

Logistics of the NCATE Visit

Budgets, Schedules, and Details

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- **Visits** (Off site, On-site)
- **Required documents** (website, reports, AIMS)
- **Budget**
- **Team members** (needs, travel)
- **Schedules** (Sunday night-Tuesday)
- **Accommodations/Meals**
- **Facilities/Technology**
- **Follow-up/Miscellaneous**

Essential Highlights Today...



Documents & Conversations...

- **Interview Schedule**
- **Team Schedule (travel, meals, meetings)**
- **School visits**
- **Sunday afternoon/night**
- **Team work space (hotel & campus)**
- **Hotel arrangement**
- **Technology**

What should I prepare for?

Optional items to discuss with the Chair

- **Offsite BOE Report**
- **IR Addendum**
- **Updated exhibits on electronic evidence room**
- **State reports**
- **AIMS files**

What should I prepare for?

Documents that might be part of the discussion...



Budget Considerations...

- **Accommodations**

Consider location to campus, school visits

Meets any team members' special needs

- **Meals/Snacks**

On-campus visit only

New visits – approx. Sunday-Tuesday lunch

- **Technology**

Team work space

Website development – Elec. Evidence Room

What do I budget for?

Campus responsibility

- **Poster Session** (if you choose to do one)
- **Miscellaneous**
 - Parking on campus
 - Shuttle service

Consider accounts on campus that will allow payment of these kinds of items.

Team members are asked to be respectful of campus resources.

What do I budget for?
Campus responsibility

- **Team travel to your city**
- **Miscellaneous travel to the hotel (taxi)**
- **State rules (grants, per-diem amounts)**
- **Other**

What is “covered?”

**NCATE/State/Team member
responsibility**



Schedules & Accommodations...

- **President/Provost/Academic VP/Dean**
 - Get on these calendars early
 - Prepare key personnel for target area, Areas of Concern, etc.
- **Faculty & Staff**
 - Check dates to have key faculty available
 - Consider what “types” to interview
- **P-12 School calendars & personnel**
- **Current candidates & recent graduates**
Available? (don't skip class!)

Interviews: Key Personnel & Campus Issues...

Faculty, Staff, Students, and Graduates

- **Recruiting your Participants**

Line up your types of interviews

Strategize about who should sit in on interviews

Solicit help in recruiting

- **Preparing your Participants**

- **Hosting on campus**

Ambassadors & Signs

Keep everyone informed

Drivers to/from hotel (if needed)

Parking

What will your interviews entail?

On-campus, Off-campus, personnel

Interview Schedule

Participants' "Cheat Sheet"

Recruitment Letter

Organizing the Participants

What will your interviews entail?

On-campus, Off-campus, Personnel

- **Travel plans**

Dates

Coming in by plane, train, auto (suggestions from you?)

Contingency Plans/Back-ups

- **Weather considerations**

- **Accommodations**

Check in/out times, processes

Special services needed? /Technology needs?/Dietary needs?

Distance to the campus/P-12 schools & drivers to get there, if needed

- **Meal requests**

What do I consider for the team's schedule?

On-site team

Accommodations Survey

Or some other input that captures needs

What are the team's needs?

On-site team

- **Sunday Afternoon/Night (optional)**

Keep in mind potential Areas of Concern

Utilize faculty experts and candidates/graduates

- **Meals/Snacks**

Early discussion with Chair will guide this

Room service available at hotel/service on campus?

- **Technology**

Arrangements at hotel, campus work room

PC/Mac, cords, flash drives, wireless connections

On-site technology assistance

What are other team issues for their schedule/work?

On-site team

**When NCATE
officially
becomes CAEP
some of this
may change, so...**

stay tuned!



Details, details, details ...

- **Parking/Driving/Walking** (airport, campus, school visits)
- **Snacks/Meals** – accounts on campus?
- **Team rooms**
Reserve in time
Conducive to interviews (space, quiet, confidential)
- **Building/parking lot repairs**
- **Poster sessions (?)**
Resources
Recruiting
Topics

The miscellaneous issues...
What else????



What's on YOUR mind...

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