# SITE VISIT AGENDA INSTRUCTIONS & TEMPLATE:

# 1-Day Virtual Site Visit (Small interdisciplinary programs)

*(Last Revised 6/24/2025)*

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Overview

The site visit allows the review committee to have candid conversations with the program’s various stakeholder groups to better understand the program and answer the charge questions. This document contains requirements and best practices for hosting a virtual site visit in addition to an annotated template to help programs think strategically about how to customize the agenda. Contact the Graduate School academic unit review team ([unitrev@uw.edu](mailto:unitrev@uw.edu)) with questions.

Requirements

* Submit the draft agenda in Word document format to allow for iterative revision, tracking changes, and commenting.
  + Note: The Graduate School or the review committee may request additional specific meetings on the agenda.
* Start meetings with stakeholder groups no earlier than 9:00am and end no later than 5:00pm.
* Include names and titles of all expected participants for each meeting. For students, include program of study in place of title.
* Schedule periodic 15-minute breaks and a 30-minute lunch for the review committee.
* The Graduate School academic unit review team will create and provide the zoom link to the program under review.

Meetings: Required vs Unit’s Discretion

See annotations on the agenda template below. Each annotation is labeled either Required or Program’s Discretion.

Required:

These meetings must remain on the agenda, although where specified, the timing/order can be rescheduled by the unit. The following meetings are required:

* Pre-site visit meeting between the review committee and the Graduate School typically held in the days leading up to the site visit
* Welcome meeting with the dean or dean’s designee at the start of the visit
* Meeting with program leadership
* Meetings with program faculty
* Meetings with a sample of students, separated by undergraduate and graduate (if applicable)
* Meeting with program support staff
* All meetings starting at 2:00pm are arranged by the Graduate School and may not be changed.

Program’s Discretion: The program leadership determines these meetings based on the program’s structure and goals for the review. We recommend identifying stakeholder groups that may provide insight on one or more of the program-defined questions. Examples from past reviews include:

* Targeted meetings with historically underrepresented groups such as BIPOC students or BIPOC faculty
* Alumni
* Advisory boards
* Representatives from partnering units at the UW (e.g. school or college advancement staff)

Best Practices

## Meeting size, length, and timing:

* Schedule meetings with larger key stakeholder groups for at least 45 minutes.
* Meetings with three or fewer people may be 30 minutes.
* Limit meeting size to a maximum of 6-8 stakeholders to facilitate productive discussion.
* Expect that the review committee will need five minutes between meetings.

## Engaging students in the process:

* Schedule meetings with students at times that are convenient and accessible.
* Reach out to students early, communicating the importance of their participation in the process.
* Include a sampling of students from different stage in the program(s) if possible.

Site Visit Agenda Template

**UNIVERSITY OF WASHINGTON**

**[PROGRAM NAME] Virtual Site Visit Agenda**

**Date**

**All times in Pacific Time**

**WEEK BEFORE SITE VISIT**

**Pre-Site Visit Meeting**

[Zoom Link]

Date/Time **Review Committee Planning Meeting**

(With a brief meeting with Graduate School Academic Affairs Representative)

**DAY ONE**

[Zoom Link]

9:00 – 9:15 am **Meeting with the Dean or Dean’s Designee**

9:15 – 9:40 am **Program Director/Leadership**

Participant, Title

9:45 – 10:30 am **Program Faculty**

List all attendees by name and title

10:30 – 10:45 am **Break**

10:45 – 11:10 am **Program Support Staff**

List all attendees by name and title

11:15 – 12:00 pm **Students**

List all attendees by name and level/program/major

12:15 – 12:45 pm **Break**

12:45 – 1:25 pm **Additional Stakeholder Group**

List all attendees by name and title

1:30 – 2:00 pm **Additional Stakeholder Group**

List all attendees by name and title

2:00 – 3:30 pm **Review Committee Executive Session**

3:30 – 3:45 pm **Meeting with Graduate School Academic Affairs representative to discuss preliminary recommendations**

3:45 – 4:00 pm **Break**

4:00 – 5:00 pm **Exit Discussion**

**Program Representative(s) (exit at 4:30 pm)**

Participant, Program Director

Participant, Administrator or other faculty

**University Administrators**

Participant, Dean of College [in which program is located]

Participant, Associate Dean for Academic Affairs, Graduate School

Participant, Associate Dean, Office of Undergraduate Academic Affairs

Participant, Director of Academic Affairs and Policy, Graduate School

Participant, Director, Academic Unit Review, Graduate School

Participant, Specialist, Academic Program Review, Graduate School