

Virtual Site Visit Guidelines

Preparing for the Site Visit

The Academic Program Review (APR) will send the academic unit's Program Review Self-Study Report (and Appendices) to the external evaluators and the Review Advisory Panel (RAP) 6 weeks before the site visit and make initial arrangements for the dates of the program review site visit during the academic year. The academic unit will work with the Academic Program Review office to prepare for the program review team site visit and to develop a schedule for the external evaluators' two-day site visit.

The Academic Program Review office will arrange payment of honoraria to external evaluators following the program review site visit and submission of the External Evaluators' and RAP Reports.

The department/school will arrange Zoom meetings of the evaluators with faculty and students. It is the academic unit's responsibility to arrange tours of its facilities, as well as to reach out to faculty, staff, and students to meet with the evaluators.

Please DO NOT CONTACT the evaluators before the site visit.

Elements of the Site Visit

During the site visit, all of the evaluators will meet with program faculty, staff, students, and administrators.

DAY 1 - External Evaluators and RAP

1. Meeting with Administrators

A meeting will be held at the start of the site visit with the Associate Provost for Academic Programs and Associate Vice President for Institutional Effectiveness, the Associate Dean of the Graduate School (if applicable), and the Program Coordinator for Academic Program Review. The purpose of this meeting is to orient the evaluators to the goals and agenda of the site visit, and to answer any questions they have on their roles in the program review and site visit, or on the academic unit's Program Review Report and academic programs.

2. Meetings with Dean and Department Chairs/Assoc. Dean

Two simultaneously meetings will take place with the external evaluators and RAP. Each group will meet with the dean and the chair/assoc. dean of the Department. The purpose of this meeting is to answer any questions they have that are specifically for the dean or chair to answer.

3. Flex Time

This time should be scheduled to meet the program's needs. Examples would include a tour of facilities, research presentations, student presentations, or additional meetings as necessary. NOTE: This may not be needed due to the visit being virtual, but it is an option.

4. Meeting with Evaluators and Guests

Guests should include external people who have an association with the department. External means external to the University, NOT external to the department. University personnel (retired or active) are not allowed as guests. Examples include: corporate colleagues, community members/leaders, donors, and/or alumni. Up to 2 faculty from the department may attend to facilitate introductions - this includes the chair/assoc. dean. Maximum number of external guests at the luncheon is 8-9 people for a total of 15 people (5 evaluators, 1 – 2 faculty, 8- 9 guests).

5. Meetings with Faculty Members

Depending on the size of the academic unit, two or three small group meetings may be held with faculty so that faculty members will have a chance to express their views and most (or all) programs in the academic unit are represented. One possible grouping is to create separate meetings with Senior Faculty and one for Junior Faculty. In addition, the evaluators should meet with the faculty members/committee who wrote the unit's Program Review Report and with the faculty members/committees whose work is most closely related to the program review. The department chair (or deans) should not attend any faculty meetings with site visitors so that faculty members feel free to discuss issues and concerns openly with the evaluators.



6. Meetings with Students

Some of the most helpful meetings of a site visit are those with students. Because students often bring up questions for which the site visitors will seek answers, this meeting is scheduled on the first day of the visit. The person assigned to escort the evaluators should introduce the external evaluators and explain the purpose of their visit, then leave so that the students feel free to discuss any issues and concerns with the site visit team. Since undergraduate and graduate students may have different concerns, separate meetings should be arranged if possible for these students. Meetings with 5-15 students are most effective in promoting discussion and providing helpful insights and information for site visitors.

7. Evaluators Meeting

Only the evaluators will be permitted to attend. This will allow time for all of the evaluators to discuss the day's events. The APR office will assist in arranging Zoom.

8. Preparation of the RAP Report

At the end of the day, RAP will arrange a time to begin a draft of the Review Advisory Panel Report that summarizes their main findings and recommendations. The APR office will provide procedures for writing the report.

DAY 2 – External Evaluators Only

1. Exit Meetings with Dean and Department Chairs/Assoc. Dean

At least an hour should be scheduled for the site visitors to meet with the dean and department chair/assoc. dean beyond the orientation meeting at the start of the site visit. Because site visitors will often have questions from their conversations with students and faculty, some time for this meeting with the department chair and dean is scheduled in the morning.

2. Exit Meeting/Briefing

The site visit will conclude with an exit meeting/briefing attended by the Associate Provost for Academic Programs and Associate Vice President for Institutional Effectiveness, the Associate Dean of the Graduate School (if applicable), and the Program Coordinator for Academic Program Review. At this meeting the external evaluators will ask questions from their conversations with students, faculty, chair/assoc. dean and dean. In addition, they will complete the forms for their honorarium.



3. Preparation of the Evaluators' Report

At the end of the site visit, the external evaluators will schedule a time to begin to draft the External Evaluation that summarizes their main findings and recommendations. The APR office will provide procedures for writing the report.