

Suggested Technical Visit Agenda

- Meet with the Dean/unit head and the review coordinator to clarify the type of approval review to be conducted.
- Discuss and decide on the extent of the Internet to be used as a medium for conducting approval review activities.
- Clarify the format of review materials for unit and programs to be prepared by the institution /agency for the approval review.
- Meet with the department chairs to discuss the type of review, the role of the conceptual framework in the process, and the type of program review materials to be prepared.
- Meet with the Arts and Sciences Dean and/or others who are involved in the preparation of educator personnel to discuss the role of the conceptual framework in the process and the phases of the approval review and assessment system.
- Meet with the Student Teacher Coordinator to discuss field experiences.
- Meet with the Vice President of Academic Affairs or equivalent to discuss the approval reviews and the importance of the conceptual framework and the assessment system to the process.
- Meet with other committees or groups identified by the unit head as involved in the approval review process.
- Meet with the Review Coordinator and unit head to work on clarification of the conceptual framework and assessment system for the unit and programs and timeline for documentation.
- Leave time for questions and clarification of the day's activities.