

Site Visitor Training

Orientation

Learning Objectives

Today

- The Site Visit Process
- Good understanding of SVT members' role and responsibilities

Site Visit Materials (available on the PAB website)

1. *Site Visit Manual (includes SSR excerpts re: Standards)*
2. *Interview Book*
3. *Site Visit Report Template*

Planning Accreditation Board

Mission:

*To ensure high quality education
for future urban planners.*

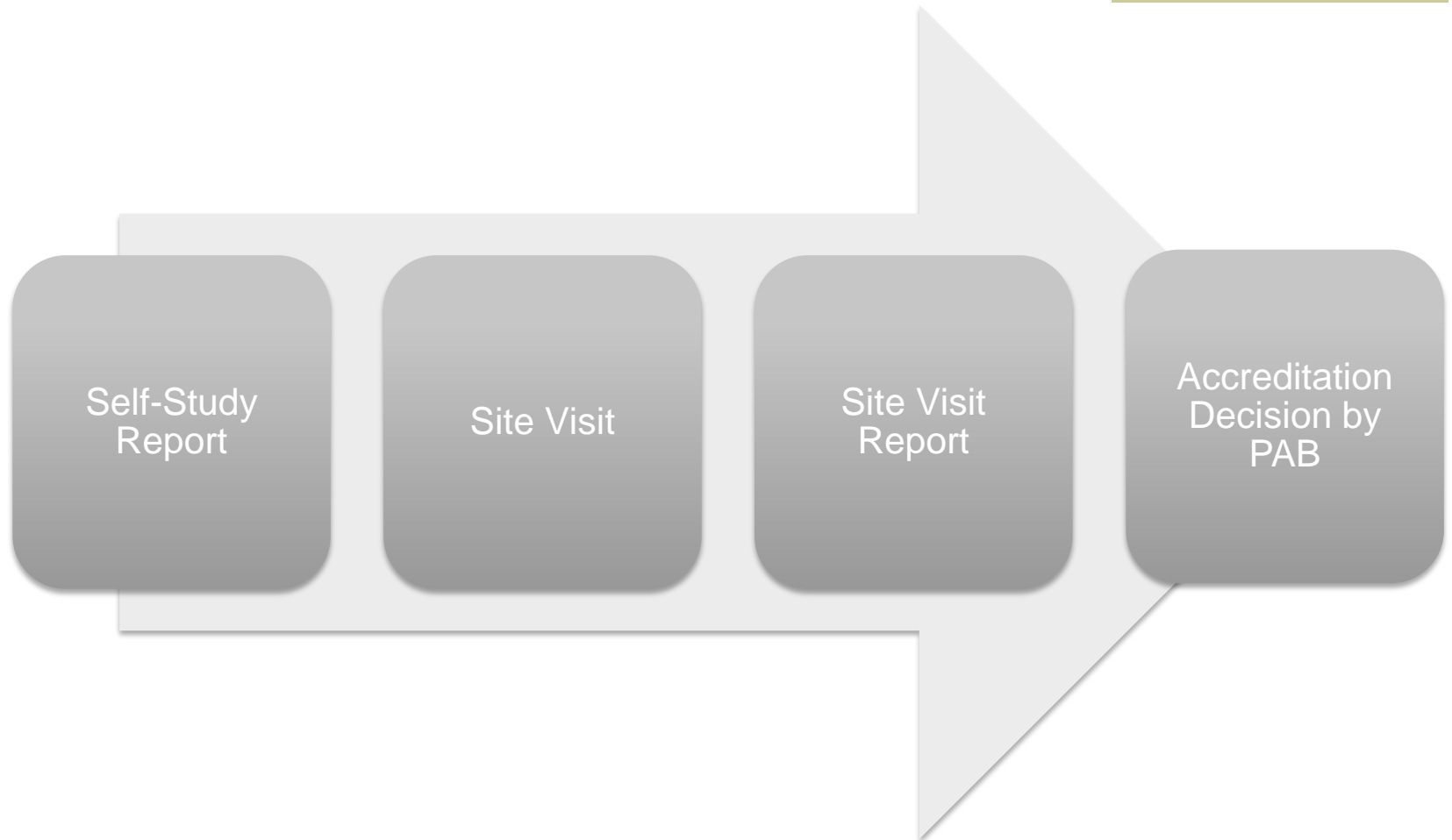
Sponsoring Organizations



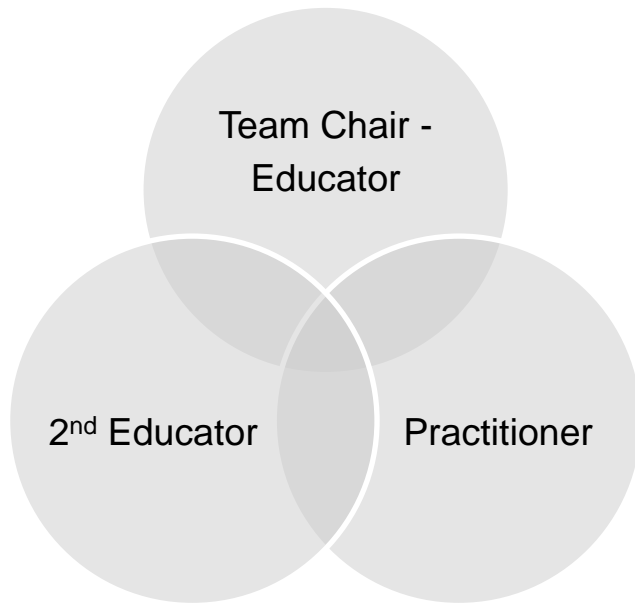
American Planning Association



The PAB Accreditation Process



The Site Visit: Team and Objectives



Objectives:

- 1) Verify information in the SSR
- 2) Gather new information through observations and interviews
- 3) Assess the degree to which the Program meets the PAB accreditation standards; and
- 4) Identify/verify Program strengths and areas of improvement

Expectations of Site Visitors

- Review Self-Study Report
- Study Standards
- Understand accreditation process and Site Visitor policies and procedures
- Familiarize yourself with your role and assignments
- Provide input to the team chair
- Contribute to the Site Visit Report
- Maintain confidentiality

