

This report summarizes key discussions and decisions regarding program operations, certification processes, data systems, and accreditation readiness. The organization is entering a critical **2025–2028 accreditation cycle**, requiring improved data consistency, standardized processes, and enhanced cross-team coordination.

Primary focus areas include:

- Strengthening **communication and accountability**
 - Addressing **system inefficiencies and data challenges**
 - Ensuring **assessment and reporting consistency**
 - Preparing for **accreditation requirements**
 - Managing a **high-volume, manual workload environment**
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Key Operational Updates

Communication & Professional Expectations

- Staff are expected to provide **advance notice of absences** via direct communication.
 - Timekeeping systems alone are insufficient for operational awareness.
 - Increased accountability is required in administrative roles.
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Student & Program Communication

- Students have been notified regarding **graduation eligibility and requirements**.
 - Communication strategies target:
 - Bachelor's-level seniors
 - Time-sensitive programs (e.g., MIT)
 - Messaging is aligned with graduation timelines (spring vs. summer/fall).
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Clinical Practice & Certification

- Most student placements are complete; remaining issues include:
 - Missing student information
 - Ineligible mentor teachers
 - Students are now able to register for **certification exams**, though system challenges persist.
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Payroll & Enrollment Planning

- Payroll operations remain on schedule.
 - Summer planning is impacted by:
 - Uncertain enrollment numbers
 - Potential reductions in course sections and staffing
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Accreditation & Data Strategy (2025–2028)

- Launch of a **3-year data collection cycle**.
 - Immediate priorities:
 - Develop a **comprehensive program inventory**
 - Clarify inclusion of inactive programs
 - Critical requirement:
 - Maintain **assessment consistency across reporting periods**
 - Recommendation:
 - Avoid major structural changes during the accreditation cycle.
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Systems & Data Challenges

System Limitations

- Current reporting systems are:
 - Not user-friendly
 - Inefficient for data extraction
 - Limited in program-level reporting capabilities
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Data Integrity Issues

- Frequent challenges include:
 - Inconsistent data submission
 - Incomplete faculty inputs
 - Access and notification failures
 - Data is fragmented, limiting comprehensive analysis.
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Assessment Consistency Risks

- Structural changes to assessments disrupt longitudinal tracking.
 - Acceptable changes:
 - Minor edits (wording, rubric clarification)
 - High-risk changes:
 - Structural modifications (sections, formats)
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Workflow & Coordination Gaps

- Current workflow dependencies create bottlenecks.
- Lack of clarity in submissions leads to:
 - Delays
 - Rework
 - Errors

Process Improvement Priorities

- Standardize **data submission formats**
- Improve **cross-team communication**
- Expand **cross-training initiatives**
- Reduce reliance on **manual processes and spreadsheets**
- Encourage **continuous improvement and staff input**

Workload Considerations

Staff responsibilities remain extensive and include:

- Accreditation reporting (e.g., Title II)
- Student and program tracking
- System updates and maintenance

The workload is:

- Highly manual
- Time-intensive
- Continuously evolving

Action Items & Ownership

Action Item	Owner(s)	Priority	Timeline
Implement absence communication protocol	Leadership / All Staff	High	Immediate
Finalize student placement data	Clinical Team	High	Short-Term
Compile certification program inventory	Accreditation Team	High	Short-Term
Standardize faculty submission guidelines	Admin Leadership	High	Short-Term
Provide system training and support	Training Coordinator	Medium	Ongoing
Align existing data with reporting needs	Data Team	High	Short-Term
Establish assessment change guidelines	Leadership / Faculty Leads	High	Immediate
Improve workflow clarity across teams	Operations Leadership	Medium	Short-Term
Reduce manual data processes	Data Systems Team	Medium	Long-Term
Monitor enrollment and staffing plans	Administration / Finance	High	Ongoing
Expand cross-training efforts	Team Leads	Medium	Ongoing
Improve data accuracy processes	All Teams	High	Ongoing