

Rhode Island Program Approval Visit Planning Guide

A planning meeting will be scheduled to occur approximately eight (8) weeks prior to the on-site visit. Attendees at the planning meeting should include the Dean, Director, or Chair of the Education Department and other key program leaders as appropriate. An effective planning meeting requires preparation on the part of RIDE and the preparation program. The Rhode Island Department of Education should receive a copy of the Institutional Report (IR), even if it is a draft, ten (10) weeks prior to the on-site visit or two (2) weeks prior to the planning meeting. This allows RIDE staff to create structures for the visit including team member assignments, candidates to be interviewed, and schools to be visited. Other interviews will be scheduled with various program personnel and additional interviews may be added based upon information presented in the IR. Programs should review the items below to prepare responses for the planning meeting.

Team Travel

- Communicate to team members institutional travel policies and reimbursement procedures for incidental expenses.
- Communicate travel arrangements and hotel information to team members. RIDE will meet out of state team members on Saturday.
- Secure accommodations at a hotel near the institution – guest and meeting rooms. Arrange for a Saturday arrival for all out of state team members and a Sunday arrival for all in state team members. Plan for a Wednesday departure for all team members.
- Reserve parking spaces on campus and at the hotel for the duration of the on-site visit.

Meeting Space

- Provide an exhibit room on campus that can accommodate exhibits and provide sufficient work space for the team throughout the visit – two (2) rooms if initial and advanced programs are offered. (This/these room(s) is/are not to be used for interviews or meetings.) A computer, printer, general supplies and web access should be available in the exhibit room.
- Secure meeting space at the hotel to provide sufficient work space for the team during the visit. If initial and advanced programs are offered, two (2) meeting spaces may be needed. This/these room(s) should be available 24/7 during the visit.
- Provide meeting space sufficient to hold each of the candidate and graduate interviews on Monday and panel meetings on Tuesday – recognize that some of the interviews/meetings are run concurrently. Interview space should be separate from the team exhibit room.
- Identify the location of the Sunday dinner.
- Identify the location of the exit meeting.

Meals

- Breakfast at the hotel or the exhibit room on Sunday and the hotel on Monday, Tuesday, and Wednesday.
- Lunch in the exhibit room Sunday and Monday, Tuesday with the faculty in a location other than the exhibit room.
- Dinner with the team for key program personnel and college/university/organization officials on Sunday; for the team only at a restaurant near the hotel on Monday and at the hotel on Tuesday. (Suggestion: it is most efficient for the team's work on Tuesday if a pre-arranged menu or buffet can be provided. We find it saves valuable work time.)
- Coffee, tea, water, soft drinks, and light snacks in the exhibit room throughout the visit; Coffee, tea, water, soft drinks, and light snacks available at night in the hotel work room.
- Procedures for paying the restaurant bill for Monday's dinner.

Technology

- Identify technology support that will be available during the visit.
- Provide internet access in the exhibit room and hotel work room.
- Provide a computer and printer in the exhibit room – additional hardware may be required for electronic evidence.

Other

- Designate a contact person from the Education Department for the entirety of the visit, provide cell number and email access.
- Provide basic office supplies in exhibit room and hotel work room.

Events, Interviews and Meetings by Day

Sunday

- Identify who will welcome the team and provide an introduction to the exhibit room on Sunday morning. Agree on a start and end time for the welcome and introduction.
- Identify and provide a list of attendees for Sunday dinner including attendee's roles – emphasize that this is a working dinner- this list should be provided no later than two (2) weeks prior to the visit. Usually, the President, Dean/Director, Director of Educator Quality and Team Chair will make very brief remarks.
- Dinner should be arranged to begin at 6:00 and end promptly at 7:30.

Monday

- Field Site Visits
 - Provide a list of all schools where candidates are placed for student teaching at the time of the visit. Identify the programs candidates are in. This list should be provided prior to the planning meeting. This will allow RIDE to draft a schedule and prepare for discussion at the planning meeting.
 - Programs first select one site to visit per program, then RIDE selects the second site.
 - Arrange for field site visits to two different field sites per program (see protocol for site visits).
 - Provide program/faculty drivers to drive team members from the hotel to two field sites and back to campus.
- Candidate Interviews
 - Provide a list of all candidates in each program. Identify candidates as being early, middle, or late in the program. When possible, identify candidates by race, ethnicity, and gender. This list should be provided prior to the planning meeting. RIDE will draft a schedule to be discussed at the planning meeting.
 - Programs select one half of the candidates to be interviewed first, RIDE then select the other half.
 - Determine if program graduates will be invited for interviews.
- Secure space for the interviews.
- RIDE schedules interviews for all candidates following the provided interview schedule by program status – early, middle, and end of program.

