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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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