



Accreditation Information Management System

AIMS

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 NCATE's accreditation process and helped us to overcome two major challenges:**
 - *Completing a large amount of work on deadline 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:

- *Institutions*
- *Program Reviewers (SPA Reviewer)*
- *Board of Examiners (BOE)*
- *Unit Accreditation Boards (UAB)*
- *State Authorities*
- *NCATE 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.

AIMS Overview - continued

AIMS – **Proactive** System:

- A dynamic status monitoring structure, changes the process from reactive to proactive

AIMS – **Feedback** System:

- Strong data collecting and reporting functionality help us to review, analyze, and optimize the process

Institution Workspace

Accreditation Information:

- *Unit accreditation status*
- *State Protocol*

Accreditation Process:

- *Unit Accreditation System (UAS)*
- *Program Review System (PRS)*
- *Annual Report System (ARS)*

Data Management:

- *Institutional Information*
- *Manage Programs*
- *Manage Faculty Information*
- *Update Contact Information*

Accreditation Information

- **Unit Accreditation Status lists your up-to-date accreditation status, along with the following information:**
 - Action Report
 - Action Letter
 - Your Next Visit Semester
- **This should match the NCATE accredited institutions and programs List on the NCATE website.**

Unit Accreditation System (UAS)

- Know your BOE 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.**
- **Institutional Reports can be submitted by using online templates or by uploading the entire report.**
- **Online templates allow users to attach supporting documents.**
- **Submitted reports will be automatically converted to PDF format and published.**
- **Make a draft for internal review prior to submission.**
- **Tables & structured data.**

Compile Report - FAQs

Upload Documents:

- *2 MB or 5MB limit per transaction.*
- *Supported formats: .docx, .doc, .xlsx, .xls, .pdf, .txt.*
- *Avoid high resolution pictures or scanned images.*

Electronic Exhibitions:

- *List all URLs in MS Word and upload the file.*
- *Avoid writing URL directly in the report.*

Character Limits:

- *Character count in MS word and HTML.*
- *Contact NCATE if you need extra space.*



Program Review System (PRS)

- **Knowing your SPA Program Review Options**
- **Request shell through “Manage Programs” in AIMS (New starting S11)**
- **Grouped Program Reports**
- **NCATE Recognition Report**



Annual Report System (ARS)

- **Are we exempt for this year?**
- **Who has access to our annual report?**
- **Why it is important to file this report ?**



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 - Manage 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

NCATE communicates to Institutions by sending e-mails to:

- *Unit heads (1st and 2nd)*
- *NCATE coordinators (1st, 2nd and 3rd)*

Unit accreditation decision sent to CEO via express mail.



AIMS Access Account

Manage AIMS ID and password:

- **Master account & Read only account.**
- **Avoid report access collision.**
- **Ask NCATE to change password when:**
 - ✓ **Key staff changes.**
 - ✓ **After a BOE 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 Annual Report deadline, and status.
5. Determine if your AIMS password needs to be changed.



Thank You

NCATE AIMS
Accreditation Information Management System