Quality Assurance Review Interview Purposes

Over the course of a site visit, members of the AAQEP Quality Review Team conduct interviews with the following individuals and groups, each representing a key stakeholder perspective on program quality. The overall purpose of these interviews is for the team to verify the claims and evidence presented in the self-study and to gather additional information by asking questions aligned to the AAQEP standards and aspects. More specific purposes for each meeting are outlined below.

President OR Provost
The meeting with the president or provost (or equivalent chief administrator) aims to verify the institutional or organizational commitment to program quality through, among other things, evidence of ways in which program quality is and has been actively supported. In addition, this interview helps the team gather information on leadership’s awareness of the program’s strengths and needs.

Education Dean / Department Chair / Program Administrators
Interviews with these individuals serve to verify that the program has adequate resources; that program leadership is actively engaged in reviewing evidence from the quality assurance system; that the accreditation process is supported with adequate resources; and that program faculty are qualified and supported in their development. This interview may also supply additional evidence regarding program plans for new initiatives or revisions.

Chief Financial Officer (or individual responsible for the budget)
The purpose of this stakeholder interview is to affirm the fiscal support for the program along with the provider’s fiscal sustainability.

Full-Time Faculty
Meetings with full-time faculty serve to verify that the program has the resources it needs to support its work, including adequate staffing; that completers have been prepared as effective professionals; and that programs are informed by credible evidence that is shared with and discussed by the faculty responsible for the programs.

Part-Time/Adjunct Faculty
The purpose of part-time faculty/adjunct interviews is to affirm their knowledge of the program and to learn how and how well they are supported in their work.
Cooperating/Mentor Practitioner (teacher/administrator)
Interviews with P-12 partners and mentors aim to affirm their understanding of the program’s structure, practices, and assessments used and to verify their views of the effectiveness of program candidates.

University Clinical / Field Placement Supervisors
Similar to their P-12 counterparts, university supervisor interviews seek to affirm their understanding of the program’s structure, practices, and assessments used and to verify their views of the effectiveness of program candidates.

Field Placement Coordinator / Director of Clinical Experiences
The purpose of this interview is to affirm how mentors and supervisors are prepared and supported, whether the program has adequate resources to support its work, and policies and procedures regarding placements.

Assessment Coordinator
This meeting aims to affirm the state of the provider’s data system, the preparedness of all who are involved in assessment, and the resources necessary to support data collection and analysis.

Certification or Licensure Specialist
This interview helps the team verify that the program is operating as it should in light of state requirements. The team may also confirm the process for how candidates who encounter difficulties or issues are supported.

Individuals Responsible for Candidate Advising
The purpose of this meeting is to confirm whether candidates receive the guidance they need and what services and supports are available to them.

Program Candidates
Meeting with program candidates allows reviewers to verify evidence regarding preparation and clinical placements. It also serves to confirm whether and how candidates are able to provide feedback and their awareness of how to voice grievances.

Program Completers/Alumni
Interviews with program completers and alumni are intended to discover how well-prepared they felt after finishing the program, how well they were prepared to continue growing as professionals, and their perspectives on program strengths and possibilities for improvement.

P-12 Partners/Administrators (from partner schools or districts)
Interviews with P-12 partner administrators and employers help teams affirm the mutually beneficial nature of partnerships, how the provider engages these partners in data analysis and planning, the provider’s responsiveness to local needs, and their preparation of effective candidates/completers.
Employers of Program Completers
The purpose of this interview is to ascertain employers’ views of completers’ preparation and effectiveness as well as their thoughts on the program’s strengths and possibilities for growth or improvement.

Advisory Board / Stakeholders With Whom Data Are Shared
Interviews with advisory boards or other stakeholders with whom data are shared may provide affirmation of these groups’ interactions with the program; the ways in which they are involved in data analysis, feedback, and planning; and the program’s responsiveness to local needs.

State Observer (if present)
Interviews with a state observer can help the team affirm that the provider is in good standing with the state and meeting any necessary obligations pertinent to Aspect 4e.