CAAHEP Webinar
The Advisory Committee

Presented by
The Committee on Accreditation of Neurodiagnostic Technology (CoA-NDT)
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Topics for Discussion

- Standards & Guidelines
- Role of the Advisory Committee
- Selection of Members
- Meeting Agenda
- Engagement of Members
- Minutes
- Follow-Up
II. Program Goals

A. Program Goals and Outcomes

There must be a written statement of the program’s goals and learning domains consistent with and responsive to the demonstrated needs and expectations of the various communities of interest served by the educational program. The communities of interest that are served by the program must include, but are not limited to, students, graduates, faculty, sponsor administration, employers, physicians, and the public.
II. Program Goals

B. Appropriateness of Goals and Learning Domains

The program must regularly assess its goals and learning domains. Program personnel must identify and respond to changes in the needs and/or expectations of its communities of interest. An advisory committee, which is representative of at least each of the communities of interest named in these Standards, must be designated and charged with the responsibility of meeting at least annually, to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change.

Advisory committee meetings may include participation by synchronous electronic means
Role of the Advisory Committee
Selection of Members
2.14 NDT Program Advisory Committee

CAAHEP Standards require each program to appoint an advisory committee, which is representative of at least each of the communities of interest named in the Standards; the advisory committee must be charged with the responsibility of meeting at least annually to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change. (Standard II.B)

1. Public Member
   Purpose:
   The public member provides the perspective and represents the interests, of the community at large.

   Definition:
   A public member is not employed as a healthcare provider; is not a member of ASET or any trade association or membership organization that is related to the practice of neurodiagnostic technology; does not hold a status named in the Standards (e.g., a retired physician, retired employer); is not employed by the sponsor of the NDT program; is not a relative of an individual who is employed by the sponsor of the NDT program; and, does not hold any position with a CAAHEP-accredited program.

Adopted March 17, 2014
Meeting Agenda
Engagement of Members
Minutes
CoA-NDT Advisory Committee Check-list
(Standard II.B)

Program Name and Location: 

Staff Review ☐ Primary Reviewer: Secondary Reviewer: 

<table>
<thead>
<tr>
<th>Membership</th>
<th>Documented in Minutes</th>
<th>No Evidence of Membership</th>
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</thead>
<tbody>
<tr>
<td>Current student</td>
<td>☐</td>
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</tr>
<tr>
<td>Program graduate</td>
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<tr>
<td>Physician(s)</td>
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<td>Employers</td>
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<tr>
<td>Faculty</td>
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**Meets at least annually**
Minutes document at least one meeting of the Advisory Committee each year

- Yes ☐ No ☐

Comments: 

**Agenda items**
Documented in Minutes | No Evidence in Minutes

| Program goals and learning domains reviewed | ☐ | ☐ |
| Annual Report and Outcomes reviewed | ☐ | ☐ |
| Graduate Surveys | ☐ | ☐ |
| Employer Surveys | ☐ | ☐ |
| Resource Assessment | ☐ | ☐ |
| Thresholds | ☐ | ☐ |
| Credentialing exam(s) | ☐ | ☐ |
| Other assessment results reviewed | ☐ | ☐ |
| Student | ☐ | ☐ |
| Faculty | ☐ | ☐ |
| Program | ☐ | ☐ |
| Other | ☐ | ☐ |

Did the program discuss/review analyses and action plans that resulted from either the Annual Report or other program evaluations?

- Yes ☐ No ☐

Comments: 

**Did the program discuss/review program status or changes (e.g., course changes, curriculum content and/or sequencing, admission requirements or class size) and substantive changes (e.g., program status, personnel, addition of distance education, addition of satellite locations)?**

- Yes ☐ No ☐

Comments: 

Follow-Up