



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 one-day or multi-day virtual site visit (based on availability).
3. There will be no costs associated with hosting NACEP for the virtual site visit.
4. The Coordinating Commissioner and members of the Review Team will attend the site visit.

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

1. Institution Leadership (those managing the concurrent enrollment program)
2. Institution Faculty
 - a. If the Peer Review Team has questions regarding specific academic depts./faculty, they should request with the institution those faculties attend this meeting
 - b. Faculty should meet separately from the Institution Staff group
3. Institution Staff (e.g. Registrar, Admissions, etc.)
4. Program Staff
5. Concurrent Enrollment Program Teachers or College Provided Faculty
6. 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 will 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.

IMPORTANT: Remember to communicate and provide the specific list of questions the Peer Review Team has to the applicant at least two weeks prior to the site visit date(s).

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-3:00p CST		Day 2 Schedule February 10 th • 9:45a-1:45p 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	11:15a-12:15p	Concurrent Enrollment Students
12:30p-1:00p	Break	12:15p-12:45p	Break
1:00p-2:00p	Institution Staff	12:45p-1:45p	Program Staff Debrief Day 2
2:00p-3:00p	Program Staff Debrief Day 1		



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 10th • 9:00a - 5:00p CST

9:00a-10:00a	Program Staff Interview
10:15a-11:15a	Institution Leadership
11:30a-12:30p	Institution Faculty
12:30p-1:00p	Break
1:00p-2:00p	Institution Staff
2:15p-3:15p	Concurrent Enrollment Teacher or College Provided Faculty
3:30p-4:00p	Concurrent Enrollment Students
4:00p-5:00p	Program Staff Debrief