**PROGRAM NAME**

**Reauthorization Site Visit Schedule**

**DATES**

General Information included on this page may include:

* Site logistics (address; parking information; link to site map, etc.)
  + Conference/meeting room information
  + Classroom information for any scheduled course observations
* Contact information:
  + Primary contact for program during reauthorization (phone and email)
  + Contact of other key program members for logistic or technology support, etc.

**Day 1: Tuesday, September 23rd**

**8:15 - 8:45 am: State Review Team Time**

Gather and prepare for the day’s events; final logistics or team information shared.

* Location: conference room name

**9:00 - 9:45 am**: **Reauth Kick-off Meeting**

Discuss any follow up from Context Setting and go over the schedule to discuss any final details on logistics or participation.

* Attendees: State Review Team, Program Leadership Team
  + list program leaders here with name and title
* Location: conference room name

**10:00 - 10:45 am: Faculty Conversations**

* State Team 1: ELEM, ECE, SPED, CLD
  + Attendees:
    - State Review Team Members: *to be determined by the state team*
    - list faculty names indicating their endorsement/content area(s)
  + Location: conference room
* State Team 2: K-12 (Art, Music, PE, TL) and Secondary (Math, Science, SS, ELA)
  + Attendees:
    - State Review Team Members: *to be determined by the state team*
    - list faculty names indicating their endorsement/content area(s)
  + Location: conference room

**11:00 - 11:45 am: Field Supervisors**

* State Team 1: ELEM, ECE, SPED
  + Attendees:
    - State Review Team Members: *to be determined by the state team*
    - list supervisor names with endorsement/content area(s) they support
  + Location: conference room/meeting link
* State Team 2: K-12 (Art, Music, PE, TL) and Secondary (Math, Science, SS, ELA)
  + Attendees:
    - State Review Team Members: *to be determined by the state team*
    - list supervisor names with endorsement/content area(s) they support
  + Location: conference room/meeting link

**12:00 - 1:15 pm: State Team Time and LUNCH**

* + Location: conference room

**1:30 - 2:30 pm: Current Candidate Conversations**

* State Team 1: ELEM, ECE, SPED
  + Attendees:
    - State Review Team Members: *to be determined by the state team*
    - list names of candidates here indicating their licensure program
  + Location: conference room and/or meeting link
* State Team 2: K-12 and Secondary
  + Attendees:
    - State Review Team Members: *to be determined by the state team*
    - list names of candidates here indicating their licensure program
  + Location: conference room and/or meeting link

**2:45 - 3:45 pm: K-12 Partners**

* State Team 1: Mentor Teachers
  + Attendees:
    - State Review Team Members: *to be determined by the state team*
    - list names of teachers and grade/content level they’ve mentored
  + Location: conference room and/or meeting link
* State Team 2: District Leaders
  + Attendees:
    - State Review Team Members: *to be determined by the state team*
    - list names of leaders with district and title/role
  + Location: conference room and/or meeting link

**4:00 - 4:45 pm: State Team Time**

* Location: conference room

**4:45 - 5:45 pm: Recent Grads Conversations**

* State Team 1: ELEM, ECE, SPED
  + Attendees:
    - State Review Team Members: *to be determined by the state team*
    - Teachers’ names indicating their graduation year and licensure program
  + Location: conference room and/or meeting link
* State Team 2: K-12 and Secondary
  + Attendees:
    - State Review Team Members: *to be determined by the state team*
    - Teachers’ names indicating their graduation year and licensure program
  + Location: conference room and/or meeting link

**6:00 - 8:00 pm: State Team Time & Dinner**

* Location: hotel conference room

**Day 2: Wednesday, September 24th**

**8:30 - 9:00 am**: **Check-in meeting**

Hold to discuss any questions the state team needs clarification on from day 1.

* Attendees: State Review Team, Program Leadership Team
  + list program leaders here with name and title
* Location: conference room name

**9:00 – 11:30 am: Course Observations/School Visits**

* State Team 1: Course Observations
  + 9:20 – 10:00 EDU 250 (course number/title/faculty/location)
  + 10:25 – 11:15 EDU 350 (course number/title/faculty/location)
* State Team 2: School Visits
  + 9:00 – 9:15 driving time
  + 9:15 – 10:15 Middle School Name
    - school address and parking/logistics
    - candidate/mentor teacher/principal information
  + 10:15 – 10:35 driving time
  + 10:35 -11:20 Elementary School Name
    - school address and parking/logistics
    - candidate/mentor teacher/principal information
  + 11:20-11:35 driving time

**11:30 am – 12:15: Program/University Leaders**

* 11:30 – 12:15 State Team 1: Admissions/Advising/Clinical Placement Staff
  + Attendees: State Review Team - *to be determined by the state team* and Program Leaders
    - name and title/role of staff
  + Location: conference room name
* 11:45 – 12:15 State Team 2: Visit with president/provost
  + Attendees: State Review Team - *to be determined by the state team* and University Leaders
    - name and title
  + Location: conference room/office

**12:20 - 1:50 pm: State Team Time and LUNCH**

* + Location: conference room

**1:50 – 2:30 pm: Reauth Wrap Up**

* Attendees: State Review Team, Program Leadership Team
  + list program leaders here with name and title
  + Location: conference room