Pre-Site Visit Timeline

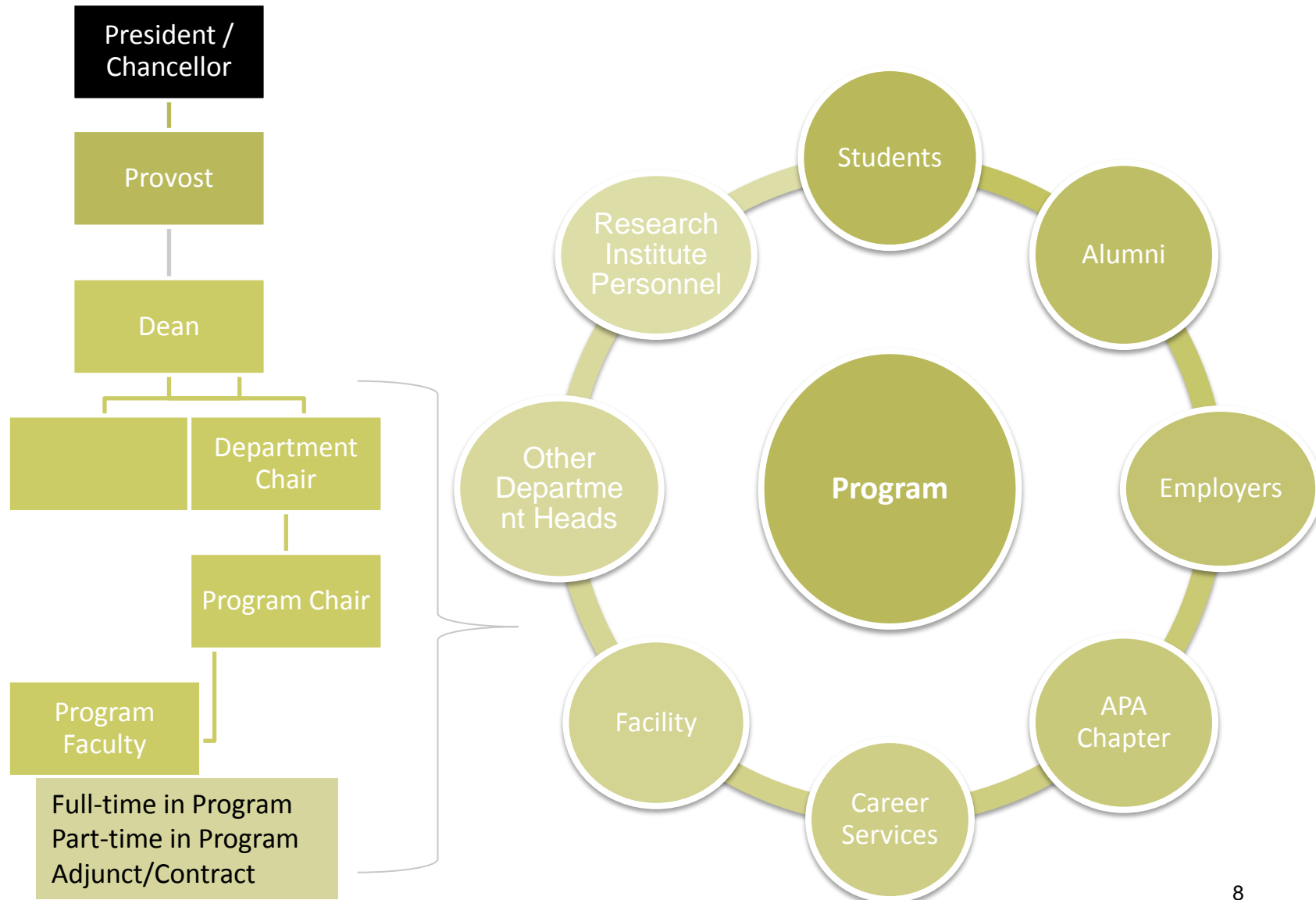
SVT receives information:
Hard-copy SSR from Program
CD from PAB staff

PAB staff arranges initial
conference call for SVT
members



*PAB staff works directly with the program to prepare the schedule. SVT members have no formal communication with the program regarding the schedule and the visit.

The Site Visit Schedule



Interviews

- Prepare questions in advance to share with your team
- Be objective
- Have a positive attitude and tone
- Do not express views that could be interpreted as biased about program content and outcomes
- Be thorough; ask the same questions of many people to get a balanced view of the situation.
- Let the team chair take the lead in the interviews, unless otherwise discussed.
- Pursue the interview as a means of verifying the information the program provided.
- Plan how you will transcribe the interviewee responses such that you can use them later in developing the SVR.
- Begin with introductions: describe who you are and why you are there. The team chair sets the ground rules, including the timeframe and an assurance of confidentiality.

Exit Interviews

No surprises

Thank your host

Take your time

List the strengths of the program

Be specific; get less specific

Do not state number of partial or unmet verbally

*Do not give an indication of team
recommendation on reaccreditation*

The Site Visit Report (SVR)

- Part 1 – Compliance Checklist
- Part 2 – Program Overview and Compliance
- Part 3 – Assessment and Recommendations
 - Met, Partially-Met, or Unmet
- Part 4 – Program Strengths
- Part 5 – Furthering Excellence

