

Commission on Accreditation of Healthcare Management Education

2024 Annual Report Process & Enhancements

June 28, 2024

Rev. 06/28/2024

Agenda

Purpose of the Annual Report	Anthony Stanowski DHA, FACHE
History of the Annual Report	President & CEO, CAHME
CAHME Annual Report Process	
Enhancements: CAHME Annual Report Editor (CARE) CAHME Annual Faculty Editor (CAFE) 	Michelle Petruccelli Accreditation Coordinator
Conclusion and Q&A	Discussion



Why an Annual Report?

Advance the Quality of Healthcare Management Education

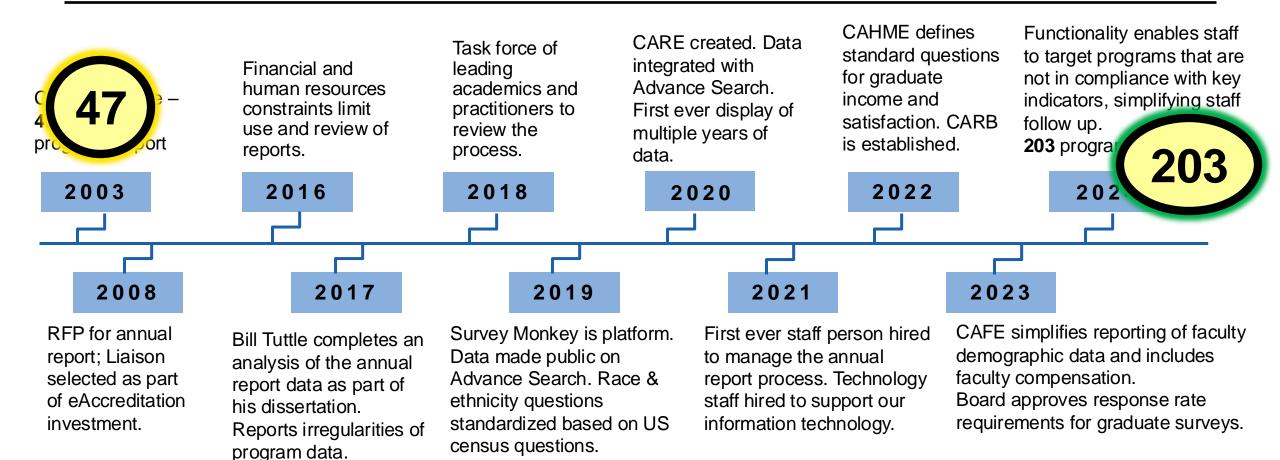
- CHEA and USDE standards
- Ensures that programs meet CAHME standards.
- Indicator for eligible programs that they are ready for candidacy.
- Value to programs Benchmarking and process improvement.





Where We've Been

THE MODERN ERA OF CAHME'S ANNUAL REPORT



ion



Commission on Accreditation of Healthcare Management Education

CAHME Annual Report Process



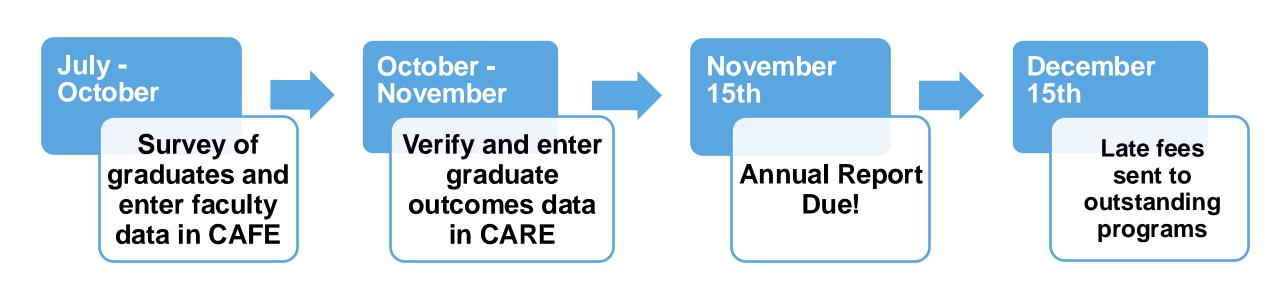
CAHME's 2024 Annual Report

- 2024 Annual Report collection period begins July 1.
- Resources
 - Sample Student Survey
 - Data Dictionary
 - Release Notes (following the presentation as a summary)
 - Annual Report deadline: November 15, 2024*

* Programs on a traditional academic year or on rolling admissions. All others contact Michelle.



2024 Annual Report Process *



* Programs on a traditional academic year or on rolling admissions. All others contact Michelle.



