**Sample Commission Visit Agenda**

**Disclaimer:** *This commission visit agenda serves as an example for training purposes. Actual commission visit agendas, including constituencies/stakeholder groups involved, vary according to the clarifications requested by the commission visitor after reviewing the program’s benchmark documents. Policies and procedures regarding commission visits are located in the following sections of the* [*EPAS Handbook*](https://www.cswe.org/Accreditation/Standards-and-Policies/EPAS-Handbook)*: 3.3.8. Commissioner Visit I, 3.4.5. Commissioner Visit II, and 4.4.3. Commissioner Visit Schedule.*

**University Name  
CSWE Commission Visit [1, 2, or 3] | Agenda**  
*Day, Month ##, Year – Day, Month ##, Year*

**Commission Visitor Name, Credentials [[1]](#footnote-1)**

|  |  |
| --- | --- |
| ***Day, Month ##, Year*** | |
| *Time:* | *Activity:* |
| **Arrival Travel Details** | Flight  Transportation  Hotel  Meals  Location of Worksite on Campus **[[2]](#footnote-2)**: |
| **6:00pm** | Program Chief Administrator meets the visitor in hotel/local restaurant to welcome to campus, explain the itinerary, answer questions, and outline arrangements to escort the visitor around campus **[[3]](#footnote-3)** |
| ***Day, Month ##, Year*****[[4]](#footnote-4)** | |
| *Time:* | *Activity:* |
| **8:15am** | Program Chief Administrator meets visitor at hotel and escorts to the meeting with University President/Chancellor (or designee)  Program Chief Administrator introduces the visitor to the University President (or designee) |
| **8:30 - 9:00am** | Meeting with the University President (or designee)  Name, Credentials  Content includes:   * Introduces commissioner role, function, scope, and procedures for the visit * Explains the candidacy/benchmarking process and program’s current progress towards initial accreditation * Visitor learns more about the role and place of the program within the institution’s system, mission and goals, and community relationships * Answer any questions the President (or designee) may have about the visit or accreditation policies and procedures   *Location: 123 Main St., America, USA | ROOM #* |
| **9:00 - 9:15am** | Program Chief Administrator meets visitor at the President’s Office and escorts them to social work building |
| **9:15 - 10:45am** | Introductory meeting with faculty **[[5]](#footnote-5)** to discuss:   * Clarify function, scope, and procedures for the visit * Important candidacy resources available to program * Identify all program options * Mission & Goals (**AS 1.0**) * Holistic Competence in the Explicit Curriculum Design (**AS B/M 2.0, AS M2.1, AS 2.2**) * Diversity (**AS 3.0**) * Faculty Standards (**AS 3.2**) * Multi-Dimensional Assessment (**AS 4.0**)   Participants:  Name, Credentials, (Role)  *Location: 456 Main St., America, USA | ROOM #* |
| **10:45 - 11:00am** | **Break** |
| **11:00am -12:00pm** | Meeting Program Chief Administrator, Dean, Associate Dean/Chair, and/or Community Advisory Board Representatives to discuss:   * Mission & Goals (**AS 1.0**) * Diversity (**AS 3.0**) * Plan for Continuous Quality Improvement in the Explicit and Implicit Curriculum (**AS 4.0**)   Participants:  Name, Credentials, (Role)  *Location: 456 Main St., America, USA | ROOM #* |
| **12:00 - 1:00pm** | **Lunch/Break**  Begin outline for exit interview |
| **1:00 - 2:00pm** | Meeting with Student Union/Student Body Representatives to discuss:   * Mission & Goals (**AS 1.0**) * Field Education (**AS 2.2**) * Diversity (**AS 3.0**) * Academic & Professional Advising (**AS 3.1.6**) * Student Participation (**AS 3.1.9, AS 3.1.10**) * Resources (**AS 3.4**)   Participants:  Name, Area of Specialized Practice **[[6]](#footnote-6)**, Graduation Date  *Location: 456 Main St., America, USA | ROOM #* |
| **2:00 - 3:00pm** | Meeting with Program Chief Administrator, Field Director, Field Coordinator for Branch Campus, Field Liaisons, and/or Field Instructor(s) to discuss:   * Field Education (**AS 2.2**) * Field Education Administration (**AS B/M 3.3.5a-c, AS 3.3.6**) * Plan for Competency-based Assessment in Real or Simulated Practice (**AS 4.0.1**)   Participants:  Name, Credentials, (Role)  *Location: 456 Main St., America, USA | ROOM #* |
