

**NCATE Redesign Pilot: Continuous Improvement Option\***  
**Onsite Visit in Fall 2010 through Spring 2012**  
 National Council for Accreditation of Teacher Education

Sunday	
<b>Arrival</b>	<b>Team Arrival by 1:00 pm</b> (Team members who have arrived earlier should have access to the workroom)
<b>1:00-1:45</b>	<b>Team Orientation</b> BOE team chair and state co-chair in joint visits provide an orientation for team members that includes: <ul style="list-style-type: none"> <li>▪ Current issues and recommendations from “BOE Update” and other correspondence from NCATE</li> <li>▪ BOE style guide</li> <li>▪ Team work, code of conduct and confidentiality</li> <li>▪ Onsite visit (See Appendix for details)               <ul style="list-style-type: none"> <li>○ <b>Validating that standards continue to be met</b></li> <li>○ <b>Resolving any areas of concern noted by the Offsite BOE Team</b></li> <li>○ <b>Providing feedback on the unit’s progress toward the target level on one or more standards</b></li> </ul> </li> </ul>
<b>2:00-3:00</b>	<b>Orientation by the Institution and State</b> (Length of the session may be adjusted as appropriate) <ul style="list-style-type: none"> <li>▪ NCATE/State protocol</li> <li>▪ Orientation to unit conceptual framework, assessment system and other areas as appropriate</li> <li>▪ Orientation to exhibit room/website</li> </ul>
<b>3:00-5:00</b>	<b>Team Meeting</b> <b>Discuss findings on documents reviewed after offsite meeting and prior to arrival at the onsite visit:</b> <ul style="list-style-type: none"> <li>▪ Institutional Report (IR)</li> <li>▪ Offsite BOE Report</li> <li>▪ IR Addendum (institution’s response to the Offsite BOE Report)</li> <li>▪ Updated exhibits</li> <li>▪ Results of national program review reviewed by Specialized Professional Associations (SPA) and relevant state reports since the offsite meeting</li> <li>▪ AACTE/NCATE Annual Reports submitted since the offsite meeting</li> <li>▪ Third-party testimony</li> <li>▪ New information in NCATE’s Accreditation Information Management System (AIMS)</li> </ul>
<b>4:30-5:00</b>	<b>Optional Leadership Team Meeting (<i>Leadership Team Only</i>)</b> Unit Head, NCATE Coordinator(s), NCATE Chair, State Co-Chair and State Consultant meet to discuss progress and needs of the accreditation visit.
<b>5:00-6:30</b>	<b>Poster Sessions (<i>Optional</i>)</b> Institutions may host poster sessions in which team members have the opportunity to talk to unit’s faculty, candidates and P-12 partners about their work.
<b>6:00-8:00</b>	<b>Team Travel, Dinner and Optional Team Meeting</b>
<b>8:00-9:30</b>	<b>Team Meeting (<i>Optional</i>)</b> <ul style="list-style-type: none"> <li>▪ Discuss findings from review of data and exhibits</li> <li>▪ Identify areas of concern related to standards that need to be validated or investigated</li> <li>▪ Review writing assignment(s) and reporting timeline</li> <li>▪ Finalize visit schedule and interview assignments</li> </ul>

- ★ **Interviews and observations are determined by evidence to be validated as indicated in the BOE Offsite Report.**
- ★★ **Session sequence and length should be adjusted to address institution-specific needs by BOE chair(s), state co-chair, state consultant and unit leadership team.**
- ★★★ **Interview session with individual is typically scheduled for 30 minutes. Interview session with group is typically scheduled for 45 minutes.**

