

## A few things to keep in mind for Department Chairs Managing APR Site Visits (rev. 1-8-2024)

- Make sure that your meals are organized—designate someone to stay on top of issues such as dietary restrictions, making reservations, and getting any on-site meals delivered on time.
- After the night-before-the-visit meal, invite the committee to chat on their own about managing the site visit, questions they want to ask, and how to get organized. Giving them this cue will be helpful.
- Consider having a “headquarters” for the review committee. Stock it with water, coffee, light snacks.
- Make sure to show review committee where restrooms are.
- Share your cell # with review committee so they can contact you if issues arise.
- **Make sure you have people committed to come to the various constituent meetings. It’s vital that students, alumni/stakeholders, and program faculty attend the various meetings.**
- **You may have to work extra hard to ensure that students attend.** Make sure they know the purpose of the meeting.
- You should not attend meetings with students or stakeholders—your presence might inadvertently discourage candor. Better for chairs NOT to attend meetings with program faculty, though we’re not going to require you not to attend at this point.