

AREC Course and Instructor Evaluation Program

2017 Goals Remaining

Preparation Meeting: October 4, 2017

Review all completed evaluation results from 2017; recommend further action where needed
Randomly select two courses per month for November and December.
Review list of approved courses for 2018 and determine variety of topics to review throughout the year
Identify areas of critical shortage in terms of content/topic variety
Identify topics of priority in terms of licensee need
Set all CIE Program Meeting dates for 2018 (last Friday of every month)

CIE Program Presentation: October 23, 2017

Provide educators with comprehensive review of CIE Program at 2017 Educator Retreat on October 23.

2018 Goals

Monthly CIE Program Meeting

Use RandomPicker to generate two schools chosen for evaluation
Identify courses (offered by the chosen schools) to evaluate based on set criteria for the year taken from list of approved courses
Present evaluation results to Executive and Deputy Executive Directors from the previous month's evaluations

CIE Program Procedures

Contact selected schools and request their course calendar for the month. Schedule accordingly.
Communicate with the course instructor(s) in advance to explain the CIE process and what to expect
Complete the evaluation
Compile evaluation results and present to instructors within two weeks of visit
Provide schools the option of scheduling a followup interview with AREC after receiving results
Work with instructors to identify areas where improvement is needed and identify possible resources for achieving that improvement

Quarterly Reporting to Commissioners

Provide Commissioners with a quarterly report of CIE Program goals and objectives met
Discuss areas where Instructors are excelling and areas where additional training may be needed
Discuss any licensee education issues that may be manifesting in the classroom

Annual Program Evaluation: November 2018

Review CIE Program for efficacy: request feedback from instructors evaluated, review quarterly reports
Draft recommendations for upcoming required topics for licensees
Draft recommendations for upcoming instructor training sessions