

Preparing for Your Site Visit

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Agenda:

What is a successful onsite visit?

The role of the Formative Feedback Review (FFR)

How to prepare your Addendum/Clarifying Questions

Site visit schedule

Planning logistics

- Previsit

What happens after the onsite visit?

What is a successful onsite visit?

- No surprises- no new information
- The site team collects the information needed to address evidence and gaps identified in the Formative Feedback Report
- The EPP accurately and comprehensively demonstrates how it is meeting the CAEP Standards
- Site team verifies and corroborates that the evidence is accurate, valid, and reliable, and it is sufficient enough in relationship to the requirements of the standard
- The site team works well together, understands + meets responsibilities, and fully participates

The role of the Formative Feedback Review (FFR)

- Formative review process sets the stage for the onsite visit
- EPPs should know the issues the site team will investigate when they come onsite and plan accordingly

Addendum or Clarification Questions

- Depending on your pathway the last document you submit prior to the site visit is the Addendum (SI) or response to Clarification Questions (IB).
- If Addendum
 - Organize your Addendum in the same way the Formative Feedback Report was organized
 - Provide additional appropriate evidence to respond to any questions or tasks that the site team noted
 - Some evidence may be made available onsite
 - Don't add additional documents if they are not needed
- Response to Audibility Report
 - Provide a response to questions that the site team has regarding the content of the Inquiry Brief, the EPP's evidence, and/or the situation onsite

Relationship between Lead Site Visitor and EPP

- Lead Site Visitor(s) is the point person for communications between EPP and site team. They:
 - Collect logistical information such as emergency contacts and dietary restrictions
 - Can clarify any issues you have with formative report
 - Will meet with EPP leadership throughout site visit to keep the EPP apprised of the status of review

The Previsit

- A chance to plan the site visit
- A virtual visit; no longer face-to-face
- Will occur after the Formative Review, two months before onsite visit
- Dependent on state partnerships, may include state co-lead or consultant
- Discussion between Lead Site Visitor(s) and EPP addressing site visit agenda

Agenda Items for Previsit

- Clarification of tasks, AFIs, Stipulations if needed
- Confirm logistical arrangements
- What groups should be interviewed (based on FFR)
 - Candidates
 - Completers
 - Cooperating Teachers
 - Supervisor
 - Clinical Partners
 - Others as needed

Site Visit Schedule

- Based primarily on the information that the site team needs to gather
- Be aware of need to use site teams time efficiently
- Most meals are working meals; no faculty or extravagant dinners
- No more than two P-12 school visits; discuss with Lead Site Visitor(s) if needed

Schedule- Saturday and Sunday

- Arrive Saturday
- Sunday
 - Site Team meeting
 - Overview from EPP
 - Interviews with clinical partners or others
 - Site Team meeting
- Lead Site Visitor(s) will meet with EPP coordinator and leadership every morning and evening to discuss status or documents needed

Schedule- Monday

- Interviews to verify and corroborate evidence
- P-12 school visits (if needed)
- Lead Site Visitor(s) may request additional evidence
- Site Team will begin writing onsite report

Schedule- Tuesday

- Site team will spend morning in discussion and writing
- Exit interview
 - EPP determines who to invite. Typically Lead Site Visitor(s) and State Consultant
 - Site Visitors will summarize findings for each standard and read any recommended AFIs or Stipulations
 - Cannot state whether a standard was met or unmet
 - Report not a discussion

Planning Logistics

- Hotel
 - Reservations to accommodate each site visitor and a private workspace by EPP
 - WIFI/Office Supplies
 - Proximity to campus
- Transportation
 - Team will use CAEP's travel agency (GANT)
 - Lead Site Visitor(s) will collect travel itineraries and provide them to EPP
 - Shuttle/cab to and from airport, as well as to and from campus
- Campus workroom
 - Private; cannot be used for interviews

Technology

- Reliable internet access
- Name and phone number for EPP technical support personnel
- Plan for orientation to any website or electronic databases
- Arrangements for video-conferencing if needed for offsite interviews

Meals

- All meals during the visit – Breakfast, Lunch, Dinner - should be arranged and paid for by EPP
- Nearby restaurants, on-campus, or catered
- Not necessary to plan meals with faculty and site visitors – most meals are working sessions

After the Site Visit

- No new EPP evidence submissions after completion of site visit
- EPP will receive report within 6-8 weeks
- EPP submits Factual Corrections
- EPP submits Rejoinder/Program Response
- Lead can submit a response to the Rejoinder/Program Response
- Semester after visit, the Accreditation Council will meet and review case
 - Three-stage process
 - You can attend the final deliberations (onsite or virtually)

Questions?

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