

ASSOCIATION OF GRADUATE LIBERAL STUDIES PROGRAMS

Site Visit Guidelines for Full Membership Applicants

Purpose

The purposes of the site visit are to gather data supporting application to Full Membership, to provide a formative evaluation of the program for the applicant institution, and to provide additional advocacy and positive support for the concept of graduate liberal studies among faculty and administrators at the applicant institution. Since the Association of Graduate Liberal Studies Programs is not an accrediting association, the site visit is not to be construed as a form of accreditation visit.

Obtaining a Reviewer

The Association maintains a list of reviewers from Full Member institutions. The Association will endeavor to assist the applicant institution in maintaining reasonable costs for the site visit and will recommend at least one reviewer within the same geographic area. At the Association'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 Full Membership, an institution has undergone a recent site visit or program review, including those by individuals not affiliated with an AGLSP member institution, the report resulting from the program review may, at the discretion of the President, be utilized for AGLSP Full Membership purposes.

The applicant institution is expected to assume all transportation and housing costs for the reviewer(s), unless alternate arrangements with reviewer(s) 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 applicant institution must provide reviewer(s) with preliminary information on the program, including the Full Membership application and program self-study (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 student population, any special features of the program) and any appropriate material that will assist reviewer(s) in discussing the program during the visit. See "Criteria and Process for Full Membership Application." Material should be submitted electronically to the AGLSP office in advance of the site visit.

The Site Visit

The site visit should be scheduled for an appropriate period of time which allows reviewer(s) 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 reviewer(s) 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; advisory or coordinating committee or individuals involved in academic oversight of the program; faculty who teach in the program; students enrolled in the program; available alumni; and administrators to whom the director reports, such as department chair or dean.

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

Recommendation and Site Report

1. Program reviewer(s) will email a 1-page letter to the AGLSP Membership Committee with their recommendation (or reservations) for Full Membership, within 30 days of the site visit.
2. Program reviewer(s) will complete a detailed report* for the applicant program based upon the site visit and review of application materials. The report is to be completed and provided to the applicant program within 30 days of the visit, with an electronic copy forwarded to the AGLSP office. The report must address the criteria for Full Membership. In addition to assessing Full Membership qualifications, the report is a means by which the applicant program can assess its strengths and weaknesses and determine future directions. The report shall 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.
3. Based on the reviewer's 1-page letter of recommendation, the Membership Committee shall offer their recommendation to the board. The board shall make recommendation to the Full Membership for voting at the next scheduled Annual Business Meeting.

* A typical site report shall not exceed 10 pages and may be structured as follows:

- Overview – name and credentials of reviewer(s), date of review, with whom reviewer(s) met (administration, faculty, administrative support, students, alumni), classes attended.
- Brief overview of GLS movement and the state of GLS today
- Description and assessment of leadership and governance of program
- Description and assessment of program board or advisory committee
- Description and assessment of program budget and source(s) of revenue
- Description and assessment of program faculty
- Description and assessment of curriculum
- Description and assessment of students and alumni
- Description and assessment of application and admissions process and statistics, and marketing support
- Conclusion and recommendations.

Questions Concerning Site Visits

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

AGLSP Office
Tel 919.684.1987
info@aglsp.org