



Council for the
Accreditation of
Educator Preparation

Spring 2014 Visits: What To Do After The Visit?

View the live recording of this webinar at:



<http://bit.ly/1fVUBUK> (for the streaming version)

<http://bit.ly/1ihU7aV> (for the downloadable version)

Hosted By: 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. 

Your spring 2014 visit has just occurred. What happens now?

During this webinar we will discuss:

- I. Writing and Finalizing the Onsite Report
- II. Submitting the Onsite Report in AIMS
- III. Onsite Report Timelines
- IV. The Rejoinder and Chair Response
- V. Council Decision and Appeals

The Onsite Report - Resources

Many resources are available while you are writing:

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

Writing the Onsite Report

Keys to Report Writing:

- Remember the Audience
- Be Clear in Your writing
- Evidence Based Findings
- Write Holistically
- Don't Repeat, Summarize
- Don't Give Advice
- Quality and Professionalism



Finalizing and Submitting the Onsite Report

- **Chair responsibility to finalize the report**
- Check for:
 - ✓ Flow
 - ✓ Tone
 - ✓ Contradictions
 - ✓ Completeness
 - ✓ Style Guide
- [Submission in AIMS only!](#)

Onsite Report Timelines

- There are a number of steps and edits to get to the final draft of the onsite report:
 - First Draft (Day 7)
 - CAEP Staff Edits (Day 14)
 - Second Draft (Day 35)
 - EPP submits Factual Corrections (Day 42)
 - Final Draft (Day 52)

The Rejoinder

The 5 W's of the Rejoinder

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



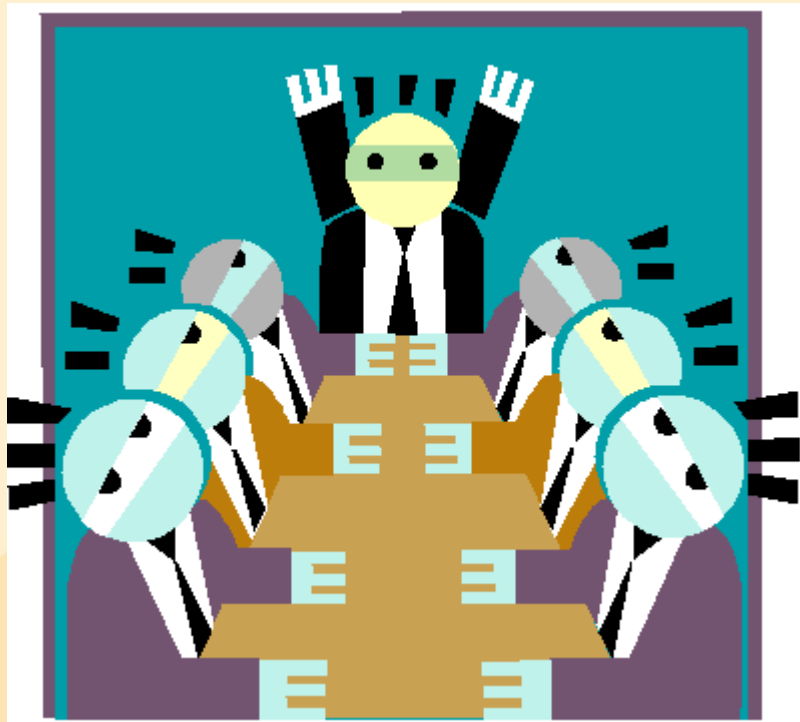
[Additional Resources on Web](#)

The Chair Response

- 7-10 days after receipt of rejoinder
- Critical to the Accreditation Council decision
- Signifies that rejoinder was received and read
- Can be detailed or short
- May include team members, should include state co-chair
- Submitted in AIMS



Council Decision



- Made in the semester following the onsite visit
- All documents will be reviewed by the council
- Council can change AFI or standard recommendations
- Council decision is final accreditation decision
- May ask chairs to be available for questions

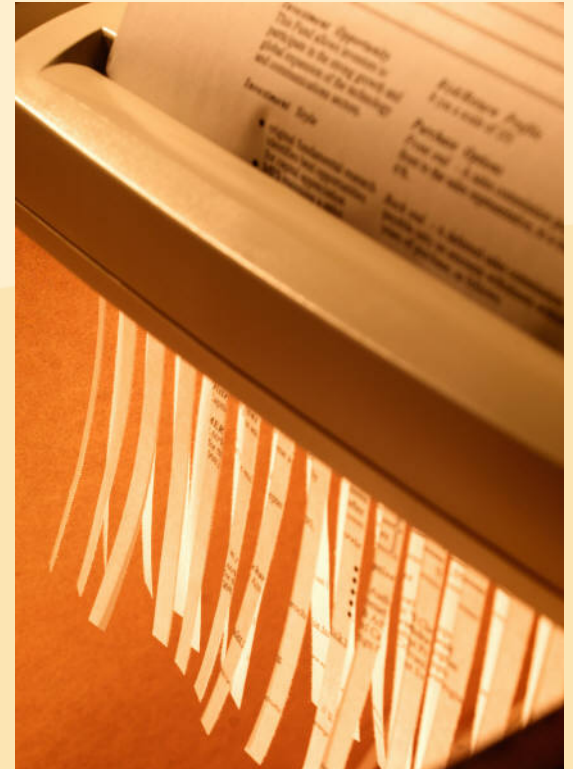
Appeals

- ONLY for denials or revocations.
- Grounds for Appeals:
 - standards were disregarded
 - stated procedures were not followed
 - evidence favorable to the institution and provided to the team or accreditation council was not considered
- Will know within 30 days of accreditation decision if EPP is appealing
- Chair will be required to be involved.







Confidentiality

- Once the decision is made public on the web, the decision can be shared.
- Details about the visit should never be shared
- Shred papers and delete electronic files

Confidentiality lasts forever!



Reimbursements

Expense Category	Expense Item	Who is responsible for payment/reimbursement?
Travel and "In-Transit" Expenses	Air/Train/Car Reservations	If booked in Gant by SV: 
	"In-Transit" Expenses (meals at your home/layover airport, taxi/shuttle service from home, baggage fees, tips, etc.)	If booked by EPP: 
Onsite Expenses	Ground Transportation (cars, taxis, etc. to/from EPP, hotel, and airport)	
	Lodging and Meals	
	Other Incidentals (gift shop, alcohol, entertainment, etc.)	
	Previsit Expenses (for team chairs)	

Reimbursements

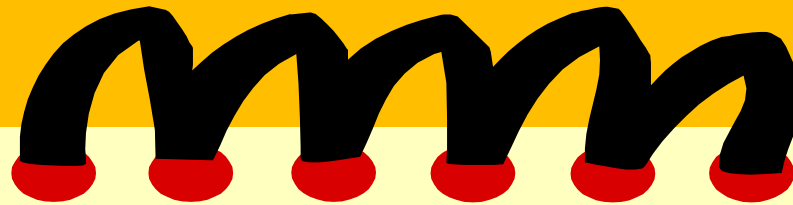
- Be sure to use the “CAEP Member Expense Report”



CAEP Member
Expense Report

- Your expense report may be returned to you without payment if:
 - You use an older (NCATE-legacy) version of the form
 - You have included items not reimbursable by CAEP
 - You have missed the window for submitting reimbursements

What's Next?



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

Topics:

- Accepting Assignments
- Reviewing Documentation
- Prep for Offsite Review Meeting

01:00

Questions? Concerns? Comments?



Thank you!