

Higher Education Accreditation Support:
Template for Peer Visit Scheduling

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Pre-populated with examples using a typical MSCHE six-member peer team. The format can be adjusted for team size variations and other commissions' standards.

What’s Included

A multi-sheet Excel Workbook with a sample of meeting sequencing, typical positions/roles of institutional representatives, and their meeting assignments.

Instructions and Notes

Peer Team Details

Institutional Representatives

- Sunday
- Tuesday Morning
- Monday Morning
- Tuesday Afternoon
- Monday Afternoon
- Wednesday

Sample Schedule Sheet

Evaluation Team Visit: [DATES]							
Monday, [DATE] Morning							
	[Team Chair Name] Standard VI & I	[Team Member Name] Standard I , IV	[Team Member Name] Standard VI , II	[Team Member Name] Standard II , V , & VI	[Team Member Name] Standard III , V , & VI	[Team Member Name] Standard IV & II	NOTES
8:00am	Shuttle to Campus (meet in Hotel lobby) Breakfast in Evaluation Team Visit Space (ROOM LOCATION) Self-Study Co-Chairs [NAME] and [NAME] available in (ROOM LOCATION) (from 8pm)						
9:00am-10:00am	Meet with President's Council (ROOM LOCATION)						
10:15am-11:15am	Meet with President [NAME] (ROOM LOCATION)	See Educational Offerings (ROOM LOCATION)	Enrollment & Financial Aid (ROOM LOCATION)		Educational Offerings (ROOM LOCATION)		
			[NAME], [Name] [NAME				