

Tips for Hosting a **VIRTUAL** External Review Site Visit

1. Before the site visit, connect with key participants for each session to let them know what to expect and if they need any assistance in preparing to participate online.
2. In advance of the site visit, connect with all participants, students in particular, to make sure they have the ability to connect online and have a quiet space to do so. You may need to provide them with this. Any participants who wish could connect in the same place on campus if they don't want to do so remotely. This would entail setting up meeting software in a room and booking the room.
3. Make use of reminders. Remind all participants of their session, their roles, how to connect, and who to contact if they have challenges.
4. Use alternate apps to complement meetings in Teams. For example, before the student session you could have students contribute questions and comments in [Slido](#). Other students would have the opportunity to vote on topics they thought most important. The results could be the launch point for conversations during the sessions with the external reviewers. Another option is to use [Mentimeter](#).
5. Record some video to share of the university and its facilities as well as anything specific to your department that you would have shown the reviewers in person. Have this ready to go before the site visit.
6. Have a technical resource available during the two days of the site visit. This could be someone from IT Services or your department depending on skillset. This will be somebody who can troubleshoot Teams or any of the other applications you will use. They can upload videos, monitor other apps you are using in conjunction with the main meeting software, help someone having trouble logging in, etc. If they are not physically with you, you should have their email and phone number, and they should be "on call" for the duration of the site visit.
7. Have someone from the department's program review team or one of their administrative staff dedicated to notetaking, managing the chat, etc. This allows the moderator to focus on the meeting.
8. At the beginning of the first day, go through the agenda for the coming two days. Have everyone introduce themselves to acknowledge everyone in the "room" and share contact information where appropriate. Identify where the reviewers can access information they might need for the site visit or report writing.
9. Suggest tools that reviewers can use to collaborate virtually (e.g., write the document at the same time).
10. At the beginning of each session, identify who is participating in the meeting so people know who is in the "room." Note the ways to participate so that people don't talk over each other and everyone gets a chance to be heard. This also lets people know of alternate ways to participate (e.g., chat).
11. Encourage people to use the chat feature for comments or to pose questions. This will assist participants that are less vocal.
12. To keep attendees engaged, give everyone a job. A more interactive meeting will also keep participants engaged.
13. **TEST THE TECHNOLOGY BEFORE THE BIG DAY.**