

CHECKLIST FOR REVIEW ARRANGEMENTS

- Arrange for a pre-visit by the Department Consultant and the Review Team Chair. The pre-visit should be conducted four weeks prior to the Review Team visit. The Review Team Chair should have received the self-study report before the pre-visit. Logistical arrangements should be finalized during the pre-visit.
- Make hotel/motel arrangements for all review team members.
 - The hotel should be located near the campus.
 - A private single room should be reserved for each review team member.
- A meeting room should be reserved where review team members may work upon their arrival. This room should also be available for the entire visit with lock.
- There should be a restaurant in or near the hotel. Except for the first day morning breakfast, institutional representatives should not eat meals with Review Team members.
- Arrange for direct billing of hotel expenses to the university/college.
- Arrange for reimbursement of review team members for travel expenses
- Provide all review team members with directions to the hotel and campus.
- Set up a workroom for the review team on campus and may double as the exhibit room (as complementary to virtual exhibit room), but not be used for individual or group interviews. The review team work room and exhibit area should be separate and provide as much privacy as possible. Please make available office supplies, blank flash drives per team member, wireless printer, and one computer.
- Refreshments made available in the workroom.
- Set up a virtual exhibit room with the materials that the review team will want to see. All of the items should be clearly marked and referenced to the standards. There should also be an index of exhibits listed.
- Arrange support services for the review team during the visit. This support might include:
 - Secretarial assistance (as needed) and access to a telephone
 - Access to photocopying
 - Arrangements for all off-campus visits
 - Arrangements for observations of professional education classes
 - Access to samples of student products (e.g., portfolios, papers, theses, and dissertations) as well as other assessment data.
- In consultation with the review team chair, arrange for interviews and off-campus visits as outlined in the template for the visit. The review team may need to conduct follow-up interviews with certain individuals to clarify issues and/or concerns raised during the review team's deliberations.
- Prepare name tags for review team members and also consider asking unit faculty to wear name tags during the visit, particularly in group interview settings.
- Check with the review team chair about arrangements for noon meals, one of which should be with unit students. Except for Monday morning breakfast, institutional representatives should not plan to eat meals with the review team.
- Provide clear directions and/or escorts to scheduled interviews.