

Items to Prepare for On-Site Visit

NOTE: Be detailed and precise; check everything multiple times and anticipate changes at the last minute. Anticipate any questions the faculty/staff, students, or BOE Team may have.

****Throughout these notes, the term “unit” refers to the entire teacher preparation program, college, or school.***

DATES OF VISIT

- Confirmation of official dates
- Names and contact information of Board of Examiners and state education department representatives

HOTEL:

- Room reservations for all BOE Team members and state education department representatives (1 private room for each guest)
- Hotel should be located near to campus with restaurants in or near
- List of hotel accommodations included?
- Notify hotel of specific costs the unit will pay (ie. all meals at hotel)
- Plan meals with hotel- guests may order from "a la carte" menu at any time?
- Hotel workspace (used by BOE Team primarily in the evenings and on last day of visit):
 - Supplies Available
 - Printer
 - Supplies we will provide as requested by BOE Team (general office and chocolate)
 - Security for room (can it be locked/keys provided to BOE Team?)
 - IT Staff at hotel?
 - Clear description of how/when/what technology should be available in the room
- NOTE on Technology: For the past two visits, the unit has had issues with technology in the team's workrooms. Check with the hotel workroom and the on-campus boardroom the day the team arrives to ensure technology is setup as requested. It is a good idea to have a working laptop and printer combo ready as backup in the event the hotel or on-campus workrooms are not arranged to meet the team's needs.

WELCOME DINNER:

- Reserve Room for evening of first day
- Plan Menu with catering
- Invite Guests (i.e. unit Leadership Team). Have guests RSVP
- List order for heads of departments to give brief 2 minutes speech on exemplary elements of their department
- Ensure Provost (or President) can attend to represent the university as a whole
- Nametags with table assignments
- Table seating chart (distribute BOE Members to each table)
- Center pieces and table numbers
- Small table outside room for nametags and waste-bin for nametag backs
- Signs for Rooms
- Plan technology (projector, laptop, and microphone) before event, test it prior, and have backup.
- Sign at room to welcome team and directional signs to room (Catering may handle)

MEALS:

- Breakfasts: at hotel or on your own
- Mid-Mornings: Coffee, tea, water, and baked goods provided in workspace
- Lunches: Provided by unit if on campus, or through hotel
- Afternoons: Coffee, tea, and water provided in workspace
- Dinners: on own, except for Welcome Dinner
 - Create a list of local restaurants that BOE team will have access to from hotel
- Evening Work: Coffee, tea, water, and snacks provided in workspace
- Ensure chocolates available in all workspaces
- EVERY SINGLE INTERVIEW MEETING NEEDS FOOD for BOE Team and guests, as one faculty member so delicately put it.
 - Food entices an audience and provides more positive feedback.
 - WATER must be provided as well
- Shopping List (Sams Club)
 - Cookies (100 servings)
 - Napkins
 - Paper Cups
 - Water (pitcher or carafe)
 - Coffee
 - Teas
 - Styrofoam cups
 - Creamer
 - Snacks not provided by catering

ON-CAMPUS BOARDROOM:

- Reserve boardroom for BOE Team to use on-campus
- Supplies will be provided as requested by BOE Team (general office and chocolate)
- Security for boardroom (can it be locked/keys provided to BOE Team?)
- IT staff or technology contact is available if BOE Team need anything
- Clear description of how/when/what technology should be available in the room
- Arrange meals to be had while working in boardroom :
 - Beverages throughout day 9am to 5pm
 - Light baked goods served in morning
 - Lunch arranged
 - Snacks in afternoon if team is primarily in workroom.
 - Chocolate available: team will go through at least 1lb of assorted chocolates.
- Refer to the “NOTE on Technology” in the HOTEL section.

PARKING:

- Parking lot for interview guests
- Reserved parking spaces for designated drivers close to on-campus boardroom (written permission from Provost required to obtain)
- If the team requests additional off-campus people to attend, parking lot passes and directions must be arranged

SIGN FOR ENTRANCE/CLEAN PUBLIC AREAS AND CLASSROOMS:

- Sign will need to be designed using unit logo and phrases. The unit is responsible for creating the entire sign and ensuring it is secure for hanging.
- For our 2012 accreditation visit, a simple 2 x 3-foot laminated sign was created using our library's Curriculum Resource Center. The sign was mounted on black foam-core board for stability and hung from the drop-ceiling inside the building entrance.
- Coordinate with Campus Operations (maintenance) to hang sign in building and clean classrooms and bathrooms in areas used during visit (written permission from Provost needed to hang sign; permission from catering that sign won't conflict with other events)
- When sign is hung, check with campus security to ensure it doesn't pose a hazard.

