

Reviewer Newsletter



The Standard of Excellence
in Teacher Preparation

Dr. Monique Lynch to Join NCATE

NCATE is pleased to announce the appointment of Dr. Monique Lynch as the Vice President for Program Review. Dr. Lynch is currently the Director of Professional Development Programs and Services at the National Council of Teachers of Mathematics. She has represented NCTM as the SPA Coordinator for NCATE; directed the Professional Development Programs and Services department for NCTM; and designed, developed, and implement professional development programs and services for NCTM including Interactive Institutes, E-Workshops, E-Seminars, sustained PD courses, and blended-delivery programs. Prior to her work at NCTM, Monique was an assistant professor of secondary mathematics instruction, author, and secondary mathematics teacher.

Dr. Margie Crutchfield, the current Vice President for Program Review, is leaving NCATE to assume the position of Special Assistant for Planning and Communication to the Superintendent for the West Virginia Schools for the Deaf and Blind. We will miss Margie and all the wonderful contributions she has made to NCATE over these last seven years, but we wish her the very best in her new challenging role.

Spring 2011

The Spring 2011 review cycle was very busy. Reviewers, audit teams, and SPA coordinators reviewed over 1,030 program reports. Ninety-nine percent of the reports were returned to the institutions on or before August 1. It is your hard work and dedication that allowed this to happen. Looking forward to the Fall 2011 cycle, 939 programs were submitted for review.

Upcoming Reviewer Webinars

- *First Time Reviewers*
October 11 at 4 pm
- *All Reviewers*
Update October 11 at 2pm
- *Lead Reviewers*
Update October 12 at 2pm

To register please visit:

www.ncate.org

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Strategies for Serving as an Effective Lead Reviewer

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The Lead Reviewer (LR) is given the responsibility of leading a review team through a successful cycle of program reports, for the purpose of determining if a program is nationally recognized. The LR is the captain of the program report review team. The LR is expected to maintain deadlines that have been agreed upon by all team members, as well as provide support to team members, individually or collectively, throughout the review cycle. In general, the three broad tasks specific to the LR are to (a) set deadlines for completion of individual team reports, (b) schedule a conference call to allow discussion of the team decision, and (c) prepare the final team report. In addition, the LR serves as "Reviewer #3" and is charged with an individual review of the program report.

Characteristics of effective LRs include personal organization and well-timed communications with each team member. Tabatha Uhrich, a NAPSE lead reviewer, wrote an article to provide lead reviewers effective strategies to guide the program review process. This article will provide clarity regarding general responsibilities of the LR, characteristics of an effective LR and tools for use when serving as LR with any SPA, and rewards associated with serving as a LR. The tools presented in this article may be used as is, or with adaptations, for use as a LR with any SPA. Please read the full article at: <http://www.ncate.org/LinkClick.aspx?fileticket=CholS7Uufcl%3d&tabid=196>.



Do you know a colleague who would make a good reviewer?

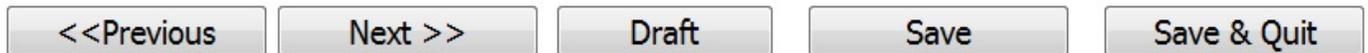
If so, please encourage them to contact your SPA coordinator. They are always looking for more reviewers. The more reviewers they have the fewer reports you have to review and the more in-depth you can be.



Do you follow NCATE on Twitter? Join the conversation: @ncate

What do the buttons at the bottom of the reviewer template do?

The Program Review System (PRS) has organized the program review process into a well oiled machine. What used to take boxes and boxes of printed reports now is completed entirely online. As much as PRS has helped to streamline the process, there are still areas where questions arise. Each review cycle NCATE staff receives questions about how to navigate the PRS system. At the top of the list of questions is, “What are all the buttons at the bottom of the reviewer template.” This very common question has, at times, led to some reviewer frustration when a reviewer thought that a report was submitted but in fact a draft was just saved. Below is the answer to the question: What do all those buttons do?



Previous/Next: These two buttons allow you to navigate through the report template. They allow you to go to the previous page or proceed to the next page. These buttons are also available in the floating tool bar in the upper left hand corner of the template. In the toolbar there is also a drop down box that allows you to skip around to different pages of the template.

