

## CAEP Phase-In Plan – Employer Satisfaction (Updated Spring 2023)

### RELATIONSHIP TO STANDARD OR COMPONENT

CAEP Advanced Standard Addressed by Phase-In Plan	A.4.1. The provider demonstrates that employers are satisfied with completers’ preparation, and that completers reach employment milestones such as promotion and retention.
Description of content and purpose of data/evidence collection	<p>Advanced programs will create program-alike mechanisms for annual or cyclical solicitation of feedback from employers on Advance Program candidate preparation. Options for gathering feedback, as outlined in the Revised CAEP Standards and Workbook for Advanced programs include:</p> <ul style="list-style-type: none"> <li>• Employer Satisfaction Surveys</li> <li>• Employer Satisfaction Focus Groups using a pre-established, common protocol to solicit feedback from selected employers who have worked with EPP candidates and/or completers. Each focus group will include 5-6 employer participants</li> <li>• Case Studies</li> </ul>

### TIMELINE AND RESOURCES

	2021-22	2022-23	2023-24	2024-25
Strategies, steps, and schedule for data collection through full implementation including indication of evidence available during site visit.	<ul style="list-style-type: none"> <li>• OADD will solicit feedback from programs regarding how they currently engage or plan to engage employers to gather qualitative data about their satisfaction with candidate/completer preparation (5.4.B).</li> <li>• OADD will analyze the effectiveness and results of any existing forums and mechanisms, like the LEED Advisory Council (A5.5.a).</li> <li>• The EPP will solicit feedback from LCSN partners regarding their satisfaction with employed completer preparation and trends related to completer milestones (2.1.E). Results will be shared with and discussed by Advanced Program faculty and internal stakeholders in an EPP data summit (5.4.B).</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate Program Coordinators, the OADD Director, and the Acting Associate Dean for Graduate Education &amp; Faculty Affairs will discuss the viability of each feedback mechanism type.</li> <li>• The OADD Director will solicit feedback from programs regarding preferred mechanism types.</li> <li>• The OADD Director will draft a series of core survey/focus group questions based on the CAEP Advanced Program proficiencies and establish working groups to refine these questions and craft programmatically specific questions.</li> <li>• Graduate Program Coordinators will identify and/or create mechanisms for gathering and keeping up-to-date employer information for contact purposes.</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate Program Coordinators, the OADD Director, and the Acting Associate Dean for Graduate Education &amp; Faculty Affairs will finalize program-alike feedback mechanisms and develop a cycle and timeline for implementation.</li> <li>• Focus group protocols will be established, and facilitators will be trained.</li> <li>• Programs will pilot new mechanisms.</li> </ul>	<ul style="list-style-type: none"> <li>• Full implementation of employer feedback mechanisms based on established cycle.</li> </ul>

	Spring 2022	Spring 2024	Spring 2025
Additional data/evidence available after site visit and until completion of the phase-in plan steps	<ul style="list-style-type: none"> <li>• Graduate Coordinator Meeting Minutes and form responses.</li> <li>• Draft focus group and survey questions aligned to CAEP Advanced Proficiencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Fully developed program-alike feedback mechanisms.</li> <li>• Fully developed focus group protocols.</li> <li>• Documented completion of focus group facilitator training.</li> <li>• Timeline and cycle for deployment.</li> </ul>	<ul style="list-style-type: none"> <li>• Results from pilot and initial implementation.</li> </ul>
Report at least one cycle of data by Fall 2025.	Programs will have feedback results following feedback mechanism pilot and initial implementation. Additional data cycles will be completed as the implementation cycle progresses.		
Personal, technology, and other available resources; institutional review board approvals, if appropriate; and method of data access and analysis	<ul style="list-style-type: none"> <li>• Personnel for protocol development: Graduate Program Coordinators, OADD Director, Acting Associate Dean for Graduate Education &amp; Faculty Affairs</li> <li>• Resources: virtual or physical space and time for collaboration, research-based strategies for focus group implementation for consideration, collaboration and record keeping supplies (chart paper, pens, markers, etc.), lists of recent graduates and where they are now employed, funds for light refreshments (if possible), Admin assistance to compile collaboration results, parking passes for focus group participants.</li> </ul>		

DATA QUALITY	
Collection Instruments	See timeline for focus group protocol development and collection instrument design.
Description of procedures to ensure that surveys and assessments attain CAEP sufficient level	The Feedback Protocol will be reviewed by OADD for appropriateness and alignment to program and CAEP standards.
Evaluations required and steps undertaken to ensure representative response at each gateway.	Feedback participants will be invited from LCSN member districts who consistently employ EPP completers, to ensure an appropriate participant pool. OADD receives an employment listing year from the NC Department of Public Instruction, and programs will use this list to identify potential employers for feedback solicitation.
Steps to ensure validity and reliability of data	The EPP will train focus group facilitators on the protocol and data collection instrument, as well as general focus group facilitation techniques to ensure data reliability. Facilitators will record focus group sessions to use as a reference.
Steps to analyze and interpret the findings and make use of them for continuous improvement	During the Fall semester, following each focus group deployment, programs will compile and analyze focus group responses, and submit the completed analysis and raw data to OADD. Results will be incorporated into EPP Data Summits and broader discussions among stakeholders regarding program improvement.