



May 19 -Saturday

Arrival	Site Team arrives on Saturday evening to begin on Sunday morning or on Sunday morning to begin at noon on Sunday (Site Team who arrive early should be allowed access to the hotel workroom) AC Hotel by Marriott San Juan Condado , 1369 Ashford Avenue, San Juan 00907 Puerto Rico, Tel. (787) 827-7280. http://www.marriott.com/hotels/hotel-rooms/sjuac-ac-hotel-san-juan-condado/
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May 20 -Sunday

9-11:00 am Hotel Workroom	Team Orientation CAEP Lead Site Visitor provides an orientation including: <ul style="list-style-type: none"> • Current issues and updates from CAEP correspondence, if any • CAEP style guide • Site Team assignments, Code of Conduct and Confidentiality
11:00-12am Hotel Workroom	Orientation by the EPP <ul style="list-style-type: none"> • Overview of the visit, facilities, and schedule as needed • Overview of EPP context, assessment system and other areas as appropriate Participants: Dra. Mayra Chárriez, Dean, Dra. Loida Martínez, Assistant Dean of Academic Affairs, Dr. Gabriel Ramos, Auxiliary Dean of Student’s Affairs, Sra. Julia Vélez, Auxiliary Dean of Administrative Affairs, Jorge Acosta, President EPP Student’s Council Person in charge: Prof. Consuelo Torres/ Tel. (787) 457-3553
12- 1:00pm	Lunch Hotel
1:00- 3:00pm Hotel Workroom	Site Team Meeting Discuss findings on documents reviewed after Formative Meeting and prior to arrival at the EPP: <ul style="list-style-type: none"> • Formative Feedback Report • EPP’s Self-Study Addendum • Updated evidence • Results of national program review reviewed by Specialized Professional Associations (SPA) and relevant state reports since the offsite meeting • CAEP Annual Reports submitted since the formative meeting • Third-Party comments. Conduct of the Site Visit <ul style="list-style-type: none"> • Review work plan/evidence trail in the Formative Feedback Report • Review writing assignments and reporting timeline
3:00pm Site Team Travel to Campus	Transportation provided by the EPP Person in charge: Sra. Julia Vélez/ Tel. (787) 234-3559
3:30-4pm Dean’s Office	Leadership Team Meeting (<i>Leadership Only</i>) CAEP Lead Site Visitor, and EPP leadership/CAEP coordinator discuss the Site Team needs and progress of the visit Person in charge: Prof. Consuelo Torres/ Tel. (787) 457-3553



4:00-6:00pm EMHCE Lobby and Café Galería Amphitheatre # 1	Round tables This session, will address evidence in need of clarification from the Formative Feedback Report and give the Site Team an opportunity to gather information on questions that arose during the initial onsite team meeting. Roundtables will be organized based on standard(s) and/or themes for a deeper discussion of the evidence. Person in charge: Prof. Consuelo Torres Tel. (787) 457-3553
6:00-6:30 6:30-8:00pm Hotel	Transportation to hotel, provided by EPP Team Meeting and Dinner at the Hotel Person in charge: Sra. Julia Vélez/ Tel. (787) 234-3559
8:00-9:30pm Hotel Workroom	Team Meeting <ul style="list-style-type: none">• Discuss findings from review of data, evidence, and new information received since the visit began• Finalize remaining visit schedule and interview assignments

May 21 -Monday

Prior to departure to UPRRP- EMHCE	Breakfast on own at the hotel	
8:00am	Site Team Travel to Campus (<i>meet in lobby</i>) Transportation provided by the EPP Person in charge: Sra. Julia Vélez/ Tel. (787) 234-3559	
8:30am EMH-CE Workroom Room #368	Site Team arrives at Campus Workroom The work room will be available throughout the time that the team is on campus and will not be used for any other interviews/meetings/etc.	
8:30-9:00am Dean's Office	Leadership Team Meeting (<i>Leadership Only</i>) Person in charge: Prof. Consuelo Torres/ Tel. (787) 457-3553 CAEP Lead Site Visitor, and EPP leadership/CAEP coordinator(s) discuss the team needs and progress of the visit	
9:00-9:45am UPR Maternal School Person in charge: Prof. Mari Lourdes Mendoza/ Tel. (787) 548-8172	P-12 partner school visits and interviews District administrators, teachers, and volunteers who work with EPP candidates and graduates	Interviews- EPP Administrative Team EMHCE Room 314 Person in charge: Dean, Dra. Mayra Chárriez Tel. (787) 400-0326
10:00-10:45am Ramón Vila Mayo School. Person in charge: Dr. Nannette Portalatín Tel. (787) 564-4495	P-12 partner school visits and interviews District administrators, teachers, and volunteers who work with EPP candidates and graduates	Interviews - Person in charge: Prof. Luis López, Coordinator of Field and Clinical Experiences; Practicum Supervisors, CAECE representatives, Cooperative Teachers EMHCE- Amphitheatre # 3 Tel. (787) 568-2306



