**NAME OF PROGRAMS [BACHELOR AND MASTER DEGREE] AT NAME OF UNIVERSITY**

*\*This is a sample schedule for a Site Visit for two accredited programs at one institution.*

**Site Visit Schedule**

**DATES**

***Effective Fall 2024***

**Flight Arrivals**

*Provide flight/arrival info for all team members. If possible, please arrange transportation to the hotel.*

Chair

2nd Educator

Practitioner

**Hotel Name, Address, and Phone**

*Share this information with the team members* ***as soon as reservations have been made****, including whether the cost will be direct-billed to the program or if they will need to pay with an individual credit card.*

*Arrangements should provide for a private working room in the hotel for the team at night. Options for SVT meetings include: hotel business center, a suite-type room for the SVT Chair, or a separate conference room.  A regular hotel room is not acceptable for this purpose.*

*Reminder: Note locations of all meetings, or state that “all meetings will be in LOCATION unless noted otherwise.” The team generally works out of one room and interviewees come to it for their meetings. The exceptions are meetings with Senior Administration and group meetings if the work room isn’t large enough. For meetings with the students, alumni, APA and local employers, provide the team in advance with names, titles, employer name, and/or year of graduation as relevant.*

**SUNDAY DATE**

|  |  |
| --- | --- |
| Noon or 1 pm | Site Visit begins with team meeting |
| 1 hour | \* Meet with Program Administrator |
| 45 min – 1 hour | \* Meet with Department Chair *if applicable* |
| 30 min – 45 min | \* Meet with Dean |
| ≥ 15 minutes | Break |
| 1.5 – 2 hours | Meet with area employers, APA Chapter, and alumni |
|  | *Sunday agenda ends - Program Administrator should check in with team before they leave campus* |

**MONDAY DATE** *\*indicates the schedule must take place in the order presented. Allow for travel time between meetings if necessary.*

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| 30 min | \* Meet with Provost *optional* |
| 15 - 30 min | \* Team meeting with President or Chancellor *optional* |
| 1 hour | Group interview with – Part-time in Planning Unit tenured/tenure track/contract faculty  *Include names and titles throughout schedule* |
| 1 hour | Meet with undergraduate students |
| ≥ 15 minutes | Break *Please ensure refreshments are available to the team* |
| 1 hour | Meet with graduate students |
| 1 hour | Lunch *If the team has a group lunch allow 1.5 hours* |
| 1 hour | Group interview with – Full-time in Planning Unit tenure track faculty |
| 30 – 45 minutes | Tour of program facilities *Includes GIS lab and studio space; exclude library* |
| ≥ 15 minutes | Break |
| 1.5 hours | Group interview with – Adjunct faculty |
| *5:00* | *Monday agenda ends - Program Administrator should check in with team before they leave campus* |
| 6:30 | Team dinner and work session *Add reservation info if relevant* |

**TUESDAY DATE** *Team must have a minimum of 3 hours set-aside at the end of Tuesday to work on the Site Visit Report.*

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| --- | --- |
| 2 hours | Review of student work, 1st hour with Program Administrator (and other representative, if necessary) to discuss student and programmatic outcomes |
| ≥ 15 minutes | *Mid-morning* Break |
| 1 hour | Group interview with – Full-time in Planning Unit tenured/contract faculty |
| 1 hour | Lunch *If the team has a group lunch allow 1.5 hours* |
| ≥ 3hours | Team work time, *includes an hour set-aside for individual faculty interviews if requested.* |
| *5:00* | *Tuesday agenda ends - Program Administrator should check in with team before they leave campus* |
| 6:30 | Team dinner and work session *Add reservation info if relevant* |

**WEDNESDAY DATE** *\*indicates the schedule must take place in the order presented. Allow for travel time between meetings if necessary.*

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| 1st meeting  (1 hour) | \* Exit meeting with Program Administrator |
| 45 minutes - 1 hour | \* Exit meeting with Department Chair *if separate* |
| 30 - 45 minutes | \* Team meeting with Dean |
| ≥ 15 minutes | *Mid-morning* Break |
| 30 minutes | \* Team meeting with Provost or designee |
| 30 minutes | \* Team meeting with President or Chancellor *optional, but desirable* |
| *12:00* | *Wednesday agenda ends* Team leaves campus for airport |

*Provide flight/departure info for all team members*

Chair

2nd Educator

Practitioner