CCUPEKA ACCREDITATION

*Site Visit Requirements*

A **site visit** is a **requirement** of all CCUPEKA program accreditation/re-accreditation.

It is intended that the site visit be a maximum of 1.5 days so to enable the reviewers the opportunity to travel on the second afternoon (if desired).

The minimum site visit requirements are as follows:

* A meeting with:
	+ a person from central administration – typically the Provost
	+ the Dean
	+ the department head [if applicable]
	+ the author of the document - if different from the dean/director
	+ students – mix across years/programs
	+ key personnel (e.g. laboratory coordinator, academic advisor), and any other faculty members that would be of help to shed light on the document.
* An extensive tour of the facilities is required.

It is important to schedule the **facility tour EARLY** in the site visit so that reviewers can see the facilities and are able to fully frame their questions throughout the review with this background.

Time in the schedule should also be built in for the reviewers to meet together and to draft/plan their review (this is usually the first night). It is also advised that time be scheduled for a follow-up/ concluding meeting with the dean/director on the final day to clarify any outstanding items and for the reviewers to provide some initial impressions.  Finally, it is also highly advised that there be flexibility built in the schedule so that should the reviewers request to see someone not initially identified that this could still occur.

It is highly encouraged that a draft itinerary be shared with the reviewers prior to the site visit for feedback and to ensure that they are able to see all facilities and personnel as needed to optimize the site visit.

[ref: Motion passed by CCUPEKA Council]