

Expectations and Protocol for Reauthorization Site Visits

Expectations and Protocol

- Colorado Department of Higher Education (DHE) and Colorado Department of Education (CDE) will cooperate with the Institution of Higher Education (IHE) to determine appropriate on-site visitation dates.
- The Institutional Report (IR) Template and other information for preparing for the review are available on DHE's website at <http://highered.colorado.gov/Academics/TeacherEd/Educators.html>
- Information for preparing for the content review is available on CDE's website at http://www.cde.state.co.us/cdeprof/EPP_index.htm
- Copies of the IR are due to both DHE and CDE no later than 60 days prior to the on-site visit.
- Evidence room: A completely electronic evidence room, to the extent possible, is preferred. Please do not fill the evidence room with photocopied documents. One computer per team member that is connected to the IHE's Ethernet (access to IHE's internal networks/drives and Internet) should be available and up and running before the team arrives in the morning. Access to individual student files, work samples, syllabi, a curriculum map/matrix, general course catalog, assessment instruments, teacher candidate portfolios, new teacher survey data, faculty data (such as vitas) and other documents as appropriate (if they have not already been provided in the IR). A password may need to be provided for site visit team members to access online files (such as those in TaskStream or Banner). All electronic evidence provided on CD-ROMs should also be downloaded onto each computer's desktop. Make sure the computers and Ether/internet connections work and that electronic evidence on the desktop will open before the team arrives in the morning.
- Towards the end of the first day of the visit or on the second day, Dr. Karen Martinez and Dr. Robert Mitchell should meet with the institution's President and Provost to discuss the site visit thus far.
- The Deans of each college involved in the preparation of teachers and principals should be available to the site visit team throughout each day of the visit.
- Please ensure that your students know we will be visiting your programs, every faculty member wears a name badge during the visit, and your partner schools and cooperating teachers know we will be visiting.
- Within 60 days after the on-site visit, the IHE will receive a draft copy of the DHE/CDE report summarizing the findings of the on-site visit.
- The IHE will have 30 days to write a rejoinder in response to the DHE/CDE draft report in order to correct any errors of fact and to further explain any issues or concerns identified in the report.
- Following receipt of the rejoinder, a final report will be prepared and submitted to the Colorado State Board of Education (SBE). The SBE will make its recommendation to the Colorado Commission on Higher Education (CCHE).
- Each agency will address its unique areas of responsibility.

The team will generally consist of:

- Dr. Robert Mitchell, Academic Policy Office for Educator Preparation, Department of Higher Education or his designee;
- Dr. Karen Martinez, Educator Preparation Senior Consultant, Office of Professional Services and Educator Licensing, CDE or her designee;
- A building-level administrator, a practicing or retired teacher, and other DHE/CDE-affiliated educator(s) familiar with the delivery of educator preparation programs;
- A representative of the next IHE that CDE and DHE are scheduled to visit;

- Additional members of the Colorado Department of Education and the Colorado Department of Higher Education with experience in educator preparation and institutional review.

Schedule & Lodging

Note: The following schedule is flexible and is dependent on specific circumstances at each IHE. DHE will provide examples of schedules if asked:

- Lodging should be reserved for each of the team members even if the IHE is located within the Denver metropolitan area. Also, a meeting room or some type of suite that can be used as a work space should also be reserved at the hotel for the site visit team to use as a work space in the evenings. Please ensure the hotel knows NOT to ask the team members for credit cards upon check in and that all costs incurred at the hotel should be charged to the IHE.

Day One

- **Evening.** Reception and dinner.
 - Opening reception and dinner to include: the review team; the leadership of the IHE; education program leadership/staff; relevant Arts & Sciences representatives; a State Board of Education member and a CCHE Commissioner who represent the region in which the IHE is located (if available).
 - Brief remarks by any elected official[s] attending, DHE, CDE and representatives of the IHE and educator preparation programs.

Note: *The intended objective of the opening event remarks will be to emphasize the importance of the reauthorization visit, as well as to hear from the IHE leadership on the role and status of the educator preparation programs at the IHE, a brief overview of the programs, or anything they want to showcase.*
- **After dinner.** Transport team to lodging

Day Two

- Breakfast at hotel
- **8:30-9:00 a.m.** Transport team from lodging to IHE.
- **9:00-9:30 a.m.** Official welcome and team meeting with administrators.
- **9:45-11:00 a.m.** Team work time.
- **11:00a.m.-12:00p.m.** Concurrent meetings with education program and Arts & Sciences faculty and leadership.
- **12:00-1:00 p.m.** Working lunch or lunch with students in the programs (light salads/sandwiches are sufficient).
- **1:15-2:45 p.m.** Concurrent interview sessions with faculty, advisors, admissions staff, field placement coordinator, other appropriate individuals.
- **2:45-3:45 p.m.** Team work time.
- **4:00-5:15 p.m.** Two team members meet with President and Provost. Other team members: observe classes and/or concurrent after-school interview sessions with cooperating teachers, current student teachers, current students, or recent graduates.
- Transport team to lodging.

Day Three

- Breakfast at hotel.

- **9:00 a.m.-11:00 a.m.** Suggested concurrent activities (adjustable – according to the number of team members available for each activity.)
 - Observation(s): Teacher candidates in elementary and secondary setting(s) (at a nearby school) (if applicable) and meet briefly with principal and cooperating teacher.
 - Purpose:*
 1. *observe pre-lessons/lessons/observations/briefings/coursework*
 2. *interview cooperating teacher(s) and school leadership personnel, etc.*
 3. *interview college/university faculty who mentor candidates at this school.*
 - Interview Teacher Education faculty members.
 - Interview: Content area faculty members.
- **11:30 a.m. - 12:00 p.m.** E-portfolio or Teacher Work Sample demonstration or other.
- **12:00-1:00 p.m.** Team working lunch, may include further requested interviews or documents.
- **1:15-2:00 p.m.** Concurrent meetings –
 - Observation(s): Teacher education class(es) at the IHE
 - Interview: Advisory group to education programs
 - Interview: Current student teachers
 - Interview: First-year teachers/alumni of the program
- **2:00-3:00p.m.** Team work time.
- **3:00-3:30 p.m.** Exit interview (attendance is generally limited to Department Chairs and higher).
- Transport team to lodging, airport or other (if necessary).

****Note: The hotel accommodations, lunches and proposed dinner/reception may be as minimal as budget realities dictate and this will in no way have any bearing on the review of the educator preparation program.***

The IHE is responsible for the following costs:

- ***Dinner/reception and other meals***
- ***Hotel accommodations***
- ***Transport of review team while on site (between dinner, hotel and IHE)***

The DHE is responsible for the following costs:

- ***Travel to the site***
- ***Honoraria paid to practitioners***