



# Shepherd University CAEP Site Visit Schedule

Or

<http://www.shepherd.edu/caep/site-visit-information>

Please check this link for the latest updates.

NOTE: There will be a sign-in sheet at each location for attendees to list name and title for the site team.

## Saturday, November 4, 2017

Description of Events	Location	CAEP Members	SU Participants	CAEP Team Members
3:00 - 6:00 Team members arrive at airport and travel to Shepherdstown for check-in to hotel.	Dulles, Clarion		TBD	
6:30	Dinner			

## Sunday, November 5, 2017

\*SU representatives (Dr. Beard, Dr. Allison, Dr. Johnson, Ms. Sell) will be onsite at the hotel and available to provide support and documents as needed.

	Location	CAEP Members	SU Participants	CAEP Team Members
7:45-8:45 Breakfast	Clarion Hotel			
<ul style="list-style-type: none"> <li>9:30-10:30</li> </ul> Welcome	Clarion Hotel Workroom		Dr. Beard, Dr. Allison, Dr. Johnson, Ms. Sell present to share facility and schedule information	
<ul style="list-style-type: none"> <li>Overview of the visit, facilities, and schedule as needed</li> <li>Review work plan/evidence trail in the FFR</li> </ul>				
10:30 – 12:00 Team Meeting	Clarion Hotel Workroom			
12:00 – 1:00 Lunch	Clarion Hotel Workroom			
1:00 – 2:00 Team Meeting	Clarion Hotel Workroom			
2:00 – 3:00 Meet with Cooperating Teachers and Administrators	Clarion Hotel Small Group Workrooms		TBD	
3:00 – 4:00	Clarion Hotel		TBD	

<b>Meet with Completers</b>	Small Group Workrooms
<b>4:00 – 6:00</b> <b>Team Work Session</b>	Clarion Hotel Workroom
<b>6:30</b> <b>Dinner</b> <b>Workroom available until 11:00 PM for team use as needed</b>	Hotel or SU to make reservations

**Monday, November 6, 2017**

\*SU representatives (Dr. Beard, Dr. Allison, Dr. Johnson, Ms. Sell) will be onsite and available to provide support and documents as needed.

Description of Events	Location	CAEP Members	SU Participants	CAEP Team Members
<b>Prior to Departure</b> <b>Breakfast</b>	Clarion Hotel			
<b>8:15</b> <b>Team Travel to Campus</b>	Meet in Clarion Hotel Lobby		TBD	
<b>8:30</b> <b>Team arrives at workroom on site and prepares for meetings and interviews</b>	Library, West Virginia Room LI 309			
<b>9:00 – 9:45</b> <b>Meeting/Interview with SSR Authors</b>	Library 308		Dr. Beard, Dr. Johnson, Ms. Sell	
<b>10:00 – 10:45</b> <b>Meeting with Faculty</b>	Library 308		TBD	
<b>10:00 – 10:45</b> <b>Meeting with Students (Candidates)</b>	BY Multi-Purpose Room		TBD	
<b>11:00 – 11:45</b> <b>Meeting with Adjuncts</b>	Library 256		TBD	
<b>11:00 – 11:45</b> <b>Meeting with University Supervisors</b>	BY Multi-Purpose Room		TBD	
<b>12:00 – 1:00</b> <b>Lunch</b>	BY Multi- Purpose Room			
<b>1:15 – 2:00 Meeting with President and Provost</b>	President’s Office IK 211		Dr. Hendrix, Dr. Beard	
<b>1:15 – 2:00 Meeting with other University</b>	Library 256		TBD	

<b>Personnel as needed (Placement Coordinator, Registrar)</b>			
<b>1:15-2:00 EPPC Meeting</b>	Byrd Multi-Purpose Room		
<b>2:15 – 5:15 Team Meeting and Work Session Meet with Faculty and University Staff as needed</b>	Library, West Virginia Room		TBD
<b>5:15 – 5:30 Travel to Hotel</b>			TBD
<b>6:00 -12:00 Working dinner &amp; team meeting</b>	Hotel or SU to make reservations		

**Tuesday, November 7, 2016**

<b>Description of Events</b>	<b>Location</b>	<b>CAEP Members</b>	<b>SU Participants</b>	<b>CAEP Team Members</b>
<b>8:00-8:30 Breakfast</b>	Clarion Hotel			
<b>8:30-11:00 Additional Team Meeting / Work Session / Writing and Revising</b>	Hotel workroom			
<b>11:30 – 12:00 Next Steps Meeting CAEP and State Team Members meet with EPP leadership</b>	Library WV Room 309		Dr. Beard, Dr. Allison, Dr. Johnson, Ms. Sell	
<b>12:00-12:30 Depart for Airport from Clarion</b>	Meet in front of library		TBD	