



## Guidelines for preparing a site visit agenda

The agenda example includes suggested timings for each meeting, including provision for inspection of facilities, work samples (if not submitted in application documentation) and time available for extra meetings as required at the end of each day. Meetings not applicable should be deleted, and adjustments can be made to the order of meetings. Each campus at which programs are to be assessed should be included in the agenda. The assessment team will review the proposed agenda and request adjustments as required. Small adjustments may also be made during the visit if appropriate. For cycle assessments, the proposed site visit agenda should be submitted with the Application Form at the end of March. Please contact APAC with any questions.

### General

1. Morning/afternoon tea breaks and lunches should be reserved for the assessment team alone to allow for team meetings
2. Meetings are required with the Head of the AOU at the start of the visit and again at the end of the visit, and with the Head's line manager (for example Dean) at the end of the visit
3. Line managers should not attend meetings with their staff.

### Undergraduate and fourth year programs

1. Meetings are required with the program coordinator, academic staff, and students
2. In small departments it may be appropriate to combine some or all meetings related to undergraduate and fourth year programs
3. If appropriate, a tour of teaching and research facilities and/or demonstration of online learning materials should be scheduled.

### Postgraduate professional programs

1. Meetings are required with the program coordinator, academic staff, field supervisors and students
2. Where an AOU offers postgraduate programs in more than one AoP, the meetings and activities relating to each program should be contiguous, i.e. blocked together
3. If there is considerable overlap between programs, the meeting with teaching staff may be combined but more time should be assigned to the meeting
4. Inspection of any clinical / practical facilities include meeting with the director of such facilities. If the facilities are used for multiple programs, then only one inspection is required. Similarly, if the same test library is used for multiple programs, then only one inspection is required
5. It may be possible to schedule the meeting with field supervisors by Skype or similar, and/or after hours if this makes it easier for supervisors to attend.

### Students

1. Meetings are required with at least 10 students from each cohort, but where practicable all students should be invited to attend. Where a program is offered both in online and in on campus modes of delivery, meetings are required with at least 10 students from each delivery mode
2. APAC does not need to be provided with student names as anonymity is encouraged
3. If the venue for student meetings is the same as that for the staff, the meetings should not be contiguous so as to provide some anonymity for the students attending.