

What to Expect If You Are a Team Member

Duration of the visit

- ◆The Board of Examiners visit typically starts on Saturday and ends on Wednesday. The state chair or national chair if a joint visit, will notify the team members of the expected arrival and departure times approximately two weeks prior to the visit. Team members can expect to be on campus and ready to start early afternoon on Saturday and depart Wednesday morning.
- ◆The teams work into the evening, usually 9:00 or 10:00. Tuesday night is typically the longest working night and sometimes runs very late.

Expenses

Meals:

- ◆The hotel will generally provide a continental breakfast. If they do not, you would be responsible for breakfast on your own.
- ◆While working on campus, lunch and snacks will be provided by the institution. The team chair may ask team members for food and drink preferences/allergies.
- ◆The institution may establish direct-bill arrangements with a restaurant for dinner. If not, you are responsible for your dinner and will be reimbursed according to state per diem.
- ◆It is a good idea to bring extra funds in case of unforeseen events.
- ◆You will be responsible for any meals eaten on the way to and from the visit.

Travel:

- ◆You will be reimbursed for mileage during the visit.
- ◆Some team members may be asked to transport members to and from campus during the visit. The state chair will notify you ahead of time if this is your role.

Hotel:

- ◆The institution will make and be billed for hotel reservations. You are only responsible for hotel amenities that you opt to purchase.

Appropriate Attire

- ◆When working on campus:
 - Saturday/Sunday morning exhibit room: casual
 - Sunday reception /dinner: business attire
 - Monday through Wednesday: business attire
- ◆When working in the hotel: casual comfortable (jeans).
- ◆The team chair will communicate with the team related to appropriate attire for specific events or activities.

Responsibilities of the Team

♦The BOE team will be primarily interested in determining the quality of the unit's candidates and graduates, as measured by their ability to help all students learn. To that end, the BOE team will spend a substantial amount of its time during the visit examining and assessing the quality of the unit's assessment system and the data generated by that system. Teams will evaluate evidence, conduct individual and group interviews, and observe some professional education classes. Some team members may be asked to visit school sites.

♦During the visit, teams look for answers to the following questions related to each of the six standards:

1. What performance assessment data suggests that the unit is producing quality candidates who know and demonstrate content knowledge, pedagogical knowledge, professional knowledge, and dispositions to help students learn?
2. What system is being used to evaluate candidate performance and unit operations? How have the results of evaluations been used to guide the improvement of practice within the unit?
3. How has the unit structured field and clinical experiences? How is the unit assessing the performance of its candidates in classroom and school settings?
4. What curriculum and experiences are planned, implemented, and evaluated to ensure that candidates help students from diverse backgrounds learn?
5. How does the unit ensure that its faculty is qualified, models best practices, and receives adequate professional development?
6. Does the unit have the authority and resources to prepare candidates to meet professional, state, and institutional standards?

Role of the State Chair:

♦During a joint visit, the state chair is considered the co-chair and works with the national chair to establish the logistics for the visit and organize the team. During a state-only visit, the chair is responsible for the logistics and organizing the team.

- Conduct a pre-visit for the purpose of developing a preliminary schedule and ensuring satisfactory logistical arrangements. This may be accomplished either electronically or on-site.
- Identify key individuals who should be interviewed so the appropriate interviews can be scheduled.

- Meet with the unit head daily during the visit to summarize the team’s findings.
- Conduct the exit report.
- Compile the state team report. If a state-only visit, compile the entire team report.
- Complete the report with input from the institution regarding correction of errors.
- Respond to the institutional rejoinder.
- Present visit information to OCTP; respond to Commissioner questions.

Role of State Consultant:

- ♦Interpret laws, rules, and state requirements.
- ♦Provide information related to NCATE and State BOE process.
- ♦Arrange logistics and expenses for state team.
- ♦Assist in interviews and locating documents. The State Consultant is always involved in interviews with the Dean, President, and Academic V.P. and always participates in the exit interview.
- ♦Assist in coordinating the interactions between the state and national team.

Role of Team Members:

- ♦Read materials prior to the visit.
- ♦Verify evidence to respond to report prompts and team questions.
- ♦Participate in the BOE team meetings to share information and process team decisions.
- ♦Report the data reviewed in interviews and review of documents.
- ♦Write to the Standard(s) assigned.

Role of Teacher Representative (Observer):

- ♦Observers are actively involved in data review and team meetings and will assist the team in understanding the state contexts. They are not required to write any section of the team report and will not vote.
- ♦Observers participate in the entire visit and all activities including interviews.
- ♦The team chair has the authority to dismiss any observer who does not participate in the entire site review and assigned activities.

Preparation for the Visit

- ◆ Read the Institutional Report, which is the institution's self study against the standards.
- ◆ The state chair or institution will forward this to team members prior to the visit.
- ◆ Examine the Institution's website, particularly as related to teacher education.
- ◆ Be familiar with the following [BOE resources](#) on the NCATE website:

BOE Report Preparation Guidelines

AIMS: Team Member Online BOE Report Instructions (NCATE/State joint teams only)

BOE Report Template

BOE Report Style Guide

Areas for Improvement Samples

Samples of Strengths

Code of Conduct

Compilation of Previsit Ratings

Summary of the 2008 NCATE Unit Standards