| **3:00-4:00pm** | Meeting with Program Chief Administrator, Dean, Branch Campus Coordinator, Lead/Key Faculty, Curriculum/Assessment Committee, and/or Accreditation Team to discuss:   * Identify all program options * Administrative Structure and Autonomy (**AS 3.3.1**) * Program Administration (**AS B/M 3.3.4a-c**) * Holistic Competence in the Explicit Curriculum Design (**AS B/M 2.0, AS M2.1, AS 2.2**) * Multi-Dimensional Assessment (**AS 4.0**)   Participants:  Name, Credentials, (Role)  *Location: 456 Main St., America, USA | ROOM #* |
| **4:00-4:30pm** | **Break**  Finish outline for exit interview **[[7]](#footnote-7)**  Use exit interview outline to begin drafting the commission visit report **[[8]](#footnote-8)** |
| **4:30-5:00pm** | Exit interview with Program Chief Administrator and Dean to share preliminary findings  Name, Credentials, (Role)  Name, Credentials, (Role)  Content includes:   * Summarizes areas discussed and major points addressed * Identifies compliance areas for clarification/response * Identifies draft areas for further development * Compliance determinations or decisions are not made by the visitor onsite, in the exit interview, nor in the report * Compliance judgements are within the sole authority of the full COA * Invites the participants to ask questions, comment on the findings, and/or correct any inaccuracies * Questions and answers may be provided to ensure full understanding of the findings * Summarize next steps:   + Contact between the visitor and program ceases   + Visit report with instructions will be sent to the program by the accreditation specialist   + Program responds to the visit report   + COA reviews the benchmark documents, visit report, and program response as the basis for decision-making   + COA via the accreditation specialist will notify the program of its compliance determination and candidacy/accreditation status * Remind program that it is possible that the COA’s analysis will differ from that of the commission visitor   *Location: 456 Main St., America, USA | ROOM #* |
| **5:00-5:45pm** | Exit interview with institutional administrators, program leadership, faculty, students, and other constituencies/stakeholders with whom the visitor met to share preliminary findings   * Content repeated from previous exit interview   *Location: 456 Main St., America, USA | ROOM #* |
| ***Day, Month ##, Year*** | |
| *Time:* | *Activity:* |
| **Departure Travel Details** | Flight  Transportation  Hotel  Meals |

1. A single visitor is assigned to each program level as programs are reviewed separately [↑](#footnote-ref-1)
2. On campus, the visitor should have access to a conference room or space suitable for meetings [↑](#footnote-ref-2)
3. Evenings are reserved for the visitor to complete the commission visit report, the visitor may elect to prepare for the visit in lieu of meeting with a program representative upon arrival [↑](#footnote-ref-3)
4. A visit is typically one (1) day for a single level program in candidacy (i.e., baccalaureate OR master’s) and two (2) days for co-located programs in candidacy (i.e., BOTH baccalaureate and master’s programs) [↑](#footnote-ref-4)
5. Students, field instructors, advisory groups, and similar groups may be invited to attend this open introductory meeting at the program’s discretion [↑](#footnote-ref-5)
6. Areas of specialized practice apply to master’s students only [↑](#footnote-ref-6)
7. All topics noted in the commission visit report should be addressed in the exit interview [↑](#footnote-ref-7)
8. The commission visit report is included in the corresponding Benchmark/Initial Accreditation Review Brief. The review brief is a tool used by the visitor to evaluate the benchmark documents and write their report. The review brief is also used by the COA readers reviewing the benchmark documents, visit report, and program response to evaluate compliance and render a decision. [↑](#footnote-ref-8)