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# Sample On-Site Team Visit Agenda

2013 Standards

This is a SAMPLE only – adjustments can be made based on institutional needs. The Lead Visitor and Program Chair should jointly establish any itinerary. Most meeting times are flexible; the meetings that are somewhat set in terms of timing include:

1. Initial meetings:

Visitors meet with the Provost (and other institutional academic officers such as the Institutional Assessment Officer) as early as possible on the first day of the visit. The meeting with the Dean should also be set for that first morning; it is typically separate from the other academic officers, although it may be combined at the discretion of the Lead Visitor.

1. Exit meetings:

Again, the meeting with the institutional academic officers occurs as one of the last meetings; this meeting typically includes all levels of administrators (Provost, Assessment Officer, Dean, Program Chair). In addition, a separate exit interview is scheduled with the Program Faculty.

###### **Sunday**

Between 12:00 and 4:00pm Arrival, pick-up at local airport, transport to hotel

4:00 – 5:00pm Visitor only

Between 5:00 and 6:00pm Meet for dinner or reception with PRTM faculty

###### **Monday**

Breakfast 7:00am Visitors only discuss plans for the day

8:00 – 8:50am Campus and PRTM facilities tour

9:00 – 9:30am Meet with President and Provost

10:00 – 10:30am Meet with Dean

10:45 – 11:30am Visitors only meet a group of students (typically during a class period)

12:00 – 1:15pm Visitors only lunch to review artifacts or meet with Program Chair

1:30 – 2:00pm Meet with individual PRTM faculty

2:00 – 3:00pm Meet with individual PRTM faculty

3:15 – 3:45pm Meet with Director, Computer Support Services

4:00 – 5:00pm Perhaps a reception to meet with internship supervisors, alumni, advisory board

6:00pm Visitors only dinner followed by a working evening; if desired, the Visitors may request time to review artifacts

###### **Tuesday**

Breakfast Visitors only to discuss preliminary findings

8:00 – 8:30am Meet with librarian responsible for PRTM holdings

9:00 – 9:30am Meet with Adjunct PRTM faculty, including graduate assistants who teach in courses where learning outcomes are addressed

9:35 – 10:00am Meet with students (officers of student society, student leaders, students with special needs)

10:00 – 11:00am Meet with Director of Career Services

10:30 – 11:30am Time to examine artifacts, meet with faculty, review information not previously seen

12:00 – 1:15pm Visitors only lunch

1:30 – 2:00pm Meet with individual PRTM Faculty

2:00 – 2:30pm Meet with individual PRTM Faculty

3:00 – 3:30pm Meet with PRTM alumni

3:30 – 4:00pm Meet with Director of Student Disability Services

4:15 – 5:00pm Meet with Program Chair

6:00pm Dinner by visitors only or with PRTM faculty; visitors work evening

###### **Wednesday**

Breakfast 7:30am Visitors only or with PRTM faculty to share preliminary findings

9:00 - 10:00am Exit interview with institutional academic officers (Dean, Provost, Director of Assessment)

10:30am Check out of hotel, depart for airport and flights

Between 12:00 and 2:00pm Flights out

Potential other on-campus resources that Visitors may request to visit:

* Director or Dean of Distance Education
* Professional advising staff
* Learning labs
* Others

Potential artifacts to make available for review:

* Any documentation or products that show evidence that students have met the established learning outcomes
* Assessment instruments
* Assessment reports
* Sample student work (e.g., program plans, budgets, papers, projects, models, videos, portfolios or e-folios, marketing plans, student-created slides)
* Practicum, internship, and employer evaluations of students or recent graduates
* Samples of student evaluations of advising, faculty, internship sites, etc
* Syllabi
* Assignment descriptions with assessment rubrics
* Grade distributions