Tuesday

- Identify participants for the following meetings – arts and sciences, cooperating teachers, diversity, and other appropriate groups.
- Arrange for a faculty lunch in which program faculty can meet and answer team member questions. Identify participants and their roles.
- Secure space for panel meetings and the faculty luncheon.
- Arrange a meeting between the department dean, director, and/or chair and the RIPA chair and RIDE staff.

Wednesday

- Identify a location for an exit interview.
- Emphasize that attendance at the exit interview is limited and should include college/university and program leadership – the purpose of the exit interview is to hear preliminary findings, not to discuss the report.

Sample Program Approval Visit Team Schedule

Sunday Month date											
Team Member	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name
ROLE	Chair	Program									
8:15	Meet in the lobby for drive to campus.										
8:30	Welcome and Orientation to Exhibit Room. <i>Name(s)</i> _____ Begin in Work Room <i>Location</i> _____ Overview of Schedule Continue in Exhibit Room										
9:30 – 12:00	Task One: Collecting Evidence for Standard One Assessment Preliminary Discussion Task One: pair/quad review of additional sources of evidence. See Program Assignment Lists Distribution of portfolios within each content area.										
12:00 – 1:00	Lunch in Work Room – Continued Discussion of Evidence										
1:00 – 3:30	Task Two: Review of Curriculum Related Standards Task Three: Review of Field Related Standards										
3:30 – 4:30	Preliminary Discussion of Curriculum Standards and Field Standards Preparation for Dinner Meeting Bring any materials necessary to review in preparation for interviews to hotel.										
4:30	Return to Hotel										
5:40	Meet in Hotel Lobby for drive to campus										
6:00 – 7:30	Dinner with University Administrators and Education Faculty at the <i>Location</i> _____										
8:00 – 10:00	Meeting in Team Work Room at Hotel to Discuss Evidence from Dinner <i>Location</i> _____ Preparation for School Site Visits Preparation for Faculty Interviews Preparation for Student Interviews Reading time in preparation for interviews.										

Monday Month date											
Team Member	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name
ROLE	Chair	Program									
	Breakfast available in <i>Location</i> _____										
7:45 – 8:00	Meet in the lobby for drive to school sites (faculty drivers) (each team visits 2 schools) Elementary Team at 8:00 Secondary team at 7:45										
8:00 – 11:45	Visits to school sites										
8:00 – 11:30	Campus group continues to review evidence										
12:00 – 1:15	Groups return from school visits. Lunch. Prepare for afternoon interviews and continue review of evidence										
Team Member	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name
Team #	Team	Team	Team	Team	Team	Team	Team	Team	Team	Team	Team
1:30 – 5:00	Initial Program Interviews with candidates <i>Location</i> _____ (see schedule and protocol) Advanced Program Interviews with candidates <i>Location</i> _____ (see schedule and protocol)										
5:00 – 5:30	Program Graduate Interviews <i>Location</i> _____ (see schedule and protocol)										
6:00 – 7:30	Dinner at a restaurant <i>Location</i> _____										
8:00 – 11:00	Meeting in Team Work Room at Hotel to Discuss Evidence from day one and assessment										

Tuesday											
Month date											
Team Member	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name
Panel Meeting	Resources	Diversity	Field	Arts and Sciences	Field	Arts and Sciences	Resources	Partners	Field	Diversity	Partners
7:30	Breakfast available in <i>Location</i> _____										
8:00 – 10:30	Discussion of Diversity Evidence and Curriculum Recommendation in <i>Location</i> _____										
11:00 – 4:00	12:00 Lunch with Faculty and continued work in Evidence Room Meetings Diversity Group from ___ to _____ in <i>Location</i> _____ Field Group from ___ to _____ in <i>Location</i> _____ Recourses Group from ___ to _____ in <i>Location</i> _____ Arts and Sciences Group from ___ to _____ in <i>Location</i> _____ Partners Group from ___ to _____ in <i>Location</i> _____										
Team Member	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name
Meeting		Sped	Sec	Sec	adv	Sec		Adv	Adv	El	El
4:00 – 5:00	Meetings with cooperating teachers and internship supervisors Elementary/Early Childhood <i>Location</i> _____ Special Education <i>Location</i> _____ Secondary and All level <i>Location</i> _____ Internship supervisors <i>Location</i> _____										
4:30	Return to Campus										
5:00	Dinner at Hotel										
6:00 – 10:00	Meeting in Team Work Room at Hotel to make final decisions and recommendations.										

Wednesday											
Month date											
7:00	Breakfast available in <i>Location</i> _____										
8:00 – 10:00	Team meeting in Team Work Room at Hotel – review report										
11:00	Team returns to airport or home Chair and RIDE return to campus for Exit Conference <i>Location</i> _____										