

## ONSITE VISIT AGENDA

(This is the suggested visit agenda presented by Dr. Jones. Your visit agenda will be determined during your pre-visit with the national and state chair)

Times:	Saturday November 12 - 13 2016	
<b>Sat. PM Team Arrival</b>  <b>6:00 PM</b>	Team arrives on Saturday afternoon and early evening to begin work on Sunday morning. (Team members who arrive early should be allowed access to the hotel workroom)  <u><b>Team Dinner Saturday Evening at Hotel –</b></u>	
Times:	Sunday November 13, 2016	
<b>6:30 – 7:30 AM</b>  <b>8:00 AM</b>  <b>8:15 – 10:00 AM</b>	<u><b>Team Breakfast – At Hotel</b></u>  <u><b>Depart Hotel for Campus</b></u>  <u><b>Team Orientation in Team Campus Work Room - Goals for Sunday Onsite Visit:</b></u> CAEP Team Lead (and state consultant) provide an orientation including: <ul style="list-style-type: none"> <li>• Current issues and updates from CAEP correspondence, if any</li> <li>• CAEP style guide – <b>HANDOUT</b></li> <li>• Results of national program review reviewed by Specialized Professional Associations (SPA) and relevant state reports since the offsite meeting</li> <li>• CAEP Annual Reports submitted since the offsite meeting</li> <li>• Third-Party comments</li> <li>• Discussion of team assignments for interviews Sunday and review code of conduct and confidentiality</li> <li>• State representative discusses state protocol and requirements for the visit</li> <li>• Discuss any areas of concern/stipulations noted in the Offsite Report</li> <li>• Review timeline of visit</li> </ul> <u><b>Conduct of the Onsite visit</b></u> <ul style="list-style-type: none"> <li>• Review work plan/evidence trail in the Formative Feedback Report</li> <li>• Review writing assignments and reporting timeline</li> </ul>	
<b>10:00 – 11:30 AM</b>	<u><b>Orientation by the Institution (EPP) and State:</b></u> <ul style="list-style-type: none"> <li>• Overview of the visit, facilities, and schedule</li> <li>• Orientation to EPP Selected Improvement Pathway</li> <li>• <b>Overview of EPP context, assessment system and other areas as appropriate; recruitment, admissions to program (GPA, ACT, etc.) – ***I WANT OUR TEAM TO SEE THIS!!!! – NOT NECESSARILY REQUIRED</b></li> <li>• Orientation to evidence room/website</li> <li>• Brief tour of EPP facilities</li> </ul>	
<b>11:30 AM - 12:30 PM</b>	<u><b>Lunch on Campus</b></u>	
<b>12:30 – 1:00 PM</b>	<b>Meeting with the CAEP Site Visit Chair, State Consultant, President, and Vice President for Academic Affairs and Dean of the University ?????????? (PERSONAL)</b>	
<b>1:00 – 2:00 PM</b>	<u><b>Interviews:</b></u> <ul style="list-style-type: none"> <li>• <b>P-12 Faculty/Administrators:</b></li> </ul>	<u><b>Interviews</b></u> <ul style="list-style-type: none"> <li>• <b>Initial Candidates:</b></li> </ul>

