

Accreditation Information Management System



Institution Workspace

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AIMS Overview

- **The Accreditation Information Management System (AIMS), designed and developed in-house, has benefitted all parties involved in CAEP's accreditation process and has helped us to overcome two major challenges:**
 - *Completing a large amount of work on time with limited staff resources.*
 - *Effectively communicating with all parties involved in the accreditation process.*

AIMS Overview - continued

- AIMS - **Role-Based** system that creates workspaces for:
 - *Educator Preparation Programs (EPPs)*
 - *Program Reviewers (SPA Reviewer)*
 - *Site Visitors*
 - *Accreditation Council*
 - *State Authorities*
 - *CAEP Staff*

AIMS Overview - continued

- AIMS – **Work Flow** based system:
- By means of its workflow engine, AIMS leverages the computer's full power to monitor every component of the accreditation process, and is designed to automatically trigger actions according to pre-established workflows.

Institution Workspace

- **Accreditation Information:**
 - *EPP*
 - *State Protocol*
- **Accreditation Process:**
 - *EPP Accreditation System (UAS)*
 - *Program Review System (PRS)*
 - *Annual Report System (ARS)*
- **Data Management:**
 - *Institutional Information*
 - *Manage Programs Option*
 - *Manage Faculty Information*
 - *Update Contact Information*

Accreditation Information

- **Under EPP, it lists your up-to-date accreditation status, along with the following information:**
 - **Action Report**
 - **Action Letter**
 - **Your Next Visit Semester**
- **This should match the accredited EPP List on our website.**

Unit Accreditation System (UAS)

- Know your Visit Team
- Visit Reports:
 - *Call for third-party testimony.*
 - *Institutional Report.*
 - *2nd draft BOE Report.*
 - *Factual Correction.*
 - *BOE Final Report.*
 - *Rejoinder.*
 - *BOE chair response to the rejoinder.*
- BOE Visit Evaluation

Compile Reports

- **Program Reports and Annual Reports must be submitted by using the online templates.**
- **Self-Study Reports can be submitted by using online templates (CI/TI pathway) or by uploading the entire report (IB pathway).**
- **Online templates allow users to manage evidence.**
- **Submitted reports will be automatically locked to prevent future changes.**
- **Make a draft for internal review prior to submission.**

Compile Self-Study Report

Manage evidence:

- *Evidence is managed separately from the report.*
- *Each piece of evidence can be used for multiple standards and components.*
- *A set of questions needs to be answered for each standard component the evidence applies to.*
- *Each piece of evidence is required to be categorized as:*
 - *Data*
 - *Assessment Instrument validity & Reliability*
 - *Other measure*

Program Review System (PRS)

- **Knowing your SPA Program Review Options**
- **Request shells through “Manage Programs” in AIMS**
- **Grouped Program Reports**
- **SPA National Recognition Report**

Annual Report System (ARS)

- **Are we exempt this year?**
- **Who has access to our annual report?**
- **Why is it important to file this report ?**
- **Deadline for submitting annual report**
- **Number of Program Completers**

Data Management - Institutional Information

- It is important to keep your institutional information up-to-date.
- When should I update this page?
- Who has access to this information?

Data Management - Programs

- All programs, regardless of their recognition process (SPA, State, other accreditation agency, or none), will be listed.
- The difference between the Program and the Review Shell:
 - Each Program can have multiple shells
 - Shells are always associated with a Review Cycle

Update Contact Information

- CAEP communicates to Institutions by sending e-mails to:
 - *Unit heads (1st and 2nd), Program Heads*
 - *CAEP coordinators (1st, 2nd and 3rd), program contacts*
- Accreditation decisions are sent to the CEO via express mail.


AIMS Access Account

Manage AIMS ID and password:

- **Master account & Read only account.**
- **Avoid report access collision.**
- **Ask coordinators to change the password when:**
 - ✓ **Key staff changes.**
 - ✓ **After a site visit.**
 - ✓ **After submitting SPA Report(s).**

Your To-Do List Each Semester

- 1. Walk through and update every item under “Data Management.”**
- 2. Review your Unit Accreditation timeline.**
- 3. Know your Program Recognition status, shell request deadline and program submission deadline.**
- 4. Check your Annual Report deadline and status.**
- 5. Determine if your AIMS password needs to be changed.**

A graphic featuring the text 'Q & A' in a dark blue serif font. The 'Q' is positioned in the upper left, the ampersand is in the center, and the 'A' is in the lower right. The text is overlaid on a white background that is shaped like a speech bubble. This white shape is surrounded by several other blue speech bubbles of various sizes and orientations, all set against a light beige background.

Q

&

A



Thank You

Engaged feedback is vital to CAEP. You will have an opportunity to complete a survey at the end of the conference. Surveys will be sent via email on Friday, April 10. We encourage your participation. Thank you.