PROTOCOL for TRANSFORMATION INITIATIVE (TI)
ONSITE visit

Pilot phase through Fall 2015

National Council for Accreditation of Teacher Education

Sunday	
Arrival	**Team Arrival by 1:00 pm** (Team members who arrive early should be allowed access to the workroom)
1:00-1:45 pm	**Team Orientation** BOE team chair and state co-chair in joint visits provide an orientation for team members that includes: § Current issues and recommendations from "BOE Update" and other correspondence from NCATE regarding the TI, in contrast to the CI, visit expectations and procedures § BOE style guide § Team work, code of conduct and confidentiality Sunday Onsite visit ○ **Resolving any areas of concern noted by the Offsite BOE Team** ○ **Validating that standards continue to be met** Monday-Tuesday TI focus ○ **Resolving any areas of concern noted by the Offsite BOE Team** ○ **Validating that standards continue to be met**
2:00-3:00 pm	**Orientation by the Institution and State** (Length of the session may be adjusted as appropriate) • NCATE/State protocol • Orientation to unit Transformation Initiative, conceptual framework,assessment system and other areas as appropriate • Orientation to exhibit room/website
3:00-5:00 pm	**Team Meeting** **Discuss findings on documents reviewed after offsite meeting and prior to arrival at the onsite visit:** • 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 the offsite meeting • Third-party testimony • Resolve any concerns about the unit's performance in continuing to meet standards
5:00-5:30 pm	**Optional Leadership Team Meeting *(Leadership Team Only)*** Unit Head, NCATE Coordinator(s), NCATE Chair, State Co-Chair and State Consultant meet to discuss progress and needs of the accreditation visit.
5:30-7:30 pm	**Working Session**
7:30-9:30 pm	**Team Meeting** Discuss findings from review of data and exhibits • Resolve areas of concern related to standards • Review writing assignment(s) and reporting timeline • Finalize visit schedule and interview assignments • Prepare for Transformation Initiative focus on implementation and progress.

Interviews and observations are determined by needs to validate the implementation and status of the transformation initiative and, to a lesser degree, evidence to be validated as indicated in the BOE Offsite Report. (1) 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. (2) Interview sessions with individuals are typically scheduled for 30 minutes. (3) Interview sessions with groups are typically scheduled for 45 minutes. Interview sessions, topics, and participants should be adjusted to address the transformation initiative's implementation and progress.

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Monday		
7:00-8:00 am	**Team Travel to Campus**	
8:15-8:45 am	**Leadership Team Meeting *(Leadership Team Only)*** 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.	
Interviews and School Visits 9:00-9:45 am	**Visits to and Interviews of P-12 schools and partners**	**Interviews** Assessment and/or curriculum committees
Interviews and School Visits 10:00-10:45 am	**Visits to and Interviews of P-12 schools and Partners engaged in the TI, if warranted by the TI focus**	**Interviews** TI Committee/Research faculty
Interviews and School Visits 11:00-11:45 am	**Visits to and Interviews of P-12 schools and Partners engaged in the TI, if warranted by the TI focus**	**Interviews** Candidates and program graduates engaged in the TI
12:00-12:45 pm	**Lunch and Optional Team Meeting**	
Interviews 1:00-1:45 pm	**Interviews** Members of unit and P-12 partners who might provide insights on any lingering "***areas of concerns***" related to meeting the standards (if any) noted in the Offsite BOE Report	**Interviews** Members of unit and P-12 partners who might provide insights on unit's ***transformation initiative*** endeavors.
Interviews 2:00-2:45 pm	**Interviews** Members of unit and P-12 partners who might provide insights on "***areas of concerns***" and "***area for improvement***" (if any) noted in the Offsite BOE Report	**Interviews** Members of unit and P-12 partners who might provide insights on unit's ***transformation initiative*** endeavors
Interviews 3:00-3:45 pm	**Session open for candidates and graduates**	**Session open for institutional faculty and P•12 partners** **Meeting with President and/or Provost**
Interviews & Leadership Team Meeting 4:00-4:45 pm	**Interviews to provide further insights into the implementation and progress of the Transformation Initiative**	**Leadership Team Meeting *(Leadership Team Only)*** 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.
5:30-6:00 pm	**Interviews with candidates who are on campus for late afternoon and evening classes**	**Interviews with P-12 school faculty and administrators or other stakeholders related to the TI focus**
6:00-8:00 pm	**Team Travel, Dinner and Optional Team Working Session**	
8:00-10:00 pm	**Team Meeting** (Length of the session may be adjusted as appropriate) Discuss findings from review of data, exhibits and interviews related to implementation of TI Work on first draft of the BOE Report	

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Tuesday		
7:00-8:00 am	**Team Travel to Campus**	
8:15-8:45 am	**Team Meeting** Requests for materials and/or interviews Status on Draft BOE Report	
9:00-9:30 am	**Leadership Team Meeting *(Leadership Team Only)*** 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.	
Interviews 9:00-9:45 am	**Follow-up interviews (If needed)** Members of unit and P-12 partners	**Finalizing Sections of the BOE Report**
Interviews 10:00-10:45 am	**Follow-up interviews (If needed)**	**Finalizing Sections of the BOE Report**
11:00am-12:00 pm	**Review of the BOE Report and Confirmation of Recommendations on Standards and Progress on TI** Review, revision and approval of the BOE Report (Teams members must make these written responses available for all team members to review in AIMS)	
12:00-1:00 pm	**Lunch and Optional Team Working Session**	
1:00-2:30 pm	**Team Review of the BOE Report (continued)** Review, revision and approval of the BOE Report (Teams members must make these written responses available for all team members to review)	
30-minute session scheduled between 1:00-3:00 pm	**Exit Report** 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.	
3:00 pm	**Team Departs by 3:00pm**	