

SAMPLE VIRTUAL CIR BUSINESS VISIT SCHEDULE 2020 STANDARDS

This is a suggested schedule for a business only Continuous Improvement Review visit under the 2020 accreditation standards. Because of administrative differences among business schools, the participants and titles listed in this schedule may differ, but all meetings listed are important components of an accreditation visit. The school should work with the peer review team chair to develop a coordinated schedule for the visit.

Time CT (Dallas)	Time ET (Tampa)	Time GMT+1 (London)	Event	Focus	Meeting Participants	Virtual Meeting Room Link
Day One						
12:00	13:00	18:00	Peer Review Team Meeting	Pre-meeting, discuss report, focus of the visit, any pressing matters	Peer Review Team	Insert virtual meeting link here
13:00	14:00	19:00	Break			
13:15	14:15	19:15	Welcome meeting with school	Opening slide deck, focus of the visit, housekeeping items	PRT, Dean, Vice Deans and Accreditation Team, Advisory Board, Alumni, Corporate members	
13:45	14:45	19:45	Break			
Strategic Management and Innovation						
14:00	15:00	20:00	Strategic Management for business programs	Strategic plan, mission, innovation, and societal impact as demonstrated in mission	President, Provost, Dean, Dean of Faculty, Senior Managers	
15:00	16:00	21:00	Break			
15:15	16:15	21:15	Resource Management	Physical, virtual, and financial resources, Strategic initiatives and sources of funds	Financial Director (or similar positions), Dean, PRT	
16:00	17:00	22:00	Day 1 wrap up	Discuss Day 1 flow, plan for Day 2	PRT, Dean, Vice Deans, and Accreditation Team	
16:15	17:15	22:15	Social Time	Virtual dinner, coffee, drinks, etc.	PRT, Dean, accreditation team, selected school individuals and various stakeholders	
Day Two						
Strategic Management and Innovation (cont'd)						
08:00	09:00	14:00	Faculty Management	Faculty development, deployment, evaluation, and qualifications	Department and Program Chairs, Dean	
08:45	09:45	14:45	Break			
09:00	10:00	15:00	Meeting with junior faculty (parallel session)	Faculty governance, development, and evaluation	Representation of all business program faculty (senior, junior, adjunct, tenure, etc.)	
09:00	10:00	15:00	Meeting with senior faculty	Faculty governance, development and evaluation	Representative of all business program	

					faculty (tenure, tenure-track, adjunct)	
09:45	10:45	15:45	Break			
Learner Success						
10:00	11:00	16:00	Assurance of Learning (AoL) and curriculum management (parallel session)	Systematic and continuous improvement, management of curriculum, emerging technologies	AoL Committee, Curriculum Committee	
10:00	11:00	16:00	Teaching Effectiveness and Impact (parallel session)	Teaching effectiveness, faculty staying current, diverse perspectives, impact through learner success	Faculty, professional staff, administrative support staff and department/program chairs, associate deans	
11:00	12:00	17:00	Extended Break			
12:00	13:00	18:00	(Optional and parallel with below session if applicable) Executive Education	Quality of exec ed and the impact on degree programs	Director of Executive Education (and/or faculty)	
12:00	13:00	18:00	Professional staff and administrative support staff involvement	Professional and support staff duties, responsibilities and engagement	Select representation of professional staff and administrative staff	
12:45	13:45	18:45	Break			
13:00	14:00	19:00	Undergraduate learners (parallel session)	Learner progression, engagement, emerging technologies	Selected undergraduate learners	
13:00	14:00	19:00	Graduate learners (parallel session)	Learner progression, engagement, emerging technologies	Selected postgraduate learners	
13:45	14:45	19:45	Break and PRT Meet			
14:00	15:00	20:00	Day 2 Wrap Up	Discuss Day 2 findings, plan for Day 3	PRT, Dean, Vice Deans, and Accreditation Team	
Day Three						
Thought Leadership, Engagement, and Societal Impact						
09:00	10:45	15:00	Research, Engagement, Societal Impact	Intellectual contributions, impact, and alignment with mission, societal impact	Director of research and research committee and/or research active scholars; Dean	
09:45	10:45	15:45	Diversity & Inclusion Initiatives	D&I strategy and advancement of D&I consistent with mission	Individuals Responsible for D&I initiatives	
10:15	11:15	16:15	Break			

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10:30	11:30	16:30	Previous concerns/consultative feedback	Standard related concerns from previous review, consultative feedback on topic or challenge selected by the school	Dean and related professional staff/faculty	
11:00	12:00	17:00	Day 3 wrap up	Discuss Day 3 findings. Plan day 4.	PRT, Dean, Vice Deans, and Accreditation Team	

11:30	12:30	17:30	Social Time	Virtual lunch/supper/coffee	PRT, Dean, accreditation team, selected school individuals and various stakeholders		
12:00	13:00	18:00	Writing Report				
Day Four							
08:00	09:00	14:00	PRT Meeting, if needed	Writing Report, discuss findings, Prepare Exit Meeting	PRT		
09:00	10:00	15:00	Exit Meeting	Review of draft report and recommendations	Dean, Associate/Vice Dean		
09:45	10:45	15:45	Meeting with Provost and President	Exit Meeting	President, Provost, Dean, PRT		
Visit Concludes							

