



Schedule of the Visiting Team

Sample Visit Schedule

Institution Name: _____

Dates of Visit: _____

Day before the visit to the Institution

Activity		Result
Review of Spreadsheets (Appendices) 16:00 – 19:00	Visiting Team	Examination of materials associated to: Attaining of the educational objectives. Achievement of the graduate attributes with the learning outcomes. Review, as a team, curriculum compliance. List of additional information to be requested to the program coordinator. Unify criteria to agree the same evaluation to each indicator.
20:00 – 21:00	Visiting Team	Visiting Team dinner at the hotel.

First day of visit at the institution

Time	Activity		Result
8:30 - 9:00	Gather in hotel lobby to leave for institution.		The institution provides transportation.
9:00 - 10:00	Meeting with the Dean of the Institution.	Welcome and review of the overall visit schedule.	<ul style="list-style-type: none"> Review the agenda of the visit. Location of the room for meetings of the visiting team. Verify times and hours for interviews and tours to facilities.
10:00 - 11:00	Meeting with the program coordinator. Follow-up to the recommendations to the previous accreditation.	Interview with the Coordinator or program administrators.	<ul style="list-style-type: none"> Verification of the self- evaluation report per indicator. Input data to the electronic summary of findings. identify if there is improvement in the indicators. Verification of the self- evaluation report per each indicator. Prepare the electronic summary of findings. Request additional evidence/information, if any. (Sign document delivery/receipt).
11:00 - 13:00	Meeting with students.	Interviews.	<ul style="list-style-type: none"> Verification of the self- evaluation report per indicator.

			<ul style="list-style-type: none"> • Input data to the electronic summary of findings. 	
13:00 - 14:00	Lunch.	Note: preferably, members of the visiting team should have lunch on their own. If necessary, it could be a working lunch with the program's authorities.		
14:00 - 16:00	Meeting with faculty.	Interviews.	<ul style="list-style-type: none"> • Verification of the self-evaluation report per indicator. • Input data to the electronic summary of findings. 	
16:00 - 17:00	Meeting with the head of Registrar.	Interview.	<ul style="list-style-type: none"> • Verification of the self-evaluation report per indicator. • Input data to the electronic summary of findings. 	
16:00 - 17:00	Meeting with heads of support programs for students.	Interview: <ul style="list-style-type: none"> • Tutoring, • advising, • graduation, • scholarships, • residencies, • professional practice, • social service. 	<ul style="list-style-type: none"> • Verification of the self-evaluation report per indicator. • Input data to the electronic summary of findings. 	
16:00 - 17:00	Meeting with the head of evaluation of faculty.	Interview.	<ul style="list-style-type: none"> • Verification of the self-evaluation report per indicator. • Input data to the electronic summary of findings. 	
17:00 - 18:00	Review of samples representative of evidence.	Examination of materials and products associated with all work done in the program.		
18:00 - 20:00	Meeting with alumni.	Interviews.	<ul style="list-style-type: none"> • Verification of the self-evaluation report per indicator. • Input data to the electronic summary of findings. 	
20:00 - 20:30	Return to the hotel.	The institution provides transportation.		
20:30 – 22:00	Dinner and Internal meeting of the evaluation team at the hotel.		<ul style="list-style-type: none"> • Verification of the self-evaluation report per indicator. • Start development of extended electronic report of findings. • Start summary of strengths and weaknesses, and SWOT Matrix. 	

Second day of visit at the institution

Time	Activity		Product	
7:30 - 8:00 pm	Gather in hotel lobby to leave for institution.		The institution provides transportation.	
8:00 - 9:00 am	Meeting with employers.	Interviews.	<ul style="list-style-type: none"> • Verification of the self-evaluation report per indicator. • Input data to the electronic summary of findings. 	Breakfast meeting with employers.
9:00 - 10:30	Meeting with responsible for finances.	Interview.	<ul style="list-style-type: none"> • Verify if resources used were or not granted for the operation of the program. 	
9:00 - 10:30	Meeting with the person in charge of following up graduates.	Interview.	<ul style="list-style-type: none"> • Verification of the self-evaluation report per indicator. • Input data to the electronic summary of findings. 	
10:30 - 12:30	Tour of Programs's labs.	Verification of facilities, instruments and equipment of laboratories. If necessary the institution transports to the evaluators.	<ul style="list-style-type: none"> • Verification of the self-evaluation report per indicator. • Identification of strengths and weaknesses of the labs, and SWOT Matrix. • Input data to the electronic summary of findings. 	
12:30 - 13:30	Meeting with the staff of the library.	Interview with the head of library.	<ul style="list-style-type: none"> • Verification of the library. • Verification of the self-evaluation report per indicator. • Input data to the electronic summary of findings. 	
13:30 - 14:30	Lunch.	Note: preferably, members of the visiting team should have lunch on their own. If necessary, it could be a working lunch with the program's authorities.		
14:30 - 16:00	Tour of the facilities of the institution.	Verification of institutional facilities tour	<ul style="list-style-type: none"> • Verification of the self-evaluation report per indicator. • Identification of strengths and weaknesses of the facilities, and 	

			SWOT Matrix. <ul style="list-style-type: none"> • Input data to the electronic summary of findings.
16:00 - 18:00	Review of samples representative of evidence	<ul style="list-style-type: none"> • Examination of materials and products associated with all work done in the program. 	
18:00 - 19:00	Closing meeting.	Meeting with the administrators of the program.	
19:00 -19:30	Return to the hotel	The institution provides transportation.	
19:30 – 22:00	Internal meeting of the evaluation team at the hotel.	Complete electronic forms: <ul style="list-style-type: none"> • Summary of the evaluation of indicators • Complete summary of strengths and weaknesses. SWOT Matrix. • Send the electronic summary of evaluation indicators properly completed, signed per the three evaluators with their findings and recommendations. 	

Third day of visit to the institution

Time	Activity	Product
8:00 – 9:00	Breakfast at the hotel.	
9:00 – 11:00	Team meeting at the hotel.	<ul style="list-style-type: none"> • Send the electronic summary of the evaluation of indicators, properly completed, signed per the three evaluators, with their findings and recommendations. • Complete the extended (detailed) electronic summary of findings and recommendations from the visit. • If completed, the extended (detailed) electronic summary of findings and recommendations.
11:30	Transportation to the airport or bus terminal.	<ul style="list-style-type: none"> • Transportation of the evaluators to their homes.

Note: During the visit you may receive additional information. It is suggested that you take notes daily of all that information. Preferently take notes on a computer, so at the end you only need to copy and paste the information that must be sent to CACEI.