

CAA Follow-Up Site Visit Agenda – 1 Member (1 professional area)

- This agenda template can be adapted to meet the program and site visit team needs and availability of upper administration.
- The program director should connect with the Site Visit Team Member(s) before drafting the agenda.
- NOTE: The follow-up site visit is intended to cover specific issues noted in the Accreditation Action Report of the program being visited. As such, it will vary based on specific needs identified (e.g., faculty interviews may be necessary pending areas cited). At a minimum it will include meeting with the program director, meeting with the dean or other central administrators, a public meeting, student meeting, and a tour of the facilities/program space. It may include review of student or alumni files, 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 FOLLOW-UP SITE VISIT AGENDA

(Institution Name & Program area)

(Dates of Site Visit)

CAA Site Visit (Date)

Time	Site Visitor 1: Academic or Clinical Faculty	Site Visitor 2: Staff Observer (Optional)
8:15 - 8:30	<i>Arrive at program/Set-up workspace area</i>	<i>Arrive at program/Set-up workspace area</i>
8:30 – 9:15	Meeting with Program Director	Meeting with Program Director
9:15 - 10:15	Tour of program facilities/space/clinic*	Tour of program facilities/space/clinic*
10:15 - 10:30	<i>Break</i>	<i>Break</i>
10:30 - 11:30	Review Materials/Files or Faculty Interviews, as needed	Review Materials/Files or Faculty Interviews, as needed
11:30 - 12:00	Public Meeting**	Public Meeting**
12:00 – 1:00	<i>Lunch Break</i>	<i>Lunch Break</i>
1:00 – 1:30	Meeting with Clinical Coordinator/Clinic Director	Meeting with Clinical Coordinator/Clinic Director
1:30 – 1:50	Faculty Interview, if needed	Faculty Interview, if needed
1:50 - 2:10	Clinical Supervisor/Faculty Interview, if needed	Clinical Supervisor/Faculty Interview, if needed
2:10 - 2:15	<i>Break</i>	<i>Break</i>
2:15 – 2:45	Meeting with Dean or other central administrators	Meeting with Dean or other central administrators
2:45 – 3:15	Student Meeting	Student Meeting
3:15 – 4:00	<i>Compilation of findings/workroom</i>	<i>Compilation of findings/workroom</i>
4:00 – 4:30	Summary Conference with Program Director/ Exit Report	Summary Conference with Program Director/ Exit Report
4:30	<i>Adjourn Visit/Depart</i>	<i>Adjourn Visit/Depart</i>

*Can be adjusted base don amount of time needed to tour classroom and clinic/lab space.

**Can be held the evening before the visit starts if preference is for after-work hours for the public meeting.