CAA <mark>Candidacy</mark> Follow-Up Site Visit Agenda – 2 Members (1 professional area) – includes staff observer

- This agenda <u>template</u> should be adapted to meet the needs of the program and Site Visit Team Member.
- The program director should connect with the Site Visit Team Member before drafting the agenda.
- NOTE: The follow-up candidacy site visit is intended to cover specific issues noted in the Action Report of the program being visited. As such, it will vary based on specific needs identified. At a minimum it will include meeting with the program director, any new faculty/hires, and current students, as well as meeting with the dean or other central administrators, a public meeting, and a tour of the facilities/program space. It may include review of student files and clinical agreements, if needed or noted in the decision letter. Other areas/standards identified by the CAA in its decision may need to be verified as well.

CAA CANDIDACY FOLLOW-UP SITE VISIT AGENDA
(Institution Name & Program area)
(Dates of Site Visit)

Time	Site Visitor 1: Academic or Clinical or Practitioner	Site Visitor 2: Staff Observer
8:30-8:45	*Arrive at program/Set-up workspace area*	*Arrive at program/Set-up workspace area*
8:45-9:15	Meeting with Program Director	Meeting with Program Director
9:15-10:30	Tour of program facilities/space/clinic	Tour of program facilities/space/clinic
10:30-10:45	*Break*	*Break*
10:45-12:00	Review Materials/Files (Student Files, Clinical Site Agreements, etc.), New Faculty Interviews	Review Materials/Files (Student Files, Clinical Site Agreements, etc.), New Faculty Interviews
12:00-12:30	Public Meeting	Public Meeting
12:30 – 1:30	*Lunch Break*	*Lunch Break*
1:30-2:00	Meeting with Clinical Coordinator/Clinic Director	Meeting with Clinical Coordinator/Clinic Director
2:00-2:25	Faculty/New Hire Interview, if needed	Faculty/New Hire Interview, if needed
2:25-2:50	Clinical Supervisor/Faculty Interview, if needed	Clinical Supervisor/Faculty Interview, if needed
2:50-3:00	*Break*	*Break*
3:00-3:30	Meeting with Dean or other central administrators	Meeting with Dean or other central administrators
3:30-4:00	Student Meeting	Student Meeting
4:00-4:30	*Compilation of findings/workroom*	*Compilation of findings/workroom*
4:30-5:00	Summary Conference with Program Director/ Exit Report	Summary Conference with Program Director/ Exit Report
5:00	*Adjourn Visit/Depart*	*Adjourn Visit/Depart*