

Chicago City College – South Loop

JRCERT Site Visit Agenda/Itinerary

Nov 9-10, 2012

Abe Lincoln, M.S., R.T.(R)(T)

Team Chair

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Mickey Mouse, M.S., R.T.(R)(T)(M)

Team Member

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Thursday, Nov. 8, 2012- Abe Lincoln- Arrives (2:08PM) United:564

Thursday, Nov 8, 2012- Mickey Mouse- Arrives (1:47PM) Delta: 1203

Sunday Evening - Initial Team Meeting at hotel (Site Visitors only)

Purpose: Discuss preliminary findings and review agenda.

Friday, November 9, 2012

8:00a – Site Visitors picked up at hotel

8:30a – Introductory Meeting

Location: TBD by Program Director

In attendance if possible:

College President or Dean of Academic Affairs

Director of Admissions and Records

Director of Financial Aid

Director of Student Services

Director of Radiography & Faculty

Purpose: To assure confidentiality, review the purpose of the site visit, the accreditation process, and the roles of the site visit team and JRCERT; revise agenda as needed. Assess support of the program and the educational process.

As meeting concludes, brief meeting with individual representatives as needed.

Purpose: Verify presented data, understand and validate support for educational process, program mission, goals, objectives, etc.

9:30a - Meet with program officials (Director/Didactic Faculty/Clinical Coordinators) -

Location: TBD by Program Director

Purpose: Collect additional needed documents; obtain clarification, initial review of actual instrument/surveys, student records, etc.

In attendance:

Program Director

Didactic Faculty

Clinical Coordinators

10:15a - Tour of Campus/Facilities

Library- brief interview with librarian
Student Commons
Classrooms
Laboratory
Faculty Offices

Purpose: Tour facilities and brief interview with those in charge of learning resources, and student services to assess level of support for the program.

11:30a - Meet with Clinical Instructors

Location: TBD by Program Director

Purpose: Interview clinical staff (those not being visited in the pm); profile CI philosophy and support for the program.

This could be a luncheon meeting if desired. All clinical instructors **must be present** at the meeting with the exception of those who preside over students at the facilities the team will be visiting.

12:30p – Visit Clinical Facilities, Meet with department Director if possible

Purpose: Tour facilities and resources, interview designated Clinical Instructors & students on-site, clinical staff, program graduates, records, etc.

4:00p- Provide the Program Director with a list of any additional data needed to complete review the following day

4:30p- Return to hotel – Site Visitor Team Meeting

Saturday, November 10 , 2012

8:00a – Pick up team at hotel

8:30a – Meet with students for SV introduction

Location: TBD by Program Director

Purpose: Provide them a brief overview of accreditation importance and inquire about the students' knowledge relative to educational & academic processes and validate understanding of program purpose, mission, goals, etc.

After initial introduction, students will be interviewed individually
Two breakout rooms needed so individual interviews may be conducted by both SV

10:30a- 11:00a Break

11:00a – Review Program Records and previously requested data

Location: SV Workroom

11:30a – Meet with Program Officials- - obtain any clarification as needed and request any additional data as needed

Location: SV Workroom

3/4/2014

Purpose: Review final additional data if needed for compilation of final report.

In attendance:

Program Director

Didactic Faculty/Clinical Coordinators

12:00p – Team Meeting – **Team Members only:**

Location: SV Workroom

Private space required with computer/laptop (MS Word) and printer access.

Incorporate lunch of some kind for site visitors as this will be a *working lunch*.

Purpose: Complete the site visit report

2:30p – **Pre-Exit** Meeting with Program Director and program faculty, if applicable.

Location: SV Workroom

Purpose: Share findings with the Program Director and faculty prior to the exit summation to assure mutual understanding and avoid presentation of inaccurate information.

3:00p - **Exit Summation** – Concluding meeting with Program Officials and Campus/Institutional representatives as selected by the sponsoring institution

Location: TBD by Program Director

Purpose: Reassurance of confidentiality, Provide exit summary of the site review.

In attendance:

President or Dean of Academic Affairs

Program Director and Faculty

Any others as invited

3:30p – Site Visitors leave for airport

Saturday, Nov 10, 2012- both site visitors leave, must be at airport by 4:00PM