



Formation of CAEP Standard Subcommittees:

- x The EPP leadership recruits faculty, staff, and administrators for subcommittees related to each of the CAEP Standards.
- x Recruitment of members should be focused on a broad representation of faculty and staff from the colleges with initial teacher preparation programs as well as staff and administrators from other university departments whose mission or work supports the respective CAEP Standard (e.g., Admissions, Graduate College, Institutional Research, etc.)
- x After subcommittee member lists are approved, a letter from the EPP leadership is formally drafted and emailed to subcommittee members, copying the Associate Deans (or Committee chairs). The letter informs the subcommittee members of their roles and responsibilities as well as key deadlines and timeframes, during the ongoing review process.
- x A Chair for each CAEP Standard Subcommittee is recruited from the EPP's leadership.

CAEP Standard Subcommittees roles and responsibilities:

- x The Chair identifies subcommittee members to take the lead on specific components of each CAEP Standard.
- x Subcommittee members meet annually to review evidence collected and submitted in the Report during and after the Self-Study to ensure continuous improvement.
- x The subcommittee meets initially to discuss the report writing process, the expectations of CAEP for the report, and reviews the template for each piece of evidence.