

Option B: GENERAL DIRECTIONS

To complete a program report, institutions must provide evidence of meeting [SPA]/CAEP standards based on data from key assessments. A program is free to select the types of assessments within the following constraints:

1. A program cannot use more than 8 key assessments. There is no minimum requirement.
2. Assessments must be required of all candidates.
3. The program must include the state licensure test in the program area for assessment #1. This requirement is waived if there is no state licensure test in the program area.
4. One assessment must demonstrate candidate effect on student learning.
5. In their entirety, the assessments and data should demonstrate that candidates have mastered the SPA standards.

The program report form includes the following sections:

Section I. Context

Provide general information on the program as specified by the directions for this section. Each question that requires a narrative has a specific character limit. Note that the table for Candidate Completer information is filled out online. The faculty information is entered one time for all faculty in the AIMS Manage Faculty Information view, then pertinent faculty information is imported into each program report. There is one attachment required, a program of study for the program being submitted.

Section II. List of Assessments

Using the chart included in this report form, indicate the name, type, and administration point for each of the assessments documented in this report. (Note that Section IV of the report form lists examples of assessments that may be appropriate for each type of assessment that must be documented in the program report.)

Section III. Relationship of Assessments to Standards

Using the chart included in this report form, indicate which of the assessments listed in Section II provide evidence of meeting specific program standards.

Section IV. Evidence for Meeting Standards

Attach a single document that provides a rationale for how the key assessments, taken as a whole, demonstrate candidate mastery of the SPA/CAEP standards. For each assessment, attach one document that includes the assessment, scoring guide/criteria, and data table.

Section V. Use of Assessment Results to Improve Candidate and Program Performance

Describe how faculty are using the data from assessments to improve candidate performance and the program, as it relates to content knowledge; pedagogical and professional knowledge, skills, and dispositions; and student learning.

Section VI. For Revised and Response to Conditions Reports Only

Describe what changes or additions have been made in the report to address the raised in the original recognition report. List the sections of the report you are resubmitting and the changes that have been made. Specific instructions for preparing a revised report and for preparing a response to conditions report are available on the CAEP web site at

<http://caepnet.org/accreditation/caep-accreditation/program-review-options/caep-program-review-national-recognition>

Attachments: Sections I and IV include attachments. In Section IV, each attachment should be no longer than the equivalent of seventeen text pages. A program report can include no more than a total of 20 attachments. A single attachment cannot be larger than 2mb. The files for each attachment should be prepared as Word, Word Perfect, Excel, or PDF documents. Our system will now accept documents that have been created in the newest version of Word and saved with a ".docx" extension.

Character Limits: Character limits have been set based on one-page being equivalent to 4000 characters. Character counts include spaces, punctuation, numbers, etc.

Formatting Instructions:

Please note that this Word document has been provided as a guide. You can use this document to prepare a draft of your report (although you can create drafts in the online AIMS/PRS system). You can cut and paste text from a Word document into the on-line AIMS/PRS system. But it is important to note that text boxes in Sections I, II, V, and VI are html-based and will not accept any formatting such as bullets, tables, charts, etc. Be sure that your responses are text-only. If you do need to include a table or a graph in a response to a question, then you must separate that into a unique file and attach in Section I. This restriction does not apply to the documentation for Section IV, since these documents are all uploaded as attachments.

NOTE: CAEP staff may require institutions to revise reports that do not follow directions on format, page limits, and number of attachments. In addition, hyperlinks imbedded in report documentation will not be read by reviewers and cannot be used as a means of providing additional information.

Resources on the CAEP web site: CAEP has multiple resources on their web site to help you prepare your reports. These are all available at the following URL: Program report information on the web:

<http://caepnet.org/accreditation/caep-accreditation/program-review-options/spa-standards-and-report-forms>

Specific Instructions for ALA

Who Should Submit Program Reports?

You must respond to these guidelines if the institution offers a program for the initial preparation of library media specialists at the Master's level. National recognition can only be conferred on Master's degree level programs. If the library program is accredited by ALA you do not need to submit a report unless a report is required for state accreditation.

Other specific information required by ALA only:

None

Will ALA accept grades as one of the assessments?

All SPAs will accept course grades as one of the 6 to 8 key assessments. Instructions for documenting course grades have been standardized for all SPAs.

These instructions are on the CAEP web site on the Program Resources page at the following URL:

<http://caepnet.org/accreditation/caep-accreditation/program-review-options/caep-program-review-national-recognition>

Other resources are available on the [SPA] web site at

<http://www.ala.org/ala/mgrps/divs/aasl/aasleducation/nationalboardcer/nationalboard.cfm>