Data Sections to be Completed in CARE

	#	Section Name	AY 2023-2024	
	I	Program Description	Update and Verify	
	II	Program Changes	Update and Verify	
		Teaching and Curriculum	Update and Verify	
IV	N /	CAFE: CAHME Annual Faculty Editor	Update and Verify	
		Faculty Summary		
	V	Students and Recruitment	Update and Verify	
	VI	Demographics of Graduated Students	Enter data	
	VII	Post Graduation Employment	Enter data	
	VIII	Graduate Student Satisfaction	Enter data	
	IX	Contact Information	Update and Verify	
	Х	Verify and Save Data	Initial and Submit	

Yellow Highlight: Fields to Complete

	2021 - 2022 e minimum GPA required for adm ze your scale to 4.0 Point GPA; use this GPA Calcu		2023 2024				
	3.25 🕜 📄	3.25 🕜 📨	3.25 🗹				
<u>3. State th</u> Please normali	e median GPA of Admitted Class ze your scale to 4.0 Point GPA; use this GPA Calcu	(4.0 Point Scale) : lator if you need to convert from 12.7 Point GPA					
	3.36 🕜 🗉	3.58 🕜 =	3.54 🗭				
Apply (note	 4. In the following segment, you will enter data used in declaring Recruitment Activity Outcomes: Applying the dates above, continue and enter data for each year. (note: no commas please as we perform many calculations against these values and work to normalize data entry amongst all Programs.) Complete applications received (format: ####### up to 6 integer numbers no commas please) 						
	218 🕜 😑	164 🕜 📄	145 🕜				
• Stu	idents offered admissions (format: ####### up	to 5 integer numbers <mark>no commas please</mark>)					
	165 🕜 😑	111 🕜 🗉	108 🕜				
• Ne	• New students enrolled (format: ###### up to 5 integer numbers no commas please)						
	50 🕜	36 🕜 🖻	35 🗹				



Commission on Accreditation of Healthcare Management Education

Enhancements



Major Changes to the 2024 Annual Report



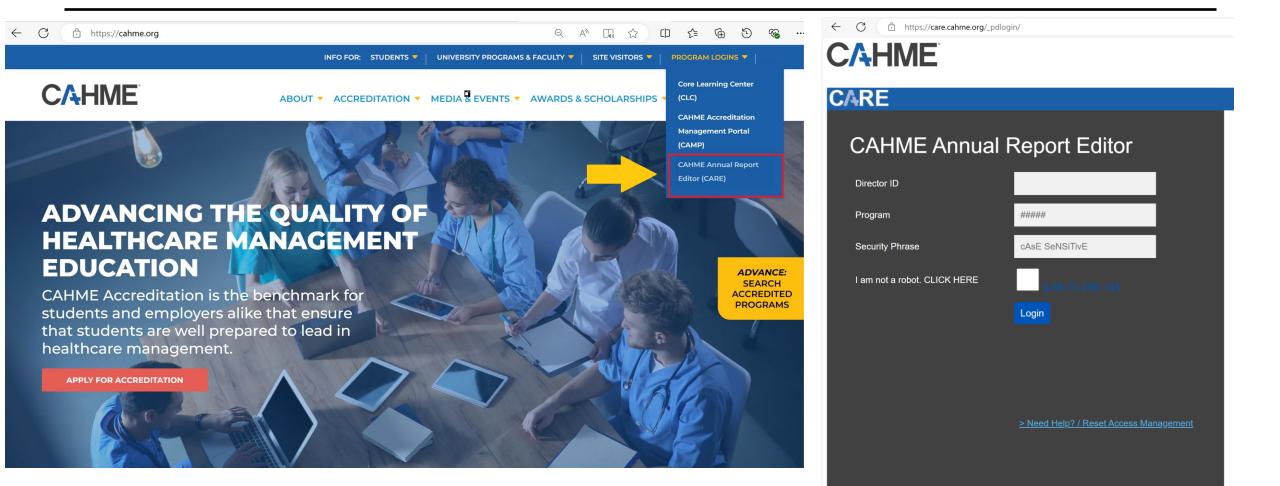


What We'll Cover

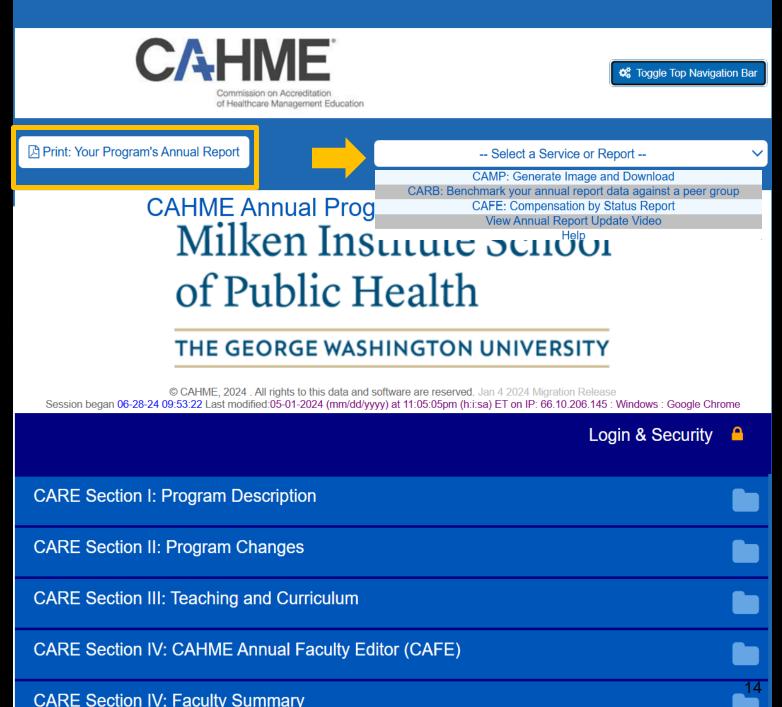
- Accessing CARE and New Navigation Bar
- Login & Security
- CAHME Annual Faculty Editor (CAFE 2.0)
- Section II: Eliminating Revenue and Expense Data
- Section VII: Minimum Response Rates & First Generation Student Question
- Section X: Verify & Save Data and Notice of Concern
- Drag and Drop Feature CARE to CAMP

