



# CAHME<sup>®</sup>

## Pilot Program Training #2



November 6, 2025



Website  
[www.cahme.org](http://www.cahme.org)



REV 11/2/2025

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## PRESENTING TODAY



**Maureen Jones**  
CAHME Standards  
Implementation Task Force  
Chair &  
Past Standards Council Chair

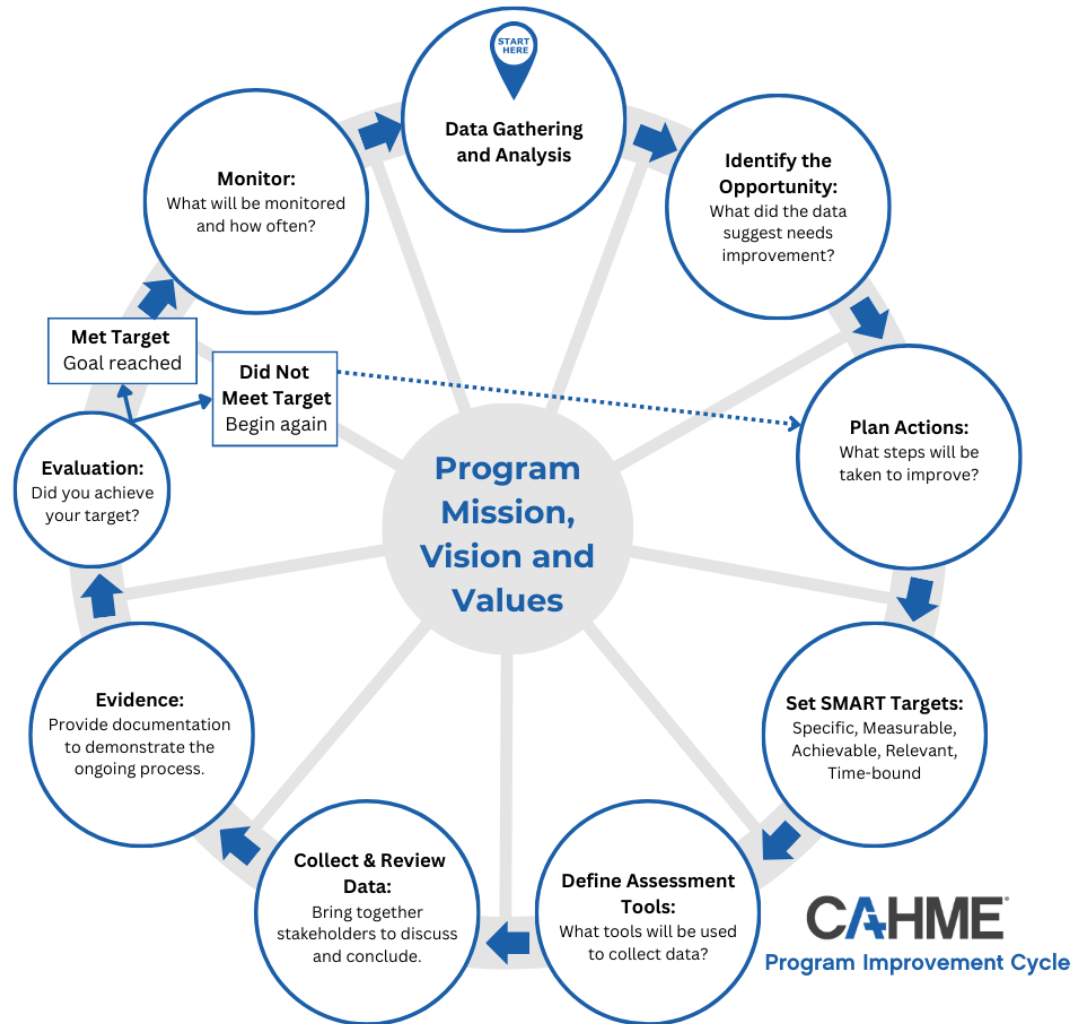


**Stacey Rowand**  
Chief Operating Officer

# AGENDA

- PIC Submission Review and Questions
- Review of Criterion 1.2 Sustainment Plan
- CAMP Events Walkthrough
- Next Steps and Homework

# PIC Tool Review and Questions



# Program Improvement Cycle (PIC) Tool

# Criterion that Utilize the PIC Tool

- Required for the following two criterion:
  - Criterion 2.3 – Competency Model CQI
  - Criterion 3.4 – Curriculum CQI
- If analysis reveals quality improvement opportunity complete PIC tool; If no improvement is identified, evidence should support this conclusion.
  - Criterion 1.4 – Student Recruitment, Admissions, Retention
  - Criterion 4.1 – Academic Resources
  - Criterion 4.2 – Academic Advising
  - Criterion 4.3 – Professional Career Advising
  - Criterion 4.4 – Post Graduate Career Preparedness
  - Criterion 5.1 – Qualified Faculty
  - Criterion 5.2 – Faculty Andragogical Development



# Criterion 1.2: Sustainment Plan

## CRITERION 1.2 Program-Level Sustainment Plan

The program will have the resources necessary to meet its mission and vision. The program will develop, implement, monitor and maintain a sustainment plan that outlines how the program will preserve its operational capacity, infrastructure, and essential functions over at least a three-year period (self-study year and the following two academic years). The plan will be reviewed and updated on a timeline prescribed by the program.

