**CAA Virtual Site Visit Agenda – 4 Member Team (2 professional areas)**

* This agenda template should be adapted to meet the needs of the program and Site Visit Team.
* The program director should connect with the chair of the Site Visit Team before drafting the agenda.
* Indicate the time zones of the program and of any member of the site visit team if not in the same zone. (Delete unnecessary columns.)
* When known, and as appropriate, add Zoom links and phone numbers for specific meetings.

**CAA VIRTUAL SITE VISIT AGENDA**

**(Institution Name & Program area)**

**(Dates of Site Visit)**

**(Program Time Zone)**

**Site Visit Team Pre-Meeting (Date) (to be determined by the team)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| P | M | C | E | **CHAIR Site Visitor 1:**  **AUD Academic** | **Site Visitor 2:**  **SLP Academic** | **Site Visitor 3:**  **AUD Practitioner** | **Site Visitor 4:**  **SLP Practitioner** | **Site Visitor 5:**  **Trainee** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | SV Team Check-in Meeting | SV Team Check-in Meeting | SV Team Check-in Meeting | SV Team Check-in Meeting | SV Team Check-in Meeting |

**CAA Site Visit Day One (Date)**

| P | M | C | E | **CHAIR Site Visitor 1:**  **AUD Academic** | **Site Visitor 2:**  **SLP Academic** | **Site Visitor 3:**  **AUD Practitioner** | **Site Visitor 4:**  **SLP Practitioner** | **Site Visitor 5:**  **Trainee** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | ***8:00-***  ***8:15*** | ***Zoom audio-visual check-in*** | ***Zoom audio-visual check-in*** | ***Zoom audio-visual check-in*** | ***Zoom audio-visual check-in*** | ***Zoom audio-visual check-in*** |
|  |  |  | 8:15-  8:45 | Brief Intro to all faculty | Brief Intro to all faculty | Brief Intro to all faculty | Brief Intro to all faculty | Brief Intro to all faculty |
|  |  |  | 8:45-  9:45 | Meeting with Program Director | Meeting with Program Director | Meeting with Program Director | Meeting with Program Director | Meeting with Program Director |
|  |  |  | ***9:45-10:00*** | ***Transition*** | ***Transition*** | ***Transition*** | ***Transition*** | ***Transition*** |
|  |  |  | 10:00-10:30 | Faculty A | Faculty B | AUD Clinical Coordinator | SLP Clinic Coordinator | Faculty A or B/AUD or SLP Clinic Coordinator |
|  |  |  | ***10:30-10:45*** | ***Transition*** | ***Transition*** | ***Transition*** | ***Transition*** | ***Transition*** |
|  |  |  | 10:45-11:15 | Faculty C | Faculty D | Clinical Faculty 1 | Clinical Faculty 2 | Faculty C/D or Cinical Faculty 1/2 |
|  |  |  | ***11:15-***  ***11:30*** | ***Transition*** | ***Transition*** | ***Transition*** | ***Transition*** | ***Transition*** |
|  |  |  | 11:30-12:00 | Faculty E | Faculty F | Faculty G | Clinical Faculty 5 | Faculty or Clinical Faculty |
|  |  |  | ***12:00- 1:00*** | ***Lunch Break/Team Meeting*** | ***Lunch Break/Team Meeting*** | ***Lunch Break/Team Meeting*** | ***Lunch Break/Team Meeting*** | ***Lunch Break/Team Meeting*** |
|  |  |  | 1:00-  1:30 | Clinical Faculty 3 | Clinical Faculty 4 | Clinical Faculty 6 | Faculty H | Faculty/Clinical Faculty |
|  |  |  | ***1:30-***  ***1:45*** | ***Transition*** | ***Transition*** | ***Transition*** | ***Transition*** | ***Transition*** |
|  |  |  | 1:45-  2:15 | Review Materials/Files | Review Materials/Files | Review Materials/Files | Review Materials/Files | Review Materials/Files |
|  |  |  | 2:15-  2:45 | Call Alumni | Call Supervisors | Call Supervisors | Call Alumni | Call Alumni/Supervisors |
|  |  |  | ***2:45-***  ***3:15*** | ***Break/team meeting*** | ***Break/team meeting*** | ***Break/team meeting*** | ***Break/team meeting*** | ***Break/team meeting*** |
|  |  |  | 3:15-  4:00 | File Review | File Review | File Review | File Review | File Review |
|  |  |  | 4:00-  4:45 | AUD Student Meeting | SLP Student Meeting | AUD Student Meeting | SLP Student Meeting | Student Meeting |
|  |  |  | ***4:45-***  ***5:00*** | ***Transition*** | ***Transition*** | ***Transition*** | ***Transition*** | ***Transition*** |
|  |  |  | 5:00-  5:30 | Public Meeting | Public Meeting | Public Meeting | Public Meeting | Public Meeting |
|  |  |  | *5:30-*  *6:00* | Meet with Program Director/Clinical Coordinator | Meet with Program Director/Clinical Coordinator | Meet with Program Director/Clinical Coordinator | Meet with Program Director/Clinical Coordinator | Meet with Program Director/Clinical Coordinator |
|  |  |  | ***6:00-*** | ***Team meeting*** | ***Team meeting*** | ***Team meeting*** | ***Team meeting*** |  |

