# Sample Site Visit Agenda

**Disclaimer:** *This site visit agenda serves as an example for training purposes. Actual site visit agendas, including constituencies/stakeholder groups involved, and specific standards being discussed, vary according to the information requested by the COA in the Letter of Instructions (LOI).* T*he program primarily determines which stakeholder/groups can best address the general and specific standards. The visitor can react to a draft agenda and advise where additional parties can be helpful according to the LOI. Policies and procedures regarding site visits are located in the following section of the* [*EPAS Handbook*](https://www.cswe.org/Accreditation/Standards-and-Policies/EPAS-Handbook)*:* *2.3. Letter of Instruction, Site Visit Planning, and Site Visit Hosting.*

**University Name  
CSWE Site Visit | Agenda**  
*Day, Month ##, Year – Day, Month ##, Year*

**Site 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 site visitor in hotel 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 site visitor at hotel and escorts to meeting with University President (or designee)  Program Chief Administrator introduces the site visitor to the University President (or designee) |
| **8:30-9:00am** | Meeting with the University President (or designee)  Name, Credentials  Content includes:   * Introduces site visitor role, function, scope, and procedures for the visit * Explains the accreditation process * 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 site visitor at the President’s Office and escorts to School of Social Work |
| **9:15-10:15am** | Introductory meeting with faculty **[[5]](#footnote-5)** to discuss general questions:   * Mission & Goals (**AS 1.0**) * Diversity (**AS 3.0**)   Content includes:   * Clarify function, scope, and procedures for the visit   Participants:  Name, Credentials, (Role)  *Location: 456 Main St., America, USA | ROOM #* |
| **10:30-11:30am** | Meeting Program Chief Administrator, Dean, Associate Dean/Chair, and/or Community Advisory Board Representatives to address the following specific questions:   * **AS 1.0.3** * **AS M2.0.1**   Participants:  Name, Credentials, (Role)  *Location: 456 Main St., America, USA | ROOM #* |
| **11:30 am-12:30pm** | **Lunch/Break**  Begin outline for exit interview |
| **12:30-1:00pm** | Meeting with MSW Student Union/Student Body Representatives to discuss general questions:   * Mission & Goals (**AS 1.0**) * Diversity (**AS 3.0**)   Participants:  Name, Area of Specialized Practice **[[6]](#footnote-6)**, Graduation Date  *Location: 456 Main St., America, USA | ROOM #* |
| **1:15-2:15pm** | Meeting with Program Chief Administrator, Field Director, Field Coordinator for Branch Campus, and/or Field Liaisons to address the following specific questions:   * **AS 2.2.1** * **AS M2.2.2** * **AS 2.2.5** * **AS M2.2.9** * **AS 3.3.6**   Participants:  Name, Credentials, (Role)  *Location: 456 Main St., America, USA | ROOM #* |
| **2:30-4:00pm** | Meeting with Program Chief Administrator, Dean, Branch Campus Coordinator, Lead/Key Faculty, Curriculum/Assessment Committee, and/or Accreditation Team to address the following specific questions:   * **AS M2.0.3** * **AS M2.1.4** * **AS 3.2.3** * **AS 3.2.5** * **AS 3.4.5** * **AS 4.0.1** * **AS 4.0.2** * **AS 4.0.5**   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 site visit report |
| **4:30-5:00pm** | Exit interview with Program Chief Administrator and Dean **[[8]](#footnote-8)** to share preliminary findings  Name, Credentials, (Role)  Name, Credentials, (Role)  Content includes:   * Summarizes areas discussed and major points addressed * 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 * Recommendations are not made onsite or in the report * 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   + Accreditation specialist is the point of contact with CSWE   + Visit report with instructions will be sent to the program by the accreditation specialist   + Program responds to the visit report   + COA reviews the LOI, 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 accreditation status * Remind program that it is possible that the COA’s analysis will differ from that of the site visitor   *Location: 456 Main St., America, USA | ROOM #* |
| **5:00-5:45pm** | Exit interview with faculty members to share preliminary findings **[[9]](#footnote-9)**  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 site visitor is assigned to each program level as programs are accredited separately and distinct *LOIs* are generated for each program [↑](#footnote-ref-1)
2. On campus, the site visitor should have access to a conference room or space suitable for meetings [↑](#footnote-ref-2)
3. Evenings are reserved for the site visitor(s) to complete the site visit report, visitor(s) may elect to prepare for the site visit in lieu of meeting with a program representative upon arrival [↑](#footnote-ref-3)
4. A site visit is typically (1) day for a single level program (i.e., baccalaureate OR master’s) and (2) days for a   
   co-located program (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 [↑](#footnote-ref-5)
6. Areas of specialized practice apply to master’s students only [↑](#footnote-ref-6)
7. All topics in the site visit report should be addressed in the exit interview [↑](#footnote-ref-7)
8. The program and/or site visitor will determine if additional constituents (administration, faculty, etc.) should be present for the exit interview [↑](#footnote-ref-8)
9. This exit interview format is optional, only the Program Chief Administrator must be present for the exit interview [↑](#footnote-ref-9)