Special Visit Schedule – Sample

The ALO completes this sample schedule as a draft and presents it to the team chair and WSCUC staff seven weeks prior to the visit. Session times will vary, and the schedule may be shortened to accommodate the scope of the visit. The individuals and groups with whom the team meets will depend on the issues to be explored during the visit, based on the previous Commission action letter and team report.

# 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 | First team meeting in hotel in executive session to confirm assignments, refine lines of inquiry, plan visit methods, review schedule |
| 6 pm | Team dinner in executive session at hotel or restaurant |

# First Day

| Time | Chair | Assistant Chair | Team Member | Team Member | Team Member | WSCUC Staff |
| --- | --- | --- | --- | --- | --- | --- |
| 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, documents in team room |
| 8:30-9:30 am | Meeting with the CEO |
| 9:45 -10:45 am | Meeting with the WSCUC Steering Committee |
| 11 am- noon |  |
| 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 pm | Team is transported back to hotel or restaurant for dinner in executive session |
| 7 pm | Team dinner (Reservations made by ALO) |
| 8:30 pm | Team members drafting sections of the report on their own |

# 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 |  |  |  |  |  |  |
| 9:15-10:00 am |  |  |  |  |  |  |
| 10-10:45 am | Team debriefing in executive session in team room |
| 11:00-11:45 am |  |  |  |  |  |  |
| Noon-1:00 pm | Lunch with the governing board OR in executive session, as appropriate |
| 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 pm | Team transported to dinner or hotel |
| 6 pm | Team dinner (Reservations made by ALO) |
| 7:30 pm | Team members drafting 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 on campus or in hotel |
| 11 am | Team chair meets with CEO privately re: team recommendations |
| 11:30 am | Exit meeting with team and institution |
| Noon | Team leaves campus, members transported as needed to airport |

*Revised, March 2015*

*Revised, May 2018*

*Revised, July 2023*

*Revised, March 2024*