# Appendix B Sample Interview Schedules\*

1. **Scheduling Interviews: Constituent Groups**

These two tables provide advice about which constituent groups can provide meaningful information on particular Common Standards and Program Standards and, therefore, should be scheduled for interviews during the site visit. Each approved institution is responsible for scheduling a sufficient number of interviews with the appropriate stakeholders to allow the site visit team to determine that the standards are being met.

1. **Master Schedule Template**

This template for the master schedule for the four day site visit lists the usual activities and times for the activities. The first day’s activities should be discussed with your assigned Commission Consultant. Each approved institution is responsible for scheduling activities from about 8 am until early evening on the second and third days of the site visit for each team member. This includes sufficient time in the document room, transportation from the hotel to the campus (and to school visits if scheduled) and back, interviews, meals, transportation on campus (if necessary), breaks and snacks.

1. **Interview Worksheet for Clusters**

This template provides a sample interview matrix for a four person Programs Cluster. A similar matrix will be developed by the institution for the Common Standards cluster. Your state Consultant will let you know how many team members will compose the Common Standards cluster, usually 2-5, for your institution. The Programs Cluster will be composed of 1-4 team members although additional team members might be added to the cluster. These additional team members would have an assigned specific program focus.

1. **Sample Interview Schedule for Institution with One Approved Program**

This sample interview schedule is for a four person site visit team. When an institution offers one Commission approved program there will usually be a team lead, two Common Standards team members and one Program Sampling team member.

**\*** These sample schedules do not apply to NCATE institutions. Please contact your assigned state Consultant for information on the NCATE schedule.

## Scheduling Interviews:

### Constituent Groups and the Common Standards (2008)

**It is the responsibility of the Institution to schedule sufficient interviews with appropriate personnel to provide the team with a complete picture of the program(s) offered and unit operations.**

C = Critical stakeholder for this standard

S = Stakeholder may have information related to this standard depending on the local program design

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1: Education Leadership | 2: Unit and Program Assessment System | 3: Resources | 4: Faculty | 5: Admission | 6: Advice and Assistance | 7:Field Experience and Clinical Practice | 8: Program Sponsor, District, and University Field Supervisors | 9: Assessment of Candidate Competence |
| **Candidates** | S | S | N/A | C | C | C | C | C | C |
| **Graduates** | S | S | N/A | C | S | C | C | C | C |
| **Program Sponsor/Institution Personnel** | | | | | | | | | |
| * Dean/Director/Unit Administrator | C | C | C | C | S | S | S | S | S |
| * Program Coordinators | C | C | C | C | C | C | C | C | C |
| * Faculty/PDP/SP | C | C | C | S | C | C | C | C | C |
| * Credential Analyst | C | S | S | N/A | C | C | S | S | C |
| * Staff/Classified Personnel | C | S | S | N/A | N/A | S | N/A | N/A | S |
| * Provost/Associate Sup-Instruction | C | S | S | C | N/A | N/A | N/A | N/A | N/A |
| * CFO/Associate Sup-Business | C | S | C | S | N/A | N/A | N/A | N/A | N/A |
| * President/Superintendent | C | C | C | S | N/A | N/A | N/A | N/A | N/A |
| **Employers** | C | S | S | S | N/A | N/A | C | C | C |
| **Field Supervisors** | S | S | S | S | N/A | S | C | C | C |
| **Advisory Boards** | S | S | S | S | S | S | S | S | S |

### Constituent Groups and Programs Cluster

**It is the responsibility of the Institution to schedule sufficient interviews with appropriate personnel to provide the team with a complete picture of the program offered and how its programs fit within the unit operations.**

C = Critical stakeholder for these standards

S = Stakeholder may have information related to these standards depending on the local program design