### **Definition:**

**Sustainment Plan:** a strategic framework that outlines how a program will remain viable, competitive, and high-quality over the next three years. A sustainment plan provides a clear roadmap for maintaining program excellence, anticipating risks, securing necessary resources, and adapting to changes to ensure long-term program success and stability.

# Required Elements and Exhibits

**a. Program Resources:** Submit a summary of the types of resources necessary to support the program’s long-term sustainability.

## Exhibit 1.2.1: Program Resource Planning and Sustainment Table

Instructions: Complete the table below to summarize the types of resources needed to support the program’s long-term sustainability.

Resource Type	How is the resource secured?	How is the resource allocated?	How is adequacy evaluated?	How are gaps identified and addressed?	How are stakeholders engaged?
<b>Human Resources</b>					
Program Staff Support					
Faculty					
Program-related Professional Development					
<b>Physical and Technological Resources</b>					
<u>Physical Resources</u>					
Technological Resources					
Materials/Supplies					

# Required Elements and Exhibits

## Narrative Responses:

- b. Plan Development:** Submit a narrative describing how the sustainment plan was developed, including stakeholders involved in its creation, data or risk assessments used, and the timeline for drafting and approval.
  
- c. Alignment with Mission and Vision:** Provide a short narrative alignment summary showing how the sustainment plan aligns with the program's mission and vision.

# Required Elements and Exhibits

**d. Strategic Initiatives:** List your program’s top current and upcoming strategic initiatives (expectation is no more than three)

## Exhibit 1.2.2: Strategic Initiatives Tracking Table

Instructions: Use the table below to list your program’s top current and upcoming strategic initiatives. For each initiative, identify the responsible owner (person or role) and the source of resources required to support implementation. Expectation is no more than three.

Strategic Initiative	Responsible Owner	Source of Resources

# Required Elements and Exhibits

**e. Risk Analysis:** Describe the risks to the program’s long-term sustainability and mitigation actions identified.

## Exhibit 1.2.3: Program Risk Assessment and Mitigation Table

Instructions: Use the table below to identify potential risks to the program’s long-term sustainability. For each risk, describe the potential impact, likelihood, mitigation strategy, person(s) responsible, and the timeline for implementing or reviewing the mitigation plan.

Potential Risk	Potential Impact on Program	Likelihood: Low Med High	Mitigation Strategy	Responsible Party	When will the risk and/or mitigation be reviewed again?

# Required Elements and Exhibits

**f. Plan Review and Evaluation:** Describe how the sustainment plan is regularly reviewed, evaluated, and updated.

## Exhibit 1.2.4: Plan Review and Evaluation

Instructions: Complete the table below. Include the review frequency, responsible parties, stakeholder engagement methods, criteria for revisions, and how the plan’s effectiveness is assessed.

Who owns the process?	How often do you review the plan?	Who is involved in reviewing the plan?	How do you determine if the plan needs to be revised?	How is the <u>plan</u> effectiveness assessed?



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# CAMP Update

# CAMP Events Walkthrough

Standards (32) ● Submitted ● Ready for Submission ● Internal Review ● In Progress ● Not Started

View: All ▾

PO/D	Prog	A	B	C	D	E	F	G	H	I	J	1.1	1.2	1.3	1.4	1.5	2.1	2.2
2.3	3.1	3.2	3.3	3.4	4.1	4.2	4.3	4.4	5.1	5.2	STR	AR						

# Next Steps

## Next Steps

- **CAHME Next Steps:**

- **Schedule Spring 2026 meetings (Feb, Mar, and Apr)**

- **CAHME Education Webinar: Tools and Trainings**

- While the November 13 meeting will cover some familiar content, it will also feature an important overview of CAHME's core principles and standards philosophy. We encourage all participants to attend.

- **Pilot Program Training Series #3 – December 11, 2025**

- Use survey feedback to determine next session training topic

- **Pilot Program Next Steps:**

- **1.2 Homework, due 12/1 to [agrow@cahme.org](mailto:agrow@cahme.org)**

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**Thank you**