A-3: Typical Initial and Maintenance Accreditation Hybrid 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**	☐ The Program sends the CACB any links required to access the student work exhibit ☐ 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**	☐ The Team Chair and Program Head determine whether the program is ready for the visit ☐ 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**	☐ The Team Chair reviews student work with the Visiting Team ☐ 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**	☐ The Visiting Team review the APR, CACB Conditions and Procedures, and visit protocols, and identify missing materials ☐ The Team members discuss their initial reactions to the 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**	☐ 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 ☐ The Team develops a draft VTR ☐ Entrance meeting with Librarian

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The Visit

Thursday (Virtual)		☐ Team Deliberations and Launch of draft VTR

Friday (Virtual)	AM	☐ Entrance meeting with the Program Head ☐ Entrance meeting with the school administrator(s) ☐ Entrance meeting with the University President and the Provost (Chief Academic Officer)
	PM	☐ Review of general studies, electives, and related programs ☐ Continued review of exhibits and records ☐ Continued Team Deliberations and Drafts of VTR

Saturday		☐ Day off (or Travel)

Sunday (On-Site)	AM	☐ The Visiting Team's arrival and check-in at the hotel
	PM	☐ Visiting Team introductions and orientation ☐ Short Intro meeting with Program Head ☐ Tour of facilities ☐ Team-only Dinner and Debriefing session and development of draft VTR

Monday (On-Site)	AM	☐ Team working breakfast with Program Head ☐ Entrance meeting with faculty ☐ Observation of Studios
	PM	☐ Meeting with the Student Representatives ☐ Observation of Lectures and Seminars ☐ Entrance Meeting with Students ☐ Team-only dinner ☐ Debriefing session, re-draft of VTR and draft of Strengths and Causes of Concern

Tuesday (On-Site)	AM	☐ Team Breakfast with the Program head ☐ Meeting with the Staff ☐ Possible follow-up meeting (with Faculty, students, director, and staff, as needed) ☐ Team deliberations ☐ Team-only lunch, Final deliberations and vote
	PM	☐ Exit meeting with Program Head ☐ Exit meeting with the school administrators ☐ Exit meeting with University President (or designate) and Provost ☐ Team-only coffee/cocktails reception/dinner ☐ Check out from the hotel and Travel home at their leisure