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# Business Technology Management Accreditation Council

# Team Visit Schedule

* Suggested times are flexible and can be changed to accommodate the institution's needs.
* Titles refer to generically used terms for certain positions and reflect an area of responsibility.
* The visitation team request a meeting room where they can have their private meetings during the visit and also meet with the faculty.
* The final agenda needs to be available to the team at least 4 weeks prior to the visit and accompany the completed educational questionnaire.

**Day One**

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| **Item** | **Suggested Time** | **Room Number** | **Individual(s) Name(s)** |
| Meeting with Program Head (or equivalent) | 9:00 a.m. - 9:30 a.m. |  |  |
| Tour of Campus (including computer centre and laboratories) | 9:30 a.m. - 10:15 a.m. |  |  |
| Meeting with Program Faculty  \*The timing of this meeting will depend on the number of faculty. \* Faculty meetings should be set up in groups of two, three or four  \* Department with large faculties should set up groups of five or six \* Approx. 20 minutes should be allocated per group of faculty. | 10:15 a.m. - 11:15 a.m. |  |  |
| Team Review of Teaching Materials | 11:15 a.m. - 12:00 noon |  |  |
| Students - Lunch Interview \* Prior to the visit the team should be provided with a list of students from each year. The team will then make the selection and provide the Department with the names of the individuals they wish to meet with. | 12:00 - 1:15 p.m. |  |  |
| Meeting with Support Faculty (i.e. markers, T.A. etc.) | 1:15 p.m. - 1:45 p.m. |  |  |
| Team Review of Curriculum | 1:45 p.m - 2:15 p.m. |  |  |
| Meetings with senior administrators (approx. 15 to 20 minutes max. per person) Examples: Dean (or equivalent) Associate Dean (or equivalent) Undergraduate Chair (or equivalent) Curriculum Chair (or equivalent) Anyone else the school deems appropriate | 2:15 p.m. - 4:00 p.m. |  |  |
| First Day debriefing with Program Head to check for factual findings | 4:00 p.m. - 4:30 p.m. |  |  |
| End of Visit Day One | 4:30 p.m. |  |  |

**Day Two**

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| **Item** | **Suggested Time** |  |  |
| Meeting with Program Head | 9:00 a.m. - 9:15 a.m. |  |  |
| Meeting with Registration/Admissions/Student Support | 9:15 a.m. - 10:00 a.m. |  |  |
| Team Meeting with Graduates (this can either be arranged as a face-to-face meeting or via a conference call. Prior to the visit the team is provided with a list of graduates. The team then chooses whom they wish to meet with and the school contacts these individuals) | 10:00 a.m. - 11:00 noon |  |  |
| Team meeting with administrative and technical support staff | 11:00 a.m. - 11:30 a.m. |  |  |
| Team Break (or meetings with individuals not available during other times) | 11:30 p.m. – 12:30 p.m. |  |  |
| Lunch and Meeting with Advisory Committee members (this can either be arranged as a face-to-face meeting or via a conference call. The team needs to meet with a minimum of 3 (or more) members of the program's Advisory Committee | 12:30 p.m. – 1:30 p.m. |  |  |
| Tour of Library and meeting with Librarians | 1:30 p.m. - 2:00 p.m. |  |  |
| Team Review and Drafting of Initial Findings | 2:00 p.m. - 3:45 p.m. |  |  |
| Final Debriefing with Program Head | 3:45 p.m. - 4:15 p.m. |  |  |
| End of Accreditation Visit | 4:15/30 p.m. |  |  |