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Program Design** | **Curricula** | **Field Experiences and Clinical Practice** | **Measuring Candidate Competence** |
| **Candidates** | C | C | C | C |
| **Graduates** | C | C | C | C |
| **Program Sponsor/Institution Personnel** | | | | |
| * Dean/Director/Unit Administrator | S | S | S | S |
| * Program Coordinators | C | C | C | C |
| * Faculty/Field Supervisors/SP/PDP | C | C | C | C |
| * Credential Analyst | S | S | S | S |
| * Staff/Classified Personnel | S | S | S | S |
| * Provost/Associate Sup-Instruction | N/A | N/A | N/A | N/A |
| * CFO/Associate Sup-Business | N/A | N/A | N/A | N/A |
| * President/Superintendent | N/A | N/A | N/A | N/A |
| **Employers** | N/A | S | S | C |
| **Field Supervisors** | S | S | C | S |
| **Advisory Boards** | S | S | S | S |

## II. Master Schedule Template

**Institution with a Number of Approved Programs**

### Day One

**Goal for the day: Orient team, familiarize team with institution and its programs, review documents, identify initial concerns and questions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Common Standards Cluster** | **Programs Cluster** | |
| **12:00-1:00** | Team meets at hotel and eats Lunch | | |
| **1:00-2:30** | Total Team Meeting-Hotel | | |
| **2:45-4:00** | Time in document room at institution | | |
| **4:00-5:30** | Reception, Poster Session and/or Institutional Overview | | |
| **5:30-7:00** | Dinner at hotel | | |
| **7:00-9:00** | Work Session-Hotel | | Work Session-Hotel |

### Day Two

**Goal for the day: Finish orienting team to the campus and its program; team spends time in document room (at least one hour per team member); interviews a sample of all constituent groups; identifies preliminary concerns, identifies additional information needed.**

| **Time** | **Common Standards Cluster** | **Programs Cluster** |
| --- | --- | --- |
| **7:30** | Team leaves for campus | |
| **8:00- 8:30** | Orientation (unless done the day before): All Team Members  (Dean, Chairs, Coordinators, Faculty/ Staff) | |
| **8:30-9:45** | Attend Program Cluster Orientations | Program Cluster Orientations  Meet with respective Program Coordinators and faculty for program overview   * Program Design * Course of Study * Assessment of Candidate Competence |
| **9:45-10:00** | Break | Break |
| **10: 00- 12:00** | Interviews with faculty, administration, or committees (30 minutes)  For example  • All University Teacher Education Committee  • Department Chairs and Coordinators (Basic and Advanced)  • Selection and Review Committee | Interviews with groups of program faculty (45 minutes apart, 30-35 minutes to talk, 10 minutes to take notes, stretch, use the restroom, etc.) |
| **12:00 - 1:00** | **Lunch and Team Meeting** | |
| **Time** | **Common Standards Cluster** | **Programs Cluster** |
| **1:30- 6:00** | Document Review, at least one hour block of time for each reviewer  Individual and group interviews  Cross section - various program areas and constituency groups plus technology person and library media person  As appropriate interviews with:  • California Student Teacher Association  • MA Graduate Student Association  Interviews with:  Supervising Teachers  Administrators  Student Teachers  Credential and MA Students  Recent Graduates  Employers - can be group and individual | Document Review, at least one hour block of time for each reviewer  Continue Faculty Interviews  Staff and support personnel Interviews  Begin cross section: candidate, graduate, site level personnel interviews  Interviews in Classes meeting at this time as available  Interviews with:  Supervising Teachers  Administrators  Student Teachers  Credential and MA Students  Recent Graduates  Employers - can be group and individual |
| **6:00-6:30** | Return to Hotel | |
| **7:00-10:00** | Dinner, Team Meeting and Cluster Meetings at Hotel  Identify preliminary concerns, identify additional information needed, agree on text of mid-visit report | |

