Preparing for the Onsite Visit
Presenters

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Participants Will Be Able To (PWBAT):

• Know the purpose of the CAEP site visit
• Recognize the expenses EPPs are responsible for
• Know how to properly prepare for the site visit
• Understand the responsibilities of the EPP while the team is onsite
• Know what a typical site visit will look like
• Understand the general steps that follow the site visit
• Ask any additional questions that were not covered
Site Visit

• “The CAEP visit is an opportunity for the Visitor Team to pursue evidence trails identified during the off-site conference and to make other inquiries as appropriate.”

• “The purpose of the visit is to verify and corroborate that the evidence is accurate, valid, and reliable, and that it is sufficient enough in relationship to the requirements of the standard.”
Verifying Evidence

• “The site visit is not an occasion for the provider to introduce sources of evidence not discussed in the self-study, although provider representatives would be expected to respond to Visitor Team questions about additional evidence.”
Site Visit Overview

• Visits take place during the academic semester
  ▪ Sunday – Tuesday (Will review visit timeline later)
    • Team Travel on Saturday

• Site Visit Team Size
  ▪ 3-6 Member Team
    ➢ Dependent on numerous factors
    ➢ Most continuing visits will have around 4-5 national members
    ➢ Caveats
Visit Expenses

- Pre-Invoiced to the EPP include:
  - Team travel to & from EPP local airport/hotel
  - In-transit expenses

- Additionally, EPP directly responsible for:
  - Transportation and accommodations onsite
  - Workroom supplies, including technology
  - Meals and refreshments
  - (Essentially, all necessary expenses from when the team members touch down at local airport, until they leave)
Preparing for the Onsite Visit

- Scheduling the Visit
- Budgeting for the Visit / Team Size
- State Involvement
- Pre-Visit Communications with Visit Lead
- Conduct during the visit
EPP Responsibilities

- Final decision on the visit schedule
- Hotel Reservations for team with work room
- Transportation onsite
- All meals onsite
- Work Room for team onsite – separate and private
- Any needed electronic exhibit access
- Technology basics for the team
Review of Sample Schedules

- Built by the EPP and Visit Lead
- Based off the offsite review of the team (Formative Feedback Report)
What Happens Next?

- Team submits the Onsite Report
- EPP Response
- All reports and evidence are submitted to CAEP Accreditation Council for review
  - EPP, State Rep, Visit Lead invited to attend (may change to being available)
- Accreditation Decision is made and EPP is notified
Dos and Don’ts

• Do
  ▪ Make the team feel welcome and respond to basic requests
  ▪ Be prepared to respond to evidence clarifications and requests from the team
  ▪ Have all materials referenced in the self study available to the visit team

• Don’t
  ▪ Prepare a classic NCATE “poster session”
  ▪ Plan expensive meals or banquets for the team
  ▪ Provide expensive gifts (more than $5 or so)
Contact Information

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• Site Visit Scheduling/Logistics:
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• Site Visit Fees and Expenses
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Any questions?