

## Onsite Visit Meeting Summary Guidelines

After completing the comprehensive ~~Self~~ study narrative, each academic program or unit also undergoes an

## Day Prior to Onsite Visit: External Evaluator Travel

External review team members are encouraged to arrive a day prior to the start of program meetings. Flight, lodging and travel arrangements are coordinated by the Office of Institutional Effectiveness.

## Day One & Day Two Meetings

Welcome Meeting-Day 1 5 – 10 min.

The welcome meeting is an opportunity for the department or program chair to greet the external review team, welcome them to campus and share any preliminary information and logistics. Many programs opt to do this over breakfast, but this is not required.

Orientation Meeting-Day 1 15 – 20 min.

The purpose of this meeting is to orient the external review team to the goals and objectives of onsite visit and the meeting provides an opportunity for formal introductions and review of the schedule. This meeting is attended by the program chair and/or vice chair and the Provost (or her designee). This meeting is typically no longer than 20 min.

Additional attendees might include specific faculty or staff involved in completing the study.

The chair and the provost provide the initial greeting and introductions. The meeting is then open to the reviewers to ask questions regarding their roles in the review process and expectations during the visit. The reviewers may also ask general and broad questions about the program or the self study report. The department may also opt to provide a brief slide deck or presentation to the group. This is not required.

Meeting with Administrators-Day 1 30– 45 min.

Meetings with campus administrators are typically scheduled early on day 1. Attendees include the Division Chair and/or other members of the college or program leads. Meeting attendees might include leads for faculty affairs (the Vice Provost for Faculty, the Associate Provost for Research or the Vice Provost for Global Education). Other attendees might include the Dean of Undergraduate Studies, the Directors of the Teaching Resource & Research Center (if applicable). This meeting will give the evaluators an opportunity to evaluate program and faculty support for teaching, research and professional development.

### Meetings with Faculty Members

Depending on the size of the academic unit, two or three small group meetings should be scheduled. These private meetings can be spread across both day 1 and day 2 and should be organized by faculty rank or tenure status and should ensure that the program's faculty composition is fully represented.

Possible meeting groups might include a meeting of senior/tenured faculty, a meeting of tenured faculty, and a meeting of adjuncts and instructors. If appropriate, evaluators may also meet with the faculty members/committee who wrote the Program Self Study Report. The department chair should not attend any faculty meetings with site visitors so that faculty members are free to discuss issues and concerns openly with the evaluators.

The faculty meetings may be scheduled across the onsite visit based on scheduling needs.

Meeting with Program Staff Day 1 or Day 2

30 – 45 min.

The review team must also have time to meet with any program staff. This includes any executive or administrative assistants, program coordinators, operations managers or other support staff. The meeting time can be adjusted depending on the number of staff.

Meetings with External Faculty or Campus Constituents

30–45 min.

Invite external faculty, corporate partners or community leaders that can speak to specifics regarding the program. External faculty might include faculty from another AUC institution or faculty or administrators from an initiative associated with the program. These groups will meet separately with the review team. The program chair or faculty designee may be present at the beginning of the meeting to make introductions. These invitations to participate should be sent out early since it can be challenging to coordinate schedules.

These meetings may be scheduled across the site visit based on scheduling needs.

Meetings with Students and Alumni Day 1

30 min.

Some of the most helpful meetings of a site visit are those with students. The department should identify a diverse mix of the program's student population (freshman, sophomores, juniors and seniors) with a mix of majors and minors.

Meetings with a minimum of 5 (max of 15) students are most effective in promoting discussion and providing helpful insights and information for site visitors.

Meetings with alumni are scheduled separately to encourage participation, offering online meetings options for this group.

A departmental representative or the chair of the external review team (if one is designated) should provide introductions, explain the purpose of the site visit.

The final purchase order should be forwarded to the Office of Institutional Effectiveness who will work the Office of the Provost on payment.

Some programs opt to take the review team to the Marley College C&A&S&I&M&E&P&T (e) 1 (e) 4 n t

- x The review team is allowed to present without discussion or questions. The review team may also provide any consultative comments that may not appear in the final written report.
- x The program is discouraged from responding to any of the preliminary recommendations provided at this meeting and will have the opportunity to respond to recommendations presented in the final written report.

The program chair or the provost then provides any closing remarks before the review team departs for their hotel or the airport.