



VISIT GUIDELINES

BEFORE THE VISIT:

- Confirm with ACICS staff and team chair which section(s) of the report you will be completing.
- Coordinate with ACICS staff - the dates, specific location, and arrival times for the visit, and make appropriate travel arrangements. Make sure you know which airport you need to fly into. Forward your travel itinerary to the ACICS staff representative before the visit.
- Review the school's Self-Study, Update Report, and catalog. Identify potential areas of concern to discuss at the pre-visit dinner meeting.
- Review the Evaluation Procedures and Guidelines found on the ACICS Web site at www.acics.org – Accreditation Tab – Left Bar - Evaluator Visit Information\Procedures and Guidelines (The current document in the Evaluator Workshop Binder January 2007, Tab 3, will be posted on the ACICS Web site before May 2007).

DURING THE VISIT:

- Review the areas of concern and/or noncompliance with the chair and ACICS staff immediately. Only the chair and ACICS staff will inform the school administration of areas of concern and/or noncompliance, and only the chair and ACICS staff will discuss the issues with the school administration.
- Request ACICS staff review your report if time permits so that edits may be made, if needed, prior to the Read Through.
- Offer to assist other team members, i.e., graduate placement calls, faculty file review, etc., if you complete your work early. There is always someone who can use help; the visit is a team effort!
- Save a final copy of your report on a disk. Provide a soft copy of your section of the report to the chair. Print a copy of your report section for yourself.
- Be mindful of other team members working in the team room. Keep your voice low when it is necessary to have a discussion.

AFTER THE VISIT:

- Complete your travel reimbursement form and submit original receipts (pasted to an 8.5 x11 paper) to ACICS as soon as possible.
Complete performance evaluations of staff and other team members.