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| **CHECK LIST FOR TEAM VISIT** |
| **CHECK WHEN** **COMPLETED** |
|  | The dates scheduled for the team visit are confirmed to be those when classes are ***in session*** for the visiting team to review. Also, no local festivals, holidays, or other events are occurring during that time in the surrounding community that may make housing, transportation, or other event planning for the team difficult. |
|  | The self-study report must be completed and emailed to the team leader 60 calendar days before the team visit. |
|  | \*Team leader’s preliminary visit made (approximately 30-45 days before visit) |
|  | Self-study distributed to team members after approval by team leader (20 days before visit) |
|  | Self-study transmitted to the Commission 20 days before visit. One digital copy to the Commission office in Adobe Acrobat® .pdf format. The digital self-study document may be submitted to the Commission via email (20MB maximum file size), cloud transfer or sharing service, or by flash drive. *The cover page of the self-study must have the name of the institution, the address and the year of the team visit.* |
|  | \*Hotel reservations made for visiting team, observers, and COE staff member or representative |
|  | Team members notified of hotel arrangements and encouraged to make/confirm travel arrangements (airline or other means). |
|  | Name tags prepared for faculty and staff |
|  | \*Arrangements made to meet team members at airport and transport them to hotel.  (If team members are to take cab or airport limousine, they should be notified of this.) |
|  | \*Place for the preliminary meeting of the team.  (Usually held at 4:00 p.m. before any evening function on the first day of the team visit.) |
|  | \*Meeting room arranged at the hotel for evening meetings of team (if requested by team leader) |
|  | \*Meeting room arranged for the team at the school.  (See previous sub-section for suggested materials, equipment, and supplies.) |
|  | Transportation arranged for travel to branch and extension campuses. |
|  | Transportation arranged for travel to and from hotel each morning and evening |
|  | Place arranged for final meeting of team with selected staff on the last day.  (The time is usually set by the team leader and the chief administrator.) |
|  | Transportation arranged for travel to airport or hotel after final report.  |
|  | No substantive changes 6 months prior to the scheduled dates of the team visit. (See *Handbook of Accreditation for Federal Institutions*.) |

*\*Must be mutually agreed upon with team leader.*