

## Sample Schedule - AAQEP Site Visit

<b>QRT Members (Name/contact information):</b>	Team Lead Name, Phone, Email Peer Reviewer Name, Phone, Email Local Practitioner Name, Phone, Email
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*Remember that meetings can be scheduled virtually, and be sure to schedule breaks throughout the day.*

Time	Activity	Comments
<b>Day 1</b>		
	Hotel Check-In	
<b>Late Afternoon/Early Evening</b>	QRT Arrival Meeting (required)	
	Dinner at Hotel	
<b>Day 2</b>		
<b>Morning</b>	Pickup from Hotel	
	President and/or Provost	30 to 60 minutes
	Open Team Time	
	Education Dean/Department Chair & Program Administrators	60 minutes
<b>Noon</b>	Lunch (Location)	Special dietary needs to be considered:
	CFO	30 minutes
	Open Team Time	
	Faculty (Full & Part Time)	60 minutes
	Break	
	P-12 Partners/Administrators	60 minutes
<b>Evening</b>	Return to Hotel and Dinner	
<b>Day 3</b>		
<b>Morning</b>	Pickup from Hotel	Depending on program size and the number of meetings to complete on site, Day 3 could be a half day; the team would travel home during the second half of the day.
	Certification or Licensure Specialist	
	Open Team Time	
	Student Support Services	30 minutes
<b>Noon</b>	Lunch (Location)	
	Program Candidates	60 minutes
	Break	
	University Clinical/Field Placement Supervisors	60 minutes, afternoon/evening
	Final QRT Meeting (required)	90 minutes, could be over dinner
	Exit Meeting with Provider (required)	30 minutes
<b>Evening</b>	Return to Hotel and Dinner	
<b>Day 4</b>		
	Breakfast at Hotel	
	Depart for Airport	

### Other Interviews to Add (can be before site visit)

Program Completers/Alumni
P-12 Partners/Administrators
Cooperating/Mentor Teachers
Stakeholders with whom data is shared