AGENDA ITEMS FOR VIRTUAL
SITE VISITS

For a virtual visit, all agenda items will be conducted virtually. The agenda should reflect all names of individuals included in the scheduled meetings as well as their highest academic credential and title.

NOTE: Virtual visits are conducted over four days. Do not change the dates of the visit. Some agenda activities may occur concurrently. Not all team members will participate in all scheduled activities. The nurse administrator should coordinate with the team chair to develop an agenda that utilizes time and resources most efficiently.

Day One
- Team Preparation (e.g., ensure proper function of technology and orientation to the team's private meeting room) (30 minutes)
- Review of supporting evidence (60 minutes)
- Team Preparation (Finalize details of the visit) (60 minutes)
- Conference with the nurse administrator (30 minutes)[1]
- Review of student records (a minimum of 10% including all options and locations) (timeframe varies depending on the number of students) (60 minutes) (May be scheduled concurrently with review of faculty records.)[2]
- Review of faculty records (60 minutes)[3]
- Team meeting (60 minutes)

Day Two
- Team Preparation (e.g., ensure proper function of technology and final planning for Day Two (30 minutes)
- Conference with the nurse administrator (morning conference)
- Conference with college administrators (e.g., Chief Executive Officer of the governing organization, Provost/Vice President of Academic Affairs/Chief Academic Officer, Academic Dean, and Finance Officer (60 minutes)
- Mid-Morning Break (30 minutes)
- Conference with student support personnel, e.g., counselor, admissions officer, financial aid officer (30-60 minutes; may be arranged as a group)
- Meeting with students (90 minutes)
- Afternoon Break (30 minutes)
- Meeting with nursing faculty (2 hours) (Programs may schedule two one-hour meetings on separate days)
- Review of supporting evidence, private team meeting (late afternoon review) (60 minutes)
- Conference with the nurse administrator (afternoon/evening conference)
- Team meeting (60 minutes)

Day Three
- Team Preparation (e.g., ensure proper function of technology and final planning for Day Three (30 minutes)
- Conference with the nurse administrator (morning conference)
- Meeting with clinical agency representatives (60 minutes per clinical facility)[4]
- Observe classroom/laboratory activities (30-45 minutes)[5]
- Tour of educational facilities (30 minutes)
- Conference with librarian; tour of library/learning resource center (30 minutes); may be conducted with the tour of the educational facilities

- Mid-Morning Break (30 minutes)
- Review of student records (a minimum of 10% including all options and locations) (timeframe varies depending on the number of students).
- Review of faculty records (continued from Day One)
- Afternoon Break (30 minutes)
- Meeting with members of the Public (30-60 minutes) (the Public Meeting should NOT include employees of the governing organization)
- Review of supporting evidence (60 minutes)
- Conference with the nurse administrator (afternoon/evening conference)
- Team meeting (60 minutes)

Day Four
- Private team meeting (30 minutes)
- Final accreditation activities (as needed)
- Pre-Exit Meeting with the nurse administrator (60 minutes)
- Exit Meeting (Questions during the Exit Meeting are not permitted) (30 minutes)
- Team meeting (finalize the Site Visit Report) (90 minutes)

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1. The Team Chair will arrange to meet with the nurse administrator at the beginning and end of each day and throughout the visit.
2. If the program's student and/or faculty files are paper-based, the team chair and nurse administrator can consider identifying what files will be reviewed and then the program can scan the documents (portions could certainly be redacted to protect privacy). Once scanned, the program representative can be made a "presenter" in GoToMeeting and then share the screen in order to walk the peer evaluator through the selected files.
3. Peer evaluators should randomly sample current full-time faculty files **AND** current part-time faculty files. Ten files or 10%, whichever is greater, should be reviewed. If there are 10 or fewer full-time faculty or 10 or fewer part-time faculty teaching at the time of the site visit, then all files should be reviewed. The meeting with clinical agency representatives could include the Chief Nursing Officer, Director of Education, Nurse Managers, Charge Nurses, former graduates, and preceptors. This meeting replaces the tour of the clinical agencies.
4. Two or three taped classroom observations may be used for classroom observations.