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## Calendar Year Review Process

*What is this again?*

The Calendar Year Review Process is CEHD's annual, college-wide assessment system in action.

Each academic program receives a **Data Yearbook** which contains programmatic and college-wide data. Academic program faculty collaborate with partners to analyze this data, and any other data they have, to determine programmatic strengths, weakness, needs and goals.

Each program writes a **Program Calendar Year Report** describing these strengths, areas for improvement, needs, and goals and submits it to their respective Division Director. The division director reviews all of his/her program Calendar Year Report and writes the **Division Calendar Year Report**, summarizing the strengths, areas for improvement, needs and goals of his/her division. This Division Calendar Year Report is submitted to the College Executive Team for review. The College Executive team reviews all of the Division Calendar Year Reports to determine the needs and goals of the college for the upcoming year. Based on this information, the **College Calendar Year Report** is written.

*Where are we in this annual process?*

All CEHD academic programs are now participating in the Calendar Year Review Process. All academic programs have access to their respective Data Yearbooks and the template for their Program Calendar Year Report through the Intranet at <https://intranet.cehd.gmu.edu/>.

*Help! I don't understand the data in the Data Yearbook, or I think something is missing...*

If so, please contact Adrienne Sullivan in the API Office at [asulli11@gmu.edu](mailto:asulli11@gmu.edu).

*I'm a faculty member, but I don't know anything about this process...*

Talk to your Academic Program Coordinator about getting involved.

*What are the deadlines?*

The deadline to submit the Program Calendar Year Reports to the applicable Division Director is **Friday, March 28**.

Division Directors will receive the template for the Division Calendar Year Report around the end of March. Division directors will need to submit their Division Calendar Year Report to the College Executive team by **Friday, April 25**.

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## Surveys

### Exit Survey

Programs will be contacted again in the near future to identify "final" exit courses. Stay tuned...

### Alumni and Employer Survey

CEHD continues to work on building a better database of graduate and graduate employer information. Collecting information from employers is becoming a high priority for external reporting.

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## Clinical Experience

An increased emphasis on clinical experiences for teacher preparation programs is found in the new CAEP standards and in proposed changes in state licensure regulations. The CAEP team is developing taskforces with faculty, staff, and partners to 1) look at the immediate needs of the clinical experience process, and 2) strategically plan a model Clinical Experience process that can be implemented in CEHD. More information about these taskforces will be forthcoming...

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## NCATE Reaccreditation Status

We still await the final formal approval that goes before the NCATE Unit Accreditation Board the spring. If we are approved, we will receive accreditation for seven years from our initial visit in Fall 2011. **This means our next review would be in Fall 2018, therefore the Institutional Report would need to be submitted in approximately Spring 2018 under the new Council for Accreditation of Educator Preparation (CAEP) standards.**

*What about the program SPAs? Are their standards changing?*

**CEHD programs must remain in close contact with their SPAs to ensure that they know the status of their SPA standards, and to know when new SPA standards have been approved.**

*But all of our SPA programs are fully recognized – we don't have to worry about this anymore, right?*

All of our SPA programs are now fully recognized – hurrah – but this fun doesn't stop either! Each SPA program, as informed by their SPA, must submit another program report 3 years prior to the next scheduled accreditation visit. **This means that all SPA programs must submit program reports in Fall 2015 – just 18 months away.**

Contact Adrienne Sullivan at [asulli11@gmu.edu](mailto:asulli11@gmu.edu) and visit [cehd.gmu.edu/api](http://cehd.gmu.edu/api) for more information.