

CAC-20: Institution assures and advances student lifelong learning through recognizing and promoting effective instruction.								As of: Final Draft 2012
Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TR NCOA	RC	
Criterion 20a: Institution assures and advances student lifelong learning through recognizing and promoting effective instruction	<p>20a(1): Institution proactively recruits, assigns and develops staff and faculty with requisite Joint, Interagency, Intergovernmental, Multinational (JIIM), Army, branch operational and institutional experiences in coordination with the operational Army and Human Resources Center of Excellence (HRC).</p> <p>20a(2): Institution's priorities support instructors preparing, teaching, and developing students.</p> <p>20a(3): Institution's senior leaders are involved in:</p> <p>20a(3)(a): Mentoring, coaching, and counseling staff, faculty and students.</p> <p>20a(3)(b): Teaching and curriculum development.</p>	<p>Army Learning Model (ALM)</p> <p>Army Leader Development Strategy (ALDS) CTGs, Campaign Plan(s)</p> <p>TR 350-10 FM 6-22 AR 350-1, para1-11</p>	<p>Post before Visit:</p> <p>POI, SEP, CTG, CMP, LPs, Training Schedules, Student Evaluation/Asses sment Tools (for selected courses for evaluation)</p> <p>Related Unit Policies and SOPs</p>	X	X	X	X	
Criterion 20b: Faculty that teach are qualified, certified and stay current in the subjects they teach:	<p>20b(1): Meet DA, TRADOC, Proponent, and Institution qualification and certification requirements.</p> <p>20b(2): Are knowledgeable in Joint, Army and Branch doctrine, training, leadership, organization, material, and personnel as necessary for the subjects they teach.</p> <p>20b(3): Have access to and use Army's Combat Training Centers (CTCs) (including Mission Command Training Program (BCTP), knowledge management (KM) websites such as Center for Army Lessons Learned (CALL), and Battle Command Knowledge System (BCKS) and others and have links to the operational Army to assist them in providing current and relevant instruction.</p> <p>20b(4): Maintain currency in the subjects they teach; professionally develop.</p>	<p>TR 350-70, Table 6-9</p> <p>TR 350-70, Table 6-9-1</p>	<p>Related Unit Policies and SOPs</p> <p>Upon request, staff and faculty qualification records</p>	X	X	X	X	

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Criterion 20c: Faculty conduct preparation	<p>20c1: Prepare the learning environment.</p> <p>20c2: Thoroughly study and are well versed in the material, including the course outcomes, goals and standards that will be met prior to implementation.</p> <p>20c3: Make pen and ink changes to materials to customize and consciously integrate opportunities to develop attributes such as accountability, initiative, confidence, critical and creative thinking, and problem solving.</p> <p>20c4: Consider the impact of all interactions with students during activities to ensure a collaborative and positive learning environment.</p> <p>20c5: Establish an environment where students are comfortable asking questions to increase learning proficiency.</p>	TR 350-70, Table 6-9-2		X	X	X	X	
Criterion 20d: Staff and Faculty conduct Administrative Requirements	<p>20d(1) Explain the graduation criteria and requirements to the students prior to start of instruction.</p> <p>20d(2) Issue end-of-course critiques to students.</p> <p>20d(3) Dis-enroll students who fail assessments after the number of assess/reinstruct/reassess cycles established for the given content.</p> <p>20d(4) Institutions follow student dismissal policy and procedures as outlined in AR 350-1, paragraphs 3-14 and 7-14.</p>	TR 350-70, Table 6-9-3 AR 350-1, 3-14 and 7-14		X	X	X	X	
Criterion 20e: Staff and Faculty manage learning environment	<p>20e(1) Address safety issues immediately.</p> <p>20e(2) Ensure students comply with safety and environmental protection rules, regulations, laws, and course requirements.</p> <p>20e(3) Manage the learning environment to ensure it is conducive to student learning.</p>	TR 350-70, Table 6-9-4		X	X	X	X	
Criterion 20f: Faculty teach using:	<p>20f(1): Teaching methodologies as described in the course materials.</p> <p>20f(2): Available educational technology to positively affect student learning and delivery of instruction.</p>	ALM, ALDS TR 350-70, Table 6-9-5	Related Unit Policies and SOPs	X	X	X	X	

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<p>Criterion 20g: Faculty (instructors) that teach assess student performance by:</p>	<p>20g(1): Verifying students can perform learning objectives (LOs) to prescribed standards, checking practical exercise (PE), performance evaluation results and observing student performance using rubrics designed for such evaluations. 20g(2): Providing students both formal and informal assessment and feedback on their academic and professional performance. 20g(3): Conducting counseling as necessary related to student academic and professional performance. 20g(4): Reviewing assessment results with students. 20g(5): Providing students remediation prior to undergoing retests. 20g(6) Provide continuous feedback to students in reference to their leader competency and performance. Feedback is appropriate to the situation and enhances the transfer of learning, to include assessment of overarching problem-solving skills. 20g(7) Remain alert to students having difficulty and intercede as appropriate. 20g(8) Routinely conduct classroom assessment techniques</p> <p>20g(9) Follow the assessment control measures set in place for the learning product.</p>	<p>ALM, ALDS TR 350-70, Table 6-9-6 FM 6-22</p> <p>TR 350-70, Table 6-9</p>		X	X	X	X	
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Criterion 20h: Faculty develop attributes	<p>20h(1) Provide opportunities for students to take initiative.</p> <p>20h(2) Provide operational context and ask students "why" to cause thinking beyond immediate learning objectives.</p> <p>20h(3) Provide opportunities to engage in problem solving activities in the learning environment.</p> <p>20h(4) Create active learning in creative ways such as group competition to develop accountability.</p> <p>(20h(5)) Focus on teaching the fundamentals.</p>	TR 350-70, Table 6-9-7		X	X	X	X	
Criterion 20i: Faculty adhere to adult learning principles and promote active learning.	<p>20i(1) Support and guide the learning process.</p> <p>20i(2) Foster, motivate, and facilitate active learning.</p> <p>20i(3) Use learning products effectively for active learning.</p>	TR 350-70, Table 6-9-8		X	X	X	X	
Criterion 20j: Faculty (instructors and training/curriculum developers) are involved in sustaining the currency and relevancy of the curriculum. They:	<p>20j(1): Conduct and use assessment and feedback from systems such as after action reviews (AARs), end of course critiques (EOCCs) and other assessment and feedback systems to improve course materials and Institution's system to design, develop and implement curriculum.</p> <p>20j(2): Actively apply their experiences and research in assisting curriculum development and incorporate observations, insights (OIL), lessons learned (L2) and tactics, techniques and procedures (TTPs) in classroom instruction.</p> <p>20j(3): Are empowered to sustain currency and relevancy in curriculum and academic processes.</p>	TR 350-70, Table 6-9	Related Unit Policies and SOPs	X	X	X	X	