



Site Visitor News

Greetings from CoARC:

We are pleased to bring you the latest news and information about the CoARC site visit process.

We will send you three updates per year, one after each Board meeting.

If you have any ideas about how to improve the newsletter, please let us know!

Winter 2019

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Updates

The CoARC Board discussed the Executive Office going virtual and how this would impact site visits and the site visitors receiving the materials. The Board agreed that:

- Programs are no longer required to provide a hard copy of the Self Study Report at the On-Site Review.
- We will no longer mail out the Site Visit Folders. All documents will be sent electronically and the site visitors and programs will be responsible for printing a few select documents. A start date will be determined in the next few months.
- All documents and expenses are to be sent *electronically* to the Executive Office.

Site Visit Policy Changes

- For consistency among site visits we revised the Site Visit Agenda adding more specific instructions.
- The Site Visitor Manual was revised to include requirements of the Opening and Summation Scripts, responsibilities of the Site Visit Team/Captain, Site Visitor

New Site Visitor Name Tags Coming Soon

Due to the problems with the current plastic name tags being damaged in the mail and planning to discontinue mailing the Site Visitor Folders, the CoARC has recommended providing magnetic name badges for each Site Visitor, so stay tuned....

Students/Graduates Representation at Site Visits

Remember to meet with All 1st and 2nd year students

AND

Ask programs to invite All graduates from the past 5 years to meet with the SV team.

Qualifications and the Travel and Reimbursement policy.

Be sure and review the following policies:

- 5.03 Qualifications for Initial Appointment as a Site Visit Team Member
- 5.07 & 5.13 Responsibilities of the SV Team
- 5.15 Summation Conference
- 5.15 Travel and Reimbursement
- 5.22 Cancellation and Rescheduling of the On-Site Evaluation
- <https://coarc.com/getattachment/24edb6b1-b754-4a5b-b17d-1f45be195508/Site-Visitor-Manual.aspx>

Reminders

- During the Summation Conference remember to emphasize that the Referee may modify the contents of the On-Site Review Report from what was presented at the Summation Conference. This is why it is important for the program not to take any corrective action until the report is finalized by the Referee.
- The SV Team should coordinate travel plans together before making airline arrangements.

Inter-Rater Reliability: Where Programs Should Be Now

The Commission discussed that at this point, programs should be cited if they:

- Do not have an IRR plan,
- Have not executed their plan,
- Have not collected data for the past 2-3 years.

CALENDAR OF EVENTS

2019 CoARC Board meetings

March 21-23
Grapevine, TX

July 19-21
Ft. Lauderdale, FL

December 12-14
Tucson, AZ



SITE VISITORS IN ACTION

Tom Hill and Karen McDonald appreciated the VIP Parking at a SV

The CoARC would like to say

"THANK YOU"

to all the CoARC Site Visitors for helping us visit 52 programs in 2018!

2018

Dr. Ralph Kendall Site Visitor of the Year
Award Recipients



Joe Coyle and Marby McKinney receiving their awards from Tom Smalling and Allen Gustin at the AARC International Congress in Las Vegas in December. Congratulations!

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