**Site Visit Readiness Worksheet**

Required Items to Proceed to a Site Visit

This worksheet is to be completed with guidance from the Site Visit Readiness Checklist. Next to each item to be submitted, enter the name(s) of the program’s document(s) that have been shared to complete the checklist item.

[ ]  1. *Active Learning Module System*

* + Name of Learning Module System:
	+ Username:
	+ Password:
	+ Further description of how course information will be provided:

[ ]  2. *Two Years of Data in the CAHME Annual Report Editor (CARE)*

* + Annual Report Year #1 within CARE:
	+ Annual Report Year #2 within CARE:

[ ]  3. *Minutes*

List of stakeholder group meeting minutes to be made available:

* + Sample Minutes #1:
	+ Sample Minutes #2:

[ ]  4. *Student Advising Files*

|  |  |  |
| --- | --- | --- |
| **Student Name** | **Name of Faculty Member** | **File Names for Provided Documents** |
|  |  |  |
|  |  |  |

[ ]  5. *Syllabus*

* + Representative syllabus:

Note: Double click the ‘check box’ and choose a Default Value of ‘Checked’ to complete the item