



Responsibilities of the Site Visit Team Captain

(Updated 11/2012)

1. Manages the expenses associated with the visit. Coordinates flight schedules, arranges ground transportation to/from the airport and to/from program. Informs Jana Anderson of any variations in expenses (jana@coarc.com).
2. Coordinates the site visit schedule/agenda with the program director and site visit team member as early as possible.
3. Coordinates hotel reservations for the visit (see hotel recommendations from the program) with the assistance of the program director if needed.
4. Ensures that site visitors work as a team during the site visit and that the site visit team member is well informed of any changes made to the agenda or if additional documentation was provided.
5. Ensures that both team members participate in the interviews and that they work as a team during interviews, review of documents and at the summation conference. Ensures that prior to each interview; the interviewees are informed about the accreditation process, the importance that the CoARC places on confidentiality, the specific role of the site visitors and the lack of effect of this process on past and current students.
6. Reviews the referee's special instructions to the site visit team on Form X of the "Referee's Analysis of Self Study Report." Then responds to the Referee on Form X of the "On-Site Review Report".
7. Prepares the electronic On-site Review Report (OSRR), and submits it to the Executive Office within 5 working days following the visit.