

# Best Practices in Developing a Site Visit Agenda

(Last Revised 7/17/2023)

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## Overview

The site visit allows the review committee to meet with key stakeholders who can provide information about the unit. Additionally, if there are any other individuals or groups (e.g., an advisory board) the committee wishes to meet, the academic unit should arrange the meetings.

Contact the program review team ([progrev@uw.edu](mailto:progrev@uw.edu)) with questions about building a strong draft agenda.

## Standard Site Visit Requirements:

- ✓ Building and room location(s) identified on the agenda
- ✓ Site visits should start at 9:00am (8:30, if necessary) and end by 5:00pm
- ✓ Names and titles of participants
- ✓ Periodic 15-minute breaks (at minimum one each morning and afternoon)

## Standard Meetings:

- ✓ Meeting with a Graduate School representative at the beginning of Day 1 and prior to the exit discussion on Day 2
- ✓ Meeting with the dean/vice chancellor for 15 minutes at the beginning of the site visit
- ✓ Meetings with faculty, separated by rank (e.g. assistant vs associate and full professors)
- ✓ Meetings with students, separated by level (e.g. undergraduate vs masters vs PhD)
- ✓ Meetings with staff
- ✓ Meeting with department diversity, equity, and inclusion (DEI) committee
- ✓ Review committee final working session on day 2
- ✓ Standard meetings arranged by the Graduate School\*
  - Review committee working dinners
  - Exit discussion

## Best Practices for Consideration:

- ✓ Schedule unit leadership meeting(s) early on day 1. This allows the review committee to discuss initial questions with the unit's leadership.
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- ✓ Keep meetings separate for various stakeholder groups with differing needs.
  - ✓ Additional stakeholder groups to consider involving:
    - Faculty governance
    - Alumni
    - Advisory boards
    - Advancement team
    - Postdocs
    - Defined subgroups based on your unit needs (e.g. faculty with joint appointments, BIPOC faculty, BIPOC students, partnering units, research or field faculty)
  - ✓ Meetings with key stakeholder groups should generally be 45 minutes to an hour and should meet collectively; do not schedule a series of individual 15-minute meetings with participants.
  - ✓ Academic units can use their discretion in scheduling certain meetings based on their goals for the review, including self-defined questions.
    - For example, including shorter 30-minute meetings with the undergraduate coordinator and/or graduate program coordinator may help address a key issue noted in the unit-defined questions.
  - ✓ Engage students in the process:
    - Schedule meetings with students at times that are convenient and accessible.
    - Reach out to students early, communicating the importance of the process and their participation in it.
    - Consider incentivizing participation with food or refreshments if desired.
  - ✓ Lunch on day one can be a working meal and day two can begin with coffee and light refreshments for participants. The Graduate School will purchase meals or refreshments for a reasonable number of students with a headcount to be provided **two weeks** before the site visit.
  - ✓ If a facility or lab tour is helpful, schedule:
    - before lunch on Day One or Two
    - at the end of Day One
  - ✓ Site visit agendas often go through multiple iterations of revision. Consider maintaining the draft agenda in a shareable word document format until the final version.
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