

## Appendix Q

### TEAM MEMBER ASSESSMENT OF THE ON-SITE EVALUATION PROCESS

<b>Date of On-Site Visit</b>	<b>Type of Visit:</b> Initial accreditation <input type="checkbox"/>	<b>Renewal of accreditation</b> <input type="checkbox"/>	<b>Substantive Change</b> <input type="checkbox"/>
<b>Institution/Program Name</b>			
<b>OSET Team Member Name:</b>		Did you serve as Team Leader? Y N	

**Instructions:** Each team member completes this form independently within 48 hours of the on-site visit. Please rate each item by circling a number on the 5 point scale (1=Strongly Disagree; 5=Strongly Agree.) Briefly describe the reasons for your rating in the Comments section following each item. All responses are confidential and are sent directly to the MACTE Board Quality Improvement Committee at [quality@macte.org](mailto:quality@macte.org)

		Strongly DISAGREE			Strongly AGREE
1. Information provided by the MACTE Accreditation Services Coordinator or Associate about the program, and communication with these staff members <u>before</u> the visit, were complete, helpful, and timely. <i>Comment:</i>	1	2	3	4	5
2. The Team Leader communicated effectively with the other team members <u>prior to the visit</u> <i>Comment:</i>	1	2	3	4	5
3. The Team Leader conducted an <u>effective and thorough orientation</u> at the beginning of the on-site visit. <i>Comment:</i>	1	2	3	4	5
4. The team members <u>communicated effectively</u> and efficiently throughout the on-site visit. <i>Comment:</i>	1	2	3	4	5
5. The team was able to achieve a <u>comprehensive view</u> of the program in its unique environment(s). <i>Comment:</i>	1	2	3	4	5
6. I was satisfied with the team's <u>verification of the Self-Study</u> . <i>Comment:</i>	1	2	3	4	5
7. It was possible for the team to make an <u>accurate assessment</u> of the program's quality. <i>Comment:</i>	1	2	3	4	5

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8. The other team members were <u>well qualified</u> . <i>Comment:</i>	1    2    3    4    5
9. Each team member was <u>present for the full</u> on-site visit. <i>Comment:</i>	1    2    3    4    5
10. Opportunities were provided for <u>dialogue with program constituencies</u> . <i>Comment:</i>	1    2    3    4    5
11. The <u>on-site report format</u> provided opportunities to record all relevant information. <i>Comment:</i>	1    2    3    4    5
12. The evaluation process was <u>unbiased and impartial</u> . <i>Comment:</i>	1    2    3    4    5

**Please feel free to write on the back or to use additional sheets of paper if you need more writing space.**

13. What did you like ***best about the on-site evaluation process?***

14. Would you like to ***work with these same team members again?***

15. What did you like ***least about the on-site evaluation process?***

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16. How might on-site *training have better prepared you* for being an on-site evaluator?
17. What was the *most recent date* you attended on-site evaluator training?
18. How has *servicing as a site evaluator changed your perspective* on your involvement in a Montessori teacher education program?
19. Do you have any other *suggestions for improvement* of the on-site evaluation process?
20. With regard to the **MACTE Essential Standards and Criteria**:
- a) Which were the *easiest for you* to interpret?
  - b) *Easiest for the program* to interpret?
  - c) Which were the *most difficult for you to interpret?*
  - d) *Most difficult for the program* to interpret?
  - e) Which were the *easiest for the program to comply* with?

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f) The *most difficult for the program to comply* with?

Thank you for your cooperation! The results of this survey will be used in aggregate format to help improve the on-site evaluation process, the MACTE Essential Standards and Criteria, and the self-study process.

***Please e-mail this survey to the MACTE Board Quality Improvement Committee directly at [quality@macte.org](mailto:quality@macte.org)***