

NAEA CDE Committee
Policies & Duties of Conducting CDE Revision Subcommittees
Approved & Adopted: June 5, 2014

Purpose

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

Duties

1. There should be no changes made to a CDE after September 1 and before the current State CDE's.
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. There shall be no changes made to a CDE between September 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. June/July/August: The CDE Revision Subcommittee Chair shall schedule a meeting between the Subcommittee members and CDE Superintendent(s).
5. September: The CDE Chairperson will inform the general NAEA membership of approved CDE contest changes.

Revision Subcommittee Membership:

1. CDE Committee Chair
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.
5. CDE Superintendent