

Sample Schedule for Visiting Committee

Sunday	
12:30 p.m.	On-Site Coordinator arrives at the school
1:00 p.m.	Visiting Committee arrives, undergoes training, and reviews documentation
3:30 p.m.	Campus Tour
4:30 p.m.	Meeting with the Board Chair, VC Chair, Governance VC member and On-Site Coordinator
5:00 p.m.	Meeting with the Board of Directors
6:15 pm	Reception and dinner hosted by the school
7:30 p.m.	Visiting Committee reconvenes at the hotel
Monday	
7:30 a.m.	Breakfast
8:00 – 8:30 am	Meeting of the Head, VC Chair, and On-site Coordinator
9:00–9:45 a.m.	Assembly. Visiting Committee members will be introduced by Chair.
10:00–12:00 p.m.	Interviews with faculty, students, and service personnel. Classroom visits.
10:30	Meeting with the Director Finance
10:30	Meeting with the Head of the Junior School
11:00 a.m.	Meeting with the Director of Enrolment Management
12:15 p.m.	Lunch in the school dining hall
12:15-1:15 p.m.	Meeting with Student Council and Meeting with Leadership Team
1:00- 3:30 p.m.	Continued interviews/meetings/classroom visits
1:30 pm	Meeting with the Director of Advancement and Assistant Director
1:30 pm	Meeting with the Deputy Head
2:00 pm	Meeting with University Counsellors
2:30 pm	Meeting with the Director of Teaching and Learning
3:00 p.m.	School Culture Focus Group #1
4:00 p.m.	Faculty and Staff reception with Visiting Committee
5:00 p.m.	CAIS meeting #1 - Working dinner. VC reports on preliminary findings
7:30 p.m.	Visiting Committee reconvenes at the hotel
Tuesday	
7:00 a.m.	Breakfast with members of the maintenance staff
7:30 am	School Culture Focus Group #2
8:00–11:30 a.m.	Continued interviews/meetings/classroom visits

9:00-9:30 a.m.	Meeting of the Head, VC Chair, and On-site Coordinator
8:30 am	Meeting with the Head of Middle School
10:00 am	Meeting with the Director of Marketing and Communications
10:30 am	Meeting with the Director of Facilities
10:30 am	Meeting with the Head of the Senior School
11:30 a.m.–12:15 p.m.	Luncheon with representatives of parents and alumni/ae
12:30–3:30 p.m.	Continued interviews/meetings/classroom visits
Tuesday continued	
12:30 pm	Meeting with the Director of Boarding
1:00 pm	Meeting with the Director of IT
2:00 pm	Meeting with the school Librarian
2:00 pm	Meeting with the Director of Human Resources
3:00 pm	School Culture Focus Group #3
4:30 pm	CAIS meeting #2 – Updates on Standards; extended discussion of Action Plan and draft commendations and recommendations.
7:00 pm	Dinner at local restaurant
Wednesday	
7:30 am	Breakfast
8:00 am	Continued interviews/meetings/classroom visits
10:00 am	Working Lunch in the Visiting Committee room. CAIS meeting #3 - Identify all commendations and recommendations. Final vote on Standards. Committee departs
11:30 am	Exit interview by VC Chair, On-Site Coordinator, Head of School, and Board Chair