**AAQEP Site Visit Reviewer Guidance Document**

This guidance document is designed to outline the process of addressing the four state-specific standards folded into the AAQEP unit review procedures.

* Attached is a detailed Excel crosswalk, built by AAQEP and TSPC to guide the review of State-specific Standards integrated into the broader AAQEP standards being measured in the unit review.
* TSPC will continue to maintain responsibility for conducting the field audit since the information and data come from the TSPC data bank which holds the records of EPP program completers.
	+ Approximately 2 weeks prior to the site visit, TSPC will contact the EPP and deliver a list of completer records that will be reviewed.
	+ OAR 584-410-0100 specifies that “5% or a maximum of 15 completers records, whichever is greater, from the average annual Full Time Equivalency (FTE) since the last approval,” will be requested.
	+ The EPP may deliver the records electronically or the Director of Educator Preparation may be invited to the campus to review the hard copy records. The rule ([OAR 584-410-0100](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=267759)) specifies the elements of the review.
	+ The details are also found on page 47 (June 2020 edition) of the [Program Review and Standards Handbook](https://www.oregon.gov/tspc/EPP/Documents/TSPC_Programs_Program_Approval_Process/Program_Review_and_Standards_Handbook.pdf)
* The integrated approach to the unit review will include the remaining three state-specific standards being folded into the broader unit review, including the EPP drafting of the QAR and a combined unit review. Be sure that the EPP specifically addresses the provisions related to each state-specific standard below:
	+ Both the Cultural Competency and Equity as well as the Clinical Partnerships standards are adequately covered in the existing AAQEP standards and be integrated into the QAR and unit reviews.
	+ The English Language Learner standard will be subsumed under 4e of the AAQEP standard ([AAQEP Guide, page 12](http://aaqep.membershipsoftware.org/files/2020-Guide-to-AAQEP-Accreditation.pdf) and again, covered by the QAR and site visit/unit review. Each EPP is responsible to provide the narrative and evidence for meeting the 6 standards within the ELL State-specific Standard (OAR 584-410-0080)
	+ If there are additional SPA QARs, the EPP must include the state-specific standards compliance in each of those specialty reports.
	+ A minority of reviewers from Oregon would participate in the reviews of QAR and unit review.  The state consultant (Director of Education Preparation) will also participate with the team on the visits.
* There will be an integrated QAR furnished to AAQEP that includes the narrative and evidence for the 3 state-specific standards within the broader AAQEP QAR. There may or may not be more than one QAR, determined by AAQEP, and based on the programs to be reviewed. A copy of each QAR with evidence will also be provided to the Director of Educator Preparation.
* Oregon reviewers will be allowed to observe the AAQEP site visit process with a view toward improving and refining the coordination between the TSPC and AAQEP integration process. Modifications to the process may be made as mutually agreed by the two parties, AAQEP and TSPC.
* TSPC will provide documents that are designed to clarify the content of the 3 state-specific standards that are integrated into the unit review process.
* This review process will be followed by both AAQEP and TSPC in the spirit of the agreement between the two parties secured in February 2020.
* Excel Crosswalk Attachment:



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