

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?**

