



## Site Visits

The purpose of the site visit is to allow the Review Team to follow up on matters as presented in the Cyclical Program Review Self Study or the New Program Proposal, to interview students, staff, faculty, and others who can most appropriately provide informed comments, and to examine the physical facilities used by the program.

A site visit, typically for two days, can be conducted on-campus and in-person, virtually, or by desk review.

While it is preferred to hold in-person Site Visits and in some cases, it is actually required to hold in-person visits, there are exceptions as outlined below:



### **Graduate Programs must have on-site visits, with only a few exceptions:**

Reviews of a new doctoral and master's program proposals must incorporate an on-site visit, with the exception of certain new master's programs (e.g., professional master's programs, fully online programs, etc.), reviews for which may be conducted by a desk review or virtual site visit.



### **Undergraduate programs will normally have an on-site visit, with exceptions granted only by formal request:**

All site visits for undergraduate programs are conducted in-person and on-campus unless an alternative method is requested by the Academic Unit and/or Faculty or School in advance of the review. Alternative methods for site-visits (e.g., virtual or desk review) are not permitted for doctoral or master's programs (with the exception of certain master's programs as stated above.)

- A clear justification for the request of an alternative review method must be provided to the AVPA who will have final approval authority over the request.
- The Review Team must be satisfied that the review method taking place is acceptable and appropriate.



The Review Team should visit the campus together or engage together on the same remote calls.



The Office of Quality Assurance will consult with members of the new program(s) or existing



program(s) to make arrangements for meetings between the reviewers and appropriate individuals as outlined in the Sample Site Visit Agenda. It is mandatory that the review team meet with (in separate meetings):

- **Associate Vice-President, Academic** (*QA office will book this meeting for you. It will always be the first meeting of Day 1*)
  - **Faculty Members** (The Department Head is not to be in the same meeting as the faculty members. The reviewers will meet separately with the Department Head.)
  - **Staff**
  - **Administrative Officials (Faculty Dean and all other relevant)**
  - **If Graduate Programs involved** – please schedule a time for Dean, Graduate Studies
  - **Students** (ensure that there are student representatives from all programs under review. If both UG and G programs are under review then students from both are required; separate meetings are encouraged). Reviewers must also be given the opportunity to review samples of student work). (**Please Note:** There are to be no faculty or staff members present during the student meetings. The reviewers must meet with the students on their own.)
  - **Any other parties deemed relevant** (Meeting with Co-op is a valid option)
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- It is up to the AAU to fill in all time slots. This is merely a sample schedule and time slots and order may be changed (other than the AVPA which must occur as the first meeting on Day 1).
  - It is the responsibility of the AAU to book all meetings with required site visit participants other than the AVPA (QA Office will book this).
  - The AAU is responsible for providing transportation for the reviewers to and from the hotel for each day of the site visit.
  - Campus tour locations are up to the AAU to determine but should provide a good overview of all important locations on campus for students of the AAU (eg. library, labs, departmental space, etc.)
  - Lunch on both days should be provided by the AAU. We usually suggest the lunch on Day 1 be a lunch meeting with students (pizza lunches are a great way to incorporate the student meeting and providing lunch).
  - Lunch on Day 2 will be a working lunch where both a meal and a quiet space to work need to be provided. **The AAU is not to pay for any other meals/accommodation for the review team other than lunch on both site visit days.**
  - The second day should end around 12pm or 1pm with a provided lunch and time for the reviewers to work on the reviewers' report.
  - The AAU must submit a final copy of the Site Visit Agenda to the Quality Assurance office **at least 2 weeks prior to the site visit.** Please submit a copy prior to this to allow time for revisions that may be required.



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- ✔ The Review Team members should not be invited to participate in academic or social events other than as required by their duties as reviewers.
- ✔ During the site visit, the internal reviewer will provide important insights about the University so that any conclusions drawn and/or recommendations made by the external reviewers are done with an understanding of how changes are implemented at the University of Windsor.

For additional information on Site Visits or the IQAP process, please contact [iqap@uwindsor.ca](mailto:iqap@uwindsor.ca)