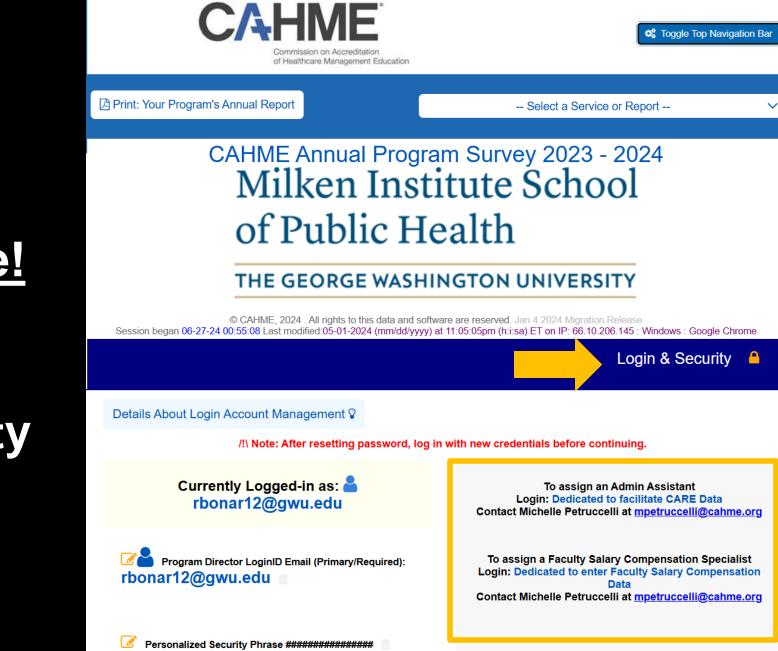


Accessing CARE









Update! Login and Security



Viewing and Editing Faculty Data WITHOUT a Faculty Compensation Specialist

	Functions				
User	CARE	CAFE	Faculty Compensation		
Program Director	Yes	Yes	Yes		
Admin Assistant	Yes	Yes	No		



Viewing and Editing Faculty Data WITH a Faculty Compensation Specialist

	Functions				
User	CARE	CAFE	Faculty Compensation		
Program Director	Yes	Yes	No		
Admin Assistant	Yes	Yes	No		
Faculty Compensation Specialist	No	Yes	Yes		

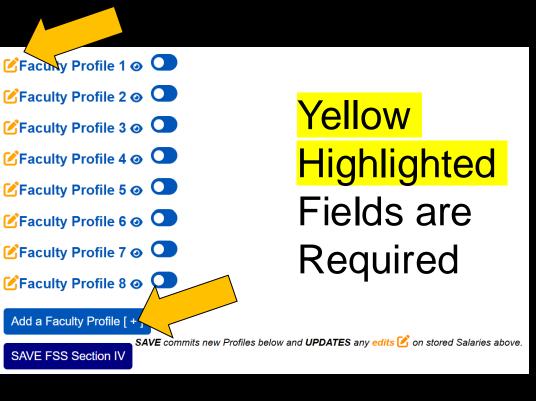


Updates in Section IV CAFE: CAHME's Annual Faculty Editor

CAFE 2.0 - Now open to all programs

<u>Cost of Living Index:</u> 120.1% <u>AdvisorSmith Cost of Living Index</u> is modeled upon national average household budgets and is free to use.	
f your program previously entered Faculty Profiles, they have been moved to CAFE 2.0 Click Here to Enter CAFE 2.0	Profile Data Shee
AVE Faculty Section IV	1