Monday		
<b>7:00-8:00</b>	<b>Team Travel to Campus</b>	
<b>8:15-8:45</b>	<b>Leadership Team Meeting (<i>Leadership Team Only</i>)</b> Unit Head, NCATE Coordinator(s), NCATE Chair(s), State Co-Chair and State Consultant (when appropriate) meet to discuss progress and needs of the accreditation visit.	
<b>Interviews and School Visits 9:00-9:45</b>	<b>Visits to and Interviews of P-12 schools and partners</b> (validation of standards 1, 3 & 4)	<b>Interviews</b> Assessment and/or curriculum committees (Validation of Standards 1 and 2)
<b>Interviews and School Visits 10:00-10:45</b>	<b>Visits to and Interviews of P-12 schools and partners</b> (validation of standards 1, 3 & 4)	<b>Interviews</b> Faculty council, teacher education committee or unit/institutional administrators and policy committee (Validation of Standards 5 and 6)
<b>Interviews and School Visits 11:00-11:45</b>	<b>Visits to and Interviews of P-12 schools and partners</b> (validation of standards 1, 3 & 4)	<b>Interviews</b> Candidates and program graduates (Validation of Standards 1, 2, 3 and 4)
<b>12:00-12:45</b>	<b>Lunch and Optional Team Meeting</b>	
<b>Interviews 1:00-1:45</b>	<b>Interviews</b> Members of unit and P-12 partners who might provide insights on “ <i>areas of concerns</i> ” and “ <i>area for improvement</i> ” (if any) noted in the Offsite BOE Report	<b>Interviews</b> Members of unit and P-12 partners who might provide insights on unit’s <i>continuous improvement</i> endeavors and/or contribute to validation of Standards 3 and 4
<b>Interviews 2:00-2:45</b>	<b>Interviews</b> Members of unit and P-12 partners who might provide insights on “ <i>areas of concerns</i> ” and “ <i>area for improvement</i> ” (if any) noted in the Offsite BOE Report	<b>Interviews</b> Members of unit and P-12 partners who might provide insights on unit’s <i>continuous improvement</i> endeavors and/or contribute to validation of Standards 3 and 4
<b>Interviews 3:00-3:45</b>	<b>Session open for candidates and graduates</b>	<b>Session open for institutional faculty and P-12 partners</b>  <b>Meeting with President and/or Provost</b>
<b>Interviews &amp; Leadership Team Meeting 4:00-4:45</b>	<b>Interviews to validate that standards continue to be met</b>	<b>Leadership Team Meeting (<i>Leadership Team Only</i>)</b> Unit Head, NCATE Coordinator(s), NCATE Chair(s), State Co-Chair and State Consultant (when appropriate) meet to discuss progress and needs of the accreditation visit.
<b>5:30-6:00</b>	<b>Interviews with candidates who are on campus for late afternoon and evening classes</b>	<b>Interviews with P-12 school faculty and administrators</b>
<b>6:00-8:00</b>	<b>Team Travel, Dinner and Optional Team Meeting</b>	
<b>8:00-10:00</b>	<b>Team Meeting</b> (Length of the session may be adjusted as appropriate) <ul style="list-style-type: none"> <li>▪ Discuss findings from review of data, exhibits and interviews</li> <li>▪ Identify remaining areas of concern and areas for improvement related to standards</li> <li>▪ Work on first draft of the BOE Report</li> </ul>	

**\* Interview sessions, topics and participants should be adjusted to address (1) areas of concerns and previous areas for improvement noted in the Offsite BOE Report, (2) validation that the six unit standards continue to be met, (3) continuous improvement endeavors, and (4) movement toward the target level.**

Tuesday			
<b>7:00-8:00</b>	<b>Team Travel to Campus</b>		
<b>8:15-8:45</b>	<b>Team Meeting</b> <ul style="list-style-type: none"> <li>▪ Requests for materials and/or interviews regarding “areas of concern” and/or “areas for improvement” (if any)</li> <li>▪ Status on Draft BOE Report</li> </ul>		
<b>9:00-9:30</b>	<b>Leadership Team Meeting (<i>Leadership Team Only</i>)</b> Unit Head, NCATE Coordinator(s), NCATE Chair(s), State Co-Chair and State Consultant (when appropriate) meet to discuss progress and needs of the accreditation visit.		
<b>Interviews 9:00-9:45</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; background-color: #D9E1F2;"><b>Follow-up interviews (If needed)</b> Members of unit and P-12 partners who might provide insights on “<i>areas of concerns</i>” and/or “<i>areas for improvement</i>” (if any) noted by the onsite team</td> <td style="width: 50%; background-color: #D9E1F2;"><b>Finalizing Sections of the BOE Report</b></td> </tr> </table>	<b>Follow-up interviews (If needed)</b> Members of unit and P-12 partners who might provide insights on “ <i>areas of concerns</i> ” and/or “ <i>areas for improvement</i> ” (if any) noted by the onsite team	<b>Finalizing Sections of the BOE Report</b>
<b>Follow-up interviews (If needed)</b> Members of unit and P-12 partners who might provide insights on “ <i>areas of concerns</i> ” and/or “ <i>areas for improvement</i> ” (if any) noted by the onsite team	<b>Finalizing Sections of the BOE Report</b>		
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<b>11:00-12:00</b>	<b>Review of the BOE Report and Confirmation of Recommendations on Standards</b> <ul style="list-style-type: none"> <li>▪ Review, revision and approval of the BOE Report (Teams members must make these written responses available for all team members to review in AIMS)</li> </ul>		
<b>12:00-1:00</b>	<b>Lunch and Optional Team Meeting</b>		
<b>1:00-2:30</b>	<b>Team Review of the BOE Report (continued)</b> <ul style="list-style-type: none"> <li>▪ Review, revision and approval of the BOE Report (Teams members must make these written responses available for all team members to review)</li> </ul>		
<b>30-minute session scheduled between 1:00-3:00</b>	<b>Exit Report</b> The BOE team chair, state team chair, and state consultant meet with the unit head and NCATE coordinator and other institutional representatives (such as the president and chief academic officer) to present a summary of the team’s findings and describe the next steps in the accreditation process, including the unit head’s review of the draft report for factual errors and submission of the rejoinder. The team chair(s) also reminds institutional representatives that the team is making recommendations to the Unit Accreditation Board (UAB), but the UAB makes the final decision about whether standards are met and the areas for improvement (AFIs) to cite.		
<b>3:00</b>	<b>Team Depart by 3:00pm</b>		