Draft: This button can be very helpful to those reviewers who are traveling or who like to read printed material instead of only on the computer screen. The draft button creates a PDF version of your current draft. This allows you to print out your draft to take with you to review later or to simply read a paper copy of your report.

Save: This button saves your work in AIMS. It is always a good idea to save your work periodically just in case a power or computer malfunction happens as you are working on your report.

Save & Quit: This button will save your work in AIMS and exit out of the report. You can return at a later time to continue working on your report. The Save & Quit button does not submit your report into AIMS.

You may have noticed that there is no submit button at the bottom. In order to submit you must go to the last page of the report. You will click the “Next” button to proceed to the next page. You will then see a second “next” button. On the following page you will see a “submit” button. Click the “submit” button to fully submit the report in AIMS. You know that your report was submitted successfully if you see the reviewer survey on the next page. This survey is optional but does provide NCATE with very useful information about the program review process.

Reviewer FAQ

Where can I find resources to help me through the program review process?

There are a variety of resources on the NCATE website including mini-videos with instructions on how to submit reports in AIMS as well as achieved reviewer training webinars. These resources can be found at:

<http://www.ncate.org/ProgramReviewers/Resources/tabid/196/Default.aspx>. Also, please call/email NCATE staff or your SPA coordinator if you have any questions.

My schedule does not allow me to review this semester. Should I still submit my COI?

The conflict of interest survey sent at the beginning of each review cycle allows NCATE/SPA staff to know who is available to review. It is important that even if you cannot review that you log in and select “unavailable”. This will also stop any automatic reminders from NCATE that you have not completed the COI.

How much data should be included in a program report to receive full national recognition?

For initial reports, institutions should provide data from two applications of each assessment. For revised or response to conditions reports, institutions should submit data from one application of the assessments. One application of the assessment refers to the one time the assessment was given and data were collected. These are minimum requirements, institutions can submit up to 3 years of data.

For units undergoing accreditation for the first time, programs are expected to be able to include in their program reports at least one year of data on all assessments in order to be eligible for full national recognition. They will be expected to have two years of data at the time of their unit visit.

A new question was added to the cover sheet of the institution’s program report template. Question 15 asks institutions if they are seeking NCATE accreditation for the first time. This will notify reviewers so the appropriate data guidelines will be followed.

For more information on the data requirements please see:

<http://www.ncate.org/Accreditation/ProgramReview/GuidelinesAndProcedures/GuidelinesonData/tabid/443/Default.aspx>.

How do I view attachments in the institution’s program report?

See article on page. 5.

Program Review Timeline Fall 2011

10/15	Reviewers Receive Assignments
11/15	Team Reports due to NCATE
1/1	Audit Reports Due to NCATE
2/1	Recognition Reports are Returned to Institutions

