Guide to Creating a Virtual Site Visit Schedule

As a provider hosting an AAQEP site visit, you have the opportunity to draft the visit schedule for your Quality Review Team (QRT). The following guidance aims to support this task for all-virtual visits.

When to Create Your Schedule

While your site visit dates are secured about a year in advance, the actual schedule needs to be drafted only a few months ahead of the visit. A good time to begin filling in details is when you receive an email from the QRT team lead to schedule the off-site review provider meeting.

As you begin constructing the schedule, consult with the team lead to determine the optimal working hours for each day’s meetings, keeping in mind participants’ physical locations and time zone differences.

A completed draft of your schedule should be shared with the team lead and AAQEP’s director of accreditation services no later than the off-site review meeting, when you and the team can finalize it together.

Overall Visit Duration

AAQEP site visits generally last 2-3 days, although some take longer to accommodate circumstances such as program size/complexity or varied time zones of those involved in the review. In a typical schedule, QRT members:

- Begin in the afternoon of Day 1 and hold their arrival meeting
- Spend all of Day 2 examining evidence and meeting with various stakeholders
- Continue stakeholder meetings and end in the late afternoon/evening of Day 3

Must-Haves

The schedule is generally flexible but must include the following components:

Arrival Day:
- A QRT-only “arrival” meeting to allow the team to finalize plans (60 minutes)
- A QRT meeting with the individual(s) who authored your Quality Assurance Report to address remaining questions about the report (30-45 minutes)
Every Day:

- Each day’s schedule should begin with a brief check-in meeting between the QRT and the lead author(s) of your Quality Assurance Report (QAR). Interviews with individuals, groups, and other stakeholders can be held in any order. See the list of required stakeholder meetings below.
- Schedule time for the team to meet (alone) throughout the visit to assess and record their work, review files and documents, and plan next steps.

Last Day:

- A final QRT-only meeting right before the exit meeting to allow the team to consolidate its findings from the visit and plan report writing (90 minutes)
- An exit meeting between you and the QRT concludes the visit; note that this meeting conveys no “results” but rather clarifies the ongoing process (30 minutes)

See the sample schedule for suggested placement of these meetings during the site visit.

Participant/Role Considerations

- You may need to secure time on the busiest people’s schedules (e.g., president, provost) first and then build other interviews around theirs.
- It may be difficult for some stakeholder groups to meet during normal business hours during the site visit. In such cases, you may wish to consider scheduling such groups (e.g., program completers/alumni, P-12 partners/administrators, cooperating/mentor teachers, part-time faculty) during the evening.
- Provider representatives should not attend an interview unless they are part of the particular stakeholder group.
- While local practitioners may be valued stakeholders, their role during the site visit is that of a reviewer; they should not be interviewed as part of a participant group.
- Provider attendees at the exit meeting should be limited to key QAR authors and program leadership (dean, program’s primary contact).

Other Factors to Consider

- To help alleviate screen fatigue, please build in a break of at least 15 minutes (more for meal times) between interviews. These breaks also provide a cushion to help keep the schedule on track even if meetings run overtime or if technical issues need resolving.
- Some interviews may be scheduled concurrently, but no more than two at the same time, if needed and if agreed upon by the team lead.
- Virtual interviews can also take place prior to the site visit to help alleviate time constraints during the site visit.
- Be prepared to accommodate in-visit additions to the schedule if members of the review team request them. Sometimes the need arises for a brief one-on-one meeting to follow up with program faculty, leadership, or staff to seek clarification on a particular question or document. You might even designate a time in the schedule for flexible use with pop-up requests.
Required Stakeholder Meetings and Timeframes

The site visit schedule needs to include separate meetings with each of the individuals and groups listed below. Based on the team’s reading of your QAR, your team lead may ask that additional or specific interviews or meetings be added, such as those shown at the end of the list.

<table>
<thead>
<tr>
<th>Stakeholder group</th>
<th>Time needed</th>
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<tbody>
<tr>
<td>President, provost, or equivalent chief administrator</td>
<td>30 min</td>
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<tr>
<td>Education dean/department chair and program administrators</td>
<td>30-60 min</td>
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<tr>
<td>Chief financial officer (or someone with responsibility for budget)</td>
<td>30 min</td>
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<tr>
<td>Full-time faculty, including arts and sciences content faculty if appropriate</td>
<td>45-60 min</td>
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<tr>
<td>Part-time or adjunct faculty teaching in the program</td>
<td>45-60 min</td>
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<tr>
<td>Cooperating/mentor teachers</td>
<td>45-60 min</td>
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<tr>
<td>Field placement coordinator or director of clinical experiences (for large programs with more than one responsible staff member, the meeting should include all staff with direct contact with P-12 school personnel and/or responsible for preparing cooperating teachers and clinical supervisors)</td>
<td>45-60 min</td>
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<tr>
<td>Clinical/field placement supervisors</td>
<td>45-60 min</td>
</tr>
<tr>
<td>Program candidates (preferably student teachers or other candidates near program completion); multiple meetings may be appropriate if program options serve different candidate populations</td>
<td>45-60 min for each group</td>
</tr>
<tr>
<td>Program completers/alumni (if available)</td>
<td>45-60 min</td>
</tr>
<tr>
<td>P-12 partners/administrators of schools that host clinical placements*</td>
<td>45-60 min</td>
</tr>
<tr>
<td>Stakeholders with whom data is shared (e.g., advisory bodies* or individuals involved in planning particular collaborative activities)</td>
<td>45-60 min</td>
</tr>
<tr>
<td>Certification or licensure specialist</td>
<td>30 min</td>
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Other commonly requested stakeholder groups

| Graduates’ supervisors (i.e., principals supervising teachers, superintendents supervising principals, etc.) |
| Assessment coordinator                                                          |
| Individuals responsible for advising or student support (unless they are already included in a group above) |
A note about hosting concurrent visits

If you have written more than one QAR, you may be hosting two or three review teams at the same time. If this is the case, you may find it helpful to create one master schedule as well as program-specific versions to disseminate to the different teams.

You also may be able to schedule some of the interviews jointly for multiple site visit teams. Most commonly these are interviews with the president, provost, CFO, deans, and licensure specialists. Please consult with your team leads to discuss the potential for joint interviews.

Next Steps

Once you and the review team have finalized the schedule (generally at the time of the off-site review provider meeting), you can proceed with setting up the virtual visit in the video conference platform of your choice.

- Team leads are responsible for setting up links for the team-only meetings using their own virtual platform.
- You will need to set up all other meetings and interviews, including any that will take place before the virtual visit, and send the calendar invitations/links to both reviewers and interviewees.
- For most meetings, you will need to transfer virtual hosting privileges to a member of the QRT so the meeting can proceed without you present.
- If possible, please disable the meeting platform’s chat box at the time of setup to avoid capturing confidential comments on your host platform.
- Once all participants are confirmed, provide the QRT with a list of attendees (names and roles/affiliations) for each meeting ahead of time.