



## SUGGESTED SITE VISIT AGENDA ONE DAY | INITIAL ACCREDITATION

### SUGGESTIONS and RECOMMENDATIONS:

- A private conference room needs to be made available to the site visit team. This room will be used to review the documents, conduct interviews, and work on the site visit report.
- Flexibility is key for the site visitors and the program. The site visit team will adhere as closely as possible to the schedule; however, will adapt as necessary.
- Program Director must be accessible at all times.
- Review the *Program Director Checklist* which is a list of documentation to make available.
- The program may modify this agenda in its order and length of time for each activity based on availability of personnel; each site visit is different. The activities that must stay in order are:
  - Opening Session
  - Closing Session
  - Meetings with Program Director
  - Preparing the Site Visit Report

Questions? Contact Accreditation Manager at 856-491-2914 or [judi@leaarc.org](mailto:judi@leaarc.org).

TIME	ACTIVITY	PURPOSE
EVENING BEFORE		
	Pick Up Site Visitors from Airport <b>Name and cell phone number of pick up person if picking up at airport</b>	<p>The Program may choose to:</p> <ul style="list-style-type: none"> <li>• pick up the site visitors (who may arrive at different times) or</li> <li>• inform them of the ground transportation options to the hotel</li> </ul> <p>The advantage of picking up the site visitors is to break the ice before arrival on site the next morning and establish the relationship in advance.</p>

TIME	ACTIVITY	PURPOSE
	Team Meeting (Site visit team only)	The team will meet the evening before to finalize its plan for the next day.
<b>DAY OF</b>		
8:00 AM	Arrive on Campus and Get Settled	Program pick up site visitors from hotel if not within walking distance.
8:15 AM – 8:30 AM	Meet with Program Director	Review the schedule of on-site activities planned by the program, adjust as necessary.
8:30 AM – 9:00 AM	<p>Opening Session</p> <p>Attendees: Program Director, Clinical Coordinator, Dean, representative(s) of the administration of the sponsoring institution, and other individuals the Program Director wishes to include.</p>	<p>Provide the site visit team an opportunity to explain the CAAHEP accreditation process, the functions of LEAARC, what the accreditation status implies, and the purpose of the site visit.</p> <p>The team will have an opportunity to obtain reactions to the program’s objectives, philosophies, operational procedures, curriculum content and sequence, and plans for completing the implementation of the program from those individuals most directly informed on these matters.</p>
9:00 AM – 9:30 AM	Meet with Dean	Interview the Dean to assess the program director’s accountability in all phases of the program and gain the Dean’s perspective of the planned program.
9:30 AM – 11:00 AM	<p>#1: Review Program Documents, Evaluation Documents, &amp; Resource Assessment Materials</p> <p>#2: Tour Program Facilities &amp; Clinical Instruction Sites</p>	<p>Team members may separate to:</p> <p>Review how the program plans to maintain academic records of students, how the clinical practice instruction experiences will be evaluated, and related matters.</p> <p>Assess the general quality of the clinical teaching environment, its personnel, resources, teaching and evaluation processes, through observation and discussion with supervising members of the clinical faculty.</p>
11:00 AM – 11:30 AM	Meet with Didactic Faculty	Obtain information on course selection and content, instructional methods and objectives, testing mechanisms, student evaluation processes, etc. This provides an opportunity for an exchange of ideas between the faculty and the site visit team.
11:30 AM – 12:00 PM	Meet with Clinical Education Coordinator & Clinical Faculty	The informal discussions allow the site team to obtain general reactions to the program and its objectives. The meetings will allow the team to assess the faculty’s feelings of involvement (or lack of involvement) in the program, their contacts with the program administration, and the type of supervision and direction

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		students will receive in the program.
12:00 PM – 12:30 PM	Meet with Advisory Committee	Gain information on the role of the advisory committee, how often it meets, the communities of interest it represents.
12:30 PM – 2:15 PM	Working Lunch  Meet with the Program Director as needed to clarify concerns  Prepare Site Visit Report	<p><i>Program provide sandwiches and beverages for a working lunch.</i></p> <p>Team members will complete review of program documents, evaluation documents, &amp; resource assessment materials. If problems areas have been noted, they will meet with the Program Director to clarify issues that are questionable to the site visit team.</p> <p>Team members will prepare the Site Visit Report. The SVR calls for objective reporting and judgments regarding various aspects of the program and its resources. Team members complete this report jointly immediately before the conclusion of the site visit.</p>
2:15 PM – 2:45 PM	Meet with the Program Director	Inform the program director of the content of the exit conference.
2:45 PM – 3:15 PM	Exit Interview  Meet with the Program Director and other Principals  Attendees: Program Director, Clinical Coordinator, Dean, representative(s) of the administration of the sponsoring institution, and other individuals the Program Director wishes to include.	<p>Provide an oral, consultative summary of the visitation team’s assessment of the program’s strengths and suggestions for improvement. Site teams do not make final conclusions concerning the program’s compliance with the <i>Standards</i>, only the LEAARC Board can do this. Program representatives may respond to this report, allowing for clarification and correction in the report to ensure that it is reflective of the current state of the program and its compliance with the <i>Standards</i>.</p> <p>The Program will receive the Findings Letter within 3 weeks of the Site Visit Report. The Program will have an opportunity to respond before LEAARC reviews the Program’s request for accreditation.</p>
3:30 PM	Depart for Airport	