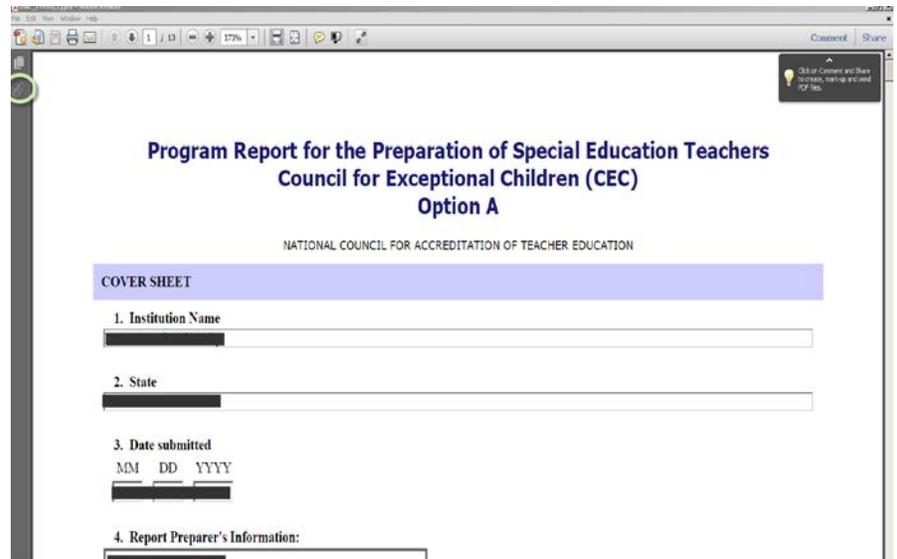
Viewing PDF Attachments

By Victoria Jones

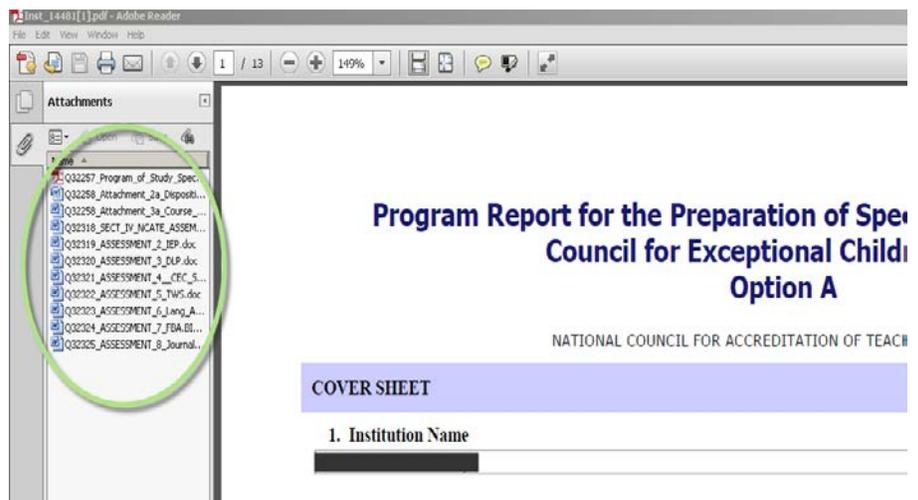
To view attachments inside a PDF file, follow the instructions below. There are separate instructions for Windows and Mac users. Also, the process may vary slightly depending on the version of Adobe Reader being used.

Windows

1) Click on the PDF file in AIMS to download the file and save to your computer. Open up the compiled report in Adobe Reader (you can download for free on the AIMS login page). To view the attachments, click on the paper clip in the upper right hand corner.

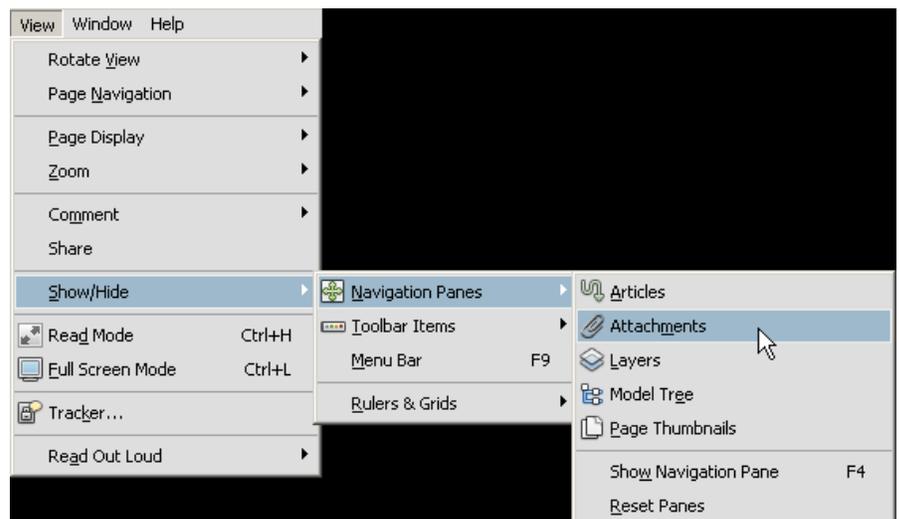


2) This will open up a pane on the left side of the screen with all the attachments. Double click on the attachment to open it.



3) If there is no paper clip showing, then click on **View** → **Show/Hide** → **Navigation Panes** → **Attachments**. (In some versions, to get the paper clip, click on **View** → **Navigation Panes** → **Attachments**.)

This will also open up the attachments pane in Adobe Reader.

