



## Provider Site Visit Schedule Instructions

As you create the site visit schedule for your AAQEP Quality Review Team (QRT), here are some guidelines and factors to consider:

- Site visits average 2-3 days. Teams typically:
  - Arrive on the afternoon of Day 1 and hold their arrival meeting
  - Spend all of Day 2 on campus examining evidence and meeting with various individuals and groups
  - Leave in the late afternoon/evening of Day 3, having spent the morning and early afternoon meeting together and with groups on campus
- QRT members may be traveling from different time zones. Consider this when scheduling meetings early or late in the day.
- The team will need a few breaks throughout each day. At minimum, please include a morning and an afternoon break.
- To ensure reviewers are able to start each meeting on schedule, build in enough time for them to travel from one location to the next between meetings.
- Remember that virtual interviews can take place prior to the site visit to help alleviate time constraints during the site visit.
- Meetings can be scheduled concurrently if needed (but no more than two at the same time).
- Plan to provide the QRT with a list of attendees for each meeting ahead of time (or upon arrival), or if participants are not known in advance, ensure sign up sheets are provided for each meeting.
- Schedule time for the team to meet (alone) throughout the visit to assess and document their work and to plan next steps. Be sure to provide opportunities for the team to meet on the arrival day, during the first full day of the site visit, and prior to the exit meeting (see next bullet). Please schedule the final QRT meeting to be 90 minutes.

- The final meeting of the visit is the exit meeting between you and the QRT. It generally takes less than 30 minutes.

## Required Meetings

Below are the individuals and groups with whom the review team will need to meet during the site visit. Note that these meetings can also include virtual participants in order to broaden participation and ease scheduling, and some entire meetings could be conducted virtually. Upon review of your draft schedule, your team lead may ask that additional or specific interviews or meetings be added to the schedule based on the team's reading of your QAR.

- President and/or provost
- Education dean/department chair and program administrators
- Chief financial officer (or someone with responsibility for budget)
- Full- and part-time faculty (including content faculty if appropriate)
- Cooperating/mentor teachers
- University clinical/field placement supervisors
- Program candidates (preferably student teachers or candidates near program completion)
- Program completers/alumni
- P-12 partners/administrators\*
- Stakeholders with whom data is shared (e.g., advisory board or groups\*)
- Certification or licensure specialist
- Student support services (advising, other support services)

\* these might be the same people

A sample site visit schedule follows.

## 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>		
		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.
<b>Morning</b>	Pickup from Hotel	
	Certification or Licensure Specialist	30 minutes
	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