

TEMPLATE FOR ONSITE ENDORSEMENT VISITS

This template is the guide to arrange the schedule for PSC onsite endorsement visits

Day One

8:00 a.m. -12:00 noon

Review of Documents

BOE team members may begin their review of documents in the exhibit room

Orientation Meeting for the BOE Team

The BOE chair facilitates the following:

- Review the basic principles and assumptions guiding the training of BOE team and reemphasize the role of judgement in the approval process
- Remind the BOE team and observers of the confidentiality of their work by reading the confidentiality statement
- Review issues and recommendations from the most recent PSC documents. These documents should include insights into the interpretation of standards, interviewing, and report writing.
- Outline plans for systematic collection and recording of data. Discuss writing styles and content. Review assignments for writing of sections of the report.
- Record on transparencies or newsprint the rating of BOE team members for each standard from PSC Planning Instrument (These ratings should have been completed by team members prior to arrival at this orientation session) Discuss the discrepancies in the rating by BOE team and the strengths and weaknesses apparent in the endorsement unit program proposal. Determine incomplete, missing or inaccurate data.

Introductions

- Endorsement unit presentation on their proposal. The presentation itself should be no longer than 20 minutes plus time for questions from team members.
- Overview of the visit. What the agency should expect additional scheduling or information planning needed.
- Explanation of the exit conference with the unit chair, unit head, and onsite visit coordinator.

(Day One Continued)

12:00 noon - 1:00 p.m.

Lunch in workroom

1:00 p.m. - 1:30 p.m.

BOE Team interview endorsement education unit head

1:30 p.m. - 5:00 p.m.

Interviews with:

- Superintendent/RESA Director
- Heads of Program(s) areas (e.g., ESOL, TSS, etc.)
- Selected faculties and administrators
- Appropriate advisory committees that have worked on aspects of curriculum development
- Person responsible for coordinating field experiences
- Mentor teachers and administrators
- The person in charge of admission to the program
- Counselors and advisors for endorsement candidates

5:00 p.m. - 6:00 p.m.

Dinner at the Hotel

6:00 p.m. - 10:00 p.m.

BOE Team Meeting

The BOE chair and team review the day's activities. Ratings are recorded. The BOE team discusses discrepancies in rating and identifies areas where information appears incomplete or inadequate for rendering judgements. Plans for Day Two are revised as necessary.

Day Two

8:00 a.m. - 10:30 a.m.

Continue Data Collections

BOE team members continue to collect data related to their assignments and other standards. Activities include (1) visits to field-based sites and (2) additional interviews as needed with:

- Faculties and administrators as appropriate
- Appropriate central administrators
- Cooperating/mentoring teachers and administrators in the school sites visited

Interviews as Needed

BOE team members interview appropriate groups as needed to collect additional information. Interviews should be determined by the BOE team and scheduled for no more than half an hour duration. The size of the group being interviewed should be limited to a size that allows everyone a chance to talk. Groups that might be interviewed include the following:

- The endorsement unit's committees (e.g., an admission screening committee, curriculum committee, etc.)
- Agency heads of units providing services to endorsement education
- Governing and/or advisory committees for the endorsement unit

10:30 a.m. - 12:00 noon

BOE Team Work Session

BOE team members determine whether standards are met. The work session includes the following activities:

- Endorsement unit's standard ratings are shared and differences are discussed
- BOE team members form consensus's on whether each standard has been met. Areas for improvement are noted
- Program standard ratings are presented for discussion and team approval
- Individual BOE team members complete the initial writing of their report(s) for their assigned standards.

(Day Two Continued)

12:00 noon - 2:00 p.m.

BOE Team Work Session & Working Lunch

At this BOE team work session the following activities occur:

- Each BOE team member reports the written rationales and areas of improvement for their assigned standards to the full team for approval.
- Each BOE team member revises the written section of the report to reflect the comments of the team and submits it to the BOE chair before departing for home.
- The BOE chair reminds team members that their work of the past two days must remain confidential by referring back to the confidentiality statement read on Day One.

2:00 p.m.

Departure

BOE team members depart for home or other destination

Within 30 days

BOE Team Report(s) Submitted

The BOE team chair edits the team member's report, compiles the draft report, and submits to the PSC. Copies of the draft report are sent to the endorsement unit head and PSC for data verification.

The BOE team report is due to the agency within 30 days of the visit; the report(s) are forwarded immediately to the endorsement unit head; the endorsement unit head must acknowledge receipt of the report using the Rejoinder Acknowledgement Form; the rejoinder must be received within 30 days of the receipt of the BOE team report(s); the endorsement unit approval and program approval status will be determined by the appropriate committees, commission, or boards after receipt of the endorsement unit rejoinder.