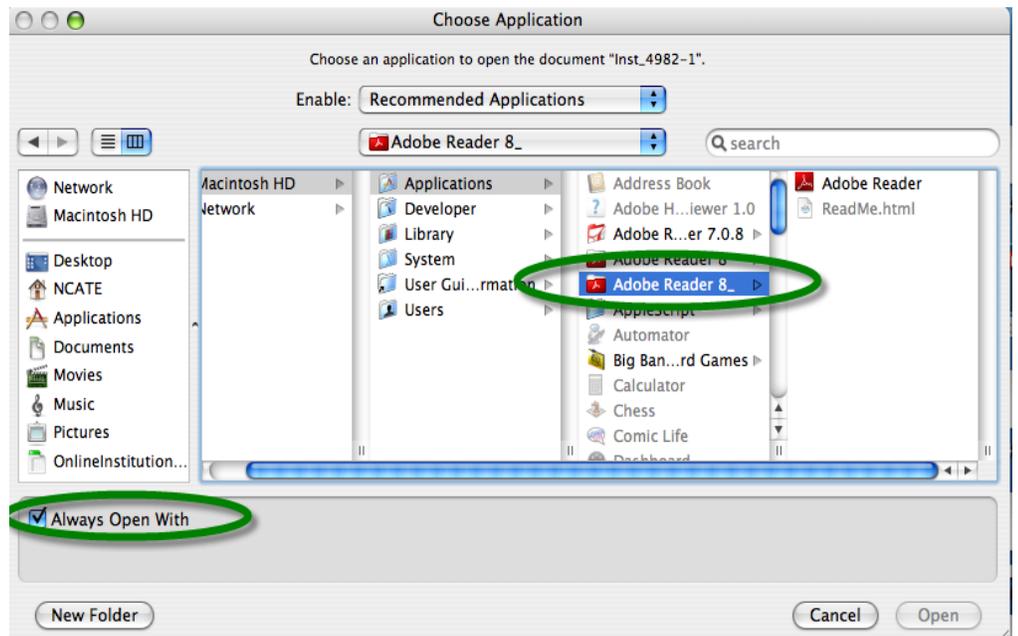


Mac

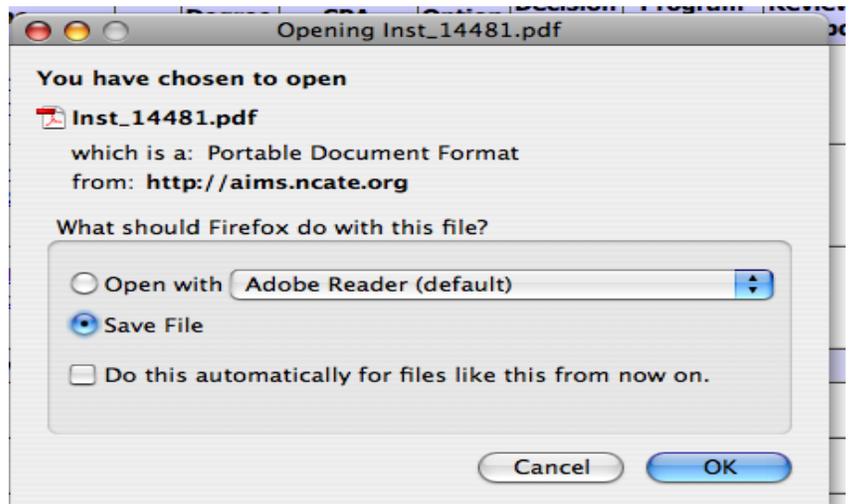
1) Before downloading the PDF file, it is recommended that you set your default PDF viewer to Adobe Reader. You can do this by right-clicking on any PDF file (CTRL + Click), select **Open With** → **Other...**



