



**Towson University
CAEP Action Plan**

CAEP Leadership Committee and CAEP Standard Committees Charges

In this charge, there will six (6) deliverables that will be worked on by the CAEP and/or the CAEP Leadership Committee over a three (3) year period. They are as follows:

- 1) **Evidence Inventory: Gaps Analysis (Phase #1)**
- 2) **Evidence Inventory: Closing the Gaps (Phase #2)**
- 3) **Evidence Inventory: Quality Assurance (Phase #3)**
- 4) **Unit Self-Study and Evidence Room List (Phase #4)**
- 5) **Assessment of the Assessments** (CAEP Leadership Team only) **(Phase #1)**
- 6) **Internal Review of CAEP Feedback from Assessment of the Assessments** (CAEP Leadership Team only) **(Phase #2)**
- 7) **Continuous Improvement Plan (CIP)** (CAEP Leadership Team only) **(Phase #3)**
- 8) **EPP Self-Study Addendum** (CAEP Leadership Team only) **(Phase #5)**
- 9) **Rejoinder** (CAEP Leadership Team only) **(Phase #5)**

Additional detail on each deliverable, strategies for the completion of each deliverable, the differing responsibilities for each deliverable, and timelines for each deliverable are listed below. There will be four (4) phases of involvement for the CAEP Standard Task Forces and five (5) phases of involvement for the CAEP Leadership Team.

CAEP Standard Task Force Charge

Phase #1: Evidence Inventory: Gaps Analysis	
Specific Deliverable	<p>Deliverable</p> <p>1) Evidence Inventory: Gaps Analysis CAEP Standards Committees will review CAEP Standards, CAEP Evidence Guide, CAEP Standard Power Point files, and other CAEP documents and provide an Evidence Inventory: Gaps Analysis to the CAEP Leadership Team that will include the following for both initial and advanced programs:</p> <ol style="list-style-type: none"> 1) Examples of EPP Evidence currently in existence that already fully meets the standard 2) Examples of EPP Evidence currently exists that partially meets the standard and broad recommendations for revision(s) that will ensure that it fully meets the standard. 3) Gaps where no evidence exists in meeting the standard



	4) Broad recommendations for the evidence needed to fully meet the standard
Deadline	First draft of Evidence Inventory: Gaps Analysis: March 3, 2016 Final draft of Evidence Inventory: Gaps Analysis (after responding to feedback from CAEP Leadership Team): May 27, 2016

**Phase One
Detailed Timeline**

Date	Action
September 2015	First TEEB meeting Familiarize TEEB with CAEP Standards
October/November	Select Standards Committee Chairs and confirm their willingness for this role
December/January	Select Standards Committee Faculty members from volunteer list
December 14, 2015	Hold meeting with all Standards Committee Chairs to discuss charge, timeline, and deliverables
January/February	Hold <u>first</u> Standards Committee meeting
February -May	Standards Committees meet to prepare Evidence Inventory Report
March	Preliminary Evidence Inventory Report to TEEB
March 8	TEEB members provide feedback to Standards Committees on Evidence Inventory Report
February/March/April	Standards Committees finalize Evidence Inventory Report
May	Final Evidence Inventory Report delivered to TEEB

Phase Two

- **Specific revisions to currently existing EPP evidence, including where/when the evidence needs to be included in the program and who would need to be responsible for implementing the evidence.**
- **Specific evidence that needs to be created to fill all gaps, including where/when the evidence needs to be included in the program and who would need to be responsible for implementing the evidence.**
- **Suggestions for implementation, including pilots (if appropriate) and timelines.**

Phase #2: Evidence Inventory: Closing the Gaps	
Specific Deliverable	Deliverables 1) Evidence Inventory: Closing the Gaps



	<p>2) Internal Review of CAEP Feedback from Assessment of the Assessments</p> <p>Provide guidance and feedback to the each CAEP Standards Committee on the Evidence Inventory: Closing the Gaps. During this phase, the CAEP Leadership Team will also ensure that diversity and technology are adequately covered.</p> <p>Review the feedback received by CAEP and produce a document, Internal Review of CAEP Feedback from Assessment of the Assessments.</p>
Deadline	<p>Proposals from CAEP Standards Committees on Evidence Inventory: Closing the Gaps: January, 2017</p> <p>Internal Review of CAEP Feedback from Assessment of the Assessments: Date: ?</p> <p><i>New or updated assessments must be implemented beginning Spring of 2019 for two (2) assessment of data to be included in our Unit Self-Study and Evidence Room. This is optimal and every attempt should be made to meet this timeline.</i></p> <p><i>New or updated assessments must be implemented beginning Spring of 2020 for two (2) assessment of data to be included as part of our Onsite Visit. This is acceptable, but not optimal.</i></p> <p>Part of the Evidence Inventory: Closing the Gaps will include a “master schedule” for the implementation of all new or updated assessments.</p>



***The Unit Self-Study and Evidence Room can be submitted about 9 months before Onsite Visit (or Fall of 2020). Hypothetically, two administrations of data could occur in the Spring of 2019 and Spring of 2020. However, using data from a new or revised assessment in the spring of 2020 would give limited time to CAEP teams to respond to the data.**