Site Visit Stakeholder Surveys
Questions and Answers for Providers

As part of its site visit process for your initial teacher licensure programs, AAQEP administers surveys to key stakeholder groups in order to supplement the evidence provided in the self-study report (IAR or QAR). The results of the surveys will be shared with you as well as with the review team and the Accreditation Commission. As the data are gathered anonymously and independently of the program, the results can serve to verify the self-study and to increase external audiences’ confidence in the result of the review process.

Results of the surveys will potentially provide new insights for all parties. Because survey results will be available prior to the start of the site visit, they can be part of the discussions between you and the review team during the site visit. Below you will find the stakeholder groups for which the surveys will be sent and the timeline for distribution.

Please note: The surveys are meant for specific stakeholders involved in initial teacher licensure programs only.

AAQEP will distribute surveys to:

- **Current Candidates**: The survey is intended for current candidates in your program who have already completed or are currently completing their final clinical experience (e.g., student teaching, internship, or residency at the initial preparation level).
- **Faculty**: The survey is intended for both full-time and part-time faculty members teaching courses for initial licensure programs.

**Survey timeline**

<table>
<thead>
<tr>
<th>Days prior to site visit</th>
<th>Provider action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 weeks</td>
<td>Provider sends candidate and faculty contact information to AAQEP using <a href="#">this form</a></td>
</tr>
<tr>
<td>7 weeks</td>
<td>AAQEP sends survey to both stakeholder groups</td>
</tr>
<tr>
<td>6 weeks</td>
<td>AAQEP sends reminder email to those who have not yet submitted a response</td>
</tr>
<tr>
<td>5 weeks</td>
<td>AAQEP closes surveys</td>
</tr>
<tr>
<td>4 weeks</td>
<td>AAQEP shares survey responses with site visit team and provider</td>
</tr>
</tbody>
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Commonly asked questions

Why does AAQEP have this survey?
The survey helps to supplement the evidence provided in your self-study report by broadening the scope of voices included beyond those who can participate in stakeholder interviews during the visit. It also allows respondents to freely respond to questions, as responses are anonymous.

What questions are asked of stakeholders in the survey?
The surveys are aligned to AAQEP’s expectations framework with a focus on candidate preparation (as represented in Standards 1 and 2). In addition to candidate preparation, the faculty survey includes questions on program support and resources.

Why do you ask for stakeholder names and emails?
To prevent duplication in responses, AAQEP will send individual survey links to these stakeholders.

Does FERPA allow the sharing of stakeholder names and emails?
Under FERPA, an educational institution or agency is permitted to disclose student records to the extent accrediting organizations need the records in order to carry out their accrediting function. (See https://studentprivacy.ed.gov/frequently-asked-questions for additional information.)

What if faculty teach in more than one program?
As long as faculty teach any classes leading to initial certification, please include them.

Will I see the results of the survey?
Yes. Anonymized data will be shared with you approximately one month before your visit.

Who else sees the results of the survey?
In addition to you, AAQEP staff, your review team, and the Accreditation Commission will see survey results.

What role do the results play in the review process?
Survey results become part of the case record as another data point to inform the Commission’s decision. Results are included in the decision meeting materials (along with the self-study and review team’s report) and provide an additional perspective and supplemental information to that provided in the self-study report. Data from the surveys may be cited in the team’s report.

Am I expected to respond to the survey results in any way?
No response to the results is needed. As you and the review team will both have access to the results, survey findings may be part of conversations during the site visit.

Whom should I contact if I have additional questions about the surveys?
Please contact Sara Hiller at s.hiller@aaqep.org.