**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 in site visit team workroom.*

|  | Site Visit Chair[Name] | Academic or Clinical Faculty Member[Name] | **Practitioner**  **[Name]** | **Trainee**  **[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\* | 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 | Brief intro to all faculty |
| 8:45-9:30 | Meet with Program Director | Meet with Program Director | Meet with Program Director | Meet with Program Director |
| 9:30-10:00 | Meet with *Faculty Member A* | Meet with *Faculty Member B* | Meet with Clinic Coordinator | Meet with *Faculty Member A* |
| 10:00-10:45 | Tour Clinic, Classrooms, & Labs (Check equipment & materials) | Tour Clinic, Classrooms, & Labs  (Check equipment & materials) | Tour Clinic, Classrooms, Labs  (Check equipment/materials) | Tour Clinic, Classrooms, Labs  (Check equipment/materials) |
| 10:45 – 11:00 | Break | Break | Break | Break |
| 11:00-11:30 | Meet with *Faculty Member C* | Meet with Department Support Staff | Meet with *Clinical Faculty A* | Meet with Department Support Staff |
| 11:30-12:00 | Calls (off campus supervisors & employers) | Calls (off campus supervisors & employers) | Calls (off campus supervisors & employers) | Calls (off campus supervisors & employers) |
| 12:00-1:00 | Working Lunch | Working Lunch | Working Lunch | Working Lunch |
| 1:00-1:30 | File review & Calls | File review & Calls | File review & Calls | File review & Calls |
| 1:30-2:00 | Meet with *Faculty Member D* | Meet with *Faculty Member E* | Meet with *Clinical Faculty B* | Meet with *Clinical Faculty B* |
| 2:00-2:30 | Meet with *Faculty Member F* | Meet with *Faculty Member G* | Meet with *Clinical Faculty C* | Meet with *Faculty Member G* |
| 2:30-3:30 | File review/Calls/Additional faculty meetings as needed | File review | Meet with *Clinical Faculty D* | File review |
| 3:30-4:00 | Meet with Program Director/ask for any needed materials for Day 2 | Meet with Program Director | Meet with Program Director | Meet with Program Director |
| 4:00-4:45 | Graduate Student Meeting | Graduate Student Meeting | Graduate Student Meeting | Graduate Student Meeting |
| 4:45-5:30 | Public Meeting | Public Meeting | Public Meeting | Public Meeting |
| 5:30 | *Travel back to hotel* | *Travel back to hotel* | *Travel back to hotel* | *Travel back to hotel* |
| Evening | Team meeting/working dinner | Team meeting/working dinner | Team meeting/working dinner | Team meeting/working dinner |
| Day Two |  |  |  |  |
| 8:00-8:30 | *Travel to campus/Review notes* | *Travel to campus/Review notes* | *Travel to campus/Review notes* | *Travel to campus/Review notes* |
| 8:30-9:00 | Meet with Program Director | Meet with Program Director | Meet with Program Director | Meet with Program Director |
| 9:00-9:30 | Meet with *Faculty Member, as needed* | Meet with *Faculty Member, as needed* | Calling and File Review | Meet with *Faculty Member, as needed* |
| 9:30-9:45 | *Travel to Dean’s Office* | *Travel to Dean’s Office* | *Travel to Dean’s Office* | *Travel to Dean’s Office* |
| 9:45-10:20 | Meet with Graduate School of Education Dean | Meet with Graduate School of Education Dean | Meet with Graduate School of Education Dean | Meet with Graduate School of Education Dean |
| 10:20-10:30 | *Travel to Provost’s Office* | *Travel to Provost’s Office* | *Travel to Provost’s Office* | *Travel to Provost’s Office* |
| 10:30 – 11:00 | Meet with Provost/Vice President for Academic Affairs | Meet with Provost/Vice President for Academic Affairs | Meet with Provost/Vice President for Academic Affairs | Meet with Provost/Vice President for Academic Affairs |
| 11:00-11:15 | *Travel to President’s Office* | *Travel to President’s Office* | *Travel to President’s Office* | *Travel to President’s Office* |
| 11:15-11:45 | Meet with President (optional) | Meet with President (optional) | Meet with President (optional) | Meet with President (optional) |
| 11:45-1:00 | *Travel back to Workspace*  *Working Team Lunch*  Exit Report preparation | *Travel back to Workspace*  *Working Team Lunch*  Exit Report preparation | *Travel back to Workspace*  *Working Team Lunch*  Exit Report preparation | *Travel back to Workspace*  *Working Team Lunch*  Exit Report preparation |
| 1:00-1:15 | Meet with Program Director/Exit Report Preview | Meet with Program Director/Exit Report Preview | Meet with Program Director/ Exit Report Preview | Meet with Program Director/ Exit Report Preview |
| 1:15-2:00 | Exit Report | Exit Report | Exit Report | Exit Report |
| 2:00 | Depart for airport/hotel | Depart for airport/hotel | Depart for airport/hotel | Depart for airport/hotel |
|  |  |  |  |  |