Adding and Editing Faculty Data

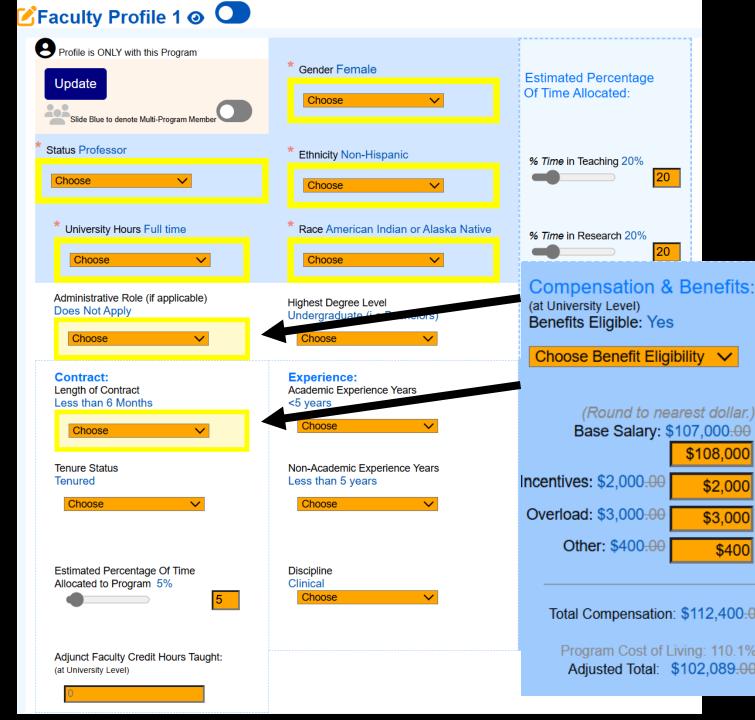


Profile is ONLY with this Program Gender Male Update **Estimated Percentage** Of Time Allocated: Choose \sim Slide Blue to denote Multi-Program Member Status Adjunct Faculty **Ethnicity Non-Hispanic** % Time in Teaching 10% 10 Choose \sim Choose \sim University Hours Part time Race Black or African American % Time in Research 30% 30 \sim Choose \sim Choose Highest Degree Level Administrative Role (if applicable) Graduate: Masters (i.e MBA, MHA, MSN, % Time in Service 60% Does Not Apply etc) 60 Choose \sim Choose \sim Contract: Experience: **Compensation & Benefits:** (at University Level) Length of Contract Academic Experience Years Benefits Eligible: No Less than 6 Months <5 years Choose Benefit Eligibility 🗸 Choose \sim Choose \sim Tenure Status Non-Academic Experience Years Base Salary: \$6,001.00 Tenured Less than 5 years \$6,001 \sim Choose \sim Choose Incentives: \$0.00 Overload: \$0.00 \$0 Other: \$0.00 \$0 Estimated Percentage Of Time Discipline Allocated to Program 5% **Computer Science** Choose \sim 5 Adjunct Faculty Credit Hours Taught: (at University Level) 3

Faculty Profile 1 O

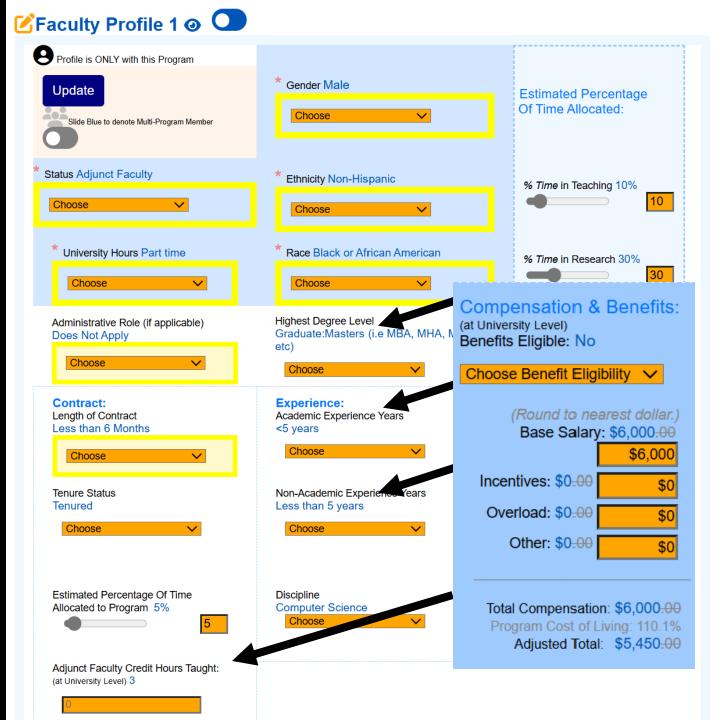
Adding Faculty Compensation Data

- If adding faculty compensation data, two additional fields are required:
 - Administrative Role
 - Length of Contract
- All required fields will be highlighted in yellow.



Adding Adjunct Faculty Data

- Faculty Credit Hours Taught
- Highest Degree Level
- Academic Experience Years
- Non-Academic Experience Years



Compensation by CAHME®

						1	
CAP	CAHME* Commission on Accreditation of Healthcare Management Education	release note	<u>S</u>			or the world community. m.	
Print: Your Program's Annual Repor						Coming Soon	
CAHME Mil of I	CAHME Annual Faculty Editor Faculty Compensation Benchmark Report						
THE G	Faculty Compensation by Status					Process > [11]	
© CAHME, 20 Session began <mark>06-20-24 02:18:03</mark> Last m	Filter:	25th PCTL	Median 50th PCTL	75th PCTL	Mean		
	Professor, 12 mos, Pub & Priv	\$167,562	\$242,045	\$254,684	\$249,652	stribute, publish, display, ou distribute any part of this to construct any kind of	
CARE Section I: Program [17 profiles of comparative programs comprise this filtered se This report includes 1 faculty that are reported in more than		-	ing to normalize calculation	ons.	AHME's website. Copying or in to use the content on this written or enhanced as a result nly, typically in making a	
	<u> </u>					onstitute an endorsement of	
CARE Section II: Program						policies. CAHME makes no	
CARE Section III: Teaching						lents in programs does not cipient agrees that by the use of ent's research on a program, but	
CARE Section IV: CAHME A	nnual Faculty Editor (CAFE)		representatives shall have any I	AHME nor any of its directors, offic iability to Recipient, and Recipient nsultants, advisors, affiliates, or ot	shall have no recourse against (CAHME, or any of its directors,	

