

ON-SITE EVALUATION FOR INITIAL ACCREDITATION OF A METALWORKING PROGRAM

NOTE: This is a SAMPLE agenda. Evaluation Team Leaders may organize evaluation events at their discretion.

DAY 1

8am – 8:45	Team meet and depart for school
9am	Team arrives at school; proceeds to meeting room reserved for both evaluation days
9:30am	Facility tour given by faculty/staff followed by team conducting facility review
10:15am – 10:45am	Administration staff interviews (conducted by team leader)
10:15am – 12pm	Documentation review (conducted by education rep.)
10:15am – 12pm	Instructor interviews (conducted by industry rep.)
10:45am – 11:15am	Advisory Committee interviews (conducted by team leader by phone)
11:15am – 12pm	Trainee interviews & observations (conducted by team leader)
12pm – 1pm	Lunch (not required to be provided by school; team may leave school for lunch)
1pm – 3pm	Documentation review (conducted by education rep.)
1:30pm – 3pm	Trainee interviews & observations (conducted by industry rep.)
1:30pm – 3pm	Advisory Committee and local employer interviews (conducted by team leader by phone)
3pm	Team reviews progress and concludes Day 1

DAY 2

9:30am	Team arrives at school; proceeds to meeting room reserved for both evaluation days
9:30am – 11am	Trainee interviews & observations (conducted by team leader & industry rep.)
9:30am – 11am	Documentation review & trainee observations (conducted by education rep.)
11am – 1:30pm	Lunch / Team meeting to discuss findings & complete final report
2pm	Exit interview with program liaison(s)
2:30pm	Team consolidates and submits evaluation worksheets to Team Leader
2:45pm	Team concludes Day 2