## Appendix

### A. PREPARATION FOR THE ONSITE VISIT

Team members are expected to review the following materials prior to arrival of the onsite visit:

- Institutional Report (IR)
- Offsite BOE Report
- IR Addendum (institution's response to the Offsite BOE Report)
- Updated exhibits
- Results of national program review reviewed by Specialized Professional Associations (SPA) and relevant state reports since the offsite meeting
- AACTE/NCATE Annual Reports submitted since offsite meeting
- Third-party testimony
- New information in NCATE's Accreditation Information Management System (AIMS)

### B. CONDUCT OF ONSITE VISIT

The Onsite BOE Team has responsibility for the following three activities during the onsite visit:

1. **Validating that standards continue to be met.** This validation will be completed through:
  - *Observations:* Tour facilities and visit two to four schools, including at least one professional development school if the unit has one or more
  - *Interviews:* Limited in number and predetermined by Onsite BOE Team chair in consultation with state co-chair, state consultant, and institutional representatives; flexible to context of institution. Also based on evidence to be validated by Offsite Team
  - *Sampling of evidence:* Review assessments to ensure use, access database to see how data are collected and manipulated/disaggregated; and review selected documentation such as candidate records, data from assessment system, faculty evaluations, diversity, faculty service/collaborative activities, and scholarly work. An initial list of evidence to be validated by the Onsite BOE Team will be included in the Offsite BOE Report
2. **Resolving any areas of concern noted in the Offsite BOE Report and new areas of concern that arise during interviews**
3. **Providing feedback on the unit's progress toward the target level on one or more standards**

The Onsite BOE Team should not review the evidence that the Offsite BOE Team has already reviewed, except for validation purposes. It can only validate the IR, note any contradictions as AFIs, and indicate whether the unit has made progress toward the target level. The Onsite BOE Team will make a recommendation regarding whether standards continue to be met.

### C. BOE REPORT TEMPLATE FOR EACH STANDARD

The Onsite BOE Team will write the following information for each of the standards:

1. **Overall Findings.** What did your findings reveal about the unit continuing to meet each standard?
  - Focus on what is learned from the outcomes data available for each standard
  - Results of checking *areas of concern* cited in the Offsite BOE Report using the institutional response in the IR Addendum and any new exhibits as well as interview data
  - Build on the offsite BOE Report with a discussion of evidence validated onsite
2. **Continuous Improvement.** How has the unit been engaged in continuous improvement since the previous visit? (For some standards, the response may be "not applicable.")

3. **Movement to the Target Level.** What steps has the unit taken to move to the target level (if appropriate to this standard)? What plans does the unit have to continue to move to the target level? (If this is not the standard on which the unit has indicated it is moving to the target, indicate “not applicable”.)
4. **Strengths.** What areas of the standard are being addressed at the target level? (If the strengths have already been identified in #3, the team may refer the reader to #3.)
5. **Areas for Improvement.**
  - What AFIs have been removed?
  - What AFIs remain and why?
  - What new AFIs does the unit need to address for continued improvement? (These new AFIs may be an *area of concern* cited in the Offsite BOE Team Feedback Report if evidence in the IR Addendum, new exhibits, observations, or interviews indicates that an area of concern has not been adequately addressed.)

**D. AFTER THE ONSITE VISIT**

After the visit	After the visit is completed, the BOE team chair(s) edits the BOE report in AIMS and team members (including state team members and the state consultant) are notified that the report is ready for review in AIMS. Recommendations from team members and NCATE staff are incorporated into the final draft report as appropriate.
	After the draft report is finalized, the chair sends one copy of the final draft via AIMS to the unit head, who should review it for factual errors only and communicate any recommended changes, in AIMS, to the BOE chair within five days of receipt of the report. At the chair’s discretion, corrections thus identified will be incorporated into the final BOE report.
Within 52 calendar days	A copy of the final report is submitted to NCATE by the BOE team chair. NCATE notifies the unit head and the state agency (in partner states) that the report is ready for view in the Institutional Workspace in AIMS.

**E. AFTER INSTITUTION RECEIVES THE BOE REPORT**

30 calendar days	The unit head must acknowledge receipt of the report. The institution will have the opportunity to write a <b>rejoinder</b> to the BOE Report and upload it to AIMS. The rejoinder must be received by NCATE 30 calendar days after the receipt of the BOE report. This rejoinder is a very important part of the documentation available to the Unit Accreditation Board as it considers the initial or continuing accreditation of an institution’s professional education unit. The BOE chair has an opportunity to respond to the rejoinder within 10 days of its receipt.
April/October	The UAB determines the accreditation status of the unit based on information in the BOE report, institutional rejoinder, team chair’s response to the rejoinder, and the institutional report.
1-3 weeks after UAB meeting	NCATE sends a letter detailing the UAB’s accreditation action to the president/chancellor, and unit head. The accreditation documents are available in AIMS to the state consultant in partner states.