# RECOMMENDED[[1]](#footnote-2)Virtual Site Visit Schedule Template Provisional Site Visit

# (To be completed by the program and emailed to [accreditationservices@arc-pa.org](mailto:accreditationservices@arc-pa.org) and the site visit team chair eight (8) weeks prior to the site visit)

(7.2024)

**NOTE: Programs should indicate the time zone on the schedule template.** Updates to the schedule will occur e.g., SV evaluators time zones, as needed. Content below is to show details that must be provided to the members of the site visit team for each event and represents the recommended sequence and timing that programs are expected to follow, as they prepare to discuss the schedule with the site visit team chair.

**This template is best reviewed in conjunction with the Virtual Site Visit Protocol document for Site Visit Sessions (Initial Provisional Visit), which provides a description and rationale for the site visit process, Virtual Site Visit Agreement and the Organizing Materials Using a Doc Sharing App. All documents are available on the ARC-PA website.**

Enter University Name

**Enter Program Name**

**Program name:** Enter program name, time zone

**Program Director**: Enter name and title of program director, email, phone

**Site Visit Team Chair**: Enter name of team chair, time zone, email, phone

**Site Visit Team Member**: Enter name of site visitor, time zone, email, phone

**ARC-PA Meeting Host**: Enter name, email, phone#

**DAY #1:** Select date

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| **Meeting** | **Name and Title** | Enter time zone here |
| **Site Visitors meet**; Individuals in next scheduled meeting access ZOOM and stay in Waiting Room until admitted | 15 mins | 7:30am |
| **Meeting with Program Director** | 15 mins  Enter name, credentials/title of Program Director | 7:45–  8:15 am |
| **Site Visitors Break**  Individuals in next scheduled meeting access ZOOM | 15 mins | 8:15 am |
| **Meeting with Program Faculty: Clarification of Program Objectives, Content & Processes, Facilities** | 1 hr, 15 mins  Enter name and title, Program Director  Enter name and title,  Medical Director  Enter name, credentials, and title, *Principal Faculty*  Enter name, credentials, and title, *Principal Faculty*  Enter name and title, other  Faculty/*Staff*, e.g. program  data manager etc. (list and  separate names with a coma) | 8:30 –9:45am |
| **Site Visitors Break**  **Individuals in next scheduled meeting access ZOOM** | 15 mins | 9:45am |
| **Meeting with Program Faculty: Clarification of Program Objectives, Content & Processes, Facilities (Continued)** | 1hr | 10:00am-11:00pm |
| **Luncheon**: Team Executive Session | 45 mins  **SVs meet in private**  **breakout room** | 11:00- 11:45 pm |
| **Site Visitors Break**; Individuals in next scheduled meeting access ZOOM | 15 mins | 11:45am |
| **Meeting with Members of The Planning/ Advisory Committee** | Site Visitors: Enter names here  45 mins  Enter names titles and roles  Enter names titles and roles  Enter names titles and roles | 12:00-12:45pm |
| **Site Visitors Break**; Individuals in next scheduled meeting access ZOOM | 15 mins | 12:45pm |
| **Interviews with Key Members of The Faculty** | Site Visitors: Enter names here  1 hr  Enter name, credentials/title and course name  Enter name, credentials/title and course name  Enter name, credentials/title and course name  Enter name, credentials/title and course name  Enter name, credentials/title and course name  Enter name, credentials/title and course name | 1:00-2:00pm |
| **Review of Documents** | 1 hr, 30mins  **SVs meet in private**  **breakout room** | 2:00-4:30pm |
| Individuals in next scheduled meeting access ZOOM | 15 mins | 4:30pm |
| **Brief Meeting with Program Director** | 15 mins  Enter name and title of Program Director | 4:45pm |
| **Adjourn** |  | 5:00pm |

**DAY #2:** Select date

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| **Meeting** | **Name and Title** | **Enter time zone here** |
| **Site Visitors meet;** Individuals in next scheduled meeting access ZOOM and stay in Waiting Room until admitted | 15 mins | 7:30 am |
| **Meeting with Program Director** | 30 mins  Enter name and title of Program Director | 7:45-8:15 am |
| **Site Visitors meet;** Individuals in next scheduled meeting access ZOOM and stay in Waiting Room until admitted | 15 mins | 8:15 am |
| **Meeting with Senior Institutional Officials** | Site Visitors: Enter names here  1hr  Enter name and title of president/provost  Enter name and title of any others included | 8:30-9:30 am |
| **Review of Documents** | 15mins  **SVs meet in private**  **breakout room** | 9:30-9:45 am |
| Individuals in next scheduled meeting access ZOOM and stay in Waiting Room until admitted | 15 mins | 9:45 am |
| **Interviews / Calls with Faculty Responsible for Planning and/or Participating in CORE Supervised Clinical Practice Experiences** | 30 mins  **SV calls with Core Rotation Preceptors**  Enter names, practice type/SCPEs involved, city and state, phone #  Enter names, practice type/SCPEs involved, city and state, phone # | 10:00-10:30 am |
| Individuals in next scheduled meeting access ZOOM | 15 mins | 10:45 am |
| **Brief Meeting with Director, Faculty & Staff (as requested by team)** | 30 mins | 11:00-11:30 am |
| **Luncheon and Preparation of Report**  (Program Director should be available if needed by team) | 1 hr  **SVs meet in private breakout room** | 11:30 am-12:30 pm |
| **Review of Records/Documents** | 45mins  **SVs meet in private**  **breakout room** | 12:30 pm-1:15 pm |
| Individuals in next scheduled meeting access ZOOM | 15 mins | 1:15 pm |
| **Team Meets with Program Faculty to Close Visit** | 15 mins | 1:30 pm |
| **Adjourn** |  | 1:45 pm |

**Program Directors:** The meeting host (listed above) will email you a registration link for the virtual site visit. You must forward the registration link and this agenda to **each person on the agenda**. Each person on the agenda will register for the DAY but will only be allowed to join the meeting at their agenda TIME.

Attendees must not share their confirmation emails with other participants as the links are specific to each attendee. Only those listed on the agenda will be allowed to register. Names used to register must match those listed on the agenda.

**TOUR OF FACILITIES**

As part of the **Provisional** application for accreditation, and to demonstrate compliance with **standard A1.09** the program provided a narrated video of the following resources

* Faculty offices (sufficient for the number of faculty planned)
* Classroom space (sufficient in number and size, and appropriate in design to meet their intended use and conducive to student learning)
* Laboratory space (sufficient in number and size, and appropriate in design to meet their intended use and conducive to student learning)
* Educational space to provide confidential academic counseling to students by the program director and principal faculty
* Space for program meetings
* Space for secure storage of student files and records

**The site visitors** must view the video prior to the site visit and discuss/clarify during the site visit to verify the program’s compliance with standard A1.09.

**NOTE:** The application submitted by the program to the ARC-PA office is considered the program's application of record. It is one component of the official program record the commission uses throughout the accreditation review process. Site visitors have been instructed not to accept any new or revised application materials from the program at the time of the visit. If, during the process of the visit, the site visitors suggest additional information or materials be submitted to the ARC-PA office, these materials should be sent with the program’s response to observations.

1. This recommended agenda may be altered by programs **only if** approved by the site visit team chair.

   2 Program are responsible for making hotel reservations but are **NOT** responsible for paying the hotel accommodations. Site visitors will provide a credit card to pay for the hotel upon check in. [↑](#footnote-ref-2)