The Site Visit:
Breakout Session

3:05 - 4:00 PM
Albuquerque, NM
April 29, 2011
Overview: The STARTALK Site Visit

• What
  – Opportunity to see your program in action

• Why
  – Ensure the success of programs
  – Contractual mandate

• Who
  – Site Visit Team

• When
  – At a mutually agreeable time that you will determine with your team leader
The Site Visit is Not

- An opportunity to create angst among staff
- A time to plan an ‘out of the ordinary’ event
The STARTALK Site Visit
Outcomes

• Formative feedback from the Site Visit Team
• Report of Findings
  – Debriefing at the end of the site visit
  – Written site visit report (see PD Guide pages 123 and 129)
Impact on Future Funding

• Application for Summer 2012
  – Question on implementing recommendations
The STARTALK Site Visit

2010 Program Director Survey

• 97% found the site visit easy to organize
• 92% felt that the team demonstrated knowledge of the program
• 69% reported that the team had sufficient opportunity to get a full picture of the program
• 93% reported that the site visit team was constructive in their recommendations
• 81% agreed with the site visit report
The STARTALK Site Visit

2010 Site Visitor Survey

• 85% reported that the team had sufficient time to get a full picture of the program
• 100% felt that they met with appropriate participants to get a full picture of the program
Overview:
Preparing for Your Site Visit

• Setting a date
• Providing logistical information
• Setting the site visit day schedule
• Information STARTALK will provide
• How site visitors prepare for the visit
• The site visit day
Setting a Date

• Set a date with your Team Leader
  – On a typical instruction day
  – Toward beginning of program for new program
  – For continuing programs, mutually agreeable date
Providing Logistical Information for Site Visitors

Logistical Information Form: startalk.umd.edu/login

<table>
<thead>
<tr>
<th>STARTALK 2011 Site Visit Summary</th>
<th>2011-05-13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Schedule</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Start date:</strong> May 13, 2011</td>
<td></td>
</tr>
<tr>
<td><strong>End date:</strong> May 20, 2011</td>
<td></td>
</tr>
<tr>
<td><strong>Start time:</strong> 09:00</td>
<td></td>
</tr>
<tr>
<td><strong>End time:</strong> 16:30</td>
<td></td>
</tr>
<tr>
<td><strong>Agenda details:</strong></td>
<td></td>
</tr>
<tr>
<td>* Welcome/open meeting</td>
<td></td>
</tr>
<tr>
<td>* Apologies for absence</td>
<td></td>
</tr>
<tr>
<td>* Approval minutes of the previous meeting</td>
<td></td>
</tr>
<tr>
<td>* Matters arising from the previous meeting</td>
<td></td>
</tr>
<tr>
<td>* A list of specific points to be discussed – this section is where the bulk of the discussion as well as decisions in the meeting usually take place</td>
<td></td>
</tr>
<tr>
<td>* Any other business (ACR) – allowing a participant to raise another point for discussion.</td>
<td></td>
</tr>
<tr>
<td>* Arrangements/minutes of next meeting</td>
<td></td>
</tr>
<tr>
<td>* Close meeting</td>
<td></td>
</tr>
</tbody>
</table>

**Export Schedule**

**Visitors**

* List of All Site Visitors*

**Logistics**

<table>
<thead>
<tr>
<th>Site Visit Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong> Mr. Ding</td>
</tr>
<tr>
<td><strong>Telephone:</strong> 456</td>
</tr>
<tr>
<td><strong>Cell phone:</strong> 555-456-9354</td>
</tr>
<tr>
<td><strong>Email:</strong> fluidmechanics.org</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Site Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong> Oakland, CA 94010</td>
</tr>
</tbody>
</table>

**Travel Recommendations**

| Arrival airport: Oakland International (OAK) |
| Arrival train station: BART (BART) |
| Transportation: rental car |
| Lodging: |
| Lodging address: |
| Lodging telephone: |

**Directions and Notes**
Things to Remember on Logistical Form

• Most Convenient Airport/Train Station
• Hotel Accommodations
• Directions to your site location
• Emergency Contact Information
Setting the Site Visit Day Schedule

• You must set a schedule with your team leader
  – Travel arrangements cannot be made without it
  – Must add schedule start/end times
  – Provide agenda details to Program Information System
What STARTALK will make available to you?

TWO WEEKS PRIOR TO SITE VISIT

Via online Program information system:
• Site Visit team members
• Site Visitor Travel Itineraries
• Site Visitor Contact information

Via email from STARTALK central:
• Site Visitor Bios
How Site Visitors Prepare for the Site Visit

• Program Review
  – Proposal
  – Previous Site Visit Reports
  – Curricula

• Materials
  – Classroom observation guidelines for student and teacher programs
  – Interview Questions
The Site Visit Day

• Meeting with the Program Director
• Observation of Classes
• Interviews with students and instructors
• Debriefing among the STARTALK site visit team members
• Debriefing with the Program Director
• Refer to page 195 of PD guide for details
The Site Visit Day: Other Issues

• Providing Lunch/Dinner for Site Visitors
• Giving program promotional materials to visitors
• Giving other gifts to visitors
After the Site Visit

• The Site Visit Report
• The Site Visit Report Response
Questions?