

## THE SITE VISIT

### **Objective of Site Visit**

The objective of a site visit is to verify and supplement information presented in the self-study report. Site visits are made only with the concurrence of the administration of the college and its parent institution. When it appears in the best interest of the college, the university concerned, the AVMA, or another accrediting agency, every effort is made to coordinate and cooperate with other accrediting agencies in request for information and conduct of visits.

### **Site Visit Team**

Site visit teams are selected to represent educators, practitioners, and others (including public members) in the proportion necessary to evaluate a college and its programs.

- US – Accreditation site teams are composed of three COE Site Visitors (one of whom will serve as chair), one or two current COE member(s) (non-voting observers), one state veterinary medical association (VMA) observer optional at the discretion of the state VMA, one CVMA member, and one AVMA staff member (non-voting).
- Canada – Accreditation site teams are composed of one COE Site Visitor who will serve as chair, one or two current COE member(s) (non-voting observers), three CVMA members, one provincial observer optional at the discretion of the province, and one AVMA staff member (non-voting).
- Foreign – Accreditation site teams are composed of two COE Site Visitors, one or two current COE member(s) (non-voting observers), one CVMA member, two members from the country wherein the college is located, and one AVMA staff member (non-voting).
- Advisory/Consultative site team – These site teams are composed of at least three COE Site Visitors and one AVMA staff member (non-voting).

COE Site Visitors will be veterinarians or former COE public members who have undergone training to conduct site visits. Such training shall include review of an on-line training module and/or one to two day training session, and observation of one site visit. Training must be updated annually in order to continue to serve as a Site Visitor. Current COE members may not serve as voting COE Site Visitors.

Site Visitors will serve 6-year, staggered terms. A call for applications and nominations will be distributed broadly. The COE will review the credentials of the applicants and nominees and select site visitors. A pool of no less than 30 will be maintained.

Observers may not vote at the site visit. Current COE members serving as observers may not vote on the accreditation status of the institution visited.

Site Visitors are identified and assigned to each team by the chair of the Evaluation Committee. These individuals participate as volunteers and are not eligible for honorariums, but will be reimbursed for transportation, food, lodging, and incidental expenses. Public members may be included on site visits, but because of their limited number, are not included in every visit. However, public members shall fulfill all the duties of a team member and have the right to vote.

An effort will be made to balance the areas of expertise on the site visit team. Each site visit team includes a representative of the CVMA appointed and supported by that organization. No member is assigned to a site visit team until they have completed training and orientation.

An AVMA staff member will accompany each site team and assist in coordinating activities. Staff will consider how each of the standard requirements is being met by the college and note any points not covered in the self-evaluation report. If major deficiencies are found in the material presented, staff is requested to ask the college for supplemental material.

Each site team member is required to sign a Conflict of Interest/Confidentiality Statement.

**Self-Study**

No later than six weeks before the site visit, the college must provide a comprehensive self-study explaining how it complies with each of the 11 standards of accreditation. One college catalog must be made available on site.

The following outline is used as a guide in the development of the report of self-evaluation:

<b>OBJECTIVES</b>	
1.	State the major goals and objectives of the college, and comment on how they are being met.
2.	Describe methods and/or tools used to measure outcomes of the total program of instruction, research, and service.
3.	List the major strengths and weaknesses of the college.
4.	Recommendations.

Guidance and the elements necessary for the self-study are provided in section 12 of the COE Manual. The information provided under each standard is evaluated by the site team and Council in relation to that standard and to the mission of the college in order to determine compliance. Should the college deem that background information would be helpful for the Council to understand a given issue or condition, the information should be included in a summary format in appropriate appendices.

All materials related to student recruitment into the professional veterinary medical program are made available to the site visit team during the visit. These materials include brochures, pamphlets, posters, displays, videos, publications, and other materials used to advertise the program to prospective students.

