
Site Visit Preparation Guidelines

Visit goals and background information

To help us prepare for our visit to your institution, we would appreciate it if you would address the following:

1. Who at your institution will serve as the visit coordinator?
2. Please list your two or three primary goals for this visit in order of their priority.
3. What questions do you have about your students?
4. What questions do you have about your institution's assessment data?
5. What assessment evidence do you routinely collect?
6. Please describe the ways in which your campus has disseminated its assessment evidence.
7. What assessment evidence has, in the past, proven to be the most useful to your faculty and staff?
8. In what ways have you engaged students in your assessment work?
9. Do you have any prior assessment reports or pieces of evidence that you'd like us to review before our visit?

Suggestions for creating the schedule

Our site visits usually last three days and two nights. Meetings typically start mid to late afternoon on the first day and end around lunch on the third day. Start and end times will depend on the time of our flights.

In setting up meetings during our visits, we have found the following to be helpful best practices for fostering campus discussions about assessment evidence:

- Scheduling a preparatory meeting for the visit team and the visit coordinator at the beginning of the visit, to review the agenda and discuss goals for the visit.
- Setting up two to three meetings with students over the course of the visit. Groups of 5 to 10 students per meeting usually work best.
 - Students may be more willing to attend meetings if food is provided. We are happy to meet with students during dinner on the first night or during lunch on the second day.
- Forty-five minutes to one hour is usually sufficient for meetings with small groups of faculty, staff, students, or administrators.
- Scheduling breaks (at least 30 minutes) after several meetings so that we have time to reflect on what we heard and consolidate our notes.
- Unless we are meeting with students, please keep our dinners free to provide time for us to reflect on the visit and consolidate our notes. This is especially important on the second night of the visit since we need to prepare for our exit conversation.
- Setting up a final debriefing session with the visit coordinator and other constituencies who will be responsible for generating follow-ups to our visit.
 - Please leave 1 ½ to 2 hours free before the final debriefing session so that we can review our notes from the visit and prepare for the exit conversation.

- Also, please provide a list of specific questions that you'd like us to address in our final session.

We have included three sample visit agendas on pages 3-6 of this document to give you an idea about what past site visit schedules have included. These are just examples—you should develop the agenda for your visit based on your needs and goals for the visit.

If it would be helpful, we can give presentations to the campus community or specific groups within your institution during our visit. We can also facilitate workshops on topics related to assessment and using evidence for improvement. Please let us know if you are interested in either of these activities, so we can discuss topics, audience, and goals.

Travel arrangements and campus dress

We will make our own travel arrangements, including reserving our flights, hotels, and rental cars. We will submit all receipts for travel expenses, food, and lodging to you for reimbursement. Please let us know in advance if your institution has specific reimbursement policies and procedures.

Questions about travel and campus dress:

- What is the best airport to fly into? How far is the airport from campus (driving distance)?
- What hotel(s) do you recommend near your institution? If you get a special institutional rate at a hotel, please let us know.
- What is the dress code on your campus? Please consider that people/groups with whom we will be meeting and be as specific as possible – “business casual” means different things at different institutions.

After the visit

We typically write a memo at the end of the visit that summarizes what we heard and learned during the visit and provides recommendations for your institution related to your goals for the visit. We send a draft of the memo to the visit coordinator so people on campus can review the memo and let us know if it meets your needs or needs revisions before we send the final document. Please let us know if you would like us to provide a memo after our visit to your institution.

Randolph-Macon College Site Visit Agenda

Goal of visit: Review R-MC's assessment processes and recommend changes to improve their assessment efforts, especially for their general education program and first-year experience. Report from the visit will be included in R-MC's 5th year interim report to SACS.

Monday December 3, 2012

1200-100pm – Lunch with Provost Franz & Tim Merrill (Director of Institutional Research and visit coordinator) - location TBD

100-200pm – Assessment Committee - Mullen Board Rm

200-230pm – Break

230-330pm - SACS 5th Year Steering Committee - Mullen Board Rm

400-500pm – Curriculum Committee (responsibilities include general education assessment) - Fox 102

600pm – Dinner with students in Estes Clements room

Tuesday December 4, 2012

900-1000am – Women's Studies major – Mullen Board Rm

1000-1100am – First-Year Advisory Board - Mullen Board Rm

1100-1200pm – Ethics minor – Mullen Board Rm

Noon – Lunch with student group (boxes in Mullen)

100-200pm – Modern Languages Dept. – Haley Hall 101

200-230pm – Break

230-330pm – Associate Dean of the College – (Lauren Bell - office)

400-500pm – Student Affairs Staff - Mullen Board Rm

600pm - Dinner on own

Wednesday December 5, 2012

900-1000am – President Lindgren, John Conkright (Executive Assistant to the President), Provost Franz, Tim Merrill (Director of IR and visit coordinator) – President's office

1000-1100am – Wrap up, next steps with Tim Merrill and Assessment Committee

1130am – Lunch in town with Tim Merrill

York College of Pennsylvania Site Visit Agenda

Goal of visit: Provide advice on ways that York might assess their new general education program.

