

# Recommended Site Visit Itinerary for 2-Day Site Visit

	Duration	Event	Description
Day 1	30 min	Introductory Meeting	A welcome meeting with the appropriate Dean, Program Director and other administrators who are responsible for the educational program. Typically the first scheduled meeting begins approximately at 8:30 am.
	2-3 hrs	Meeting with the Program Director and HIM Faculty	<ul style="list-style-type: none"> <li>Discuss and review information received in the Self-Assessment Document; clarify responses and process issues.</li> <li>Review student records and program files as requested by the site visitors.</li> <li>Discuss the professional course content of the HIM curriculum.</li> <li>Conduct interviews with the program faculty and other faculty teaching the HIM professional course content.</li> <li>Course materials, textbooks, tests, projects and other resources should be made available.*</li> </ul>
	1 hr	Business Lunch	A continued meeting with the Program Director, Dean, and faculty if available.
	1 hr 30 min	Site visitor interviews with HIM students and recent graduates.	Separate 30-minute interviews should be scheduled for the first year students, second year students and graduates.** Program officials are not present at this time.
	1 hr	Site visitors meet with program advisory committee.	Professional practice supervisors and employers may be included. Program officials are not present at this time.
	30 min	Site visitors tour program facilities.	Review learning resources such as the library, student laboratories, classrooms, media center, computer labs, and HIM technology applications. Depending on the situation, team members may be assigned to tour one or more facilities separately.
Day 2	2 hrs	Discretionary Meeting	An open meeting to complete discussions remaining from Day 1 with program faculty and program director. The Site Visitors may request individual appointments with appropriate persons in order to clarify any information.
	1 hr 30 min	Team Meeting	A working conference for the Site Visit Team. Program officials are not present at this time.
	30 min	Meeting with Program Director	<ul style="list-style-type: none"> <li>Discuss the Site Visit Team's preliminary assessments with respect to the Standards.</li> <li>Achieve consistency between the information imparted in the Exit Session and the information to be subsequently imparted in the Site Visit Report.</li> </ul>
	45 min - 1 hr	Exit Session	A meeting with the all persons present at the introductory meeting. The Dean and the Program Director must be present. The scheduled time of the exit meeting may be subject to change by the site visitors based on their progress with the site visit.

\* Online courses will require password access for site visitors and time allocated to review online content, resources and evaluation methods.

\*\* Evening or distance education students may be interviewed via conference calls or speakerphone, or the site visit itinerary extended so that they may attend an evening offering.