

## Sample Schedule - AAQEP Site Visit

### QRT Members (Name/contact information):

Team Lead Name, Phone, Email  
Peer Reviewer Name, Phone, Email  
Local Practitioner Name, Phone, Email

*The meeting order shown here is suggested, but each day should begin with a meeting with the self-study writer(s); the QRT may suggest changes as well. Remember that meetings can be scheduled virtually, and be sure to schedule breaks throughout the day.*

Time	Activity	Location
<b>Day 1</b> <i>Travel day</i>		
	Hotel Check-In	
<b>Late Afternoon/Early Evening</b>	QRT Arrival Meeting (required)	
30 minutes	QRT Meeting with QAR Writer(s)/Team	
	Dinner at Hotel	
<b>Day 2</b>		
	Pickup from Hotel	
30 minutes	QRT Meeting with QAR Writer(s)/Team	
30 to 60 minutes	Education Dean/Department Chair & Program Administrators	
	Break	
45 to 60 minutes	Part-time faculty	Full-time faculty
30 minutes	Field placement coordinator or director of clinical experiences	
	Lunch (Consider Location & Special Dietary Needs)	
30 minutes	President and/or Provost	CFO
45 to 60 minutes	Open Team Time	
45 to 60 minutes	Program Completers/Alumni (potential virtual interview)	
	Break	
45 to 60 minutes	P-12 Partners/Administrators	
	Return to Hotel and Dinner	
<b>Day 3</b> <i>Depending on program size and the number of meetings needed, Day 3 could be a half day; the team would travel home during the second half of the day.</i>		
	Pickup from Hotel	
15 to 30 minutes	QRT Meeting with QAR Writer(s)/Team	
30 minutes	Certification or Licensure Specialist	Student Support Services
45 to 60 minutes	Stakeholders with whom data is shared (e.g., advisory bodies)	
	Open Team Time	
45 to 60 minutes	Cooperating/Mentor Teachers	
	Lunch (Consider Location & Special Dietary Needs)	
45 to 60 minutes	Program Candidates	
	Break	
45 to 60 minutes	Clinical/Field Placement Supervisors	
90 minutes	Final QRT Meeting (required)	
30 minutes	Exit Meeting with Provider (required)	
	Return to Hotel and Dinner	
<b>Day 4</b> <i>Travel day</i>		
	Breakfast at Hotel	
	Depart for Airport	

Other possible stakeholder groups: Graduates' supervisors (i.e., principals for teachers, superintendents for principals, etc.)  
Assessment coordinator  
Individuals responsible for advising or student support (unless they are already included above)