



Sample 3-day Agenda

Arrival Day – Preliminary Conference / Dinner

- The SV team meets with the **Program Director (PD)** and **Clinical Education Coordinator**, if applicable.
- Review the schedule with PD for any possible last minute changes scheduled.
- This can also provide an opportunity for the PD and the SVers to get acquainted on an informal basis prior to the actual visit taking place.
- It can also be used to provide the visitors with an opportunity to obtain a more complete understanding of the curriculum and the program objectives, philosophies, course objectives, operational procedures, student selection criteria (if used), student evaluation protocols, enrollment, student attrition rates, processes for monitoring progress in development of student knowledge and skills, success of program graduates, etc.

Day #1 _____

- 8:00 a SV Team meets with the **PD and appropriate administration** to welcome everyone, review the accreditation process, its purpose and value, and the roles/functions of the site visit team
- 8:15 a **Program Director** initial conference meeting
- 9:45 a **Clinical Education Coordinator**
- 10:15 a Break
- 10:30 a **Facility visits** to classrooms, laboratories, health center, online library access
- 11:15 a **Preceptors**
- 12:30 p Working lunch – SV Team
- 1:30 p **ATS Interviews** (all formally admitted students; can be completed as a group or by class)
- 3:30 p **Pre-Athletic Student Interviews** (if applicable)
- 4:15 p **Athletic training clinical facilities tour** – on-campus
- 5:15 p **Medical Director**
- 6:00 p SV Team dinner

Day #2 _____

- 8:00 a **Program Director** conference
- 9:00 a **Assessment Office** (if applicable) and review all on-site materials
- 10:00 a **Program faculty**
- 10:45 a **Faculty teaching in program (non-ATs)**
- 11:15 a **Clerical staff**
- 11:45 a Working lunch – SV Team
- 1:00 p **Department Chair** meeting
- 1:35 p **Dean** meeting
- 2:10 p **Provost and /or President Meeting** (if applicable; allow time for travel to offices)
- 2:45 p **Visit Affiliated Sites** – may interview Preceptors at these sites (SVers can split up)
- 5:00 p **Program Director** conference – request additional information and / or to clarify findings
- 6:00 p SV Team dinner

Day #3 _____

- 8:00 a **Program Director** conference – request for additional information and / or to clarify findings
- 9:00 a SV Team Executive Session to reach consensus on potential NCs and recommendations
- 11:00 a **Program Director** Exit Summary
- 11:30 a Exit Conference to **University Administration, Program Director, etc.**
- 12:00 p Lunch/Airport (SV Team completes report and edits the report)