

**Students' University**  
Anytown, USA

**Site Visit Agenda**

Program Director will meet the site visitors at 7:30am in the hotel lobby and drive them to the college. The PD's cell phone number is 999.111-2222.

**Day 1**

**8:00 am** **Preliminary Conference** *light continental breakfast*

Conference Room 445

**Institution Attendees**

Carol Hart, Provost

David Montague, Associate Provost

Nancy King, NMT Program Director and Dean

Ann Johnson, NMT Clinical Coordinator

**8:30 am** **Meeting with Program Director & Clinical Coordinator**

Conference Room 445

**Institution Attendees**

Nancy King

Ann Johnson

**10:30 am** **Records Review**

Conference Room 445

Site Visitors

**12:00 pm** **Working Lunch (site visit team only)** *lunch wraps*

Conference Room 445

---

**Evaluator #1 & Program Director**

**At the college**

**1:00 – 2:00 pm** **Faculty & Student Interviews** *coffee & brownies*

Conference Room 445

1:00 - 2:25 **Faculty Session:** Nancy King, Ann Johnson, Mary Ramirez and Stephen Rice (by phone)

2:30 - 3:00 **Student Session:** Alexandra Minnetti, Tran Do, Sami Khan, Jeff Henderson, Carl Laramie, Neshia Williams and Tai Pham.

**3:00 pm** **Tour of Institutional Facilities**

Nancy King will take the evaluator to:

- Grandson Building – study space, classrooms and energized NMT lab used by students during didactic components of the program.
- Fenrick Building – Nuclear Medicine, PA, radiography, computer, and classroom space
- Anderson Library – Computer lab, library, and study space for students

**4:00 pm** **Interview with Program Director**

Location 420 Program Director's office

---

Sample Site Visit Agenda

**Evaluator # 2 & Clinical Coordinator** (need to leave the college no later than 1pm)

**1:30 pm – 2:30pm**                      **Newton Hospital** (drive)

**3:00 pm – 4:00 pm**                      **Lawson Medical Center** (drive)

---

**Evening**  
**Clinical Coordinator drives evaluators to their hotel**

---

---

**Day 2**

**8:00 am**                                      **PD and CC meet evaluators in hotel lobby**

*Site visitors will be split up and visit the following sites with a member of the NMT program faculty*

**Ann Johnson**                              **9:00am**    **Fargate Cancer Center** (walk)  
**start at the hotel 9am**                      **10:30am**    **State General Hospital** (walk)

**Nancy King**                                **9:00am**    **St Mary's Hospital** (drive)  
**start at the hotel 7:30am**                      **11:30am**    **South Bend Hospital** (drive)

---

**Lunch in the field**

---

**2:30 pm**                                      **Preparation of Site Visit Summary Report** *coffee & snacks*  
Conference Room 445

**3:30 pm**                                      **Concluding Meeting with Program Director**  
Conference Room 445

**3:45 pm**                                      **Exit Conference**  
**4<sup>th</sup> Floor Conference Room 410**  
**Institution Attendees**  
Carol Hart, Provost (tentative)  
David Montague, Associate Provost  
Nancy King, Program Director and Dean  
Ann Johnson, Clinical Coordinator