VISITING TEAM MEMBERS DUTIES AND RESPONSABILITIES:

Barring emergency, Visiting Team members <u>cannot</u> cancel within 6 weeks prior to the visit. All Visiting Team members should be fluent in the language of the Program being visited. All Visiting Team members (including the Team Chair) must attend CACB training requirements.

The team should respect that non-voting members are in training, but participate fully in the site visit and in the preparation of the draft *VTR* but do not participate in the vote. Non-voting members must leave the Team Room before voting occurs.

➢ **Prior to the Site Visit, Team Members:**
- Receive and study the APR submitted by the Program and identify questions and issues prior to arrival on site;
- Read and understand the *CACB Conditions and Terms for Accreditation* and the *CACB Procedures for Accreditation;*
- Participate in introductory conference call(s) scheduled by the Visiting Team Chair; and
- Coordinate travel and arrival details

➢ **During Site Visit**
The site visit allows the Visiting Team to validate and supplement the *APR* through direct observation, while gaining a better understanding of the structure and complexity of a given Program. **Visiting Team members must arrive on Saturday and remain through mid-day on Wednesday, as specified in the agenda.**

During the site visit the Visiting Team reviews documentation of the Program's institutional context, examines student and faculty exhibits, conducts open-ended meetings and interviews, and tours the facilities to identify strengths and concerns that may not have been evident in the *APR.*

During the site visit, team members are expected to:
- Carry out all duties as a Visiting Team member while adhering to all accreditation policies and procedures
- Respond to assignments regarding various parts of the *APR*, as assigned by the Team Chair;
- Engages in the *APR* review;
- Meets with the Program Head;
- Tours the facilities;
- Meets with the school or college administrators, the Institution's Chief Academic Officer(s), faculty, and students;
- Engages in review of student and faculty exhibits;
- Engages in review of general studies, electives, and related programs;
- Engages in observation of studios, lectures, and seminars;
- Meets with student representatives;
- Meets with alumni and local practitioners;
- Participates in daily debriefing sessions;
- Deliberates on accreditation *Conditions* and drafts the *VTR*; and
- Attends exit meetings with the Program Head (Director/Chair), with the school or college administrators, Chief Academic Officer(s) of the Institution, faculty and students.

➢ **After the visit, team Members:**
- Participate in the production of the draft VTR as directed by the Team Chair;
- Sign required pages of the final VTR;
- Complete the Team Member evaluation forms (Refer to Appendix A-6); and
- Apply for expense reimbursement to the Program for payment within thirty calendar days of submitting the Expense Claim.