Site Visitor Training

February 17, 2017
DFW Lakes Executive Conference Center
Grapevine, TX
Val Verde Amphitheatre
Introductions

• Welcome

• Introductions
  • Commissioners
  • CAATE Staff
  • Site Visitors/Administrators

• Confidentiality Form
• Global Cash Card paperwork
• Site Visitor resources
Executive Committee

Mark Merrick, PhD, ATC, FNATA
President
The Ohio State University

LesLee Taylor, PhD, ATC
President-Elect
Texas Tech University Health Sciences Center

Jack Weakley
Secretary/Treasurer
Public Member
Athletic Training Members

Ray Castle, PhD, ATC  
Louisiana State University

Valerie Herzog, PhD, ATC  
Weber State University

Eric Sauers, PhD, ATC, FNATA  
A.T. Still University

Chad Starkey, PhD, ATC, FNATA  
Ohio University

Barbara Long, EdD, ATC  
Bridgewater College  
Commissioner Elect

Bonnie Van Lunen PhD, ATC  
Old Dominion University  
Commissioner Elect
Physician Members

Jon Schultz, MD
American Academy of Family Physicians Representative
Faculty, UMKC Primary Care Sports Medicine Fellowship

LaMont Cavanagh, MD
At Large Physician Representative
University of Oklahoma School of Medicine

Amy Valasek, MD
American Academy of Pediatrics Representative Elect
Faculty, Nationwide Children’s Hospital Sports Medicine Fellowship
Administrator Members

**Gregory Frazer, PhD**
Administrative Member
Dean and Professor
Rangos School of Health Sciences
Duquesne University

**Chris Ingersoll, PhD, ATC**
Administrative Member Elect
Dean and Professor
University of Toledo
About the CAATE

CAATE MISSION

Defining, measuring, and continually improving AT Education

CAATE VISION

Improving health by assuring and recognizing excellence in AT education
About the CAATE

CAATE VALUES

• Partnership
• Accountability
• Transparency
• Integrity
• Excellence
• Leadership
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<thead>
<tr>
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<tbody>
<tr>
<td>Professional (Bac &amp; Post Bac)</td>
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<td>59</td>
<td>82</td>
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<tr>
<td>Professional (Initial)</td>
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<td>4</td>
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</tr>
<tr>
<td>Post-Professional Degree</td>
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<td>4</td>
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<tr>
<td>Post Professional Degree (Initial)</td>
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</tr>
<tr>
<td>Residency</td>
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<td></td>
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<tr>
<td>Residency (Initial)</td>
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<td>~7</td>
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<tr>
<td>Total Number of Visits</td>
<td>35</td>
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<tbody>
<tr>
<td>Professional</td>
<td>18</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Post-Professional Degree</td>
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<tr>
<td>Total</td>
<td>18</td>
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Quality Assurance

• Purpose:
  – Improve the SV process and increase the quality of its site visits. An integral part of our quality assurance process is obtaining valid feedback from all individuals (peer, program, and Review Team) involved in the comprehensive review process.

• Cumulative data will be collected
  – Will allow the site visitor to see his/her status compared to other site visitors

• Appendix F – Questions on evaluation surveys
Quality Assurance

Peer Evaluation

• Completed by site visitors on the site visit team member(s).
• Evaluation includes professionalism, knowledge of Standards, and preparedness for visit (i.e. fair and objective, maintained confidentiality, unbiased, and appropriately dressed).

Program Administrators Evaluation

• Completed by the Program Administrators on the site visit team members.
• Evaluation includes professionalism, knowledge of Standards, and preparedness for visit (i.e. fair and objective, maintained confidentiality, unbiased, and appropriately dressed).
Quality Assurance

Evaluation and Feedback Process

- After all evaluation surveys are received by the CAATE Office, site visitor data is compiled by the Director of Accreditation.
Quality Assurance Committee

• Quality Assurance Committee has been developed to continue to analyze all data and evaluate the Quality Assurance process.

Goals 2016-2017
• Devise plan to assess whole review process from Site Visit (Site Visitors) through Review Committee
• Assess Quality Assurance process for Site Visitors and how disseminate the data to each Site Visitor

Goals 2017-2018
• Implement plan
• Provide Site Visitor Feedback
Quality Assurance (2013- present)

<table>
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<tr>
<th>Summary</th>
<th>Peer</th>
<th>Admin</th>
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<tbody>
<tr>
<td>Mean</td>
<td>Mean 4.77</td>
<td>Mean 4.82</td>
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<tr>
<td>Standard Dev</td>
<td>Standard Dev 0.289</td>
<td>Standard Dev 0.225</td>
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<tr>
<td>Minimum</td>
<td>Minimum 3.467</td>
<td>Minimum 4.100</td>
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<tr>
<td>Maximum</td>
<td>Maximum 5.000</td>
<td>Maximum 5.000</td>
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</table>
Quality Assurance

