## Site-Visit Agenda Guide

***Actual activities*** ***and specific times are to be determined by the Visit Chair and Business Unit. A copy of the final agenda is to be sent to the IACBE prior the visit. Please refer to the Guidelines for Accreditation Site Visits for more detail on site visit requirements and logistics.***

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| **Day One of Visit** |  |
| **Time** (fill in actual start and end times) | **Activity** |
| 30 minutes | Introductory meeting with the academic business unit’s primary representative (and others, if desired) to discuss the visit |
| 15 minutes | Meet with the chief executive officer and chief academic officer of the institution (if available) |
| 30-45 minutes | Meet with the institution’s assessment/institutional effectiveness coordinator to review the institution’s outcomes assessment plan and the results from implementing the plan |
| 60-90 minutes | Meet with the primary representative, and others as applicable, to review the outcomes assessment plan of the academic business unit and the results from implementing the plan |
| 45-60 minutes | Meet with students & alumni   * Could be over lunch |
| 45-60 minutes | Lunch for team (if not incorporated with a meeting) |
| 45-60 minutes | Meet with business faculty   * Could be over lunch |
| 1-2 hours | Work time for the site-visit team to evaluate the self-study   * the academic business unit’s primary representative (and others as determined by the institution) should be available for questions |
| 30 minutes | End of Day 1 exit meeting: meet with primary representative to review current status, potential findings, and what could be done to clear any potential findings prior to final report |

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| **Day Two of Visit** |  |
| **Time** (fill in actual start and end times) | **Activity** |
| 15-30 minutes | Tour of facilities (offices, library, classrooms, computer labs, etc.) For virtual visits, a recorded tour can be provided. The tour must include areas of the campus that business students and faculty utilize (e.g. business program classrooms and labs, learning resources centers, faculty work areas, etc.) |
| 15-30 minutes | Meet with head of Library/Learning Resource Center |
| 90-120 minutes | Work time for the site-visit team to complete self-study evaluation |
| 45-60 minutes | Meeting with employers/Advisory Board   * could be over breakfast/lunch |
| 60 minutes | Lunch break |
| 60-90 minutes | Site-visit team completes visit report and summary outline |
| 30-60 minutes | Pre-exit meeting with the primary representative to go over the team report and ensure understanding of each item |
| 30 minutes | Exit meeting with the academic business unit’s primary representative and interested parties as determined by the institution |

RECOMMENDATIONS:

* allow time for additional “stretch” breaks
* provide 5 minutes between meetings to allow participants to leave/enter without unintended eavesdropping or interruption of either session
* for virtual visits, site team should lock each meeting after all participants have joined