



Site Visit Planning Requirements

Provide the required information below to Academic Program Quality (APQ) within the published timeline. Note that the executive summary, on-site meeting updates, and the itinerary are provided to the members of central leadership that will be participating in the process (e.g., president, provost, dean of the College of Graduate Studies, and/or associate vice provost for Undergraduate Studies).

DATE	ACTION
As soon as possible	<p>Notify APQ of site visit dates (or timeframe).</p> <ul style="list-style-type: none"> For planning purposes, notify APQ of site visit timeframe as soon as possible. When choosing dates with the accreditor, consider notifying APQ of the options so APQ may inquire about leadership's availability on those dates.
6 months prior to site visit	<p>Confirm which senior leaders (president and/or provost) must meet with the site visitors.</p> <ul style="list-style-type: none"> APQ will facilitate the scheduling of the meetings with the appropriate leadership. Depending on the leadership's availability, which can change rapidly, a designee may be assigned to meet with the evaluators. The dean of the College of Graduate Studies and/or AVP for Undergraduate Studies (whomever is appropriate for the program(s) being reviewed) will also meet with the site visitors. Since programs with programmatic accreditation have a streamlined program review process, this meeting allows the dean/AVP to hear directly from the external experts. APQ may schedule a prep meeting between the program coordinator/director and dean/AVP to take place 1-2 weeks prior to the site visit.
8 weeks prior to site visit	<p>APQ sends executive summary form to program.</p> <ul style="list-style-type: none"> APQ will send the program director/coordinator an executive summary form to be completed within 2 weeks. The final executive summary will be provided to central leadership in preparation for the site visit.
6 weeks prior to site visit	<p>Send APQ the completed executive summary form for review.</p> <ul style="list-style-type: none"> <i>Please note that APQ will need photos and brief bios of the visitors.</i>
5 weeks prior to site visit	<p>APQ sends draft executive summary.</p> <ul style="list-style-type: none"> APQ will send the program director/coordinator an executive summary draft to review for accuracy.
4 weeks prior to site visit	<p>Send APQ the finalized executive summary.</p> <ul style="list-style-type: none"> Within 1 week of receiving the draft executive summary, send APQ confirmation that the draft is accurate or send APQ needed edits to the draft.
4 weeks prior to site visit	<p>Submit a final site visit itinerary to APQ.</p> <ul style="list-style-type: none"> Send APQ the final itinerary, highlighting times when leadership will meet with the site visitors.
1-2 weeks prior to site visit	<p>APQ sends the final executive summary to senior administration.</p> <ul style="list-style-type: none"> APQ will send the final executive summary to leadership within 5 days of the prep meeting or within 5 days of the site visit (for those not attending the prep meeting).
1-2 weeks prior to site visit	<p>Attend preparation meeting with leadership.</p> <ul style="list-style-type: none"> The executive summary may be used as a guide in the prep meeting. Leadership may ask additional questions or want more information in a certain area.
Based on accreditor's timeline	<p>Send APQ the accreditor's final action letter and supporting report.</p> <ul style="list-style-type: none"> APQ documents all formal correspondence from programmatic accreditors. Once you receive a decision from the accreditor, send the letter and supporting report to APQ. <i>If the accreditor requires a follow-up report, send this to APQ for review 1 month prior to submission.</i>