done at the target level.	2.84	N/A	N/A

STAFF UPDATE

A Farewell

Dear BOE Members,

It is with truly mixed emotions that I share my plans with you to leave NCATE at the end of the summer. I have (humbly) accepted a position as an associate dean at Trinity University in Washington, D.C. I enjoyed working with the BOE tremendously and I will miss interacting with all of you. Your willingness to serve and the quality of your service stand as a testament to our profession. The BOE trainings were a blast! I will think of you often and remember my time at NCATE fondly.

Antoinette