### Day Three

**Goal for the day: alert institution to need for additional data; finish interviews, finish document review, develop program standards findings**

| **Time** | **Common Standards Cluster** | **Programs Cluster** |
| --- | --- | --- |
| **7:30** | Teams leave for Campus or for Field Sites | |
| **8:00-8:30** | Mid-Visit Status Report with Dean, Team Co- Chairs and others, as appropriate | |
| **8:00- 11:30** | Selected Members Visit Field Sites for Interviews  (Remaining Team Members go to Campus for interviews and document review)  Site Visiting Members return to campus by noon | |
| **8: 00- 11:30** | Document Review, at least one hour block of time for each reviewer  Interviews continue make certain to include:  • Representatives of Governance Committees  • Advisory Committees  • Selected Faculty and Administrators  • Dean of Associate Dean of Arts, Letters and Sciences  • CTC Coordinator  • Others as appropriate | Document Review, at least one hour block of time for each reviewer  Interviews continue make certain schedule reflects cross section of constituents, including:  • Faculty and Staff (part-time and those not available on Monday)  • Individual and Phone interviews with all constituent groups not interviewed on Monday or too far for on-site interview |
| **11:30- 1:00** | **Lunch and Team Meeting** | |
| **Time** | **Common Standards Cluster** | **Programs Cluster** |
| **1:00- 5:00** | Continue interviews and document review | Continue Interviews with Constituent Groups (as Monday) |
| **5:15** | Return to Hotel—may return earlier to begin writing | |
| **6:00-10:00** | Dinner, Team Meeting and Cluster Meetings at Hotel  Team Deliberations and Report Writing | |

### Day Four

**Goal for the day: All team members review and edit the report, finalize report, present report to institution**

| **Time** | **Common Standards Cluster** | **Programs Cluster** |
| --- | --- | --- |
| **8:00-10:30** | Complete Common Standards section of accreditation site visit report | Complete Programs section of accreditation site visit report |
| **9:00-9:30\*** | Team Meeting (if needed) | |
| **9:30-11:30\*** | Continue Report Preparation as needed | Continue Report Preparation as needed |
| **11:30-1:00** | **Lunch\*** | **Lunch\*** |
| **10:30-11:00 am or**  **1:30- 2:00\*** | Meet with Dean and Accreditation visit Coordinator to report findings of accreditation visit. Copy of the report is provided to the Dean |  |
| **10:30-11:00 or 1:30- 2:00\*** | Remainder of team members travel to campus | |
| **11:30 am or 2:00pm\***  **time approximate** | Presentation of Report by Team Leader with the Assistance of Cluster Leaders- with entire faculty—Copies of the report may be provided by the institution | |

*\*Times will vary, depending on when report is finished. At some visits the team has lunch on its own if the report is presented before noon*

## III. Sample Interview Worksheet for the Programs Cluster (2 Members)

**Monday--Sample**

| **Time** | **Member 1**  (Teaching Programs) | **Member 2**  (Services Programs) |
| --- | --- | --- |
| 8:00-8:30 | Orientation to all programs- Discussion of Field Experience, Candidate Assessment and Structure for Program Leadership (Location) | |
| 8:30- 9:45 | Meet with Program Coordinators | |
| 10:00-10:45 | Faculty: Initial Programs Interview  (Location) | Faculty: Advanced Programs Interview  (Location) |
| 11:00-11:45 | Advisory Boards Interview  (Location) | Review Documents  (Team Room) |
| 12: 00-1:00 | **Lunch and Team Meeting** | |
| 1:00-1:50 | Credential Analyst(s) Interview (Location) | Visit Curriculum Lab  (Location) |
| 2:00-2:20 | Review Documents  (Team Room) | Credential Analyst Interview  (Location) |
| 2:30-2:50 | Curriculum Lab Coordinator Interview  (Location) | Group interview student teachers  (Location) |
| 3:00-3:45 | Master Teachers Interview  (Location) | Class visit with Ed 440  (Location) |
| 4:00-4:45 | Initial Program Completers Interview  (Location) | Advanced Program Completers Interview (Location) |
| 5:00-5:30 | Class Visit to Ed 560  (Location) | Class Visit to Ed 525  (Location) |
| 5:40-6:00 | Initial Program Candidates Interview  (Location) | Interview Principals who employ Program Completers (Location) |
| 6:00 | **Return to Hotel** | |
| 7-10 | **Dinner, Team Meeting and Cluster Meeting at Hotel** | |

Each cluster will have its own schedule.