CARE Section IV: Faculty Summary

22



FTC and DOJ Safe Harbor: Compensation Reporting and Antitrust

ANTITRUST LAW

- Reports provide a reasonable sample size to ensure confidentiality
- CAHME is a third-party collector;
- NO faculty members are identified;
- NO programs are identified;
- Access provided ONLY to aggregated data;
- Report average, median and percentile performance for peer groups,
- No single organization represents more than 25% of data (weighted).

Update to Section II: Program Changes

CARE Section II: Program Changes

As an accreditor, we are required to monitor if there are changes in your Program that can impact the ability to deliver on the Program's mission.

Data Dictionary 🗐

1. Program Changes Have any significant changes occurred since the last survey? If not, select 'No Changes'. 2021 - 2022 2022 - 2023 2023 - 2024 6 1 Click pen icon to select changes Click pen icon to select changes Click pen icon to select changes No Changes No Changes Describe Program Changes in detail: (2021 - 2022) 1 1 Describe Program Changes in detail: (2022 - 2023) Describe Program Changes in detail: (2023 - 2024) Describe (specify in 200 chars or less)

Click icon to select changes Curriculum Changes (i.e. philosophy, delivery mode, mission, goals)

Since the last survey, designate if any of the following changes occurred:

No Changes Major revenue/expense variance Accreditation status of school or university Curriculum Changes (i.e. philosophy, delivery mode, mission, goals) Admission Criteria Changes Faculty Complement Changes Financial support Administrative support Merger with another program Moved to another school or department in the university Substantive changes to facilities, equipment, or supplies Program leadership Authority of program leadership Other substantive changes that could impact the ability for the Program to meet its mission For any change noted above, describe the changes that occurred and the impact to the Program. Describe why below in corresponding textfield: (specify in 200 chars or less)

Unselect "Empty" / Clear value

Update to Section II: Program Changes

Revenue and expense data no longer required in Annual Report

CARE Section II: Program Changes

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Unselect "Empty" / Clear value



Update to Sections VII & VIII: *Minimum Response Rate*

- Reminder A 20% Minimum Response Rate is required for both graduate salary and satisfaction questions.
- Programs that do not meet this minimum rate are required to complete a progress report.
- There are 3 separate response rates for graduate satisfaction to be met:
 - NPS Response Rate
 - 5 Point Likert "Satisfied" Response Rate
 - □ "Return to program again" Response Rate

Section VII: Post-Graduation Employment- Salary

Salary Response Rate is calculated using the sum of reporting graduates for Post-Graduate Fellowships and reporting graduates for Jobs

9a. Post-Graduate Fellowships Median salary (format \$###,###) round to nearest dollar no cents.							
(2020 - 2021	2021 - 2022	2022 - 2023				
	0 🗹 =	1 🗹 =	2 🗹				
Number	of reporting graduates (from a	bove reporting)					
	0 🗹 =	22 🗹 =	2 🗹				
	9b. Jobs Median salary (format \$###,###) round to nearest dollar no cents. Median salary						
	2020 - 2021	2021 - 2022	2022 - 2023				
Number	of reporting graduates (from j	ust above reporting)					
	0 🗹 =	1 🗹 =	23 🗹				
<u>Salary F</u>	Response Rate % (Based	on reporting graduates from	Fellowships PLUS Jobs)				
	0%	100%	54%				

1. How likely are you (graduated students who responded) to recommend your program to a friend or an acquaintance looking to advance their careers in healthcare?

Provide the number of graduated student responses for each rating. (if nothing to report type '0' not x not - nor N/A, in normalized numeric to commit a 0 number in the database)

Numbers ONLY All fields should not be empty but have 0 in them at the least. Do not enter a percentage symbol nor list as N/A; numeric integer numbers only please.



2. How satisfied are you (graduated students who responded) with your program of study? Provide the number of graduated student responses of each year for all responding graduates. (if nothing to report type '0' not x not - nor N/A, in normalized numeric to commit a 0 number in the database)

Numbers ONLY All fields should not be empty but have 0 in them at the least to account for no responses. Do not enter a percentage symbol nor list as N/A; numeric integer numbers only please.

