## Site-Visit Agenda Example

***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 liaison two weeks prior the visit.***

|  |
| --- |
| **Day One** |
| **Time**(fill in actual start and end times) | **Participants** | **Activity** |
| 30 minutes | * Business Unit’s Primary Representative
* Others as applicable
 | Discuss protocol and agenda of the visit |
| 15 minutes | * Chief Executive Officer and/or
* Chief Financial Officer
 | Discuss IACBE accreditation and administration’s support of business unit |
| 15 minutes | * Chief Academic Officer
 | Discuss IACBE accreditation and administration’s support of business unit |
| 60-90 minutes | * Business Unit’s Primary Representative
* Others as applicable
 | - Review the analysis of results from OAP implementation during the Self-Study year- Discuss the forward-looking outcomes assessment plan and outcomes assessment process to address any areas for improvement- Peer coaching opportunity |
| 30-60 minutes | * Lead of Library/Learning Resource Center
* Lead(s) of Student Support Service Areas
 | (can be scheduled as separate meetings with individual department leads)Discuss services and resources available for business students |
| 60-90 minutes | * Students
* Alumni
 | * Could be over lunch/breakfast

Meeting with current students and alumni. No faculty/staff included. |
| 60 minutes |  | Lunch for team (if not incorporated with a meeting) |
| 60-90 minutes | * Faculty teaching business programs
 | * Could be over lunch/breakfast

Meeting between team & facultyNot to include administration |
| 1-2 hours |  | Work time for the site-visit team - Review any new materials- Prepare for Day 1 exit meeting*the academic business unit’s primary representative (and others as determined by the institution) should be available for questions* |
| 30-45 minutes |  | 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- Peer coaching opportunity |

|  |
| --- |
| **Day Two** |
| **Time**(fill in actual start and end times) | **Participants** | **Activity** |
| 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.) |
| 30 minutes |  | Meet with Instructional designer, Information Technology lead, or other individual who oversees online course platforms and/or designs online courses |
| 90 minutes |  | Work time for the site-visit team |
| 45-60 minutes | * Advisory Board
* Employers
* External constituents
 | * could be over breakfast/lunch
 |
| 60 minutes |  | Lunch break |
| 60-90 minutes |  | Work time for team- prepare final report- complete exit script |
| 30-60 minutes | * Business Unit’s Primary Representative
* Others as applicable
 | PRE-EXIT meeting:- Review the visit team’s report to ensure understanding of each issue. Discuss each finding and recommendation and ideas for responding to each.- Peer coaching opportunity |
| 30 minutes | * Business Unit’s Primary Representative
* Others as applicable
 | EXIT meeting:Team will present its findings, recommendations, and recognitions. No open discussion. |

RECOMMENDATIONS:

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