

CAC – 20: Institution assures and advances student lifelong learning through recognizing and promoting effective instructions.

Criteria	Criteria Guidelines	How To Assess	Criteria Met, Not Met, or Not Assessed
<p>Criterion 20a: Institution assures and advances student lifelong learning through recognizing and promoting effective instruction</p>	<p>20a(1): Institution proactively recruits, assigns and develops staff and faculty with requisite Joint, Interagency, Intergovernmental, Multinational (JIIM), Army and branch operational and institutional experiences in coordination with the operational Army and Human Resources Command (HRC).</p> <p>20a(2): Institution's priorities focus instructors on preparing, teaching, and developing students.</p> <p>20a(3): Institution's senior leaders are involved in:</p> <p>20a(1)(a): Mentoring, coaching, and counseling staff, faculty and students.</p> <p>20a(1)(b): Teaching and curriculum development.</p>	<p>Review pre-visit survey results.</p> <p>Review the Institution's self assessment.</p> <p>Explore in key leader interviews and instructor and staff focus groups.</p> <p>Sample staff records and note percentage of staff with Joint, Interagency, Intergovernmental, Multinational (JIIM), Army and branch operational and institutional assignments.</p> <p>In addition to above, explore in student focus groups.</p>	
<p>Criterion 20b: Faculty (instructors) that teach are qualified, certified and stay current in the subjects they teach:</p>	<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 Battle 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</p>	<p>Review Course Management Plan(s) and staff and faculty certification programs (often describe in SOPs or policy letters). Make a matrix of requirements. Spot check instructor records against matrix.</p> <p>Make own observations of training and education being conducted.</p> <p>Explore in key leader interviews and instructor and staff focus groups.</p> <p>Ask for specific examples that were used/looked at.</p> <p>Observation: Have course manager(s) and instructors demo how to get to key Web sites.</p>	

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	<p>instruction.</p> <p>20b(4): Maintain currency in the subjects they teach; professionally develop.</p>	<p>Same as above. Additionally, review staff and faculty professional development program for maintaining currency.</p>	
<p>Criterion 20c: Faculty (instructors) teach using:</p>	<p>20c(1): Teaching methodologies as described in the course materials.</p> <p>20c(2): Available technology to positively affect student learning and delivery of instruction.</p>	<p>Make observations during training and education. Compare instruction to lesson plan(s).</p> <p>Make observations during training and education. Also, explore in student focus groups.</p>	
<p>Criterion 20d: Faculty (instructors) that teach assess student performance by:</p>	<p>20d(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.</p> <p>20d(2): Providing students both formal and informal assessment and feedback on their academic and professional performance.</p> <p>20d(3): Conducting counseling as necessary related to student academic and professional performance.</p> <p>20d(4): Reviewing assessment results with students.</p> <p>20d(5): Providing students remedial training prior to undergoing retests.</p>	<p>Review the Institution's self assessment.</p> <p>Explore in instructor and student focus groups.</p> <p>Review a sample of student folders/records to see the type of evaluations/feedback students are given.</p>	

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<p>Criterion 20e: Faculty (instructors) are involved in sustaining the currency and relevancy of the curriculum, they:</p>	<p>20e(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>20e(2): Actively apply their experiences and research in assisting training (curriculum) development and incorporate observations, insights (OIL), lessons learned (L2) and tactics, techniques and procedures (TTPs) in classroom instruction.</p> <p>20e(3): Are empowered to sustain currency and relevancy in curriculum and academic processes.</p>	<p>Review the Institution’s self assessment.</p> <p>Explore in key leader interviews and instructor focus groups. Ask for specific, recent examples of changes. Ask to see some documented evidence (copies of emails, DA Forms 2028, Change Web site, etc.).</p> <p>Review existing, related SOP or policy.</p>	

The Evaluator makes his/her overall assessment (Met, Met With Comment, Not Met) based on the number of criteria not met and the severity/impact of those criteria not met.

Overall Rating For Standard: _____