PROTOCOL 1.0

NATIONAL SCIENCE FOUNDATION  SUPPORTED SUMMIT-P SITE VISIT

While individual circumstances will dictate variations, it is expected that SUMMIT-P Site visits will be planned and conducted according to the following:

- Approval for the sites to be visited and the institutions, evaluators, and Project Management team members to visit will be given by the project Management Team
- Lead responsibility for organizing and conducting the site visit will reside with the institution that is being visited.
- Consistent with the premise of SUMMIT-P, the visiting team from an institution will include at least one mathematics faculty member and one faculty member from a partner discipline. At least one evaluator and one other member from the Project Management Team will also participate.
- The site visits will be of at least a day and a half in duration. The dates will be determined by the host institution and the visiting institution in conjunction with the project evaluators.
- Prior to finalizing plans for the site visit, all participants shall clearly outline their specific goals for the visit. This includes a different set of goals for: faculty from host college; faculty from visiting college; project evaluators; and the project management team.
- The host institution will prepare a report on the current status of their work.
- The goals and status report will be shared with all participants in site visit.

The site visit will include the following components:

| Component | Participants | Description |
|---|---|---|
| Project Highlights<br>90 – 120  minutes<br><br>This session is the central piece of the visit. Ideally it will take place near the beginning of the visit. | All visitors<br>Math faculty<br>Disciplinary faculty<br>Course developers and pilot instructors<br>Department chairs<br>Deans of schools participating partner disciplines<br>Provosts, vice presidents, etc. | This will be a carefully planned set of presentations and/or facilitated discussions by all participants in the project: partner disciplines, PIs, local evaluators, instructors, course developers, etc. |
| Class room visits | All visitors and any interested faculty/administrators | It is expected that each visitor will have opportunity to observe at least two class sessions. Local administrators could be encouraged to visit classes prior to the actual site visit. |
| Discussions among students and external visitors | Students in the pilot class and visitors not from host college | The students will be given a few questions in advance or, if necessary, as they assemble. |

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| Focus group of students conducted by evaluators | Students in pilot sections and evaluators (This will be a different group of students from the discussion group) | The evaluators will prepare protocols for the student focus group. |
| Discussions among visiting faculty and pilot instructors | Teaching faculty from visiting and host college | Emphasis will be on particular content or instructional approaches. |
| Discussions among visitors and host project PIs | Visitors and host project PIs | Project management, issues on how to recruit and engage faculty; problems, issues |
| Conversations among host and visiting partner discipline members | Host and visiting partner discipline faculty | Discussions would include ways in which collaboration was encouraged between partner discipline faculty and mathematics faculty as well as, if appropriate, particular content. |
| Meals | Will vary | Various host faculty/administrators/ project PIs will share meals with visitors; some of the discussions described above may take place over a meal. The host college will use grant funds to pay for meals that are formal meetings. Off campus social meals should be paid by each individual's grant. |

After all site visit participants have reviewed the goal statements and the current status report and reviewed and modified the list of components, the host college shall prepare the actual schedule and distribute it to all participants.

Typically the host college will reserve hotel rooms and arrange for local transportation. The visitors will pay their own transportation, meals and hotel expenses.

Subsequent to the site visit:

- The PIs from the host and visiting institutions will prepare informal reflections and thoughts about interesting aspects of visit.
- The evaluator(s) will provide informal report.
- The Management team representative will provide informal report.

The Management team representative will assure that these reports are completed and shared with other SUMMIT-P participants.