The body of the self-study is limited to not more than 50 total pages of text (one sided) and supporting documentation (appendices) not more than another 50 pages. In preparing the self-study, colleges are expected to analyze appropriate data and present the results in an easily understandable form (for example, graphs, charts, etc.) that clearly describes trends. Additional materials may be placed in the meeting room for the site team, but the Council does not require these materials and they should be kept to a minimum.

<b>REPORTS ARE ORGANIZED UNDER THE FOLLOWING HEADINGS:</b>	
Objectives	Standard 6, Students
Standard 1, Organization	Standard 7, Admission
Standard 2, Finances	Standard 8, Faculty
Standard 3, Physical Facilities and Equipment	Standard 9, Curriculum
Standard 4, Clinical Resources	Standard 10, Research Programs
Standard 5, Library and Information Resources	Standard 11, Outcomes Assessment

## Site Visit Agenda

The site team is responsible for verifying elements of the college self-study that focus on the professional education (DVM or equivalent), specifically addressing compliance of the college with the Standards of Accreditation.

The tour of the facilities must include all areas where all of the students are required to gather for learning (core sites) and all areas where all students in a specific track are required to gather for learning (core track sites). The full site team should visit all core sites if practical and either all of the site team or subcommittees of the site team may visit track sites. Any external site used for required clinical training in any discipline that is visited by at least 20 percent of the students over a two-year span should be considered for visitation for some or all of the site team.

The site team uses the meeting with various groups to validate information in the self-study report and to gather additional information relative to the Standards of Accreditation. While specific standards are the area of focus at a given meeting, any standard may be addressed at any meeting.

MEETING	STANDARDS ADDRESSED	GOAL OF MEETING
<b>REQUIRED MEETINGS</b>		
Dean and selected administrators	Organization, Finance	To confirm governance structure in the school/college including effectiveness and flexibility; to clarify data in finance tables and discuss factors impacting financial viability of the school/college
Admissions Committee, Admission Officer, Outcome Officer(s)	Admissions, Outcomes Assessment	To clarify admissions processes as described in the Standard
Curriculum Committee, Outcome Officer(s)	Curriculum, Outcomes Assessment	To clarify curriculum, verify processes for ongoing curricular review
DVM Students	Students, Curriculum, Admissions, Organization, Physical Facilities and Equipment, Clinical Resources	To gather from the students their impressions/concerns regarding all aspects of their experience in veterinary school
Research Committee	Research	To document the adequacy of the research program and how DVM student learning is impacted by the research program

Post-graduate students, Interns and Residents	Research, Students, Curriculum, Clinical Resources, Physical Facilities and Equipment	To determine how post-graduate students and house officers interact with DVM students
Faculty	Faculty, Physical Facilities and Equipment, Clinical Resources	To clarify faculty employment as described in the Standard, and to gather impressions/concerns regarding the educational program
Confidential meetings with DVM students	All Standards	
Confidential meetings with faculty	All Standards	
Alumni	All Standards	To verify that career goals could be reached with the education provided by the school/college
Department Heads	Faculty, Organization	To determine coordination between faculty and administration and impact on the DVM students, faculty development process, adequacy of resources
Section leaders in VTH, "center" leaders	Faculty, Organization	To determine coordination between faculty and administration and impact on the DVM students, faculty development process, coverage of the veterinary curriculum
Exit interview with Dean		
Exit interview with University administration		
Section Chiefs	Curriculum, Students, Faculty, Clinical Resources	To gather information from mid-level administrators about functionality of the DVM program as a whole

Outcomes Officer(s)	Outcomes Assessment	How is information from outcomes transferred to the appropriate stakeholders – completing the loop
<b>OPTIONAL MEETINGS</b>		
Technical staff in teaching hospital	Physical Facilities and Equipment, Faculty	To verify working conditions in the hospital, staff and faculty support of the DVM program, role of paraprofessionals in training and assessment of students
Library	Library and Information Resources	To question the librarian and library staff about factors beyond those captured during the tour, to see demonstrations of specific technologies

The agenda for the visit is established by the chair of the site visit team in consultation with the college administration. The example schedule below is designed to address each Standard by meeting with groups that can provide the needed evidence of compliance. It is not necessary to visit all faculty members. The dean uses the following example as a guide to develop a proposed site visit schedule with the site team chair.

