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| **VIRTUAL SITE VISIT AGENDA** |
| Institution Name:  |
| Program Title/Degree Level: |  |
| Address: |  |
| Date: |  |
| ***Day 1 Agenda*** |
| **Time** | **Meeting Title** | **Description** | **Attendees** |
| **8:30-9:00**(Central, Mountain, Arizona, & Pacific Time)**9:30 – 10:00**(Eastern Time) | **Introductory Meeting** | Welcome meeting with the appropriate dean, program director and other administrators (budget and advising) who are responsible for the program | Complete Attendee Table Below |
| **9:00-9:45**(Central, Mountain, Arizona, & Pacific Time)**10:00 – 10:45**(Eastern Time) | **Meeting with Program Director**  | -Discuss, review and clarify information received in the self-assessment (if needed)-Discuss professional course content of the program*This meeting excludes additional faculty, staff and administration* |  (Name/Title) |
| **9:45-10:00**(Central, Mountain, Arizona, & Pacific Time)**10:45 – 11:00**(Eastern Time) | **Break for Virtual Site Visit Team** |
| **10:00-12:00**(Central, Mountain, Arizona, & Pacific Time)**11:00 – 1:00**(Eastern Time) | **Review Panel Team Meeting** | -Review program materials, curriculum/competencies-Program director, faculty, and staff should remain available for additional questions the site visit team might have  | Review Panel  |
| **12:00-1:00**(Central, Mountain, Arizona, & Pacific Time)**1:00 – 2:00**(Eastern Time) | **Review Team Business Lunch**  | ***Working lunch for Review Panel***-Program director, faculty, and staff should remain available for additional questions the site visit team might have | Review Panel  |
| **1:00-1:45**(Central, Mountain, Arizona, & Pacific Time)**2:00 – 2:45**(Eastern Time) | **Interview with program faculty** | Conduct interview with program faculty and other faculty teaching the HIM or health informatics professional content | **Complete Table Below****(Excludes Program Director)** |
| **1:45-2:30**(Central, Mountain, Arizona, & Pacific Time)**2:45 – 3:30**(Eastern Time)Approx. 45 minutes  | **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 members, etc.-If the program has graduates, both students & graduates are required for attendance- 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  |
| **2:30-2:45**(Central, Mountain, Arizona, & Pacific Time)**3:30 – 3:45**(Eastern Time) | **Break for the Virtual Site Visit Team** |
| **2:45-3:30**(Central, Mountain, Arizona, & Pacific Time)**3:45 – 4:30**(Eastern Time) | **Program Resources Tour conducted by Program Director or Faculty** | -Review student access to learning resources/virtual resources, and all other program resources. Provide faculty to guide reviewers through the program’s virtual resources with examples of each application used.-The program director/faculty will need to show the virtual site visit team examples of student records. | Program Director (Name/Title)(Staff involved directly with the program)  |
| **3:30-4:30**(Central, Mountain, Arizona, & Pacific Time)**4:30 – 5:30**(Eastern Time) | **Interview with Advisory Board members** | -Conduct interview with advisory board members | (Name(s)/Title(s))Excludes internal staff and members of the institution |
| **4:30-5:00**(Central, Mountain, Arizona, & Pacific Time)**5:30 – 6:00**(Eastern Time) | **Meeting with Program Director** | -Review/clarify pending items  |  |

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| ***Day 2 Agenda*** |
| **Time** | **Meeting Title** | **Description** | **Attendees** |
| **8:30-10:15**(Central, Mountain, Arizona, & Pacific Time)**9:30 – 11:15**(Eastern Time) | **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) |
| **10:15-10:30**(Central, Mountain, Arizona, & Pacific Time)**11:15 – 11:30**(Eastern Time) | **Break for Virtual Site Visit Team** |
| **10:30-11:00**(Central, Mountain, Arizona, & Pacific Time)**11:30 – 12:00**(Eastern Time) | **Meeting with Program Director** | Discuss the site visit team’s preliminary assessment results with the program director with respect to the Standards*This meeting excludes additional faculty, staff and administration*=================================***Note: Time subject to change based on program review; as determined by Review Panel*** | (Name(s)/Title(s)) |
| **11:00-11:30**(Central, Mountain, Arizona, & Pacific Time)**12:00 – 12:30**(Eastern Time) | **Closing Meeting** | Review panel findings/results meeting with the appropriate dean, program director and other administrators (budget and advising) who are responsible for the 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)

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| Introductory & Closing Meeting | Attendee Name, Credentials | Job Title |
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| Student & Graduate Interview Meetings | **Attendee Name** | **Program Level (1st, 2nd, etc.)** |
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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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