

NAEA CDE Committee
Policies & Duties of Conducting CDE Revision Subcommittees

Approved & Adopted: June 9, 2025

Purpose:

To review general and/or specific CDE rules, guidelines, & policies

Duties:

1. There should be no changes made to a CDE after October 1 and before the current State CDE's. Revisions made after that deadline will be posted for the next school year
2. The CDE Committee will select which members will serve on each CDE Revision Subcommittee, which will be included in the CDE Committee report to the general NAEA membership.
3. The CDE Revision Subcommittee is to review the CDE and will have the "power to act" on necessary changes to the CDE.
4. The CDE Revision Subcommittee should conduct at least 1 live (face-to-face, video conference, tele-conference) meeting, and continued work can be conducted live or via correspondence (mail, fax, email) depending on the nature of the work that must be completed.
5. The CDE Revision Subcommittee Chairperson is responsible for arranging meetings and informing the CDE Revision Subcommittee members.

CDE Subcommittee Timeline:

1. At any time, the CDE Committee, CDE Committee Chairperson, CDE Coordinator, or CDE superintendent(s) may initiate a CDE Review.
 - a. Noted again, there shall be no changes made to a CDE between October 1 and the following state CDE.
2. January: The CDE Chairperson shall contact the CDE superintendent(s), to inform him/her that their CDE will likely be reviewed following the state contest based on the CDE Revision rotation.
3. June: The CDE Committee may assign CDE review rotations during the summer conference and select CDE Revision Subcommittee members for each contest.
4. Five days before the meeting - The subcommittee chair will send the agenda to the CDE subcommittee, including the CDE Committee executive team.
5. Mid June - Mid July - Meeting 1: Change Review and Writing Assignments
6. Mid-July - August 15 - Meeting/Email 2: Confirmation of Changes
7. October 1 - Final Revisions are due from the subcommittee; any changes after this date will be rolled into the following year's event..
8. October 15 - Revisions will be posted on the CDE website, and a summary email will be sent to teachers.

Revision Subcommittee Membership:

1. CDE Committee Executive Committee Member
2. CDE Revision Subcommittee Chair
 - a. Assigned by CDE Committee Chair, by volunteer or request, from the CDE Committee membership.
3. At least 2 NAEA members with content expertise will be members of each CDE Revision Subcommittee.
4. State CDE Coordinator or UNL ALEC representative.
5. CDE Superintendent