Accreditation Information Management System



Accreditation Information Management System

Institution Workspace Frank Huang April, 2015



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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.



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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



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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.



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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



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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.



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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



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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.



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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



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Program Review System (PRS)

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



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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



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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?



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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



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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.



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AIMS Access Account

Manage AIMS ID and password:

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



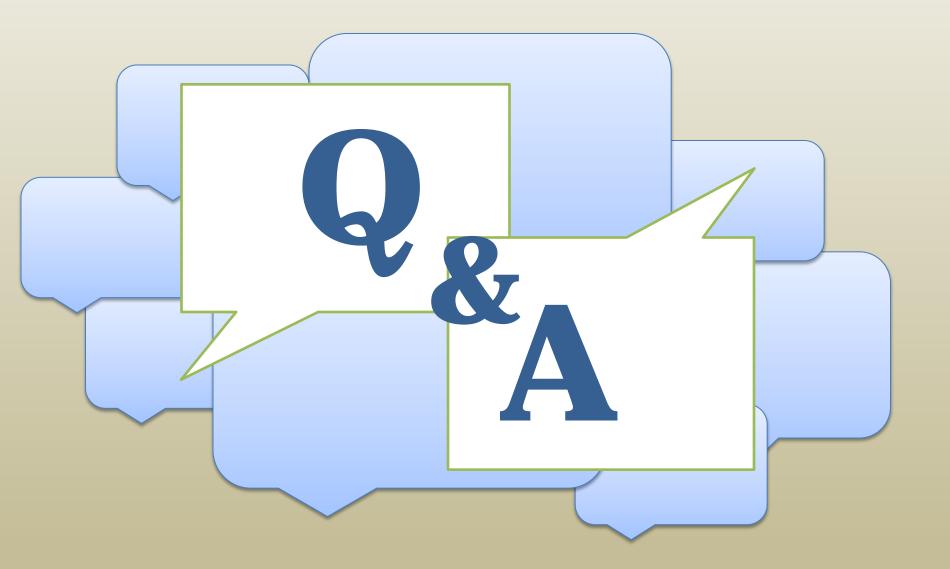
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Your To-Do List Each Semester

- 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.



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Accreditation Information Management System

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.



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