Tuesday – December 11, 2012

Time	Attendees	Location	Notes
4:00 – 5:00	Dominic DelliCarpini (academic dean), Kay McAdams (gen ed coordinator), Cindy Crimmins (Center for Teaching & Learning director and visit coordinator)	Dean's office	To discuss goals of visit
5:30-7:00	Students who provided input last spring about our current gen ed	Writing Center	Dinner included

Wednesday – December 12, 2012

Time	Attendees	Location	Notes
8:00-9:00	Assessment Faculty Learning Community members and other faculty who are not on Gen Ed Ad Hoc Committee	Writing Center	Breakfast included
9:30-10:30	New Faculty group	Writing Center	
11:00-12:00	Student Affairs administrators	Writing Center	
12:30-2:00	Students who attended local urban high school	Writing Center	Lunch included
3:00-4:15	Gen Ed Ad Hoc Committee	Writing Center	
4:30-5:00	Institutional Researcher (Betsy Carroll)	Writing Center	

Thursday – December 13, 2012

Time	Attendees	Location	Notes
8:30-9:45	Part-time faculty	Writing Center	Breakfast included
10:00-11:00	Academic Services Administrators (Advising, Career Dev. and Center for Professional Excellence)	Writing Center	
1:00-2:00	Dominic DelliCarpini (academic dean) and Cindy Crimmins (Center for Teaching & Learning director and visit coordinator)	Dean's office	Debriefing session

Hartwick College Site Visit Agenda

Goal of visit: Review Hartwick's assessment processes with particular attention to efforts to understand and improve student persistence and engagement, including the impact of experiential learning and other high-impact practices, and recommend changes to improve the college's assessment efforts. Give a plenary presentation at Hartwick's annual Assessment Forum.

Wednesday, March 13, 2013

- 10:15 – 11:00 a.m. Group 1: Amy Forster-Rothbart's Class (10:10 – 11:05 a.m.) – Golisano 203
Group 2: Probationary Students – Eaton Lounge
- 11:15 – 12:00 p.m. Student Senate Students – Eaton Lounge
- 12:00 – 1:00 p.m. Lunch and break for team - The Commons
- 1:00 – 1:45 p.m. Academic Affairs: Provost Tannenbaum, Associate Dean for Academic Affairs and Assessment Drake, Registrar and Assistant Dean of Academic Affairs Sanford – Bresee 205
- 1:45 – 2:15 p.m. Break for team – Eaton Lounge
- 2:15 – 3:00 p.m. Group 1: Start Out Academics Right (SOAR) Students – Clark 155
Group 2: Resident Advisors and Student Senate Student – Eaton Lounge
- 3:00 – 3:30 p.m. Break for team – Eaton Lounge
- 3:30 – 4:15 p.m. Student Affairs Directors Group and Athletics – Eaton Lounge
- 4:15 – 4:45 p.m. Break for team – Eaton Lounge
- 4:45 – 5:30 p.m. Three Year Degree Students and Resident Advisor – Eaton Lounge
- 5:30 – 6:00 p.m. Break for team – Eaton Lounge
- 6:00 – 7:45 p.m. Dinner with President Drugovich at Thornwood
- 7:45 – 9:00 p.m. Time for team to review the day

Thursday, March 14, 2013

- 9:00 – 9:30 a.m. Committee on Assessment of General Education (CAGE) – Eaton Lounge
- 9:45 – 10:15 a.m. Break for team – Eaton Lounge
- 10:15 – 11:15 a.m. Center for Professional, Service, and Global Engagement (PSGE) and College Advising – Eaton Lounge
- 11:15 – 12:15 p.m. Lunch and break for team

- 12:20 – 1:40 p.m. Introduction to Sociology Class Discussion – Bresee 209
- 1:45 – 2:30 p.m. Enrollment Management – Eaton Lounge
- 2:30 – 3:00 p.m. Break for team – Eaton Lounge
- 3:00 – 3:45 p.m. Community-Based Service Learning (CBSL) and Internship Faculty – Golisano 223
- 3:45 – 4:15 p.m. Break for team – Golisano 223
- 4:15 – 5:00 p.m. Center for Student Success (CSS)/First Year Experience (FYE) – Golisano 223
- 5:00 – 5:30 p.m. Break for team – Golisano 223
- 5:30 – 6:45 p.m. Dinner with Capstone Class – The Commons
- 6:45 – 9:00 p.m. Time for team to review the day

Friday, March 15, 2013

- 9:00 – 11:00 a.m. Time for team to prepare for the Assessment Forum
- 11:00 – 11:45 a.m. Exit Meeting with President Drugovich, Provost Tannenbaum, Associate Dean for Academic Affairs and Assessment Drake, and the visit coordinator
- 12:00 – 2:00 p.m. Plenary presentation at the Assessment Forum – Slade Theater