2020 Site Visit Chair Webinar

Facilitated by:
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WELCOME!

• Thank you for chairing and supporting our programs - we can’t do this without you!

• Goal: to help you run a productive visit and draft a SVR that aids COPRA’s decision making

• We have six new chairs this year
  • Please share your best practices and advice!
PREPARING FOR THE SITE VISIT

Communication is key to a successful site visit!

• Everyone needs to understand the goals and priorities of the visit
• Be in touch with programs
• Talk to your COPRA liaison
• Set up planning calls with your team
ON THE GROUND

More evidence = more informed decision from COPRA

• Use conversations and data to understand the program
• No judgement or evaluation
• Let the program tell their story:
  • Every meeting begins with an understanding of your role in the process
  • Ask the same questions to lots of people: look for consistency
  • Provide reassurance that the team is not looking for “gotcha” opportunities
  • Don’t monopolize the conversation
  • Be present
ON THE GROUND

• Standard 1.3 & Standard 5.1 are different
  Every team must review Standard 1 & Standard 5, even if not cited in the IR

• **Standard 1.3:** is the program systematically and strategically making evidence-based decisions? This should be *more* than student learning assessment and should encompass many aspects of program delivery.

• **Standard 5.1:** is the program assessing student learning across the entire program, *not* just doing course assessment (i.e. faculty member is improving their own class)?
WRITING THE REPORT

• COPRA has struggled with some large variations across reports
  • Don’t leave COPRA to try to read between the lines!
  • Be direct, use evidence

• **Recommended structure:** repeat COPRA’s questions from the IR; name who you spoke to/the artifacts that you reviewed; draw conclusions as appropriate

• Must discuss artifacts reviewed for Standard 1.3 & Standard 5.1

• Difficult conversations: resources adequacy, diversity and inclusion, sustainability

• Engage the entire team!
REMINDERS

• If your team doesn’t agree, that’s okay: spell that out in the report.
• When in doubt, talk to your COPRA liaison.
• Don’t leave before the visit is over.
• Be present. This is the only time programs get to showcase their accredited program in person. It is a big deal!
QUESTIONS?

BEST PRACTICES OR ADVICE TO SHARE WITH FIRST-TIME CHAIRS?