

**NCATE AND OCTP TIMELINE**  
**SELF STUDY (INSTITUTIONAL REPORT) DUE – JANUARY 14, 2014**  
**OFFSITE REVIEW – MAY 15, 2014**  
**PRE-VISIT – PROPOSED DATE – JULY 10, 2014**  
**ON CAMPUS SITE VISIT – SEPTEMBER 14-16, 2014**

<b>Spring 2014</b>		
<b>SUBMITTED SELF-STUDY INTO AIMS AND OCTP – FEBRUARY 2014</b>		
<b><u>Event/Activity</u></b>	<b><u>Responsible Person</u></b>	<b><u>Deadline</u></b>
Meet with Hotel Staff at Marriott	Leadership Team & Assistants	March or Beginning of April 2014
Prepare Budget		Continuous
Make Hotel Reservations for Team Members	Dr. Boyd & Frances	March or Beginning of April 2014
Review Exhibits/ Mock Visit	Gerry Landers, Dr. Boyd, Dr. Otto, Dr. Dunham, & All Faculty assigned to a Standard	Tuesday of Assessment Week <b>Tuesday, April 22, 2014</b>
Gather List of Interviewees and contact Information, including schools to visit (Ele/ECE, Mid/High, Public, Private)	All Faculty and Staff	<b>Tuesday, April 22, 2014</b>
Create Hardcopies of All Evidence and work on Website	Leadership Team, Graduate Assistants	
<b>OFFSITE REVIEW – MAY 15, 2014</b>		
<b>Summer 2014</b>		
<b><u>Event/Activity</u></b>	<b><u>Responsible Person</u></b>	<b><u>Deadline</u></b>
Confirm Reserve all needed Rooms on Campus	Sheryl Wallis	June 2014
Respond to Offsite Review Report	Dr. Boyd, Dr. Dunham & Dr. Otto	June - July 2014
Upload Additional Evidence in support of Response to Offsite Review Report	Amanda & Leadership Team	June - July 2014
Prepare for Pre-Visit <ul style="list-style-type: none"> <li>• Coordinate Travel Arrangements</li> <li>• Prepare Schedule</li> <li>• Schedule Meetings with On-Campus Dignitaries</li> <li>• Reserve Hotel Rooms</li> </ul>	Leadership Team & Assistants	June 2014
Clean Offices and Main COE Areas	ALL	Summer 2014
<b>HOST PRE-VISIT TEAM REVIEW – PROPOSED DATE – JULY 10, 2014</b>		
Finalize Team Travel Arrangements	Frances Jones	August 1, 2014

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<b>Fall 2014</b>		
Determine Details for Sunday Afternoon Event	Leadership Team & Assistants	August 1, 2014
Host a Dinner for University Personnel	Leadership Team, Faculty & Assistants	<b>Tuesday, August 19, 2014</b>
Faculty will contact List of Interviewees to confirm that they can still come and make sure we have correct mailing information.		August 15, 2014
Arrange Team Travel to and From Airport and while in town		August 15, 2014
Send out Letters/Invitations to Interviewees	Dr. Boyd & Frances Jones	Between August 15, 2014 and September 1, 2014
Shop & Work on Greeting Baskets/Packets	TCLA	Monday September 8 – 11, 2014
Meet with Student Teachers	Leadership Team	
Meet with Teacher Candidates	Leadership Team	Ed Seminar – September 8 <sup>th</sup>
<b>HOST VISIT TEAM REVIEW – SEPTEMBER 14-16, 2014</b>		

## Mock Visit Team Assignments

<u>STANDARD</u>	<u>INITIAL</u>	<u>ADVANCED</u>
Standard 1		
Standard 2		
Standard 2 Target		
Standard 3		
Standard 4		
Standard 5		
Standard 6		
State Standards 1-5		
State Standards 6-10		