



**COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE
ON-SITE REVIEW AGENDAS**

**Respiratory Care Standard Provisional Site Visit Agenda for
Degree Advancement (DA) Programs**

INSTITUTION NAME: _____

Sunday or Wednesday

Arrival of site visitors Site visitors pre-visit conference (**SV Team Only**)

Monday or Thursday

(For combined Entry / DA Site Visits - Highlighted Items will have 3 Site Visitors present)

8:00 AM - 8:30 AM

Arrive on Campus

8:30 AM – 9:00 AM

Meet with Faculty

9:00 AM – 9:30 AM

Meet with Administration (Read Opening Statement)

9:30 AM – 10:30 AM

(*) Meet with Program Director, Director of Clinical Education and Full-Time Program Faculty, as applicable. Key personnel must be available face-to-face; other faculty members may join virtually.

10:30 AM – 11:30 AM

(**) Tour Facility/Review Program/Review Learning Management System (LMS)

11:30 AM – 12:00 PM

(***) **Meet with Medical Director** (when applicable)

12:00 PM – 1:00 PM

Advisory Committee Luncheon (**No Key Personnel in attendance**)

1:00 PM – 1:30 PM

Meet with Clinical and/or Adjunct Instructors
(Face-to-face or virtually)

1:30 PM – 2:00 PM

Meet with Students (if applicable)

2:00 PM – 5:00 PM

Review Program Documents

5:00 PM – 5:30 PM

Return to Hotel

Tuesday or Friday

8:00 - 8:30 AM

Arrive on Campus – Clarify concerns with Faculty

8:30 – 10:30 AM

Executive Session
(For Site Visitors Only – PD should be available for clarifications)

10:30 – 11:00 AM

Meet with Faculty to review On-Site Review Report
(Consultation Conference)

11:00 AM – 12:00 PM

Summation Conference (Read Closing statement)



(*)The CoARC understands that with Degree Advancement programs that some non-key personnel may work off of campus and telecommute rather than physically coming to work. Nonetheless, these faculty should be available to meet with the site visit team virtually. The Program Director should arrange any virtual meetings and secure the technology to facilitate these meetings prior to the site visit team's arrival.

(**) The CoARC would expect that any Degree Advancement program offering distance education would have a fully integrated Learning Management System (LMS). The site visit team will ask to see course(s) that reside within the LMS and any relevant associated content. The site visitors will not need log-in access. Any log-in requirement would be facilitated by the program director prior to the site visit team's arrival.

(***) DA Site Visitor(s) will only need to with Medical Director if the DA Program has a clinical component.

Opening and Closing statements will be signed by the Administration, Program Director, and Site Visit Team Captain.