



Joint Review Committee on Education in Radiologic Technology
 20 N. Wacker Drive, Suite 2850
 Chicago, IL 60606-3182
 312.704.5300 • (Fax) 312.704.5304
 www.jrcert.org

JRCERT Site Visit Agenda

General Information	
Program Name	Chicago City College – South Loop
JRCERT Program Number	2850
Institution Address	20 N. Wacker Dr.
	Chicago, IL 60606
Site Visit Dates	Thursday, November 10 to Friday, November 11, 2022
Program Director	Dustin Trailblazer
Program Director Office	555-555-5555
Program Director Cell	555-555-5525
Program Director Email	dustin.trailblazer@jrcert.org

Site Visitor Information	
Team Chair	Team Member
Abe Lincoln, M.S., R.T.(R)(T)	Mickey Mouse, M.S., R.T.(R)(T)(M)
Program Director	Clinical Coordinator
The White House	Disneyland Park
1600 Pennsylvania Ave. NW	1313 Disneyland Dr.
Washington, DC 20500	Anaheim, CA 92802
555-456-1111	555-781-4636
alincoln@pastpres.com	mmouse@disney.com

Travel Information	
Wednesday, November 09, 2022 Abe Linclon arrives 2:08 PM	United 564
Wednesday, November 09, 2022 Mickey Mouse arrives 1:47 PM	Delta 1203
Site Visit Team will travel to hotel via Dustin Trailblazer, 555-555-5525	

Choose day before site visit.			
Time and Location	Event	Purpose	Attendees
Hotel PM	Site Visit Team Meeting	Discuss preliminary findings and review agenda	Site Visit Team

Thursday, November 10, 2022			
Time and Location	Event	Purpose	Attendees
8:00 AM	Site Visitors Picked up at Hotel	Choose an item.	Dustin Trailblazer
8:30 AM TBD	Introductory Meeting	To assure confidentiality, review the purpose of the site visit, the accreditation process, and the roles of the site visit team and JRCERT. Assess support of the program and the educational process.	College President Dean of Academic Affairs Director of Admissions and Records Director of Financial Aid Director of Student Services Director of Radiography Faculty
To follow	Individual Meetings	Verify presented data, understand and validate support for educational process, program mission, goals, objectives, etc.	College President Dean of Academic Affairs Director of Admissions and Records Director of Financial Aid Director of Student Services Director of Radiography Faculty
9:30 AM TBD	Meet with Program Officials	Collect additional needed documents; obtain clarification, initial review of actual instrument/surveys, student records, etc.	Program Director Clinical Coordinator Didactic Faculty
10:15 AM Library, Student Commons, Classrooms, Laboratory, Faculty Offices	Tour of Campus/Facilities	Tour facilities and brief interview with those in charge of learning resources, and student services to assess level of support for the program.	Program Faculty

11:30 AM	Luncheon with Clinical Preceptors	Interview clinical staff (those not being visited at clinical settings); profile CP philosophy and support for the program.	Names of confirmed CPs from settings identified in the assignment letter
12:30 PM	Visit ABC Clinical Facility	Tour facilities and resources, interview designated Clinical Preceptors and students on-site, clinical staff, program graduates, records, etc.	Clinical Preceptor Radiology Director
1:15 PM	Visit XYZ Clinical Facility	Tour facilities and resources, interview designated Clinical Preceptors and students on-site, clinical staff, program graduates, records, etc.	Clinical Preceptor Clinical Director
3:00 PM SV Workroom	Review Program Records, Provide Listing of Additional Documents, if needed.	Collect additional needed documents; obtain clarification, initial review of actual instrument/surveys, student records, etc.	Program Director Clinical Coordinator Didactic Faculty
4:30 PM	Return to Hotel	Choose an item.	
5:30 PM	Site Visitor Team Meeting	Discuss preliminary findings and review agenda for Friday	Site Visit Team

Friday, November 11, 2022

Time and Location	Event	Purpose	Attendees
8:00 AM	Site Visitors Picked up at Hotel	Choose an item.	Dustin Trailblazer
8:30 AM TBD	Meet with Students for SV Introduction	Provide 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.	First-year Students Second-year Students
10:30 AM	Break	Choose an item.	
11:00 AM Site Visitor Workroom	Review Program Records and Requested Documentation	Review final additional data if needed for compilation of final report.	Site Visit Team
11:30 AM Site Visitor Workroom	Meet with Program Officials	Review final additional data if needed for compilation of final report.	Program Faculty
12:00 PM	Site Visit Team Meeting Working Lunch	Choose an item.	Site Visit Team

2:30 PM Site Visitor Workroom	Pre-Exit Summation	Share findings with the Program Director and faculty prior to the exit summation to assure mutual understanding and avoid presentation of inaccurate information.	Program Director Other attendees at the discretion of the program director
3:00 PM TBD	Exit Summation	Reassurance of confidentiality, Provide exit summary of the site review.	Program Officials Institutional Representatives At least one Administrative Representative
3:30 PM	Site Visitors Depart for Airport	Choose an item.	Dustin Trailblazer