

AVMA CVTEA Site Visit Agenda EXAMPLE

	<i>Event</i>
Approximately 1 week prior to site visit	<i>30-40 minute Site Team Orientation by Zoom Exact date/time TBD</i>
DAY 1	
7:15am	Program Director to meet site team at hotel lobby or other designated location.
7:30am	Breakfast with Program director
8:00am	Site Team Training.
8:30am	Meeting with Students
9:30am	Meeting with VT Program Faculty and Staff and curriculum review.
11:00am	Meet with Program Director
12:00pm	Site Team Lunch.
1:00pm	Off-campus facilities inspection (<i>Visit off-site facilities with Program director if needed</i>)
3:00pm	On-campus facilities inspection
5:00pm	Meet with Program Director (<i>if needed</i>)
5:30pm	Site Team Conference
~6:00pm	Dinner for site team. (Optional)

	<i>Event</i>
DAY 2	
7:30 am	Breakfast Meeting with Administration.
8:30 am	Meet with Financial Staff (Financial Officer who oversees budgeting for the Program)
9:00am	Library Resource Specialist interview and library tour. This session should include a presentation of online resources and accessibility.
9:30am	Site visit team conference (work on Report)
11:30am	Working lunch (site team members only)
1:00 pm	Meet with Program Director (<i>if needed</i>)
1:30 pm	Site team continue working on Report
3:00 pm	Exit interview with Program Director. Review of site team findings.
4:30pm	Exit interview with Administration