



Site Visit Sample Agenda

The NACEP Accreditation Commission Site Visit Protocols:

1. Virtual site visits will convene starting January and conclude by mid-March.
2. Programs will host a multi-day virtual site visit (based on availability).
3. There will be no cost associated with hosting a virtual site visit.
4. The Coordinating Commissioner and members of the Review Team will be attending the site visit.

The Commission is requesting Site Visit teams meet with the follow key stakeholders:

- Institution Leadership (managing the concurrent enrollment program)
- Institution Faculty & Staff
- Program Staff
- Concurrent Enrollment Program Teachers or College Provided Faculty
- Concurrent Enrollment Students

The availability of the key stakeholders will determine the times of the agenda. A specific order is not necessary, but the NACEP site visit team would need to meet with the program team at the beginning and the end of the site visit. Please include a time zone in your agenda.

See below for sample agendas:

SAMPLE Multi-Day Agenda			
Institution Name: NACEP University		Program Name: Concurrent Enrollment Program	
Program Contact Name: John Smith		Email: accreditation@nacep.org	
Day 1 Schedule February 8 th • 9:00a-2:00p CST		Day 2 Schedule February 10 th • 9:45a-1:30p CST	
9:00a- 10:00a	Program Staff Interview	9:45a- 10:00a	Program Staff Preps team for Day 2
10:15a-11:15a	Institution Leadership*	10:00a-11:00a	Concurrent Enrollment Teacher or College Provided Faculty
11:30a-12:30p	Institution Faculty & Staff**	11:15a-12:15p	Concurrent Enrollment Student
12:30a-1:00p	Break	12:30p-1:30p	Program Staff Debrief
1:00p-2:00p	Program Staff Debrief Day 1		

*Leadership Managing the concurrent enrollment program

** E.g. Faculty Liaisons, Registrar, Admissions Department



Site Visit Sample Agenda

SAMPLE One Day Agenda	
Institution Name: NACEP University	Program Name: Concurrent Enrollment Program
Program Contact Name: John Smith	Email: accreditation@nacep.org
Schedule February 10 th • 9:00a - 5:00p CST	
9:00a-10:00a	Program Staff Interview
10:15a-11:15a	Institution Leadership*
11:30a-12:30p	Institution Faculty & Staff**
12:30p-1:30p	Break
1:30p-2:30p	Concurrent Enrollment Teacher or College Provided Faculty
2:45p-3:45p	Concurrent Enrollment Student
4:00p-5:00p	Program Staff Debrief

*Leadership Managing the concurrent enrollment program

** E.g. Faculty Liaisons, Registrar, Admissions Department