Site Visitor Dismissal Policy

• Although the CAATE site visitor is receiving an honorarium, it is considered a volunteer position. Dismissal of a site visitor may take place if:
  • A site visitor is unprofessional, has poor evaluations, demonstrates inappropriate behavior, or fails to adhere to established policies and procedures.
  • The CAATE reserves the right to recommend dismissal of a site visitor to the CAATE Executive Committee for any reason.
    • In this event, the site visitor will be notified in writing.
Substantive Change Level of Degree

• The Substantive Change – Level of Degree Process is designed for programs that wish to voluntarily change the level of the degree without completing an entire self-study (Professional & Post-Professional Degree).
Eligibility

• This process is available **annually** to programs that are mid-accreditation cycle and are **in good standing** (i.e., not on probation).

• Coinciding Substantive Change – Level of Degree Process and Comprehensive Program Review (*April 23, 2014 Release*)
  – Early comprehensive review – no more than 2 years
  – Delay comprehensive review – will not be granted
  – All requests subject to available Commission resources
Things to Consider

• Professional Programs
  – Substantive change = BOC Pass rate % comes with you
  – Initial = BOC pass rate % starts over

• Once change approved admit only students who follow the new course of study
• Application does not extend accreditation
• Application does not guarantee change accepted
# Professional Programs (24/109)

<table>
<thead>
<tr>
<th>Standards Sections</th>
<th>Standards Numbers</th>
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<tr>
<td>Sponsorship</td>
<td>1, 2</td>
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<tr>
<td>Outcomes</td>
<td>4, 5, 6</td>
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<tr>
<td>Personnel</td>
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<tr>
<td>Program Delivery</td>
<td>42, 43, 45, 53, 55, 56</td>
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<tr>
<td>Health &amp; Safety</td>
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<tr>
<td>Financial Resources</td>
<td>81, 82</td>
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<tr>
<td>Facilities &amp; Instructional Resources</td>
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<tr>
<td>Operational Policies &amp; Fair Practices</td>
<td>88, 90</td>
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<tr>
<td>Program Description &amp; Requirements</td>
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<td>Student Records</td>
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## Post-Professional Programs (18/83)

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<td>Outcomes</td>
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<td>Personnel</td>
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<td>Program Delivery</td>
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<tr>
<td>Financial Resources</td>
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<td>Facilities &amp; Instructional Resources</td>
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<td>Operational Policies &amp; Fair Practices</td>
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<td>Program Description &amp; Requirements</td>
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<td>Student Records</td>
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# Timelines

- Information submitted in eAccreditation

<table>
<thead>
<tr>
<th>Intent Due</th>
<th>Mini Self-Study Due</th>
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<tbody>
<tr>
<td>February 1</td>
<td>April 1</td>
</tr>
<tr>
<td>June 1</td>
<td>August 1</td>
</tr>
<tr>
<td>October 1</td>
<td>December 1</td>
</tr>
<tr>
<td>December 1</td>
<td>February 1</td>
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<tr>
<td>Substantive change</td>
<td>Same deadline as Self-Study</td>
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<tr>
<td>with Comprehensive</td>
<td>July 1</td>
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<tr>
<td>Review</td>
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<tr>
<td>May 1</td>
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**Intent**
- Program submits Notification of Intent

**Fee**
- Program pays $3000 Fee

**Mini SS**
- Program completes & submits Mini SS

**Rejoinder**
- Program responds to non-compliances

**Review**
- RC inserts language for non-compliance
- Report to program

**Site Visit**
- Reviewers assigned
- Document review
- Report to RC

**Review**
- RC reviews rejoinder

**CAATE**
- Degree Change Decision

**OVERVIEW**
Substantive Change Site Visit Process

• Communication between SV Chair and Program Director should take place throughout the review process
  – SV Chair contact within one week of receiving assignment
  – Contact to reopen Standards and request any additional documentation
  – Transparency regarding any deficiencies

• Set up Exit Conference
  – SV Team and PD
  – CEC and other administrators are welcome
Timeline for Self-Study Review

• Complete review in 8 to 10 weeks
  – Respectful of holidays and end of semester, etc.

• Follows same review process as comprehensive review

• 6 to 8 months for accreditation decision
Determining if an On-site Visit is needed

- As you review the mini Self-Study, if the SV Team feels an on-site visit is warranted, please contact the CAATE Office
Institutional/regional accreditor

- Programs who are transitioning to the master’s degree must have approval from their respective institution and/or regional accreditor prior to submission of substantive change (mini self-study) materials
Accreditation

• Substantive change application (mini self-study) does not extend continuing accreditation past the original review date
Substantive Change Degree Level Courses

• A program does not have to teach all courses before being granted the degree change

• Complete curricular map (matrix) under Curricular tab
Accepting Last Cohort

• Once a program’s request for change in degree has been approved, the program will no longer be allowed to admit students at the previous degree level
Questions