**TEAM VISIT**

**ORIENTATION AND TRAINING AGENDA**

A. Welcoming Remarks

B. Introductions

C. Results of the Pre-Visit Meeting(s) and One-Day Visit

D. Confirmation that team members have familiarized themselves with the school’s materials, including the Tour Video.

Note: if anyone cannot find the access link for the Shared Drive, the Chair and all Team Members have the same link and can be shared with each other.

**As you review each section below, the Team Chair and team members should access the Shared Drive (individually or by sharing a screen) and click into each appropriate document.**

E. The Schedule and Procedures

1. The Team Visit Schedule

2. Discussion of Video Conferencing Platform(s): Zoom for team meetings and XX for school meetings

3. Interview Techniques and Interview Questions

4. Writing Assignments

5. Writing the Report

F. Review of the Content of the Self-Study

1. Analysis of the School’s Foundation Documents

2. Familiarization with the Student Performance & Organizational Capacity Objectives

3. Review of the Self-Assessment of Standards for Accreditation

4. Review of the Addendum for the Self-Study

G. Organize for the First Day

For your reference:  
Using Zoom/Video Conference Programs. Click [here](https://www.msa-cess.org/Customized/Uploads/ByDate/2020/August_2020/August_11th_2020/Video%20Conferencing%20Guidelines42009%20(2)63990.pdf) for guidelines.

Using the Shared Google Drive. Click [here](https://www.msa-cess.org/Customized/Uploads/ByDate/2020/August_2020/August_6th_2020/Introduction%20to%20the%20MSA-CESS%20Shared%20Drive.docx20325.pdf) for guidelines and watch our tutorial [here](https://youtu.be/loS3j0gnP1U).