2022 - 2023

2023 - 2024

2021 - 2022

2020 - 2021

		Very Dissatisfie	ed			
Ir	nree	0	2 =	1 🖉 -		
se	parate	Dissatisfied				
		0	2 =	C =	C	
	sponse					
ra	tes for	Neutral	2=	1 🕑 :	C	
ea	ich					
sa	tisfaction	Satisfied	2	4 🕑	15 🕑	
		0		4 🖸	15 🕑	
qu	lestion.	Very Satis.				
		0		10 🗹 🗉	11 🗹	
		Satisfied Res	ponse Rate %			
			0%	69%	56%	
3. All thin	ngs being equal, if your rad	luated stud	ents who respo	nded) had to do it al ponses for each aca	l over again, woul	d you choose to go
to your pr	2020 - 2021	-)21 - 2022	2022 - 202		2023 - 2024
No	0 🧭 -	1 🕑		1 🕑 👘		
Yes						
res	0.54	45		05.58		
	0 🗹 =	15		25 🕑		
<u>Progra</u>	m Choice Response Rate	%				
	0%		69%	56%		

First Generation Student Question

- Consulted with the Institute for Higher Education Policy
- CAHME will research the results to determine the value of this question going forward.
 - Optional. We ask programs to help CAHME with this research effort.

10 (Optional) Provide the number of graduates for each of the following categories:						
2021 - 2022	2022 - 2023	2023 - 2024				
No parent / guardian ever attended college						
	Ø					
One or more parents/guardians attended college	but did not finish					
	Ø	Ø				
One or more parents/guardians have an Associa	te Degree (Two-Year Degree)					
	Ø	ß				
One or more parents/guardians have a Bachelor	Degree (Four-Year Degree) or higher					
	C .	C				
Not sure / prefer not to answer						
	Ø	8				
Did not report						
	Ø	6				



Update to Section X: Verify & Save Data Functionality

- REMINDER: Section X: Verify & Save Data, performs checks on each section to ensure you didn't miss any questions.
- Requires you to enter '0' for fields rather than leaving them empty.
 - This ensures CAHME that the question was reviewed by the program director and an answer provided.
- Before being able to "Verify & Save" your data for official submission to CAHME, all yellow highlighted data fields must be complete.
- Data Review Section will show any missing data points.
- To save your data simply sign initials and then click the "Verify & Save Data" button.

Data Review Section

Displays outstanding data points

Once all data points are addressed, Section X will appear.

Data Review

Section IV: You need both Role and Contract Length for specified Profile 2 salary. Section VII: Post-Graduate fellowship, Post-Graduation Employment reporting 2023 - 2024 Section VII: Median months to completion reporting 2023 - 2024 Section VII: 80th percentile to completion reporting 2023 - 2024 Section VII, Program positions held: Executive Office 2023 - 2024 Section VII, Program positions held: Other Executive Management 2023 - 2024 Section VII, Program positions held: Management 2023 - 2024 Section VII, Program positions held: Administrative Staff 2023 - 2024 Section VII, Program positions held: Clinical Staff 2023 - 2024 Section VII, Program positions held: Physician 2023 - 2024 Section VII, Program positions held: Educator/Faculty Member 2023 - 2024 Section VII, Program positions held: Fellow/Intern 2023 - 2024 Section VII, Program positions held: Other 2023 - 2024 Section VII, Program positions held: Unknown 2023 - 2024 Section VII, Program positions held: Not Placed 2023 - 2024 Section VII, Program positions held Median 50th percentile 2023 - 2024 Section VII, Program positions held Median 50th percentile 2023 - 2024 Section VII, Retention Rate (A) 2023 - 2024 Section VII, Retention Rate (B) 2023 - 2024 Section VII, Post Grad Fellowship Median Salary 2023 - 2024 Section VII, Post Grad Fellowship Reporting 2023 - 2024 Section VII, Jobs Median Salary 2023 - 2024 Section VII, Jobs Reporting 2023 - 2024

93% min req fields completed

In order to Verify & Save your data for official submission 'Sign-Off' to CAHME, the above remaining data points need to be completed for each annual dataset. If you need further clarification, please contact Michelle Petruccelli at mpetruccelli@cahme.org



Section X: Notice of Concern

- GOAL: Ensuring Quality Data and Quality Programs.
 - Highlights data points outside of expected values.
 - allows programs to self-correct.
- Programs not in compliance with selected indicators will receive a "notice of concern".
- If not corrected, programs are required to submit a report describing how they will come into compliance.

CARE Section X: VERIFY & SAVE Data

I HAVE VERIFIED THAT THE DATA IN THIS REPORT IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. OUR PROGRAM IS PREPARED TO SUBMIT OUR FINAL REPORTED DATA FOR AUDIT. IN LIEU OF A SIGNATURE, ENTER YOUR INITIALS BELOW IN AGREEMENT TO THIS ABOVE STATEMENT AS THE PERSON RESPONSIBLE FOR PREPARING THIS ANNUAL REPORT DATA.

Notice of Concern

The information that you provided in your annual report does not meet policies implemented by the CAHME Board of Directors or shows areas that may be outside the range of expected values for a program of your type.

