



## **PREP-RI Exit Meeting Protocol: Purpose and Procedure**

An important element in the PREP-RI process is the emphasis on the responsibility of program and provider leadership to assure the quality of educator preparation in Rhode Island. For that reason, the on-site visit begins with an introductory meeting with the provider and program leadership and ends with an exit meeting at which RIDE reports the immediate findings of the on-site visit to the provider and the program leadership. This document clarifies the purpose and procedures for the Exit Meeting.

**PURPOSE:** The purpose of the Exit Meeting is to provide immediate feedback from the PREP-RI approval process and visit to the provider and its programs. During the Exit Meeting, RIDE reports out ratings for each component for each program, a classification for each program, and an approval term for the provider. RIDE also provides brief oral comments on the components. The purpose of the Exit Meeting is not to discuss the ratings, classifications, or approval term. Providers and program can respond to the team findings during the factual review process and post-visit support process.

### **PROCEDURE:**

#### **Who should attend?**

- The institution's president/provost or chief academic officer/CEO
- Dean/director of provider
- Program leaders (optional)
- RIDE staff
- Team chair

#### **When does the Exit Meeting take place?**

- The Exit Meeting occurs on the last morning of the on-site visit
- The Exit Meeting is scheduled for 30 minutes

#### **What occurs during the Exit Meeting?**

- RIDE begins the Exit Meeting with brief welcome comments and introductions
- RIDE reports ratings for each component of each program with brief findings, commendations, and recommendations as appropriate
- RIDE reports classifications for each program and any approval conditions
- RIDE reports an approval term for the provider and any approval conditions
- RIDE ends the Exit Meeting with concluding remarks and reviews the next steps

#### **What logistical arrangements are necessary for the Exit Meeting?**

- A private room with seating for all participants
- A copy of the standards and rubric for all participants

#### **Other items:**

- Refreshments are not necessary for the Exit Meeting
- Participants may take notes during the Exit Meeting
- Prior to the Exit Meeting and as part of visit planning, the provider and programs should identify the participants and their roles for those attending the Exit Meeting
- All comments are delivered orally, as the findings are tentative until the report is finalized and the findings are approved by the Commissioner of Education