

TEAC Exercise Workbook

Writing the *Inquiry Brief* and *Inquiry Brief Proposal*

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TEAC Inquiry Brief Workshop Agenda
 CAEP Spring Conference: Accreditation 2.0
 Thursday – Friday, March 15-16, 2012

Thursday, March 15, 2012 - All sessions at Antigua A, Mirage Hotel, Las Vegas, Nevada

TIME	TOPIC	<i>Guide to Accreditation</i>	<i>Exercise Workbook</i>
9:00-10:00 a.m.	Inquiry & Evidence: An Introduction to TEAC <ul style="list-style-type: none"> • The goals of accreditation • Quality Principles and evidence • TEAC's accreditation philosophy • What is a program? • What is the <i>Inquiry Brief/Inquiry Brief Proposal</i>? • Planning checklist 	About TEAC (pp. 1-10) TEAC's Standards and Principles (pp. 11-31) The <i>Brief</i> (pp. 33-42)	Overview (p. 1) Content of the <i>IB</i> and <i>IBP</i> (pp. 2-3) 8 steps to prepare the <i>Brief</i> (p. 4) Planning checklist (pp. 5-6) Resources (p. 6) Outline of a typical <i>Brief</i> (p. 7) Organizing the <i>Brief</i> (p. 8) TEAC evaluation (pp. 9-10)
10:15-11:15 a.m.	What's the evidence? Create an inventory of the evidence <ul style="list-style-type: none"> • Inventory of evidence (<i>Appendix E</i>) • Local assessments (<i>Appendix F</i>) • Identifying the program's standard 	Appendix E (pp. 67-70) Appendix F (p. 70)	Inventory the evidence (pp. 11-18) Exercises 1-4
11:30 a.m. - 12:30 p.m.	Laying the groundwork; Studying your program <ul style="list-style-type: none"> • Gather information for the <i>Brief</i> • Program overview • Evidence of commitment (<i>Appendix B</i>) • Program requirements (<i>Appendix D</i>) • Faculty qualifications (<i>Appendix C</i>) 	Overview of the <i>IB</i> (p. 43) Appendix B (pp. 62-64) Appendix D (p. 65-66) Appendix C (p. 65)	Study your program's place in the institution: Appendix B (pp. 19-21) Exercises 5-10 Appendix D (pp. 23-30) Exercise 11 Appendix C (p. 31) Exercise 12
2:15-3:15 p.m.	Examine the Quality Control System with an audit of your program <ul style="list-style-type: none"> • Internal academic Audit (<i>Appendix A</i>) • Conducting the audit • Writing the internal audit report 	Appendix A (pp. 56-61)	Examine the QCS: Appendix A (pp. 32-40) Exercises 13-19 Internal audit results (pp. 41-44) Exercises 20-23
3:30-4:30 p.m.	What makes you proud? Making claims about your graduates <ul style="list-style-type: none"> • What claims do you make of your graduates? • What evidence supports those claims? • Understanding a different style of writing 	Language (pp. 43-44) Claims (pp. 44-47) <i>Quality Principle I</i> (pp. 105-106)	Language (p. 45) Exercise 24 Writing Claims (pp. 47-58) Exercises 25-28

4:45-5:45 p.m.	Linking assessments to program claims <ul style="list-style-type: none"> • Making claims consistent with the evidence • Developing a rationale for your assessments 	Rationale (47-49, <i>IB</i> ; 73-74, <i>IBP</i>) See also 106-107	Claims & Evidence Exercises 29-35 Rationale (pp. 59-63) Exercises 37-39
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Friday, March 16, 2012

TIME	TOPIC	<i>Guide to Accreditation</i>	<i>Exercise Workbook</i>
9:00-10:00 a.m.	Establishing the reliability and validity of your assessments <ul style="list-style-type: none"> • Method of assessment • Reliability and validity of assessments 	Method of assessment (pp. 49-53, <i>IB</i> ; 74-75, <i>IBP</i>)	Preparing the <i>Brief</i> (pp. 64-65) Exercises 40-42
10:15-11:15 a.m.	Building your case for TEAC accreditation <ul style="list-style-type: none"> • Analyzing and reporting results • Discussion and plan (<i>IB</i>) • Discussion, plan, and evidence of institutional learning (<i>IBP</i>) • Expanded information for continuing accreditation 	Results (pp. 53-54, <i>IB</i> ; 75, <i>IBP</i>) Discussion & Plan (pp. 54-55, <i>IB</i> ; 75, <i>IBP</i>) Continuing accreditation (p. 72)	Building your case for accreditation (pp. 66-76) Exercises 43-45 Expanded information for continuing accreditation (pp. 77-78) Exercise 46
11:30-12:30 p.m.	Presenting evidence of institutional learning	<i>Quality Principle II</i> (pp. 106-107)	
2:15-3:15 p.m.	Preparing for the TEAC audit <ul style="list-style-type: none"> • TEAC's audit of the <i>IB/IBP</i> • Practical matters of the audit 	Audit (pp. 77-94) Evaluation and audit of the <i>IBP</i> : page 76	Preparing for the audit (pp. 79-83) Exercises 47 Checklist to accompany submission of the <i>Brief</i>
3:30-4:30 p.m.	The TEAC accreditation decision <ul style="list-style-type: none"> • Panelists' recommendation • Accreditation committee 	Accred. Panel (pp. 96-110) Accred. Committee (pp. 111-118)	
4:45-5:45 p.m.	Maintaining accreditation <ul style="list-style-type: none"> • Maintaining accreditation status and Annual Reports 	Annual Reports (pp. 119-122)	
5:15 p.m.	Adjourn		