DRIVERS:

- Create sign-up sheet for faculty: distribute at unit-wide meeting held prior to on-site visit. Ensure faculty/staff include a cell phone number.
- Generate list of drivers and cell numbers
- Drivers from airport arrivals to hotel
 - List of flights with guest names, flight number, and time of estimated arrival
 - Welcome signs for drivers to allow BOE to easily find their drivers.
- Drivers from hotel to campus
- Drivers to return from campus to hotel
- Drivers from hotel back to airport at end of visit
- NOTE: As our last two visits have been held in wintery February, the BOE Team should have cars/drivers any time they are traveling a distance outside of more than 2 city blocks. If

weather is pleasant, some team members may decide to walk to/from hotel (provided it is close to unit) or between buildings on campus. Nonetheless, cars need to be available for all.

- Ensure drivers are provided with clear directions and reminders.

DIRECTIONS TO AIRPORT AND HOTEL

- The BOE Team should be provided with address, directions, distance, and approximate travel time to the following in the event drivers are not available.
 - Airport
 - Hotel
 - Main buildings the team will visit on-campus
- List and directions to local restaurants accessible from the hotel for BOE Team's dinners.
- Information on local taxi services and approximate cost

GROUP INTERVIEWS:

- Schedule President and Provost to meet with Chair of BOE on main interview day, and at least Provost to be present at Final Exit Report from BOE Team.
- Ensure the Dean has a room reserved throughout visit to hold any follow-up meetings
- Receive list from BOE Team of groups they want to meet with.
- Estimate size of group interviews for room reservations.
- Reserve rooms;
 - Record/Registrar for classroom reservations
 - Conference Services for boardroom reservations.
- Coordinate phone or video conference with distance sites
- Signs for rooms to identify them as part of accreditation review
- Posted schedule of interviews for each room
- Create a sign-in sheet for each interview session and assign a present leadership member to collect the sign-in sheet. This is needed for accreditation documentation purposes. People need to PRINT and sign their names
- Following all interviews, ensure the sign-in sheets are collected. Type and/or scan copies of the attendee lists and send/post copy to BOE Team.

SCHOOL/CLASS VISITS:

- Schedule visits to local Elementary and Middle/High Schools. Should be arranged a few weeks prior to on-site visit
- Last visit, we used C.A. Frost Environmental Science Academy (Elementary) and City Middle/High School. Both are easily accessible and model inclusion well.
- Will need field coordinators, student teachers, principals, and ambassadors to escort and meet with team.
- Create a list of COE classes that are held during visit in case team wishes to observe a class. Ensure faculty in those courses are aware they may be observed and have copies of their rubric/syllabi ready.

NCATE BOE TEAM BINDER of Information:

1. Daily Schedule (may include separate Welcome Dinner agenda)
2. Host Drivers
 - a. Times/locations for meeting host drivers
 - b. List of drivers with contact information
 - c. Information on local taxi service in the event drivers are not at airport
3. Participants
 - a. List of BOE Team members and state education department participant(s)
 - b. List of unit Accreditation and Assessment Team members
 - c. List of unit Leadership faculty and staff
 - d. List of all Faculty by department with office contact information
 - e. List of all Staff by department with office contact information
4. School and Class Visitations
 - a. Elementary and Secondary Schools provide information on principals, cooperating teachers, student teachers/assistant, and school demographics from National Center for Education Statistics (NCES).
 - b. Generate list of unit's courses available for visit during on-site visit. The BOE Team may schedule to visit specific classes, but we need a list of ALL courses taught on the days they are present. Ensure faculty in those courses are aware they may be observed and have copies of their rubric/syllabi ready.
5. Exhibit Checklist (complete list printed a few days prior to visit)
6. Accommodation Guide (Airport, Hotel, workspaces, and food)
7. Maps
 - a. Local map w. hotel and university shown (generate from Google)
 - b. Campus map with parking indicated
 - c. Floor plans for all buildings/floors visited
8. Notes section: May simply be a legal pad added to back of binder, or additional information for BOE Team.
9. Also include general promotional material for the university, team nametags with logos, and backup copies of the Institutional Report on flash drive or disk.