

ASSOCIATION OF GRADUATE LIBERAL STUDIES PROGRAMS

Site Visit Guidelines for Full Membership Applicants

Purpose

The purposes of the site visit are to gather data about programs that pertain to membership applicability, to provide a formative evaluation of the program for the host institution, and to provide additional advocacy and positive support for the concept of graduate liberal studies among faculty and administrators at the host institution. Since the Association of Graduate Liberal Studies Programs is not an accredited association, the site visit is not to be construed as a form of accreditation visit.

Obtaining a Reviewer

The President of the Association will recommend at least three possible reviewers who represent institutions that are full members of the Association. The President of the Association will endeavor to assist the host institution in maintaining reasonable costs for the site visit and will recommend at least one reviewer within the same geographic area. At the President's discretion, an individual who does not represent a full member of the Association, but who has demonstrated expertise in graduate liberal studies programs, may serve as a reviewer. If, prior to applying for AGLSP membership, an institution has undergone a site visit or program review conducted by an individual not affiliated with that institution, the report resulting from the program review may, at the discretion of the President, be utilized for AGLSP membership purposes.

The host institution is expected to assume all transportation and housing costs for the reviewer, unless alternate arrangements with the reviewer have been made. Site reviewers should receive an honorarium of at least \$200 for each full day of their review.

Preparation for the Site Visit

In advance of the site visit the host institution must provide the reviewer with preliminary information on the program, including a mission statement, any available formal proposal for the program (e.g., through an approval committee, state agency, etc.), curriculum and program design, a list of faculty involved, information pertaining to the administrative structure, a description of the intended student population, any special features of the program, brochures or public relations material, and any appropriate material that will assist the reviewer in discussing the program during the visit. See "Criteria and Process for Full Membership Application."

The Site Visit

The site visit should be scheduled for an appropriate period of time which allows the reviewer to become acquainted with the program and the institution as a whole. The visit should be scheduled at a time when classes are in session so the reviewer might attend one or more classes. The schedule should include meetings with the program director or individual directly responsible for the academic and administrative functioning of the program; any advisory or coordinating committee or individuals involved in academic oversight of the program; faculty who teach or will teach in the program; students enrolled in the program; any alumni available; and administrators to whom the director reports, such as department chair or dean.

The reviewer should also have access to course syllabi and any completed graduate projects and theses for examination.

The Site Report

The program reviewer must complete a detailed report based upon the site visit. The review visit should be completed at least 90 days in advance of the next Membership Committee report to the AGLSP Board of Directors. The reviewer's report is to be provided to the Membership Committee within 30 days of the visit. The report must address the criteria for membership in the Association. The report is regarded as a means by which a relatively new program, or one that has undergone curricular or administrative change, can assess its strengths and weaknesses and determine its future direction. The report should outline the strengths of the program, possible areas that could be of concern as the program develops, and should, if appropriate, include recommendations for improving or strengthening the program. A copy of the report must be sent to the Association of Graduate Liberal Studies Programs before an institution can be considered for full membership.

Questions Concerning Site Visits

Questions concerning site visits should be directed to the National Office of the Association of Graduate Liberal Studies Programs:

AGLSP National Office
Duke University
Box 90095
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