

A-3: Typical Initial and Maintenance Accreditation Hybrid Site Visit Agenda

This Agenda gives a framework for ordering the visit in a timely manner. The order of these items may vary, and additional items may be scheduled at the discretion of the Team Chair.

Virtual Pre-Visit Planning

50 days in advance Student Work access	<input type="checkbox"/> The Program sends the CACB any links required to access the student work exhibit <input type="checkbox"/> The Team Chair and CACB test the links before sharing them with the Visiting Team
Meeting #1 45 days in advance Readiness for the visit	<input type="checkbox"/> The Team Chair and Program Head determine whether the program is ready for the visit <input type="checkbox"/> The Program Head performs a walk-through of the student work compilation for the Visiting Team
Meeting #2 38-40 days in advance Process and technology overview	<input type="checkbox"/> The Team Chair reviews student work with the Visiting Team <input type="checkbox"/> The Team Chair provides expectations for how the team will work, and makes review assignments
Meeting #3 28-30 days in advance Review and discussions	<input type="checkbox"/> The Visiting Team review ACR-A (APR), CACB Conditions and Procedures, and visit protocols, and identify missing materials <input type="checkbox"/> The Team members discuss their initial reactions to the ACR-A (APR) and student work, raise any initial concerns, and identify and prioritize the questions to be addressed during the documentary review
Meeting #4 14 days in advance Documentary Review and questions	<input type="checkbox"/> The Visiting Team reviews the results of the documentary review, finalizes questions to be addressed during the site visit, and identifies any other areas of inquiry <input type="checkbox"/> The Team develops a draft ACR-B (VTR) <input type="checkbox"/> Entrance meeting with Librarian

The Visit

Thursday (Virtual)		<input type="checkbox"/> Team Deliberations and Launch of draft ACR-B
Friday (Virtual)	AM	<input type="checkbox"/> Entrance meeting with the Program Head <input type="checkbox"/> Entrance meeting with the school administrator(s) <input type="checkbox"/> Entrance meeting with the University President and the Provost (Chief Academic Officer)
	PM	<input type="checkbox"/> Review of general studies, electives, and related programs <input type="checkbox"/> Continued review of exhibits and records <input type="checkbox"/> Continued Team Deliberations and Drafts of ACR-B (VTR)
Saturday		<input type="checkbox"/> Day off (or Travel)
Sunday (On-Site)	AM	<input type="checkbox"/> The Visiting Team's arrival and check-in at the hotel
	PM	<input type="checkbox"/> Visiting Team introductions and orientation <input type="checkbox"/> Short Intro meeting with Program Head <input type="checkbox"/> Tour of facilities <input type="checkbox"/> Team-only Dinner and Debriefing session and development of draft ACR-B (VTR)
Monday (On-Site)	AM	<input type="checkbox"/> Team working breakfast with Program Head <input type="checkbox"/> Entrance meeting with faculty <input type="checkbox"/> Observation of Studios
	PM	<input type="checkbox"/> Meeting with the Student Representatives <input type="checkbox"/> Observation of Lectures and Seminars <input type="checkbox"/> Entrance Meeting with Students <input type="checkbox"/> Team-only dinner <input type="checkbox"/> Debriefing session, re-draft of ACR-B (VTR) and draft of Strengths and Causes of Concern
Tuesday (On-Site)	AM	<input type="checkbox"/> Team Breakfast with the Program head <input type="checkbox"/> Meeting with the Staff <input type="checkbox"/> Possible follow-up meeting (with Faculty, students, director, and staff, as needed) <input type="checkbox"/> Team deliberations <input type="checkbox"/> Team-only lunch, Final deliberations and vote
	PM	<input type="checkbox"/> Exit meeting with Program Head <input type="checkbox"/> Exit meeting with the school or college administrators <input type="checkbox"/> Exit meeting with University President (or designate) and Provost <input type="checkbox"/> Team-only coffee/cocktails reception/dinner <input type="checkbox"/> Check out from the hotel and Travel home at their leisure