| Institution Name: *Enter here typeover* |
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| SITE VISIT AGENDA |
| Site Visit Agenda-Day 1 |  |
| Program Title/Degree Level: |  |
| Address: |  |
| Date: |  |
| Day 1 Agenda |
| Time (EST) / Location | **Meeting Title** | **Description** | **Attendees** |
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| 9:00 – 9:308:00-8:30 ( CST) | **Introductory Meeting** | Welcome meeting with the appropriate Dean, Program Director and other administrators (budget and advising) who are responsible for the HIM or Health Informatics program  | Complete Attendee Table Below.  |
| 9:35-10:458:45- 9:45 ( CST) | **Meeting with Program Director**  | -Discuss, review and clarify information received in the self assessment (if needed)-Discuss professional course content of HIM or Health Informatics curriculum*. This meeting is with just the program director* |  (Name/Title) |
| 10:45-11:00 | **Break** |  |  |
| 11:00-12:0010:00-11:00 CST | **Review Panel Team Meeting** | -Review program materials, curriculum/competencies-Internet (Wi-Fi) access for personal laptops required-Peer Reviewers must have **faculty level access** for all courses offered online prior to the visit This includes weblink and login instructions for each review panel member  | Review Panel (Program Director & faculty should be available upon request) |
| 12:00-1:0011:00 – 12:00 CST | **Review Team Business Lunch**  | Working lunch for Review Panel  | Review Panel  |
| 1:00-1:4512:00 – 12:45 CST | **Interview with program faculty** | Conduct interview with program faculty and other faculty teaching Health Informatics professional content | **Complete Table Below****(Excludes Program Director)** |
| 1:45-2:3012:45 – 1:30 CSTApprox. 45 minutes totalIf students and graduates are interviewed separately about 25 mins for current students | **Interview with students and graduates.**  | -The team will meet with students and graduates during this time- This meeting excludes the program director, any faculty and/or staff, advisory board member. Any students that have a role as a graduate student and teaching assistant for the program may attend the Faculty session or the Student session but not both. -If the program has graduates, both students & graduates are required for attendance- Ideally, students invited to this meeting should include a new student, students that are half-way through the program and students that are about to graduate-The goal is to have at least 10 participants in this session | Complete Attendee Table Below – pages 3 & 4 (10+ students to attend if possible) |
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| 2:30-2:45 | Break  |  |  |
| 2:45-3:301:45 – 2:30 CST  | **Program Resources Tour conducted by Program Director or Faculty** | -Review student access to learning resources/virtual resources, and all other program resources. Provide faculty guide through program’s virtual resources with example of each application used. | Program Director (Name/Title)(Staff involved directly with the Health Informatics program  |
| 3:30-4:302:30 – 3:30 CST | **Interview with Advisory Board members** | -Conduct interview with advisory board membersFaculty on the Advisory Committee should be interviewed with Faculty only | (Name(s)/Title(s))Excludes internal staff and members of the institution |
| 4:30-5:003:30 – 4:00 CST | **Meeting with Program Director** | -Review/clarify pending items  |  |

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| Site Visit Agenda-Day 2 |
| Program Name |  |
| Date: |  |
| Day 2 Agenda |
| Duration | **Meeting Title** | **Description** | **Attendees** |
| 9:00-10:158:00 – 9:15 CST | **Review Panel Team Meeting**  | Final program review conference=================================**Note: Time subject to change based on program review; as determined by Review Panel** | Review Panel (Program Director & faculty available upon request) |
| 10:15-10:309:15 – 9:30 CST | Break |  |  |
| 10:30-11:009:30 – 10:00 CST | **Meeting with Program Director** | Discuss the site visit team’s preliminary assessment results with the Program Director with respect to the Standards=================================**Note:**  *This meeting excludes additional faculty, staff and administration* | (Name(s)/Title(s)) |
| 11:00-11:3010:00 – 10:30 CST | **Closing Meeting** | Review panel findings/results meeting with the appropriate Dean, Program Director and other administrators (budget and advising) who are responsible for the Health Informatics program. =================================**Note: Time subject to change based on program review; as determined by Review Panel** | Complete Attendee Table Below |
| ADJOURN |

# Meeting Attendee Table (Add or remove rows as needed) Please be advised, if a person is not listed in the tables, they will not be granted access to a Zoom meeting

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| **Introductory & Closing Meeting** | **Attendee Name, Credentials** | **Job Title** |
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| **Student Interview Meetings**  | **Attendee Name** | **Program Level (1st, 2nd, etc.)** |
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| **Graduate Interview Meeting** | **Attendee Name** | **Year/Term Graduated** |
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| **Faculty** | **Attendee Name, Credentials** | **Employer(s), Job Title(s)** |
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| **Advisory Committee** | **Attendee Name, Credentials** | **Employer(s), Job Title(s)** |
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