<b><u>SUGGESTED SITE VISIT SCHEDULE</u></b>	
<b>Day One:</b>	
3:00 pm – 5:00 pm	Executive session for site team members
5:30 pm – 7:00 pm	Site team reception at college (administration, students, faculty, staff) overview of process and introduction of team members; poster session for student research
<b>Day Two:</b>	
Tour schedule should be planned by the school/college to minimize backtracking for each college campus layout (tour may be split over two half days)	
8:00 am – 9:00 am	Operational overview: Curricular delivery and facility orientation Tour school/college facilities including: <ul style="list-style-type: none"> <li>• Companion animal hospital</li> <li>• Large animal hospital, including ambulatory</li> <li>• Hospital support areas (e.g., pharmacy, clinical pathology, medical records, imaging, etc.)</li> <li>• Educational facilities</li> <li>• Areas where teaching animals are housed</li> <li>• Necropsy section</li> <li>• Research facilities (several typical laboratories)</li> <li>• Library</li> </ul>

	Luncheon (open)
6:00 pm	Dinner and site team executive session
<b>Day Three:</b>	
7:30 am – 8:30 am	Breakfast conference with Dean and selected administrators
8:45 am – 9:45 am	Conference with Associate Dean for Admissions and the Admissions Committee or Academic Affairs
9:45 am – 10:00 am	BREAK
10:00 am – 12:00	Conference with Associate Dean for Academic Affairs and the Curriculum Committee
12:00 n – 1:30 pm	Lunch conference with professional students
1:30 pm – 2:15 pm	Conference with Associate Dean for Research, the Research Committee, and the University Veterinarian
2:15 pm – 2:45 pm	Conference with teaching staff (technicians, instructors)
2:45 pm – 3:15 pm	Conference with interns, residents, and post-graduate students
3:15 pm – 5:00 pm	Site team revisits areas of the school/college
6:00 pm	Dinner and site team executive session (in hotel)
<b>Day Four:</b>	
8:00 am – 8:50 am	Optional executive session with the Dean
9:00 am – 9:30 am	Confidential meetings with individual students
9:30 am – 9:45 am	BREAK
9:45 am – 10:15 am	Confidential meetings with individual faculty
10:15 am – 11:15 am	Conference with representative college faculty
11:15 am – 11:55 am	Site team revisits
12:00 n – 1:00 pm	Lunch conference with College of Veterinary Medicine alumni
1:05 pm – 2:05 pm	Conference with department heads
2:05 pm – 2:15 pm	BREAK
2:15 pm – 5:00 pm	Executive session and site team revisits
6:00 pm	Dinner and site team executive session
<b>Day Five:</b>	
8:00 am – 8:55 am	Exit interview with college dean
9:30 am – 10:55 am	Exit interview with university administration

Each evening during the site visit the team meets and reviews the day's activities. A draft report of evaluation prepared from the self-study is revised in light of the information gained each day. On the last evening of the visit, development of the draft report is completed and recommendations are agreed upon.

At the conclusion of the site visit the team holds exit interviews with the dean of the college, and with the chief executive officer of the institution to review its findings. The exit interview with the dean and college administrators of the dean's choosing, completes the site visitation of the college and precedes the exit interview with university administration. The chair of the site team will prepare a final draft of the report and forward it to staff within 30 days of the conclusion of the visit. Copies of the final draft are sent by AVMA staff to the dean of the college for correction of factual errors. The final draft, together with any comments by the dean or the university president, is forwarded to the Council for consideration at the next semi-annual Council meeting.