**Candidacy Site Visit Agenda**

**Program Name (CAA# XXX)**

**Dates of Site Visit**

*\*Workspace = separate room with a door. Please include WiFi access information in the room (network and password log-in, if needed) and outlets or powerstrip. Please also include the location of each meeting on the agenda (e.g., Building Name, Room Number), if not meeting in site visit team workroom.*

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|  | Site Visit Chair [Name] | Academic or Clinical Faculty Member [Name] | **Practitioner**  **[Name]** |
| **Day One** |  |  |  |
| *8:00-8:30* | *Travel to campus/*  *Set-up Workspace\** | *Travel to campus/*  *Set-up Workspace\** | *Travel to campus/*  *Set-up Workspace\** |
| 8:30-8:45 | Brief intro to all faculty | Brief intro to all faculty | Brief intro to all faculty |
| 8:45-10:00 | Meet with Program Director | Meet with Program Director | Meet with Program Director |
| *10:00-10:15* | *Break* | *Break* | *Break* |
| 10:15-10:45 | Meet with Department Chair or Dean | Meet with Department Chair or Dean | Meet with Department Chair or Dean |
| 10:45-11:30 | Tour facilities (classrooms, clinical site/s, faculty and staff offices) and planned equipment and materials | | |
| 11:30-12:00 | Meet with Clinical Director | Meet with Clinical Director | Meet with Clinical Director |
| *12:00-1:15* | *Working Lunch/Team Meeting* | *Working Lunch/Team Meeting* | *Working Lunch/Team Meeting* |
| *1:15-1:45* | Meet with Faculty A | Meet with Faculty B | Meet with Clinical Faculty C |
| 1:45-2:15 | Call Supervisors/Review documentation | Call Supervisors/Review documentation | Call Supervisors/Review documentation |
| 2:15-3:00 | Meet with faculty/instructors | Meet with faculty/instructors | Meet with faculty/instructors |
| 3:00-3:15 | *Break* | *Break* | *Break* |
| 3:15-3:45 | Meet with undergraduate students | Meet with undergraduate students | Meet with undergraduate students |
| 3:45-4:15 | Meet with departmental and/or clinic support staff | Meet with departmental and/or clinic support staff | Meet with departmental and/or clinic support staff |
|  | Site Visit Chair [Name] | Academic or Clinical Faculty Member [Name] | **Practitioner**  **[Name]** |
| 4:15-5:00 | Resource Material Review | Resource Material Review/Phone calls | Resource Material Review/Phone calls |
| 5:00-5:30 | Public Meeting | Public Meeting | Public Meeting |
| 5:30 | *Travel to Hotel*  *Working Dinner*  *Team Meeting* | *Travel to Hotel*  *Working Dinner*  *Team Meeting* | *Travel to Hotel*  *Working Dinner*  *Team Meeting* |
| **Day Two** |  |  |  |
| *8:00-8:15* | *Travel to Campus*  *Meeting Workspace* | *Travel to Campus*  *Meeting Workspace* | *Travel to Campus*  *Meeting Workspace* |
| 8:15-9:15 | Meet with Program Director & Clinic Coordinator | Meet with Program Director & Clinic Coordinator | Meet with Program Director & Clinic Coordinator |
| 9:15-9:45 | Resource Material Review | Resource Material Review | Resource Material Review |
| 9:45-10:00 | *Travel to Administration Office* | *Travel to Administration Office* | *Travel to Administration Office* |
| 10:00-10:30 | Meet with Provost | Meet with Provost | Meet with Provost |
| 10:30-11:00 | Meet with President, optional | Meet with President, optional | Meet with President, optional |
| 11:00-11:15 | *Travel back to Meeting Workspace* | *Travel back to Meeting Workspace* | *Travel back to Meeting Workspace* |
| 11:15-12:00 | Resource Material Review/Work on Candidacy Site Visit Report | Complete phone calls/Resource Material Review/Work on SVR | Complete phone calls/Resource Material Review/Work on SVR |
| 12:00-12:30 | *Working Lunch* | *Working Lunch* | *Working Lunch* |
| 12:30-1:00 | Exit Report | Exit Report | Exit Report |
| 1:00 | *Depart for Airport* | *Depart for Airport* | *Depart for Airport* |