- The Minimum GPA in Section V Question 2 for 2023 - 2024 () is in the bottom 10% for CAHME Accredited Programs

• The Median GPA in Section V Question 3 for 2023 - 2024 () is in the bottom 10% for CAHME Accredited Programs

- The 2023 2024 graduate salary response rate is less than 20%. (Section VII)
- The 2023 2024 graduate NPS response rate is less than 20%. (Section VIII)
- The 2023 2024 graduate satisfaction response rate is less than 20%. (Section VIII)
- The 2023 2024 graduate program choice response rate is less than 20%. (Section VIII)

CAHME Staff will be in-touch as to what is the next steps.

Program Director Initials:

Choose a year of data to sign-off. \checkmark

VERIFY & SAVE Data (Verify all data and submit for final CAHME review)

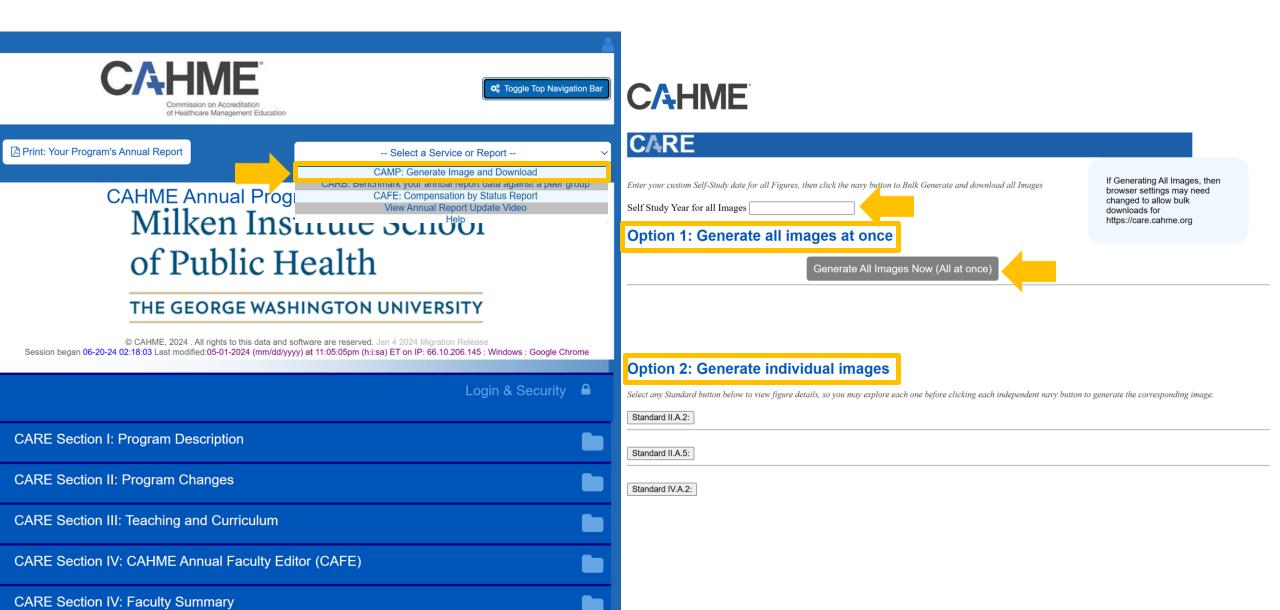


Drag and Drop Feature: Transferring Annual Report Data to CAHME's Accreditation Management Portal (CAMP)

- Programs can now port self-study figures / evidence files from the CAHME's Annual Report Editor (CARE) into CAHME's Accreditation Management Portal (CAMP).
- Reduces accreditation fatigue.
- Ensures that the program and the site visit team are on the same page.

Figure II.A.5.3. POSItio	ons Currently Held by Progra	am Graduates						
Self Study Year: 2023	Geor							
Self Study Year: 2023 George Positions by Type Figure IV.A.2.2: Faculty by Full-Time Status Degree Program: George Washington University Information Officer, Director, Partner, Owner, etc.) 08-15-2021								
Executive Office (e.g. CEO, President, Chief Medical Offic Information Officer, Chief Operating Off Director, Partner, Owner, etc.)	cer, fice Status 08-15-2	2023	e Washington	University				
Other Executive Management (e.g. Vice President, Senior Vice President President, Associate Vice President, Oth								
Management, etc.) Management (e.g. Director, Manager, Unit Administr Manager, etc.) Part Time Faculty 10 0 08-24-2023 05-10-2024								
Administrative Staff (e.g. Senior Analyst, Senior Consultar Information Officer, Analyst, Consultant	Note: Within the CAHME Annual Image Rendered : 2004	Report Editor (CAPE)	<u>8</u> 15		7 8			
Clinical Staff (e.g. Registered Nurse, Pharmacist, Ph Radiology Technician, etc.)	Figure II.A.2.1: Recrui		ity Outcom	ies	1			
Physician		George Was	hington Univer	rsity	/el			
Educator / Faculty Member		Self Study Yea		Sity				
Fellow / Intern		08-15-2021	08-29-2022	08-24-2023				
Other (list)				05-10-2024				
Unknown	Complete enplications proving d	218	164	145				
Not Placed	Complete applications received	and a second						
		165	111	108	1 1			
Total Graduates Eligible to be P	Applicants offered admission	105	111	100				
Total Graduates Eligible to be P Figure II.A.5.2, Row E)	Applicants offered admission Total applicants enrolled (aka new students enrolled)	50	36	35				

