

Creating a Site Visit Agenda: Best Practices

In order to assist your unit in planning for your upcoming site visit, the Graduate School's Office of Academic Affairs and Planning is providing guidance for planning a successful site visit.

Contact Becky Corriell, Director, Academic Program Review & Strategy (bfran3@uw.edu) with questions about building a strong draft agenda.

Agendas need to include:

- ✓ Building and room location(s)
- ✓ Names and titles of participants
- ✓ Periodic 15 minute breaks
 - Breaks before and after lunch are suggested
- ✓ Working dinners (prearranged by the Graduate School)
- ✓ Review committee meeting at the beginning of Day 1 and prior to the Exit Meeting on Day 2 with a Graduate School Representative

Things to consider:

- ✓ Generally, site visits should start at 9:00 am (8:30, if necessary) and end by 5:00 pm.
- ✓ The Graduate School will arrange the committee's working dinners for the evening before the site visit starts (Day Zero) and the evening of Day One.
- ✓ Start Day One with leadership meeting(s). This allows the review committee to discuss initial questions with the unit's leadership.
 - Leadership meetings are often a one-on-one with a dean or department chair but sometimes include a larger group of unit leadership.
 - In some cases, deans or divisional deans request to meet with departmental review committees in addition to their participation in the exit discussion. Reach out to your dean when drafting the site visit agenda to discuss their expectations for participating in the site visit.
- ✓ Keep meetings separate for various stakeholder groups with differing needs, such as:
 - Assistant vs. associate and full professors
 - Full-time vs. part-time faculty
 - Undergraduate vs. masters vs. doctoral students
 - Administrative staff vs. academic staff (for large departments, schools, and colleges)
- ✓ Additional stakeholder groups to consider involving:

- Faculty governance
 - Alumni or Advisory Boards
 - Advancement team
- ✓ Meetings with key stakeholder groups should generally be 45 minutes to an hour.
 - Stakeholder groups should meet collectively. For example, do not schedule a series of individual 15-minute meetings with assistant professors.
 - ✓ Academic units can use their discretion in scheduling meetings based on their goals for the review, including self-defined questions.
 - For example, including shorter 30 minute meetings with the undergraduate coordinator and/or graduate program coordinator may help address a key issue noted in the self-defined questions.
 - ✓ Schedule meetings for times that are convenient for stakeholder groups.
 - For example, do not schedule a graduate student meeting to coincide with a seminar for all doctoral students.
 - ✓ Work with student leaders, such as ASUW and GPSS senators, local student councils, and other student groups to encourage broad student attendance and participation.
 - Confirming student participants' attendance is desirable when possible. This allows participating students to be listed in the agenda and ensures student representation.
 - Ensure a broad representation of students. Do not "cherry-pick."
 - ✓ Lunch on Day One can be a working meal and Day Two can begin with coffee and light refreshments for participants. The Graduate School will purchase meals or refreshments for a reasonable number of students, faculty, or staff with a headcount to be provided two weeks before the site visit.
 - ✓ Committee lunches are delivered to the meeting location when they meet over lunch with others and when they dine alone.
 - ✓ If a facility or lab tour is helpful, schedule:
 - before lunch on Day One or Two
 - at the end of Day One
 - ✓ Day Two from 12:00-2:30 pm is reserved for the review committee's lunch and executive session as they prepare preliminary recommendations for the exit discussion.
 - Unit leaders should clear their schedule during all or a portion of this time, if possible, to meet with the committee if the need arises.