



COMMISSION ON ACCREDITATION FOR RESPIRATORY DEGREE ADVANCEMENT PROVISIONAL 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 if applicable:	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	Time Zones			
		PST	MST	CST	EST
Meet with RT Faculty (30 minutes)	1. Site Visit Team 2. PD 3. DCE	6:00 am 6:30	7:00 am 7:30	8:00 am 8:30	9:00 am 9:30

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Activity	Meeting Attendees	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 2. Dean 3. and/or Assoc Dean 4. President 5. And/or Vice President 6. Other Admin Reps	6:45 am 7:15	7:45 am 8:15	8:45 am 9:15	9:45 am 10:15
Meet with PD and DCE (30 minutes)	1. SV Team 2. PD 3. DCE	7:30 am 8:00	8:30 am 9:00	9:30 am 10:00	10:30 am 11:00
Meet with Medical Director/ Advisor (30 minutes)	1. SV Team 2. Medical Advisor (if applicable or this time could be used for another session)	8:15 am 8:45	9:15 am 9:45	10:15 am 10:45	11:15 am 11:45
Meet with Advisory Committee (30-45 minutes)	1. SV Team 2. Advisory Committee – provide names of all Community Members on Pre-Registration form only	9:00 am 9:45	10:00 am 10:45	11:00 am 11:45	12:00 pm 12:45
Lunch Break (30 minutes)		10:00 am 10:30	11:00 am 11:30	12:00 pm 12:30	1:00 pm 1:30
Meet with Online Instructors (60 minutes)	1. SV Team Provide names here and on Pre-Registration form only 2. Online Instructors	10:45 am 11:45	11:45 am 12:45	12:45 pm 1:45	1:45 pm 2:45
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	12:15 pm 1:00	1:15 pm 2:00	2:15 pm 3:00	3:15 pm 4:00

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Activity	Meeting Attendees	PST	MST	CST	EST
Tour LMS of Course (60 minutes)	1. SV Team Only 2. PD	1:15 pm 2:15	2:15 pm 3:15	3:15 pm 4:15	4:15 pm 5:15
Review of Day 1 (30-60 minutes)	1. SV Team PD must be available as needed	2:30 pm 3:30	3:30 pm 4:30	4:30 pm 5:30	5:30 pm 6:30

DAY TWO - DATE

RingCentral Meeting Link:

Meeting ID:

PH #:

Activity	Meeting Attendees	PST	MST	CST	EST
Clarification Session (address concerns from day 1, and additional documentation) (30 minutes)	1. Site Visit Team 2. PD (&DCE if applicable)	7:00 am 7:30	8:00 am 8:30	9:00 am 9:30	10:00 am 10:30
Executive Session to Prepare/Finalize the report (90 minute)	1. Site Visit Team Only (PD should be available if needed)	7:45 am 9:15	8:45 am 10:15	9:45 am 11:15	10:45 am 12:15
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	10:30 am 11:00	11:30 am 12:00	12:30 pm 1:00
Summation Meeting (Read Summation Script and SV Report to be submitted to CoARC)	Required – list names, credentials & titles below 1. SV Team 2. PD 3. DCE	10:15 am 10:45	11:15 am 11:45	12:15 pm 12:45	1:15 pm 1:45

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(30 minutes) Prior to the meeting, PD needs to provide a copy of Summation Script to everyone in attending the Summation.	4. Dean/Assoc Dean 5. VP and/ or President Optional 6. Medical Director/Advisor 7. Advisory Committee Chair (Recommended) 8. Other Paid Faculty 9. Student Rep for each cohort						
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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.
- ❖ **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, especially at the Pre Visit to make sure there are not any issues with the fire wall and using Ring Central.

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