Tips for the Site Visit Report

Broad audience reading SVR

Provide some context

Explain evaluations of Met, Partially-met and Unmet

Avoid individual names and superlatives

Recommendations

- Be creative, not prescriptive
- Limit to those affecting the Program

More Tips for the SVR

2. Students

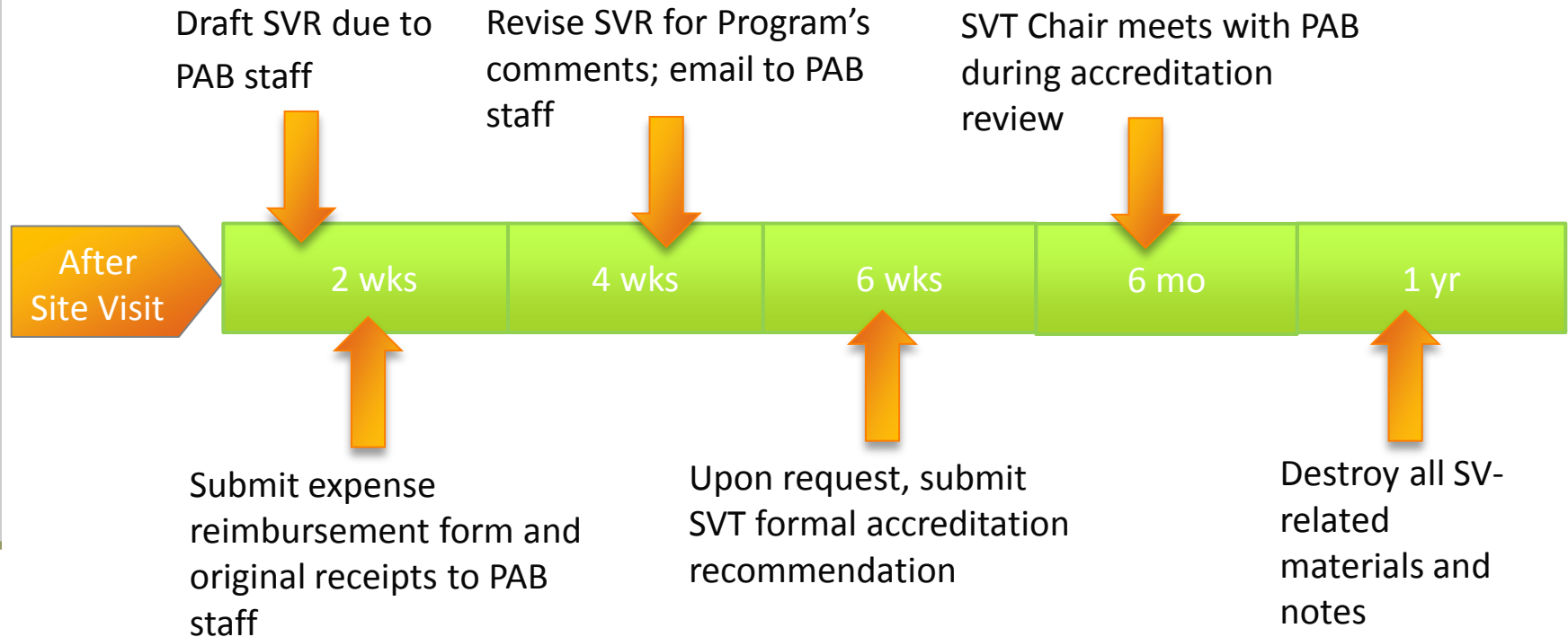
~~E. Student engagement in the profession~~

~~This criterion was assessed as met based on the SVT review of the SSR, and materials gathered during the Site Visit.~~

E. Student engagement in the profession

There are numerous opportunities for the students to engage with the profession. Students are required to take a studio course which deals with a real world project and client. The program maintains a lecture series where researchers, officials, professional planners and academics discuss a range of topics with the students. In addition, the program encourages and provides funding for students to attend state and national APA conferences.

Post Site Visit Timeline and other logistics....



WIIFM

What's In It For Me?

Obrigado!

THANK YOU

Vielen
Dank

Merci

Q&A


Grazie

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