

Site Visit Checklist

Site Visit Preparation

Twelve weeks (or more) prior to the Visit:

- Accept the site visit assignment.
- Receive the Site Visit Team Letter.
- Receive the Team Member and Team Chair Memos.
- Receive the ACEN Travel Policy and ACEN Travel Policy FAQ's.
- Read, sign, and submit the Code of Conduct and Conflict of Interest Form.
- Participate in a Pre-Cycle Reminders through the Learning Management System (LMS).

At Least 60 Days prior to the Site Visit:

- Book travel arrangements through AEGBT (After the Team Chair provides the team with specific travel details.). You may book travel once the Team Chair has confirmed at least one (1) team member has confirmed.
- Request authorization to drive, if applicable.

At least Six (6) weeks prior to Site Visit:

- Receive the Self-Study Report/Follow-Up Report/Focused Visit Report from the program.
- Read the Self-Study Report/Follow-Up Report/Focused Visit Report and prepare draft questions.

At least four (4) weeks prior to the Site Visit:

- Send requests to the Team Chair for additional information necessary to verify the program's compliance with Standards and Criteria.
- Receive the Site Visit Report Template.
- Receive the Conforming Language Document and Style Guidelines for Site Visit Reports.
- Receive the Site Visit Team Guide: Assessment and Commentary Addressing Program Use of Distance Education.
- Write your draft of assigned Standards and other components of the Site Visit Report and email the draft to the Team Chair and team members. Use the Site Visit Report template that the ACEN staff emails to you in the current cycle. Discard previously used templates.

At least one (1) week prior to Site Visit:

Receive from Team Members all draft narratives and assemble draft site visit report.

During the Site Visit

Dates and times of activities will vary based on the program needs and the type of visit.

- Meet with the nurse administrator (at least twice per day).

- Meet with the college administrators. (all locations and modes of delivery)
- Meet with student services staff. (all locations and modes of delivery)
- Meet with the nursing faculty. (all locations and modes of delivery)
- Meet with the students. (all levels, locations and modes of delivery)
- Meet with the general education faculty.
- Tour clinical facilities. (all locations and modes of delivery)
- Observe classroom activities including online classrooms. (all locations and modes of delivery)
- Meet with the librarian. (all locations and modes of delivery)
- Tour the library. (all locations and modes of delivery)
- Tour the educational facilities. (all locations and modes of delivery)
- Review student records. (all locations and modes of delivery)
- Review faculty records. (all locations and modes of delivery)
- Meet with members of the public.
- Review materials in the evidence room (daily).
- Obtain updated iterations of the faculty profile table, systematic plan of evaluation plan, document list, and/or interviewee list; if new faculty profile table and/or systematic plan of evaluation received during visit, append at end of the Site Visit Report.

Post-Site Visit

Within (1) week following the Site Visit:

- Submit the Site Visit Report/Follow-Up Site Visit Report/Focused Site Visit Report to the ACEN office.
- Complete the Site Visit Evaluation (ACEN Staff will email the link).
- Submit the Travel Reimbursement form along with detailed receipts.
- Obtain updated iterations of the faculty profile table, systematic plan of evaluation, document list, and/or interviewee list.

Within three (3) weeks following the Site Visit:

- Approximately three (3) weeks after the site visit, the professional staff will send the team questions and comments related to narrative in the Site Visit Report/Follow-Up Site Visit Report/Focused Site Visit Report. Please send responses within five (5) days of receiving professional staff's questions/comments.

Notes from the site visit should be maintained until the Board of Commissioners has issue