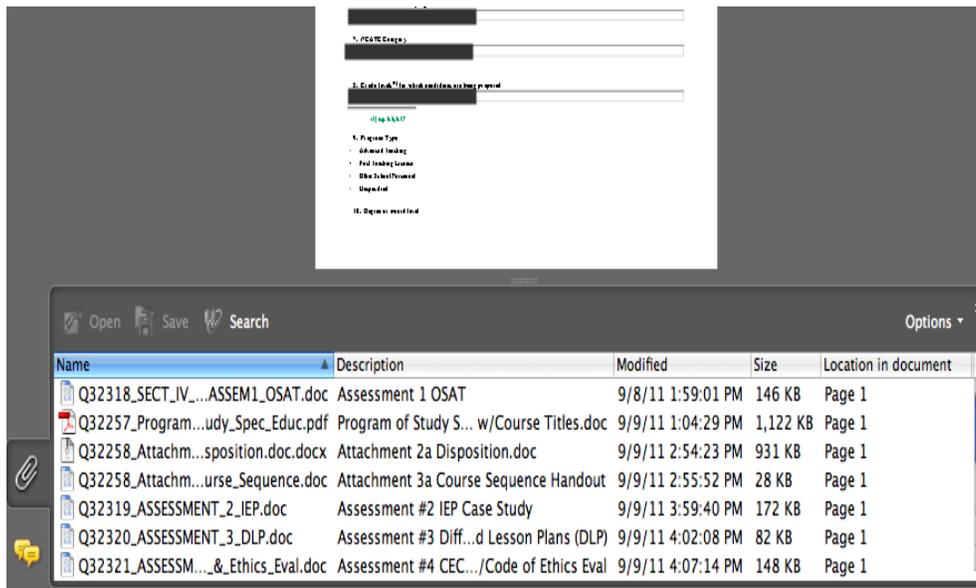
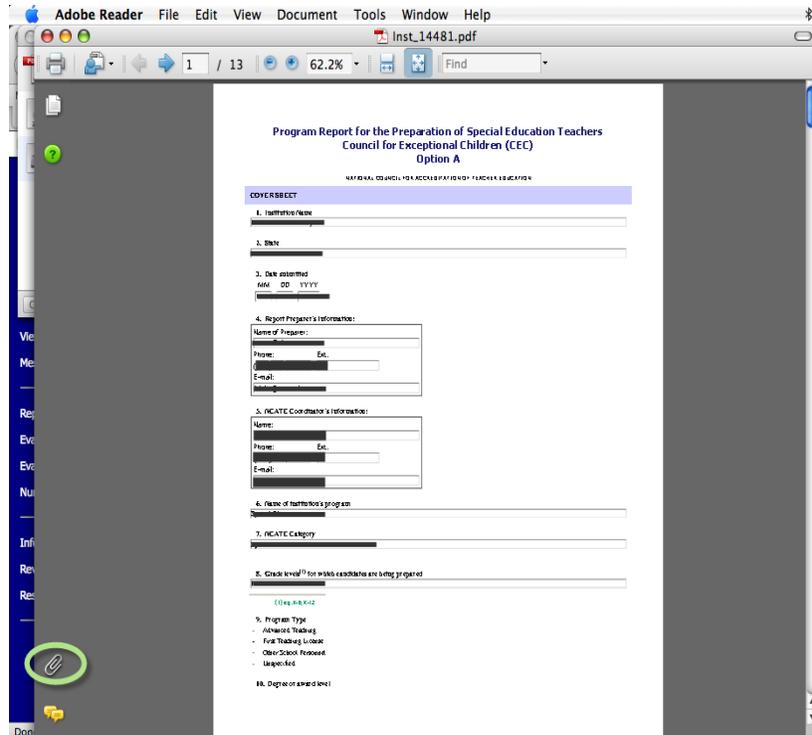
2) Choose Adobe Reader and make sure that **Always Open With** is checked, and then click on **Open**.



3) You can now close this file. Click on the PDF file in AIMS to download the file and save to your desktop. Do not download the file prior to setting Adobe Reader as your default PDF viewer. If at any time you are asked to **Preview** the document, **DO NOT OPEN IN PREVIEW**. Opening the file in **Preview** will strip all the attachments and file will have to be re-downloaded.



4) Once the file is downloaded, if it does not open automatically, open it from the Downloads menu or from your desktop. Once open, the bottom left corner should have a tab that says attachments or a paper clip. Click on this tab (or paper clip) to view attachments. Double click on the attachment to view it.



5) If there is no tab or paper clip showing, then click on **View → Navigation Panels → Attachments**.