2:00 – 3:00 PM	<b>Interviews</b> • <b>EPP Advisory Council:</b>	<b>Interviews</b> • <b>Graduates/Completers:</b>
3:00 – 4:30 PM	<b>Reception and Round Table Discussion / Poster Session:</b> This session will address evidence in need of clarification from the Formative Feedback Report and will give the visit team an opportunity to gather information on questions that arose during the initial onsite team meeting.	
4:30 – 5:00 PM	<b>Leadership Team Meeting:</b> Attending this meeting are Unit Head, CAEP Coordinator(s), CAEP Site Visit Chair, and State Consultant. Discussion is on progress of visit and needs for the accreditation visit.	
5:00 PM	<b>Team Departs for Hotel</b>	
6:00 – 6:45 PM	<b>Team Dinner in Hotel Workroom</b>	
7:00 PM -	<b>Team Meeting:</b> <ul style="list-style-type: none"> <li>• Discuss findings from review of data, evidence, and new information received since the visit began</li> <li>• <b>Discuss any potential AFI's and Stipulations</b></li> <li>• Finalize remaining visit schedule and interview assignments for Monday</li> <li>• Team work on and review Monday's activities</li> </ul>	
<b>Times</b>	<b>Monday – November 14, 2016</b>	
6:30 – 7:30 AM	<b>Breakfast at Hotel</b>	
8:00 AM	<b>Depart Hotel for Campus:</b>	
8:15 AM	Team arrives at work room on site The work room should be available throughout the time that the team is on campus and should not be used for any other interviews/meetings/etc.	
8:15 – 8:45 AM	<b>Leadership Team Meeting: (Leadership Only)</b> CAEP visit lead, state consultant and EPP leadership/CAEP coordinator(s) discuss the team needs and progress of the visit	
9:00 – 9:45 AM	<b>Interviews:</b> • <b>EPP Faculty:</b>	<b>Interviews:</b> • <b>VP for Enrollment Services &amp; Colleagues:</b>
10:00 – 10:45 AM	<b>Interviews:</b> • ??????? Team:	<b>Interviews:</b> • Diversity Initiatives:
11:00 – 11:45 AM	<b>Interviews:</b> • <b>EPP Supervisors:</b>	<b>Interviews:</b> • <b>Field Placement Coordinator, Education Coordinator, and Internship Coordinator:</b>
12:00 – 1:00 PM	<b>Team Lunch in Work Room</b>	
1:00 – 1:45 PM	<b>Interviews:</b> • <b>Faculty Involved in Clinical Experiences:</b>	<b>Interviews:</b> • <b>Assessment and Licensure Coordinator and Reps.:</b>
2:00 – 2:45 PM	<b>Interviews:</b> • Open Session with EPP Members:	<b>Interviews:</b> • Initial Candidates: Partnerships:
3:00 – 4:30 PM	Team Works in Room	Team Works in Room

4:00 – 4:30 PM	<b>Leadership Team Meeting (Leadership Only)</b> CAEP visit lead, state consultant and EPP leadership/CAEP coordinator(s) discuss the team needs and progress of the visit	<b>Interviews as Needed:</b> <ul style="list-style-type: none"> <li>TBD - as needed based on the Formative Feedback Report and onsite visit:</li> </ul>
4:45 PM	Team Travel to Hotel	
5:30 – 6:30 PM	Team Working Dinner at Hotel Work Room	
6:45 PM	<b>Team Meeting</b> (Length of session adjusted as appropriate) <ul style="list-style-type: none"> <li>Discuss findings from review of data, evidence, and interviews</li> <li>Work on first draft of onsite report</li> <li>Clarify AFI's and Stipulations, if any</li> </ul>	
<b>Times</b>	<b>Tuesday November 15, 2016</b>	
6:00 – 8:00 AM	Breakfast at Hotel	
8:00 AM	Travel to Campus	
8:30 – 9:00 AM	<b>Leadership Team Meeting</b> Attending this meeting are Unit Head, CAEP Coordinator(s), CAEP Site Visit Chair, and State Consultant. Discussion is on progress of visit and needs for the accreditation visit.	
9:15 – 11:30 AM	Team Writing and Revising and Finalizing the Onsite Report Review revision and approval of the onsite report	
11:30 – 12:00 PM	Finalizing first draft of onsite report	
12:00 – 1:00 PM	Lunch and Optional Team Session	
1:00 – 1:30	Final Comments (Optional)	
2:00 – 2:30 PM	<b>Exit Report</b> The site visit lead and state consultant meet with EPP leadership, CAEP coordinator(s), President, and Vice President for Academic Affairs and Dean of the University to present a summary of the team's findings and describe the next steps in the accreditation process, including the EPP's review of the draft report for factual errors and submission of the rejoinder.  <b>The team lead reports out on any strengths, Areas for Improvement, and Stipulations that the team is recommending to the CAEP Accreditation Council and reminds institutional representatives that the team is making recommendations to the CAEP Accreditation Council, which makes the final decision about whether standards are met and the Areas for Improvement and Stipulations to cite.</b>	
2:30 PM	Departure (Team members do not have to attend the Exit Report session and may depart earlier as necessary)	