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Onsite Visit Meeting Summary Guidelines*

After completing the comprehensive Self-Study narrative, each academic program or unit also undergoes an onsite external review from a visiting team of external evaluators. The academic unit or program works with the Office of Institutional Effectiveness to develop a schedule for the external evaluators' two-day site visit.

Academic units are responsible for arranging refreshments and lunch for the review team during the 2-day visit. Breakfast and dinner may be provided, or the department may choose to leave these dining options open for the reviewers. The Office of Institutional Effectiveness will arrange airfare/transportation, hotel accommodations and payment of honoraria to external evaluators following the program review site visit and submission of the External Review Report. Academic units should consult with the Office of Institutional Effectiveness and the Office of the Provost for questions regarding budgets for program review.

The department is responsible for reserving meeting spaces for the onsite visit. The department is also responsible for arranging facility tours of its facilities, as well as to establishing times for faculty, staff, and students to meet with the evaluators.

Please DO NOT CONTACT the evaluators before the site visit.

Elements of the Site Visit

The campus site visit is an opportunity for the program to further engage in the reflective process with peers from other institutions. With this in mind, program faculty, staff, students and administrators as well as select members of campus administration meet with the external evaluators over the two-day visit. Separate meetings are scheduled with the various college constituents and may be organized as appropriate.

Meetings are scheduled in small private groups based on attendee functions or roles. Program leadership and college administration are not present during these small group meetings. Recording of meetings is also discouraged.

*Review the *"Preparing for the Onsite Visit-An Overview.docx"* for more details on planning to host the external review team.

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 a review of the schedule. This meeting is attended by the program chair and vice or co- chair and the Provost (or her designee). This meeting is typically no longer than 15-20 min.

Additional attendees might include specific faculty or staff involved in completing the self-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 onsite visit. The reviewers may also ask general and broad questions about the program, the college 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 junior/pre-tenured faculty, and a meeting of adjuncts and instructors. If appropriate, evaluators may also meet with the faculty members/committee who wrote the Program's Self-Study Report. The department chair should not attend any faculty meetings with site visitors so that faculty members feel free to discuss issues and concerns openly with the evaluators.

<u>The faculty meetings may be scheduled across the 2-day onsite visit based on scheduling needs.</u>

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 and/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.

<u>These meetings may be scheduled across the 2-day onsite visit based on scheduling needs.</u>

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, offer 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 visit and the reason for the meeting before the meetings starts. This is also a group specific meeting, so following the introductions, Spelman faculty or administrators should leave the meeting room.

The department should reach out to students and alumni early in the scheduling process to ensure there is adequate representation during these meetings.

Tours and Presentations-Day 1 or Day 2 **15 – 20 min.**

Time should be reserved for a tour of the program facilities including teaching spaces, offices, and any labs or research areas as appropriate. A tour of the campus should also be considered. Campus tours are conducted by the Office of Admissions.

Some programs may opt to have research presentations by students (and staff if warranted). These meetings should be scheduled to meet the program's needs and fit the schedules or faculty, staff or students who must meet with the review team.

Lunch-Day 1 **60 min.**

Lunch is provided for the review team and is covered by the Office of the Provost. The department is responsible for contacting the campus vendor for catering options and placing the orders. The department works with the Office of Institutional Effectiveness to determine the number of attendees.

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 Manley College Center for lunch in the Alma Upshaw Dining Hall. There is a specific dining area reserved for faculty. This is an opportunity for the review team to see another aspect of the campus.

The program chair, co-chair/vice-chair or designee and or one or two members of the faculty who completed the program's Self-Study may be in attendance.

The review team should also be given the option to dine alone should they need a working lunch or would like the opportunity to convene separately.

Dinner-Day 1 and Day 2 **Time As needed.**

In general, the review team members dine together on day 1. This allows time for the team to review the day's events and meetings, confer over notes, discuss the review report and prepare to present any preliminary findings during the close out meeting on day 2.

The department has the option of providing dinner for the reviewers on campus or providing dinner options off campus. This determination must be made early in the scheduling process.

On campus-Catering orders need to be placed several weeks in advance. Visit the campus vendor site to determine lead times and to place the orders. Departments should work with the Office of Institutional Effectiveness to determine appropriate budgets.

Off campus-Off campus dinner reservations should be placed by the department. Transportation to and from the location is coordinated by the Office of Institutional Effectiveness.

In some instances, the department may wish to dine with the reviewers or to offer the review team the option to dine on their own. This should also be determined early in the scheduling process.

Debriefing Meeting-Day 2 **30 – 45 min.**

If needed, a debriefing meeting may be scheduled at the start of day 2. This is an opportunity for the program chair and/or the program review committee (that completed the Self-Study) to answer any questions that the review team might have following day 1 meetings.

If a debriefing meeting is not required and if time permits, 45 min to an hour should be reserved to allow the review team to either outline or begin drafting their final report. Another option is to allow the review team time to work over lunch on day 2 (should they desire to do so).

The Office of Institutional Effectiveness will provide procedures for writing the report, lunch and a quiet private office or room for the external evaluators.

Exit/Close Out Meeting-End of Day 2 **30 – 45 min.**

The exit or close out meeting occurs at the end of day 2 and follows any small group meetings with faculty, students, staff, etc. In this final session, the external review team meets with the program chair, the provost, the division chair, members of the program review committee and/or other faculty and/or a representative from the Office of Institutional Effectiveness.

The provost opens the meeting and invites the review team to provide an **oral report of any preliminary recommendations or findings.**

- 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.

- 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.

The review team then receives any final directions regarding completion of the report, submission of documentation for reimbursement via email from the Office of Institutional Effectiveness.

Transportation for external evaluators

The Office of Institutional Effectiveness will coordinate transportation to the airport for the external evaluators following conclusion of the onsite visit.

Additional Recommendations

- The program chair (or designee) should serve as a second point of contact while the visitors are on campus. The Business Intelligence Analyst in the Office of Institutional Effectiveness will serve as the primary contact.

- Site visitors' evening hours should be kept free, following an early dinner. Lavish entertaining is not expected or encouraged, and modest funding is provided for meals. External evaluators will be reimbursed for reasonable costs and should be instructed to save receipts.