

PRIOR to the visit, the **CACREP LIAISON** will:

1. Upon receipt of the site visit letter, send/ship a copy of the original self study document and any addenda submitted for review to each team member.
2. Correspond with the team chair to coordinate the on-site agenda and interview schedule;
3. Inform those being interviewed of the purpose for the interview;
4. Arrange transportation for team to and from the airport (unless team has a rental car) and to off-campus sites during the visit;
5. Arranging hotel accommodations nearby to campus (members will pay for their own hotel accommodations);
6. Forwarding information to members regarding transportation and lodging arrangements (e.g., closest airport, airport pickups, parking considerations);
7. Arranging access to personal computers should a member not bring their own laptop (Typically, most team members will bring their own.)

DURING the visit, the **CACREP LIAISON** needs to:

1. Maintain communication with the on-site team;
2. Make sure that housing arrangements are satisfactory and that site transportation is arranged; and
3. Check periodically with the team chair that the visit is running smoothly.

AFTER the visit, the **CACREP LIAISON** needs to:

1. Send a written institutional response to the on-site team report within the designated 30 day time period; and
2. Return completed team member feedback forms to the CACREP office within 30 days of the visit's completion. (As a separate evaluation form should be completed for each team member, please duplicate as many extras as required for the faculty, staff, administrators and students at the university who have contact with the visiting team members.)

*All team members will be reimbursed by CACREP for their hotel accommodations, meals, ground transportation, airline fees, and other related travel expenses.