



COMMISSION ON ACCREDITATION FOR RESPIRATORY DEGREE ADVANCEMENT CONTINUING VIRTUAL SITE REVIEW AGENDA

PROGRAM NAME:

PROGRAM #:

DATE(S) OF SITE VISIT:

AGENDA TEMPLATE FOR A CoARC DEGREE ADVANCEMENT VIRTUAL VISIT

The agenda will be finalized when approved by the Team Captain and/or during the Pre-Visit meeting.

Key Personnel		CoARC Site Visitors	
PD:	Cell #:	TC:	Cell #:
DCE:	Cell #:	TM:	Cell #:
Pre-Visit Meeting (with SV Team, PD, and DCE if applicable) 2 Weeks prior to SV			
Date:	Time:	CoARC Ring Meeting Link:	

DAY ONE - Date					
RingCentral Meeting Invite:		Meeting ID:		PH #:	
Activity	Meeting Attendees	PST	MST	CST	EST
Meet with RT Faculty (30 minutes)	1. SV Team 2. PD 3. DCE – if applicable or preferred (name and cell ph) 4. Faculty	6:00 am- 6:30 am	7:00 am- 7:30 am	8:00 am- 8:30 am	9:00 am- 9:30 am

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Activity	Meeting Attendees	Time Zones			
		PST	MST	CST	EST
Meet with Admin (Read Opening Script) (30 minutes) PD should attend the first part of the meeting for the Opening Script	1. Site Visit Team List names below and on Pre-Registration form 2. Dean and/or Assoc Dean 3. President and/or VP 4. Other Admin Reps	6:45 am-7:15 am	7:45 am-8:15 am	8:45 am-9:15 am	9:45 am-10:15 am
Meet with PD and DCE (30 minutes)	1. SV Team 2. PD 3. DCE	7:30 am-8:00 am	8:30 am-9:00 am	9:30 am-10:00 am	10:30am-11:00 am
Meet with Graduates (30 minutes)	1. SV Team Provide names on Pre-Registration form only 2. Graduates	8:15 am-8:45 am	9:15 am-9:45 am	10:15 am-10:45 am	11:15 am-11:45 am
Meet with Current Students (45 minutes)	1. Site Visit Team Provide names on Pre-Registration form only 2. Current Students	9:00 am-9:45 am	10:00 am-10:45 am	11:00 am-11:45 am	12:00 pm-12:45 pm
Lunch Break (30 minutes)		10:00 am-10:30 am	11: 00 am-11:30 am	12:00 pm-12:30 pm	1:00 pm-1:30 pm
Meet with Medical Director/ Advisor (30 minutes) (if applicable or this time could be used for another session)	1. SV Team 2. Medical Director (name/credentials listed here)	10:45 am-11:15 am	11:45 am-12:15 pm	12:45 pm-1:15 pm	1:45 pm-2:15 pm

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Activity	Meeting Attendees	Time Zones			
		PST	MST	CST	EST
Meet with Advisory Committee (30-45 minutes)	1. SV Team 2. Advisory Committee – provide names of all members on Pre-Registration form only	11:30 pm-12:00 pm	12:30 pm-1:00 pm	1:30 pm-2:00 pm	2:30 pm-3:00 pm
Meet with Online Instructors (60 minutes)	1. SV Team Provide names on Pre-Registration form only 2. Online Instructors 3. Adjunct Instructors	12:15 pm-1:15 pm	1:15 pm-2:15 pm	2:15 pm-3:15 pm	3:15 pm-4:15 pm
Meet with Instructional Design/ Technical Support & Library support (45 minutes)	1. SV Team Provide names below and on Pre-Registration form 2. Technical Support Faculty 3. Library Support Faculty 4. Curriculum Development Specialist	1:30 pm-2:15 pm	2:30 pm-3:15 pm	3:30 pm-4:15 pm	4:30 pm-5:15 pm
Tour LMS of Course (60 minutes)	1. SV Team Only 2. PD	2:45 pm-3:45 pm	3:45 pm-4:45 pm	4:30 pm-5:30 pm	5:45 pm-6:45 pm
Review of Day 1 (30-45 minutes)	1. SV Team PD must be available as needed	4:00 pm-4:30 pm	5:00 pm-5:30 pm	6:00 pm-6:30 pm	7:00 pm-7:30 pm