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11:00-11:45am Wesleyan Academy. Persons in charge: Dr. Nellie Zambrana/ Tel. (787) 380-9828 Dr. Loida Martínez/ Tel. (787) 645-9545	P-12 partner school visits and interviews District administrators, teachers, and volunteers who work with EPP candidates and graduates	Interviews - Meeting with the Director, Evaluation Office and CAEP Coordinator, Person in charge: Prof. Consuelo Torres/ Tel. (787) 457-3553; Dr. Rubén Rosado, EPP Coordinator Assessment; Spa's; Program Areas Coordinators, Campus Student's Assessment Office; Center for Educational Research/Reviews Amphitheatre # 3
12:00-1:00pm	Team Meeting and Lunch EMHCE-Room 368	
1:00-1:45pm	Interviews- Chancellor, Unit's Academic Senators, UNESCO Chair -Chancellor's office Person in charge: Dra. Mayra Chárriez Tel. (787) 400-0326	Interviews - Candidates representatives Secondary Education: Physical Education. Person in charge: Dra. Marta Amaral Tel. (787) 310-7165 Ujier/Translator Physical Education Facilities
2:00-2:45pm	Interviews- EPP dean of Students Affairs; Person in charge: Dr. Gabriel Ramos/ Tel. (787) 249-1891. Coordinator Project STEM. Office of the Dean of Students Affairs EMHCE	Interviews - Candidates, K-12, Music, Art, Theater, Pre School, Elementary Education, K-3, 4th to 6 th , Secondary Education Ujier/Translator Amphitheatre # 3 Person in charge: Prof. Carmen T. Pujols (Tel. 787-604-9071), Dra. Carmen Pacheco (Tel. 939-645-6621), Dra. Belén Sotomayor (Tel. 787-596-4377)
3:00-3:45pm	Interviews- Open session for faculty members Person in charge: Prof. Consuelo Torres Tel. (787) 457-3553 Amphitheatre # 1	Interviews- Open session for candidates and completers of all Programs Person in charge: Prof. Consuelo Torres/ Tel. (787) 457-3553 Candidates' Organizations Ujier/Translator Amphitheatre # 3
4:00-5:00pm Dean's Office	Leadership Team Meeting (<i>Leadership Only</i>) CAEP Lead Site Visitor, and EPP leadership/CAEP coordinator(s) discuss the team needs and progress of the visit	Interviews- Completers/Teachers; Principals; Collaborative Project to Support Neighboring Schools – Dr. Gladys Capella Dr. Nellie Zambrana (Tel. 787-380-9828), Induction Program- Person in charge. Amphitheatre # 3
5:30-6:00pm	Optional interviews with faculty or candidates who are on campus for evening classes	
6:00-8:00pm	Travel to Hotel / Team Meeting and Dinner at the Hotel Workroom Transportation provided by the EPP Person in charge: Sra. Julia Vélez/ Tel. (787) 234-3559	



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<p>8:00-9:30pm</p> <p>Hotel Workroom</p>	<p>Site Team Meeting (<i>Length of session adjusted as appropriate</i>)</p> <ul style="list-style-type: none"> • Discuss findings from review of data, evidence, and interviews • Work on first draft of site visit report
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May 22 -Tuesday	
	Breakfast on own at the hotel
8:30-9:30am Hotel Workroom	Site Team Meeting
9:00-9:30am Hotel Workroom	Leadership Team Meeting (<i>Leadership Only</i>) CAEP Lead Site Visitor, and EPP leadership/CAEP coordinator(s) discuss the team needs and progress of the visit Persons in charge: Dra. Mayra Chárriez/ Tel. (787) 400-0326; Prof. Consuelo Torres/ Tel. (787) 457-3553
9:30-10:15am Hotel Workroom	Writing and revising Site Visit Report revision and approval of the site visit report (Site Team should make these written reports available for all other site visitors to review before departure).
10:15-11:30am Hotel Workroom	Finalizing Site Visit Report
11:30am-12:00pm Hotel Workroom	Exit Report- Persons in charge: Dra. Mayra Chárriez/ Tel. (787) 400-0326; Prof. Consuelo Torres/ Tel. (787) 457-3553 The CAEP Lead Site Visitor, with EPP leadership/CAEP coordinator(s) and other institutional representatives (such as the president and chief academic officer; the chancellor) to present a summary of the site team’s findings and describe the next steps in the accreditation process, including the EPP’s review of the draft report for factual errors and submission of the rejoinder.
12:00-1:00pm	Box Lunch Person in charge: Sra. Julia Vélez/ Tel. (787) 234-3559
3:00pm	Departure (<i>Site Visitors do not have to attend the Exit Report session and may depart earlier as necessary</i>).