



## WHAT TO EXPECT FROM A CAMPUS SITE VISIT

This guideline is written for campus teams wondering how best (and when) to schedule a site visit, and for consultants who are invited to visit campuses after they participate in Washington Center's National Summer Institute on Learning Communities.

### **Purpose of the site visit**

The purpose of the site visit is to support the learning community initiative on your campus, particularly with reference to your campus *Synthesis Assignment and Action Plan* developed at the National Summer Institute on Learning Communities.

Site visits usually last a day, and sometimes a day-and-a-half. These visits are an excellent opportunity for organizing a professional development event to share ideas and practices with those actively involved in learning communities and with colleagues who, in the future, may become involved. On most campuses, faculty find it useful to have at least two hours of time dedicated to designing integrative assignments. In addition, when teams have been teaching in learning communities for a while and have examples of student work, a site visit can include an opportunity to use the collaborative assessment protocol and reflect on the learning which the learning community program is making possible.

Site visits are also occasions for teams to engage in broader curriculum planning and to work on assessment plans. Other opportunities presented by a site visit may include: bringing the learning community team or program together with representatives from areas of the institution to review progress and work through challenges; meeting students and/or observing classes to learn more about students' learning community experiences; meeting campus administrators to discuss the learning community program and its relation to campus strategic plans and directions. We are also pleased to discuss other possible uses of site visits with you.

### **Selecting site visitors**

The Washington Center co-directors will work with your campus team to select potential site visitors based on your campus needs, the location of your campus, and the timing of the visit. We will encourage you to think of the site visit as an opportunity to develop regional as well as national connections. Once the site visit consultant has been identified, the host campus is responsible for handling all the subsequent logistics.

### **Handling the logistics**

The host campus is responsible for making all the travel arrangements for the consultant and is also responsible for the cost of transportation, meals, and lodging, plus an honorarium. Note: Fees vary—contact the Washington Center for additional information.