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DAY TWO - Date					
RingCentral Meeting Invite:		Meeting ID:		PH #:	
Activity	Meeting Attendees	Time Zones			
		PST	MST	CST	EST
Clarification Session (address concerns from day 1, and additional documentation) (30 minutes)	1. Site Visit Team 2. CoARC Staff 3. PD (&DCE if applicable)	7:00 am-7:30 am	8:00 am-8:30 am	9:00 am-9:30 am	10:00 am-10:30 am
Executive Session to Prepare/Finalize the report (90 minute)	1. Site Visit Team Only	7:45 am-9:15 am	8:45 am-10:15 am	9:45 am-11:15 am	10:45 am-12:15 pm
Meeting with Key Personnel to review report (30 minutes)	Required 1. SV Team 2. PD 3. DCE (if needed or preferred)	9:30 am-10:00 am	10:30 am-11:00 am	11:30 am-12:00 pm	12:30 pm- 1:00 pm
Summation Meeting (Read Summation Script and SV Report to be submitted to CoARC) (30 minutes) Prior to the meeting, PD needs to provide a copy of Summation Script to everyone in attending the Summation.	Required – list names, credentials & titles below 1. SV Team 2. PD 3. DCE 4. Dean/Assoc Dean 5. VP and/ or President Optional 6. Medical Director/Advisor 7. Advisory Committee Chair 8. Other Paid Faculty 9. Student Rep for each cohort	10:15 am-10:45 am	11:15 am-11:45 am	12:15 pm-12:45 pm	1:15 pm-1:45 pm

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Additional Instructions:

- ❖ **List of Evidence:** For questions regarding the List of Evidence, contact the Team Captain. The Site Visitors may request additional records during the visit. The Evidence must be uploaded to the link provided **6 weeks prior to the first day of the site visit**. (Refer to the specific directions on how to organize and title the List of Evidence so it may be compressed into a zipped file and uploaded.) If the Evidence is not uploaded by the 6 week due date, the site visit may be cancelled and the program would be responsible for the cancellation/rescheduling fee and any related to cost that have occurred with travel arrangements.
- ❖ **Virtual Sessions** – The PD and/or DCE will need to assist with security, confidentiality, and strongly encouraging those attending to have video on so the SV Team can ask yes/no questions and receive a physical response (thumbs up/down). Once the meeting starts, the PD and/or DCE will be placed in a break room.
- ❖ **Include Names and Titles on the Pre-Registration Form** – Once the Team Captain and PD have agreed upon the agenda, the PD will need to include all names/titles of those attending each scheduled meeting on the agenda and/or the Pre-Registration form. A **draft** Pre-Registration form should be emailed to bonnie@coarc.com and the SV Team **once the Evidence has been uploaded**. A **final copy** may be sent 4-5 days prior to the site visit.
- ❖ **Graduates** – Invitations should be limited to graduates from the past five years, with emphasis on the most recent graduates. Invite all graduates from these classes and try to get a good representation to meet with the site visit team.
- ❖ **Online Instructors** – anyone that teach online course, including adjunct faculty.
- ❖ **PD** – must be available for questions throughout the visit and to assist participants having difficulties joining the meeting.
- ❖ **IT Department** – must be available as needed for technical difficulties.
- ❖ **Include Names and Titles on the Pre-Registration Form** - Once Team Captain and PD have agreed upon the agenda. The PD will need to complete the Pre-Registration form of those attending scheduled meetings on the Agenda. Once complete, send a **draft** of the Pre-Registration form to the SV Team and Bonnie Marrs **once the Evidence has been uploaded**. A final copy can be provided 4-5 days before the SV.

*****For additional questions, please contact your Team Captain*****