Onsite Visit Procedures: Transformation Initiative (TI) Pathway

A. PREPARATION FOR THE ONSITE VISIT

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

- EPP Self-Study Report (SSR) and exhibits
- Offsite Formative Evaluation Report
- EPP Self-Study Addendum (EPP’s response to the Offsite Formative Evaluation Report)
- Updated exhibits
- Results of national program review from Specialized Professional Associations (SPA) and relevant state reports, which have been submitted since the offsite review
- CAEP Annual Reports submitted since offsite review
- Third-party testimony
- New information in CAEP’s Accreditation Information Management System (AIMS)

B. CONDUCT OF ONSITE VISIT

In the first half day of the onsite visit the site visit team will validate that standards continue to be met and focus on resolving any areas of concern noted in the Offsite Formative Feedback Report. This validation will be primarily completed through:

- Sampling: Reviewing assessments to ensure their use for program improvement; accessing the EPP’s assessment system to validate how data are collected and disaggregated; and reviewing selected documentation such as candidate records, data from assessment system, faculty evaluations, and any additional documentation. A list of evidence to be validated by the site visit team will be included in the Offsite Formative Feedback Report.

- Observations: Tour facilities and visit external partners (such as P-12 schools) related to the TI.

- Interviews: Limited in number and determined during the previsit by the site visit team chair in consultation with state co-chair, state consultant, and institutional representatives; flexible to context of EPP and the focus of the TI.

The site visit team will review the evidence that validates the TI SSR, make recommendations concerning continuation or removal of previously cited areas for improvement (AFI), and provide feedback on the status and implementation of the TI. The site visit team will make recommendations to the CAEP Accreditation Council regarding whether standards continue to be met at the initial and advanced levels and the Council will make a determination on the accreditation status. The site visit team will also include a statement about the status of the TI implementation. However, a TI need not demonstrate a positive result to be considered successful as a research activity. Negative results can be informative and can lead to reflection about
practices that are ineffective in educator preparation programs. Thus, a TI approach to accreditation includes
an onsite visit that primarily focuses on the implementation of the TI proposal in much the same way that a
grant-sponsored project might be reviewed and evaluated by a sponsor or funder.

C. ONSITE REPORT TEMPLATE FOR EACH STANDARD

The Site Visit Team will write the following information for each of the standards:

1. **Findings**
   - What did your findings reveal about the EPP continuing to meet each standard?
   - Provide a summary of meeting the standard, but do not repeat findings from the Offsite Formative
     Evaluation Report.
   - Focus on the Offsite Formative Evaluation Report with a discussion of evidence validated onsite.
   - Provide results of checking *areas of concern* cited in the Offsite Formative Evaluation Report
     using the institutional response in the SSR Addendum and any new exhibits as well as interview
data.

2. **Progress and Implementation of the Transformation Initiative**
   - What steps has the EPP taken to implement the TI?
   - What plans does the EPP have to sustain its progress?
   - What recommendations does the site visit team have that will support the EPP’s efforts in the TI?

3. **Areas for Improvement**
   - What AFIs have been removed?
   - What AFIs remain and why?
   - What new AFIs does the EPP need to address for continued improvement?
     (These new AFIs may be from *Areas of Concern* cited in the Offsite Formative Evaluation Report
     if evidence in the SSR Addendum, new exhibits, observations, or interviews indicate that an area
     of concern was not adequately addressed.)

D. AFTER THE ONSITE VISIT

| After the visit | After the visit, the site visit team chair(s) edits the onsite report in AIMS and team
|                | members (including state team members and the state consultant) are notified that the
|                | report is ready for review. Recommendations from team members and CAEP staff are
|                | incorporated into the final draft report as appropriate.
| 52 calendar days | After the draft report is finalized, the chair sends posts a copy in AIMS for the EPP
|                | head to review for factual errors only and communicate any recommended changes.
|                | The site visit chair will incorporate any corrections that are factual in nature at their
|                | discretion, within seven days of receipt in AIMS.

| 52 calendar days | A copy of the final report is submitted to CAEP by the site visit team chair. CAEP
|                | notifies the EPP head and the state agency (in partner states) that the report is
|                | ready for receipt in the Institutional Workspace in AIMS.
E. AFTER INSTITUTION RECEIVES THE ONSITE REPORT

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Description</th>
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<tbody>
<tr>
<td>30 calendar days</td>
<td>The EPP head must acknowledge receipt of the report. The EPP will have the opportunity to write a <strong>rejoinder</strong> to the Onsite Report and upload it in AIMS. The rejoinder must be received by CAEP within 30 calendar days after the receipt of the onsite report. The rejoinder is an important part of the documentation available to the CAEP Accreditation Council as it considers the initial or continuing accreditation of the EPP. The site visit chair will respond to the rejoinder within 10 days of its receipt.</td>
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<tr>
<td>April/October</td>
<td>The CAEP Accreditation Council determines the accreditation status of the EPP based on TI Self-Study Report (SSR), Offsite Formative Evaluation Report, SSR addendum, the onsite report, EPP’s rejoinder, and the team chair’s response to the rejoinder.</td>
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<td>1-3 weeks after Council meeting</td>
<td>CAEP sends a letter detailing the CAEP Accreditation Council’s accreditation action to the president/chancellor and EPP head. The accreditation documents are available in AIMS to the state consultant in partner states.</td>
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