The Common Standards Cluster will have columns for 2-6 team members; the Programs Cluster will have columns for the 1-4 team members.

Each slot should have the name(s) of the person(s) to be interviewed, the credential area, employment location where appropriate, and when necessary the phone number.

Location of interview (building and room) should be listed unless it is always the same.

## IV. Institution with One Approved Program

## Accreditation Site Visit Interview Sample Schedule

**Day One**

| **Time** | **Team Lead** | **CS Team Member 1** | **CS Team Member 2** | **PS Team Member** | |
| --- | --- | --- | --- | --- | --- |
| 12:00 - 2:00 | Accreditation Team meets for LUNCH | | | | |
| 2:00 - 3:00 | Team meets Program Leadership at site  (orientation, tour of facilities/materials & overview of program) | | | | |
|  | Team Lead | CS Team Member 1 | CS Team Member 2 | | PS Team Member |
| 3:00 – 3:15 | Meet the Superintendent | Review of electronic documentation and plan questions | | | |
| 3:15 - 4:30 | Review of electronic documentation, interview schedule and plan questions | | | | |
| 4:30 – 5:00 | Meet with Program Leadership | Review of electronic documentation and plan questions | | | |
| 5:00 | Accreditation Team to Hotel | | | | |

**Day Two**

| **Time** | **Team Lead** | **CS Team Member 1** | **CS Team Member 2** | **PS Team Member** | |
| --- | --- | --- | --- | --- | --- |
| 7:30 – 8:30 | Reviewers meet in Documentation Room | | | | |
| 8:45 – 9:30 |  | Interview Advisory Board members | | |  |
| 9:30 – 1:30 | Review Documents with working LUNCH | | | | |
| 1:30 – 2:15 |  | Interview Site Administrators (High Schools & Middle Schools) |  | | Interview Site Administrators (High Schools & Middle Schools) |
| 2:30 – 3:15 | Asst. Superintendent |  | Credential analysts | |  |
| 3:30 – 4:15 |  | Interview Support Providers-current | Interview Support Providers -current | | Interview Support Providers-past |
| 4:30 – 5:15 |  | Interview Beginning Teachers I: first year | Interview Beginning Teachers I: second year | | Interview Beginning Teachers I: second year |
| 5:15 – 5:30 | Meet with Program Leadership (Heather Redding) | Review of electronic documentation and plan questions | | | |
| 5:30 | Depart for hotel: dinner, preliminary discussion on findings | | | | |

**Day Three**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Team Lead** | **CS Team Member 1** | **CS Team Member 2** | **PS Team Member** |
| 7:30 – 8:30 | Reviewers meet in documentation room | | | |
| 8:30 – 9:00 | Mid-visit Status Report | Review of electronic documentation and plan questions | | |
| 9:15 – 10:00 |  | Interview IHE Partners | Team Time—Begin writing report | |
| 10:15 – 11:00 |  | Interview Beginning Teachers II: second year | Interview Beginning Teachers II: first year | Interview Beginning Teachers II: second year |
| 11:00 – 2:00 | Review Documents & Lunch | | | |
| 2:00 – 2:45 |  | Team Time—Begin writing report | Interview Site Administrators (Elementary) | Interview Site Administrators (Elementary) |
| 3:00 – 3:45 |  | Interview program graduates | Interview program graduates | Interview program graduates |
| 3:45 – 4:15 | Additional Interviews via phone calls, as needed | | | |
| 4:15 – 5:00 | Meet with Program Leadership | Report Writing Time | | |
| 5:00 | Depart for hotel: dinner, discussion, Findings and Accreditation Recommendation | | | |

**Day Four**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Team Lead** | **CS Team Member 1** | **CS Team Member 2** | **PS Team Member** |
| 8:00 – 11:00 | Preparation of Findings by Accreditation Team | | | |
| 11:15 – 11:45 | Presentation of Findings to Program Leadership | Packing and check out of hotel | | |
| 12:00 | LUNCH | | | |
| 1:00 – 1:30 | Presentation of Findings to Invited Guests | | | |
| 1:30 | Accreditation Team leaves for airport | | | |