

## AGENDA ITEMS FOR SITE VISITS

**The agenda should reflect all names of individuals included in the scheduled meetings as well as their highest academic credential and title.**

**NOTE: Select agenda activities may occur concurrently. Not all team members will participate in all scheduled activities. The nurse administrator should coordinate with the team chair to develop an agenda that utilizes time and resources most efficiently.**

### Day One

- Team Preparation (e.g., orientation to the evidence room) (30 minutes)<sup>1</sup>
- Conference with the nurse administrator (morning conference)<sup>2</sup>
- Conference with the Chief Executive Officer of the governing organization and/or the Provost/Vice President of Academic Affairs/Chief Academic Officer (30-45 minutes)
- Conference with other administrative persons of the institution, e.g., Academic Dean, Finance Officer (30-45 minutes) (*The conference with the administrative persons including the Chief Executive Officer and the other administrative may be combined*)
- Mid-Morning Break (20-30 minutes)
- Conference with student support personnel, e.g., counselor, admissions officer, financial aid officer (30-60 minutes; may be arranged as a group)
- Meeting with students (90 minutes)
- Afternoon Break (15-30 minutes)
- Meeting with nursing faculty (120 minutes)
- Evidence Room (review faculty/lab personnel/nursing education unit support staff records, student records, clinical contracts, student work, and other supporting evidence) (60 minutes)<sup>3</sup>
- Conference with the nurse administrator (afternoon/evening conference)

### Day Two

- Team Preparation (30 minutes)
- Conference with the nurse administrator (morning conference)
- Tour of clinical agencies (60 minutes per clinical facility) (plan travel time appropriately)<sup>4</sup>
- Observe classroom/laboratory activities (30-45 minutes)
- Tour of educational facilities (30 minutes)
- Conference with librarian; tour of library/learning resource center (30 minutes); may be conducted with the tour of the educational facilities
- Mid-Morning Break (15-30 minutes)
- Afternoon Break (15-30 minutes)
- Meeting with members of the Public (30-60 minutes) (the Public Meeting should NOT include employees of the governing organization)
- Evidence Room (continue review of faculty/lab personnel/nursing education unit support staff records, student records, clinical contracts, student work, and other supporting evidence) (60 – 120 minutes)
- Conference with the nurse administrator (afternoon/evening conference)

### Day Three

- Team Meeting (30 minutes)
  - Final accreditation activities (as needed)<sup>5</sup>
  - Pre-Exit Meeting with the nurse administrator
  - Exit Meeting (Questions during the Exit Meeting are not permitted) (30 minutes)
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1. Time frames are only provided as a guide.
2. The Team Chair will arrange to meet with the nurse administrator at the beginning and end of each day and throughout the visit.
3. Peer evaluators will randomly sample current full-time faculty files AND current part-time faculty files. Ten files or 10%, whichever is greater, should be reviewed. If there are 10 or fewer full-time faculty or 10 or fewer part-time faculty teaching at the time of the site visit, then all files should be reviewed. For student files, peer evaluators will review 10% of all students files from each location and each option.
4. Clinical units selected for visitation should have students present and prepared to meet with the peer evaluators, if applicable.
5. Accreditation activities may continue on the third day.

Document History:  
Revised December 2020