

**Commission on Colleges**  
Southern Association of Colleges and Schools

**ITINERARY [draft]**

**REAFFIRMATION COMMITTEE**

**PRELIMINARY CONSIDERATIONS:**

Committee members traveling from distant locations may elect to arrive the evening prior to the start of the next day's scheduled visit. No activities are generally planned.

**DAY ONE:**

Committee members should plan to arrive at the hotel at least one hour before the initial orientation session.

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|---------------------------|---|
| 11:30 a.m. -<br>1:30 p.m. | Committee orientation session starts. Agenda: team building, orientation of committee, debriefing on assignments, and refining next steps in process. Location - hotel conference room.                                 |
| 2:00 – 2:15 p.m.          | Committee travels to campus.  |
| 2:15 – 2:45 p.m.          | Meet and greet session with institution's Leadership Team (light refreshments available). Host president and chair will facilitate introductions plus an overview of college and of the committee's work. Location TBD. |
| 3:00 – 5:00 p.m.          | Committee brings closure to compliance issues forwarded from Off-Site Committee and begins review of QEP as needed.   |
| 5:15 – 5:30 p.m.          | Committee travels to hotel.   |
| 6:15 – 7:00 p.m.          | Committee meets in Executive Session to assess progress and tweaks next day's schedule/focus. Location - hotel workroom.  |
| 7:00 p.m.                 | Dinner  |
| 9:00 p.m.                 | Committee members work independently as needed.   |

## DAY TWO:

### **Breakfast on your own**

- 8:15 – 8:30 a.m. Committee travels to campus.
- 8:30 – 12 noon Committee meets with appropriate representatives (faculty, staff, and students) of the College, as needed, to complete examination of the issues **of integrated planning, focus, capacity, assessment and broad-based involvement** related to the QEP. Committee members are already assigned to these areas. Committee continues updating assigned narratives for report in collaboration with the QEP lead evaluator. Panel to Panel Session: Visiting Team meets with QEP Team. Location TBD.
- 12:00 – 1:15 p.m. Committee meets in Executive Session to assess progress and continue updating assigned narratives for report. Location – Campus workroom. This event may include a light working lunch.
- 1:30 – 2:15 p.m. Sub-Committee of visiting team meets with governing board representatives. Location TBD.
- 2:15 - 3:45 p.m. Committee completes interviews and data gathering related to the QEP.
- 3:45 – 4:00 p.m. Committee travels to hotel.
- 4:30 – 6:30 p.m. Committee meets in Executive Session to complete a draft report and plans the exit conference. Location – hotel workroom.
- 7:00 – 8:30 p.m. Dinner

## DAY THREE:

### **Breakfast on your own**

- 7:45 – 8:45 a.m. Review draft report and Exit Conference details.
- 9:15 a.m. Exit Conference is scheduled with all committee members in attendance. Other members of the President's staff will also be present. Location TBD.
- 10:15 a.m. Committee departs.