



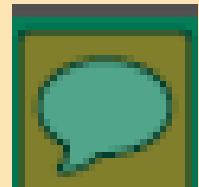
Council for the  
Accreditation of  
Educator Preparation

# Fall 2014 Visits: Preparing for and Conducting the Onsite Visit

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Accreditation Associate, CAEP

# Accessing Speaker Notes

- This PowerPoint contains additional notes on many slides.
- You must first save this file to your system and open in Adobe Reader.
- To access these notes, hover over the icon in the top left corner that looks like a speech bubble.



# Your fall 2014 visit is approaching. What is happening now?

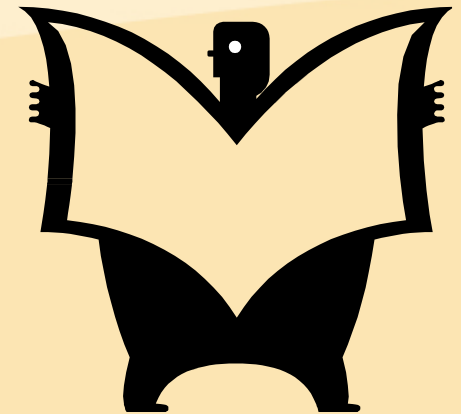
During this webinar we will discuss:

- I. Ongoing document review
- II. The Previsit
- III. Making travel plans
- IV. Working with your team onsite
- V. Troubleshooting

# Ongoing Document Review

## Documents to Review Before the Onsite Visit

- IR Addendum
- Entire IR (all standards)
- All documents in AIMS
- EPP's website
- Your draft section of the onsite report



# The Previsit

The 5 W's of a Previsit:

- Who?
- What?
- Where?
- When?
- Why?



[\(Additional Previsit Resources on Web\)](#)

# Making Travel Plans

## The DOs









- DO talk to your chair first
- DO book travel through [Gant Travel](#) (online)
- DO have your travel code/event name
- DO weigh the options of driving/flying

## The DON'Ts



- DON'T guess about anything
- DON'T plan to arrive late or leave early
- DON'T worry if Gant says your account is "deactivated"

# Making Travel Plans

Expense Category	Expense Item	Who is responsible for payment/reimbursement?
Travel and “In-Transit” Expenses	Air/Train/Car Reservations	If booked in Gant by SV: 
	“In-Transit” Expenses (meals at your home/layover airport, taxi/shuttle service from home, baggage fees, tips, etc.)	If booked by EPP: 
Onsite Expenses	Ground Transportation (cars, taxis, etc. to/from EPP, hotel, and airport)	
	Lodging and Meals	
	Other Incidentals (gift shop, alcohol, entertainment, etc.)	
	Previsit Expenses (for team chairs)	

# Working with the team onsite

## Joint responsibilities

- [Interviewing](#)
- Report writing
- [Site visits](#)

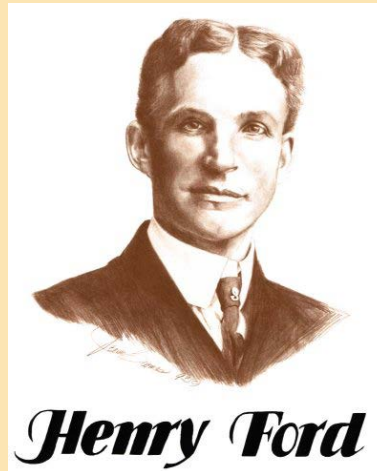
## Collaboration

- Sharing findings
- Team meetings

## Dispositions

- Respect
- Collegiality
- Diligence

*Coming together is  
a beginning;  
keeping together is  
progress; working  
together is success.*





# Working with the team onsite

## Interviews:

- Collect/Develop Questions
  - Appropriateness
- Timeliness
- Introductions/Sign-In
- Stay Engaged
- Wrap-Up



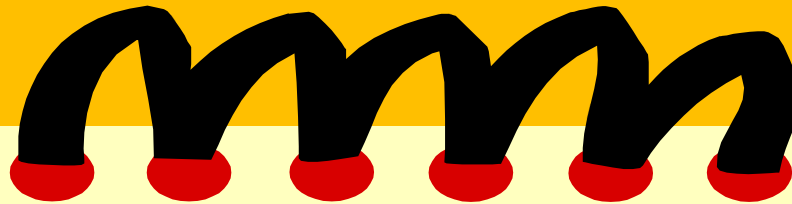
# Troubleshooting



What happens if....

- Someone doesn't show up or is late?
- There is a disagreement between team members?
- There is a team member or rep. with poor dispositions?
- There is inclement weather?
- There is an emergency at home?
- The EPP is not providing what the team asks for?
- There is a technology breakdown?
- Some other problem?

# Writing the Report/Follow up After Visit



Webinar #3  
Fall 2014 Visits: What  
to do after the visit?

Topics:

- writing the report
- the rejoinder
- council decision
- appeals

**ONE  
O'CLOCK**

# Questions? Concerns? Comments?



Thank you!

Feel free to contact me at  
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