

SAMPLE VISIT SCHEDULE

Start and end times for the visit will vary, as will the individuals and groups with which the team meets.

THE DAY BEFORE THE VISIT

TIME	Chair	Assistant Chair	Team Member	Team Member	Team Member	WSCUC Staff
3-4 pm	Team arrives at hotel					
4-6 pm	Team meets in hotel in executive session to confirm assignments, refine areas of exploration, plan visit methods, review schedule					
6 pm	Team dines in executive session at hotel or restaurant					

THE FIRST DAY

TIME	Chair	Assistant Chair	Team Member	Team Member	Team Member	WSCUC
7:45 am	Team is transported to the institution (pre-arranged transport)					
8-8:30 am	Meeting with the ALO and ALO support staff: orientation to team room, technology resources, facilities					
8:30-9:30 am	Meeting with the CEO					
9:45- 10:45 am	Meeting with WSCUC Steering Committee					
11 am - Noon	Meeting with senior staff					
Noon	Lunch in executive session or with designated group					
1-5 pm	Interviews and document review, based on assigned responsibilities					
1-1:45 pm						
2-2:45 pm						
2:45-3:30 pm	Team debriefing in executive session in team room					
3:30-4:15 pm						
4:30-5:15 pm						
5:30-6 pm	Team debriefing in executive session in team room/Check in with ALO for any schedule changes for Day 2					
6 - 8:30 pm	Transport team to hotel or restaurant for dinner in executive session (reservations made by ALO); then, team works on report draft					

THE SECOND DAY

TIME	Chair	Assistant Chair	Team Member	Team Member	Team Member	WSCUC Staff
8 am	Team is transported to the institution					
8:15 am-Noon	Interviews and document review					
8:15-9 am						
9-9:45 am						
9:45-10:15 am	Team debriefing in executive session in team room					
10:30-11:15 am						
11:15 am-Noon						
Noon-1pm	Lunch with designated group or in executive session					
1-1:45 pm						
2-2:45 pm						
2:45-3:45pm	Meeting with the governing board, if required					
4 pm	Team transported to hotel					
4:15-6pm	Team break or meeting at hotel					
6 pm	Team dinner (Reservations made by ALO)					
7:30 pm	Team members draft sections of the report on their own					

MORNING OF THE THIRD DAY

TIME	Chair	Assistant Chair	Team Member	Team Member	Team Member	WSCUC Staff
8 am	Team members complete drafts of assigned sections of report either at institution or in hotel					
11 am	Team chair meets with President/CEO privately re: team commendations and recommendations					
11:30 am	Exit meeting with team and institution					
Noon	Team leaves institution, members transported as needed					