How to Transfer Data from CARE to CAMP



How to Transfer Data from CARE to CAMP

Figure II.A.5.3: Positions Currently Held by Program Graduates

Self Study Year: 2023 George Washington University					
Positions by Type	08-15-2021	08-29-2022	08-24-2023 05-10-2024		
Executive Office (e.g. CEO, President, Chief Medical Officer, Chief Information Officer, Chief Operating Officer, Executive Director, Partner, Owner, etc.)	0	0			
Other Executive Management (e.g. Vice President, Senior Vice President, Executive Vice President, Associate Vice President, Other Executive Management, etc.)	0	1			
Management (e.g. Director, Manager, Unit Administrator, Practice Manager, etc.)	26	7			
Administrative Staff (e.g. Senior Analyst, Senior Consultant, Financial Officer, Information Officer, Analyst, Consultant)	9	11			
Clinical Staff (e.g. Registered Nurse, Pharmacist, Physical Therapist, Radiology Technician, etc.)	0	0			
Physician	0	0			
Educator / Faculty Member	0	0			
Fellow / Intern	0	2			
Other (list)	0	7			
Unknown	1	1			
Not Placed	0	0			
Total Graduates Eligible to be Placed (equals Figure II.A.5.2, Row E)	36	29	0		



How to Transfer Data from CARE to CAMP

									$\leftarrow \rightarrow ~ {\bf \lor}$	\uparrow	↓ > Downloads	~ C	Search Downloads		2
Standards (48) View: All									Organize - New folder				≡	•	?
							٩,		\downarrow Download	ds 🖈	Name		Date modified		Тур
STATUS: 🔵 Not Started 😑 In Progress 😑 Internal Review 🔵 Read							Recent Files		昌 Documen	its 🖈	✓ Today Image: Second State Sta	nington Universit	6/27/2024 2:21 PM		PNC
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							PDF	5/22/2024	U Music	*	Screenshot 2024-06-26 at 2	.38.28 PM	6/26/2024 2:45 PM		PNC
I.B.4	II.A.1	II.A	.2	II.A.3	II.A.4	II.A.5		Figure 12 (1).pdf		*	 Earlier this week Figurell-A-5-4_George Wash 	vington Universit	6/25/2024 11:52 AM	(PNC
III.D.1	III.D.2	IV.A	A.1	IV.A.2	IV.A.3	IV.A.4	PDF	5/22/2024	Logos	.	FigureIV-A-2-4_George Was	5			PNC
								Figure 12 (1).pdf 5/22/2024			FigureIV-A-2-3_George Was				PNC
II.A.5								HADM 201.pdf	Screensho	ots	Figurell-A-5-3_George Wash	nington Universit	6/25/2024 11:52 AM	_	PNC
Team (1)	Contraction INSTRUCTIONS					INSTRUCTIONS	PDF	4/25/2024							
Add Team Me	ember -	-						HADM 202.pdf	File name:				All files		~
Q				0	ogram will ensure that graduates' uous improvement.		PDF	4/25/2024			Upi	oad from mobile	Open	Cancel	
					-										
VIEW BY: ALL	Evidence (O)				88	S Upload from Weave						: ^			
REVIEWERS (1)			Drag and drop or <u>browse for file</u>					Upload from your	computer						

Saved Data in CAMP

Standards (48) **Q** Search by title View: All -STATUS: Not Started Submitted In Progress Internal Review **Ready for Submission** PO/D Prog В D Н I.A.1 I.A.2 I.A.3 I.B.1 I.B.2 I.B.3 Α С Ε G I.B.4 II.A.1 II.A.2 II.A.3 II.A.4 II.A.5 III.A.1 III.A.2 III.A.3 III.A.4 III.A.5 III.A.6 III.B.1 III.B.2 III.B.3 III.B.4 III.C.1 III.C.2 III.D.1 III.D.2 IV.A.1 IV.A.2 IV.A.3 IV.A.4 IV.B.1 IV.B.2 IV.C.1 IV.C.2 IV.D.1 AR II.A.5 Self Rating: Not Met **v** ^ Team (1) K DESCRIPTION INSTRUCTIONS **EXPECTATIONS** Add Team Member -

The Program will ensure that graduates' career preparedness is monitored, documented and used for continuous improvement.

VIEW BY: ALL

REVIEWERS (1)

*

Figurell-A-5-3_George Washington University_PositionsHeldbyProgramGraduates (1).png

Add a description

Drag and drop or browse for file

Q



What We Covered

- Accessing CARE and New Navigation Bar
- Login & Security
- CAHME Annual Faculty Editor (CAFE 2.0)
- Section II: Eliminating Revenue and Expense Data
- Section VII: Minimum Response Rates & First Generation Student Question
- Section X: Verify & Save Data and Notice of Concern
- Drag and Drop Feature CARE to CAMP



Contact Information

Michelle Petruccelli

Accreditation Coordinator <u>mpetruccelli@cahme.org</u> 301-298-1820 Ext. 5





