

## Suggested Schedule of events for the Review Team<sup>1</sup>

Day	Time	Description of Activity
<b>Sunday</b>	12:00 p.m.	Review Team Work Session
	3:30 p.m.	Campus Tour for Review Team Members – key facilities utilized by the unit’s preparation program, i.e. library, academic buildings, dining facility
	4:15 p.m.	Review Team Members Travel to Hotel for Check-In
	5:00 p.m.	Team Dinner
	8:00 p.m.	Review Team Work Session
<b>Monday</b>	7:30 a.m.	<p>Working Breakfast Meeting</p> <ul style="list-style-type: none"> <li>• Attendance should be limited to the Review Team, the unit head, the institution’s coordinator, and key individuals from the institution (e.g., the president, the provost, the unit’s faculty, and other administrators) selected by the unit head. The breakfast meeting will begin at 7:30am and end promptly by 8:30am so that the team can keep to its schedule.</li> <li>• The breakfast meeting is held at a location at the discretion of the institution. During the breakfast meeting, the following activities should occur: <ul style="list-style-type: none"> <li>○ Introductions.</li> <li>○ Institutional presentation of the unit and its overall operation. The presentation itself should be brief allowing for questions from Review Team members. It may be an oral or multimedia presentation; the format is determined by the unit.</li> <li>○ Overview of the visit. The review team chair should summarize what the institution can expect and what events have been planned.</li> <li>○ Explanation of the exit conference on Wednesday.</li> </ul> </li> </ul>
	8:30 a.m.	Continue Review of Documents in the exhibit room.
	9:00 a.m.	<p>Collection of Data<sup>2</sup></p> <p>The review team chair<sup>3</sup> and the Department liaison interviews the president, provost/vice president for academic affairs, deans of academic support areas (e.g., arts and sciences), graduate dean, and selected heads of departments that provide services to professional education (e.g., English, biology). In these interviews the chair will:</p> <ul style="list-style-type: none"> <li>• Explain and respond to any questions concerning the review team’s purpose and presence on campus;</li> <li>• Solicit information about the status of professional education</li> <li>• Collect comparative data on facilities and resources.</li> </ul>
	Noon	Team Lunch with grouping of Unit students
	1-5 p.m.	<p>Continue Collection of Data</p> <p>Review team members continue to collect data related to their assignments and all other standards. Activities include interviews with the following individuals and/or groups:</p> <ul style="list-style-type: none"> <li>• Director of clinical/student teaching experiences</li> </ul>

<sup>1</sup> A suggested schedule template is available in the resource section.

<sup>2</sup> The chair discusses with review team members about the status of their data collection activities to determine if there is additional information needed.

<sup>3</sup> The remaining review team members collect data. Activities include interviews with selected faculty and candidates and review of appropriate documents

		<ul style="list-style-type: none"> <li>• Cooperating teachers and administrators</li> <li>• Student teachers</li> <li>• Person in charge of admission to the unit</li> <li>• Counselors and advisors to education candidates</li> <li>• Graduate and undergraduate candidates in professional education, including leaders of the student organization</li> <li>• Selected faculty and administrators</li> <li>• Others identified by the review team</li> </ul>
	5:30 p.m.	Team Dinner
	7:30 p.m.	Review Team Meeting at the Hotel
<b>Tuesday</b>	8 a.m.	<p>Continue Data Collection</p> <p>Review team members continue to collect data. Activities include (1) visits to selected field sites and (2) interviews with the following individuals and/or groups:</p> <ul style="list-style-type: none"> <li>• Faculty and administrators as appropriate.</li> <li>• Graduate and undergraduate students in professional education.</li> <li>• Cooperating teachers and administrators in the school sites visited.</li> <li>• Student teachers and other interns in the school sites visited.</li> </ul>
	Noon	Lunch
	1-5 pm	<p>Interviews</p> <p>Team members interview appropriate groups to collect additional information. Interviews should be determined by the review team and scheduled for no more than one hour's duration. A group interview should be limited to a size that allows everyone an opportunity to participate. Depending on the group interviewed and the specialization of individual members, one or no more than two Review Team members should be present at each interview. Groups that might be interviewed include representation from the following:</p> <ul style="list-style-type: none"> <li>• The major university/college policy committee (e.g., academic council or academic senate).</li> <li>• Graduate council or committee.</li> <li>• Deans and department heads of units providing services to professional education (e.g., dean of arts and sciences), academic department heads (e.g., English, biology).</li> <li>• Governing and/or advisory committees for the unit.</li> <li>• Recent graduates who work in the area.</li> <li>• Students from major program areas.</li> <li>• Others identified by the Review Team.</li> </ul>
	5:30 p.m.	Team Dinner
<b>Wednesday</b>	8:00 a.m.	Breakfast
	8:30 a.m.	Check-in with Institution representatives
	9:30 a.m.	Review Team Work Session
	11:30 a.m.	<p>Exit Conference</p> <p>The Review Team Chair meets with the unit head, other appropriate university/college officials and the unit coordinator to present a summary of the Review Team's findings and recommendations. The Review Team Chair will indicate when the report will be completed and sent to the State Board of Education for program approval.</p>
	Noon	Departure of Review Team Members