**CAA Site Visit Day Two (Date)**

| P | M | C | E | **CHAIR Site Visitor 1:**  **AUD Academic** | **Site Visitor 2:**  **SLP Academic** | **Site Visitor 3:**  **AUD Practitioner** | **Site Visitor 4:**  **SLP Practitioner** | **Site Visitor 5: Trainee** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | ***8:00-***  ***8:15*** | **Zoom audio-visual check-in** | **Zoom audio-visual check-in** | **Zoom audio-visual check-in** | **Zoom audio-visual check-in** | **Zoom audio-visual check-in** |
|  |  |  | 8:15-  8:45 | Meet with Program Director/Clinical Coordinator | Meet with Program Director/Clinical Coordinator | Meet with Program Director/Clinical Coordinator | Meet with Program Director/Clinical Coordinator | Meet with Program Director/Clinical Coordinator |
|  |  |  | ***8:45-***  ***9:00*** | ***Transition*** | ***Transition*** | ***Transition*** | ***Transition*** | ***Transition*** |
|  |  |  | 9:00-  9:45 | Meet with Dean | Meet with Dean | Meet with Dean | Meet with Dean | Meet with Dean |
|  |  |  | ***9:45-10:00*** | ***Transition*** | ***Transition*** | ***Transition*** | ***Transition*** | ***Transition*** |
|  |  |  | 10:00-10:30 | Meet with Provost | Meet with Provost | Meet with Provost | Meet with Provost | Meet with Provost |
|  |  |  | ***10:30-11:00*** | ***Break/team meeting*** | ***Break/team meeting*** | ***Break/team meeting*** | ***Break/team meeting*** | ***Break/Team meeting*** |
|  |  |  | 11:00-11:30 | Call 4th year AUD students in externships | Administrative Staff | Administrative Staff | Call SLP students in externships | Administrative Staff |
|  |  |  | ***11:30-11:45*** | ***Transition*** | ***Transition*** | ***Transition*** | ***Transition*** | ***Transition*** |
|  |  |  | 11:45-12:15 | Call Supervisors/Faculty | Additional Materials/File Review | Additional Materials/File Review | Call Supervisors/Faculty | Additional Materials/File Review |
|  |  |  | 12:15-12:45 | Call Supervisors/Faculty | Call Supervisors/Faculty | Call Supervisors/Faculty | Call Supervisors/Faculty | Call Supervisors/Faculty |
|  |  |  | ***12:45-2:30*** | ***Lunch/Team Meeting*** | ***Lunch/Team Meeting*** | ***Lunch/Team Meeting*** | ***Lunch/Team Meeting*** | ***Lunch/Team Meeting*** |
|  |  |  | 2:30-  3:00 | Summary Conference with Program Director | Summary Conference with Program Director | Summary Conference with Program Director | Summary Conference with Program Director | Summary Conference with Program Director |
|  |  |  | ***3:00-***  ***3:15*** | ***Transition*** | ***Transition*** | ***Transition*** | ***Transition*** | ***Transition*** |
|  |  |  | 3:15-  4:15 | Exit Report | Exit Report | Exit Report | Exit Report | Exit Report |