

## Sample Site Visit Schedule

### Day 1: Arrival and Document Review

8:00 am - 9:00 am: Team Meeting and Briefing

- - Evaluation team meets to review schedule, discuss objectives, and finalize evaluation plan
- Review of institutional documents and materials

9:00 am - 10:00 am: Welcome and Introduction

- - Meeting with institutional leadership (President, Vice-President, etc.)
- Overview of the site visit process and objectives
- Expectations and protocols for the visit

10:00 am - 12:00 pm: Document Review

- - Review of institutional documents, policies, and procedures
- Examination of student records, faculty files, and other relevant documents
- Review of curriculum, course materials, and assessment tools

1:00 pm - 2:30 pm: Faculty and Staff Meetings

- - Meetings with faculty and staff to discuss teaching, research, and service
- Discussion of faculty development, evaluation, and support

2:30 pm - 4:00 pm: Facility Tour

- - Tour of institutional facilities, including classrooms, library, and other learning spaces
- Observation of technology, equipment, and other resources

### Day 2: Observations and Meetings

8:00 am - 9:30 am: Classroom Observations

- - Observation of classes to assess teaching effectiveness and student engagement
- Discussion with students and faculty about teaching and learning

10:00 am - 11:30 am: Student Meetings

- - Meetings with students to discuss their experiences, concerns, and suggestions
- Discussion of student life, support services, and extracurricular activities

11:30 am - 12:30 pm: Alumni Meeting

- - Meeting with alumni to discuss their experiences, career paths, and feedback

1:30 pm - 3:00 pm: Governance and Leadership Meetings

- - Meetings with governing board members or leadership team
- Discussion of governance, leadership, and strategic planning

3:00 pm - 4:00 pm: Community Engagement Meeting

- - Meeting with community partners or stakeholders
- Discussion of community engagement, service, and outreach

### **Day 3: Finalization and Departure**

8:00 am - 10:00 am: Finalize Evaluation and Prepare Report

- - Evaluation team meets to discuss findings, identify strengths and weaknesses
- Preparation of the evaluation report and recommendations

10:00 am - 11:30 am: Draft Report Review

- - Review of draft report with institutional leadership
- Opportunity for feedback and clarification

11:30 am - 12:30 pm: Exit Meeting

- - Meeting with institutional leadership to discuss final findings and recommendations
- Discussion of next steps and follow-up actions

