



## **Evaluator Training Workshop Saturday, October 19, 2019**

**The Mayflower Park Hotel ♦ Seattle, Washington  
Rose Room**

### **Schedule of Activities**

**8:00 – 8:30 a.m.: Continental breakfast in meeting room**

**8:30 a.m.: Start**

- 1. Welcome, introductions, purposes of the workshop and orientation to the day's activities (Dr. Woolard, CNME President)**
- 2. Setting the context (Dr. Daniel Seitz, CNME Executive Director)**
  - a. Overview of accreditation: definition, purposes and types of accreditation
  - b. How the CNME is organized
  - c. Overview of the U.S. Department of Education regulations governing recognition of accrediting agencies
  - d. CNME regulatory role: determining compliance with standards & policies
  - e. CNME's peer review role: providing collegial advice and serving as a mirror for the program
  - f. Outline of the CNME standards, policies and procedures; balancing prescriptiveness with academic freedom
  - g. How the CNME requirements have changed over time to reflect the changing higher education landscape and the field of naturopathic medicine.
  - h. The role of quantitative benchmarks and qualitative assessments, and the challenges associated with both; the art and science of accreditation
  - i. Outline of the materials provided to an evaluation team
  - j. Overview of the key steps in the accreditation process: self-study report, evaluation visit, team report, accreditation hearing, and Council decision
  - k. Reviewing multipurpose vs. single-purpose institutions
  - l. Q & A.

### **3. Overview of the evaluation visit (Brian Andrew, JD)**

- a. Be prepared
- b. Be part of the team
- c. Be professional
- d. Team dynamics; assignments, roles and responsibilities
- e. Reviewing the self-study report
- f. Onsite processes:
  - i. Onsite meetings with individual personnel
  - ii. Onsite meetings with groups
  - iii. Review of documents and records
  - iv. Observations
- g. Use of worksheets for gathering evidence and basing findings on evidence
- h. Requests for private meetings
- i. Team meetings during the visit
- j. Exit meeting with school personnel
- k. Q & A
- l. Small group exercises.

### **10:15 – 10:30: Break**

### **4. Writing the team report, developing the findings, and formulating the confidential recommendation (Drs. Olehausen and Seitz)**

- a. The team report template
- b. Writing clear, informative and complete report sections
- c. Gathering and citing evidence to support findings
- d. Writing commendations, recommendations and areas of interest
- e. Formulating the team's confidential recommendation to the Council
- f. Steps in compiling, reviewing and finalizing the team report
- g. Q & A
- h. Small group exercise.

### **5. Standard VI, Program of Study: Evaluating the academic and clinical education components (Dr. Joni Olehausen, Dr. Jamey Wallace, Dr. Christina Woolard)**

- a. Overview of the Program of Study Standard
  - i. Program standard covers academic and clinical components of naturopathic medical education
  - ii. Programs are primarily residential with minimum clock hour requirements
  - iii. Core competencies and educational objectives: curriculum should be reinforcing and progressive

- iv. Emphasis on naturopathic philosophy and practice, including prevention and wellness, professionalism and collaboration
- b. Academic Component (Drs. Woolard and Olehausen)
  - i. Biomedical & clinical sciences requirements
  - ii. Case management including ethics and legal requirements
- c. Clinical Training Component (Drs. Olehausen and Wallace)
  - i. Clinical programs provide for integration of naturopathic principles, philosophy, theory and practice
  - ii. Clinical hours, patient contact, and competency development requirements
  - iii. Development of progressive clinical skills including naturopathic therapeutics that demonstrate adequate practice management
  - iv. Examples of accreditation issues associated with clinical training
- d. Clinic Administration and Faculty (Drs. Olehausen and Wallace)
  - i. CNME requirements regarding teaching clinic(s) including legal requirements such as facilities, safety, and record keeping
  - ii. Qualifications and role of clinic administrative staff and faculty
- e. Q & A
- f. Small group exercises.

**12:00 – 1:15: Buffet Lunch (provided by CNME)**

**6. Standard VII, Assessment of Student Learning and Program Evaluation Dr. H. Garrett Thompson, lead; panel discussion)**

- a. The importance of assessment and evaluation in higher education
- b. Overview of CNME’s requirements for an assessment plan
- c. Evaluating a program’s assessment plan, plan implementation, activities and outcomes at the student and program levels
- d. Panel discussion: the challenges and benefits of developing and implementing an effective assessment process, and using results for program improvement
- e. Large group case discussion
- f. Q & A.

**7. Summary of the other CNME standards and common issues associated with them**

- Standard I: Program Mission and Outcomes (Dr. Woolard)
- Standard II: Organization, Governance and Administration (Mr. Andrew, JD)
- Standard III: Planning and Financial Resources (Mr. Pecchia, CPA)
- Standard IV: Program Faculty (Dr. Olehausen)
- Standard V: Student Services (Dr. Seitz)

**3:00 – 3:15: Break**

Standard VIII: Research and Scholarship (Dr. Wallace)  
Standard IX: Library and Learning Resources (Dr. Woolard)  
Standard X: Physical Resources (Mr. Andrew, JD)  
Standard XI: Continuing Medical Education (Dr. Seitz)

**8. Overview of CNME policies applicable to accredited programs (Dr. Seitz)**

- a. Review the information and communication technology guidelines and the standards sections that reference ICT, determining compliance
- b. Substantive change policy
- c. Student complaint policy
- d. Public representation policy
- e. Q & A.

**9. Evaluating a residency program (Dr. Olehausen, Dr. Arvin Jenab, Dr. Eileen Stretch, Dr. Gary Garcia)**

- a. Overview of the CNME requirements for recognizing residency program sponsors and approving residency sites
- b. Conducting the comprehensive review of the residency program
- c. Q & A.

**10. Putting it all together: Group discussion and Q & A**

**11. Workshop evaluation; summary & closing (Dr. Woolard)**

**5:30 p.m.: Adjourn**