SHOWTIME!
Creating a Site Visit
That Makes the Grade

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<table>
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<tr>
<th>PROS</th>
<th>CONS</th>
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<tr>
<td>• Share resources</td>
<td>• May lose program individuality</td>
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<td>• Minimize time required of administrators</td>
<td>• Guilt by association</td>
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<td>• Optimize time required of ABET team</td>
<td>• Logistics of arranging visits to support departments and administrators more difficult</td>
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<td>• Share costs of visit</td>
<td>• Harder to maintain high energy level for multiple visits</td>
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<td>• One-time site preparation</td>
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<td>• Minimize disruption of normal operations</td>
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**SPACE AND RESOURCES**

**OKAY TO SHARE**

- Welcome Meeting
- Document Room
- Luncheon
- Visits to President, Provost, Library, English Department, Math Department, Registrar, Career Center, etc.
- Conference Room Computers, Web/Email, Telephones, Coffee and Snacks, Marker Boards

**NOT OKAY TO SHARE**

- Evaluators’ visits with students
- Evaluators’ visits with faculty
- IAB meetings
- Program tours - labs, equipment, etc.
What Should Be in the Document Room?

Group Exercise!
Make a Shopping List

(and then we’ll compare your list to ours)
What's In The Document Room?

- Textbooks
- Class notebooks
- Bulletins
- Student files and transcripts
- Degree audits
- Assessment data notebooks
- Faculty meeting minutes
- IAB meeting minutes
- Curriculum change flowcharts illustrating use of feedback (closing the loop)
- Surveys, letters, employer reviews

What Should Be in the Document Room?

- Info on Student Professional Chapters
- Student portfolios
- Examples of student work (a few examples are sufficient)
- Phones
- PCs with web/email access
- Printers
- Water, coffee, juices, soft drinks, fruit, snacks
How Should The Documentation be Organized?

- Sort all materials by program – separate by physical space
- Order textbooks by course number; label each with course rubric and number
- Order notebooks by course number; label with titles, numbers, etc.
- Utilize three-ring binders with clear plastic covers
- University Bulletins; include and mark / identify
- Organize all student records by individual program and identify
- Gather all degree audits in one place and organize by program
- Place info on student chapters, clubs and societies in one place
- Student work – Separate by program but in same room with other programs.

Careful here. If one program prepares poorly, it may reflect on your program. Conversely, if another program does especially well, yours might not look as good.
What Should Be Done to Prepare The Faculty?

- Each faculty member should prepare a set of talking points about courses he/she teaches which highlights the instructional objectives and outcomes of each course.
- Review the names of student advisees; how many and how often each faculty sees the students.
- Review each faculty member’s role in assessment and improvement.
- Review the “two loop process” and how it works.
- Review the program’s constituencies.
- Review program sustainability issues and how each faculty member contributes to sustainability.
- Minimize discussion of issues NOT associated with undergraduate programs (graduate research, funding, etc.) and office politics.
What Should Be Done to Prepare The Students?

- Review the goals and objectives of accreditation; make students aware of the stakes
- Review and discuss the program’s objectives and learning outcomes
- Review all faculty advisors and student assignees
- Ask students to avoid opinions on personalities and internal politics; stay away from--
  - Who’s the best…
  - Who’s the worst…
  - Who does “everything”…
The Luncheon

What’s On The Menu?

Group Exercise!

Design the Lunch Menu

Who Sits Where?

Group Exercise!

Make a Seating Plan
In Conclusion...

☐ The site visit stands as the *single event* for program evaluators to personally witness a comprehensive program presentation.

☐ Prepare your people! Make sure--
   - Administrative leaders are present and engaged
   - Faculty members focus on undergraduate programs and the objectives, outcomes, and assessments
   - Students are enthusiastic and willing to positively communicate the objectives and outcomes, and
   - Industrial advisors are present and positive

☐ Get the schedule set, documented, and include the “right” people.

☐ Prepare hosts, ambassadors, support staff for the evaluators.

☐ Design a document room that is comfortable, complete, organized, and easy to navigate; include phones, computers, and web access.

☐ Assure that the program evaluators are comfortable, relaxed, and positively energized by the environment.
Every Moment Is Valuable
Every Activity Is Vital
IT’S SHOWTIME!