

4.2.3 Appendix G – Model Site Visit Itinerary

MODEL SITE VISIT ITINERARY		
Day One		
3:00 – 5:00 pm	Executive session for site team members to include overview/concerns about self-study, training as required by DOE	Earlier meeting time
5:30 – 7:00 pm	Optional site team reception at college (administration, students, faculty, staff), overview of process and introduction to team members, poster session for specific college programs or student research	Informal opportunity for entire college community to interact with the site team
7:00 pm	Dinner for site team only	
Day Two		
8:00 – 9:00 am	Operational overview: Facilities overview and use for delivery of curriculum, safety issues, overview of upcoming tour	Big picture view for site team
9:00 am – 5:00 pm	<p>Tour college facilities including:</p> <ul style="list-style-type: none"> - Companion animal hospital - Large animal hospital, including ambulatory - Hospital support areas (pharmacy, clinical pathology, medical records, imaging) - Educational facilities (lecture halls, laboratories, small group rooms) - Areas where teaching animals are housed - Necropsy section - Research facilities (several typical laboratories) - Library <p>Lunch with educational management</p>	<p>Tour schedule should be planned by the school/college to minimize backtracking for each campus layout. The group may wish to pull out those facilities best visited by a small group (isolation, surgery, pharmacy, others as determined by dean and site team chair) to streamline the visit. Educational management may be separated into two meetings as determined by the dean and site team chair</p>
6:00 pm	Dinner and site team executive session at hotel	
Day Three		
7:30 – 8:30 am	Breakfast conference with dean and financial staff	
8:45 – 9:45 am	Admissions committee	For all below, see new table for list of those included, standards addressed, goal of meeting
9:45 – 10:00 am	Break	
10:00 am – noon	Curriculum committee	A brief overview of the curriculum by appropriate personnel may begin this meeting
Noon – 1:30 pm	Lunch with DVM students	
1:30 – 2:15 pm	Research committee, associate dean for research, university	

MODEL SITE VISIT ITINERARY		
	veterinarian	
2:15 – 2:30 pm	Break	
2:30 – 3:30 pm	Department heads	
3:30 – 5:00 pm	Site team revisits as needed	
6:00 pm	Dinner and site team executive session at hotel	
Day Four		
8:00 – 9:00 am	Breakfast meeting and executive session with the dean	
9:00 – 10:00 am	Faculty	
10:00 – 11:00 am	Educational management	
11:00 – 11:15 am	Break	
11:15 – 11:55 am	Outcomes officer(s)	A brief overview of outcomes assessment by appropriate personnel may begin this meeting
Noon – 1:00 pm	Lunch with alumni	
1:00 – 1:30 pm	Graduate students, interns and residents	
1:30 – 2:15 pm	Break or optional meeting with technical staff in hospital(s)	
2:15 – 2:45 pm	Confidential meetings with individual students	
2:45 – 3:00 pm	Break	
3:00 – 3:30 pm	Confidential meetings with individual faculty	
3:30 – 5:00 pm	Site team revisits, optional meetings (library staff, IT staff, etc.)	
6:00 pm	Dinner and site team executive session at hotel	
Day Five		
8:00 – 8:55 am	Exit interview with dean	
9:30 – 10:55 am	Exit interview with university administration	

Note: Outcomes will be assessed throughout the visit.