

EVALUATION TEAM SITE VISIT PLAN SAMPLE

Time	Activities	Scope of Activities
Day 0 (Generally Sunday) (B.2.1)		
Towards noon (11:30-12:00)	(The evaluation team's transfer to the place of accommodation)	
14:00-18:00	Meeting among the team members	<ul style="list-style-type: none"> Revision of the works in the scope of the pre-determined visit plan in cooperation with the institution, with the clear expression of the timing and objectives. Ensuring the consistency within the team regarding the evaluation of the institution by considering the Institutional External Evaluation Criteria. Reviewing the possible questions to be raised by the team members related to the site visit plan. Sharing the contributions of the observers (if any) in the site visit activities with the evaluation team.
19:00	The team meets relevant officials of the institution (introduction meeting/dinner).	<ul style="list-style-type: none"> Introduction of team members to the institution's rector and other relevant officials. Exchange of views on the site visit plan. Negotiation of other aspects of the evaluation process.
Day 1 (Generally Monday) (B.2.2)		
8:30	(The evaluation team's transfer to the institution)	
9:00-09:30	Meeting between the evaluation team and the rector	The quality assurance system of the institution and the institution's general approaches in teaching and learning, research-development and administrative processes are discussed. The aspects with respect to the general operation of the institution that are not clarified in the ISER are tried to be illuminated as the team leader brings them to the agenda throughout the discussions.
9:30-10:15	Meeting between the evaluation team and the board of trustees chairman (for foundational higher education institutions)	The institution's quality assurance system and the distribution of duties in the institution's managerial processes are discussed.
10:15-11:15	Meeting between the evaluation team and the institution's quality commission members	The quality commission makes a presentation that provides up-to-date information on several factors. These factors include the institution's quality assurance system formed in line with the Institutional External Evaluation Criteria, the role of the quality commission in the system and decision-making processes, the institution's





			strategic objectives and the role of these objectives in regional/national development goals, the institution's administrative approach in the processes related to teaching and learning, research activities and managerial practices, the institution's outlook on continuous improvement and the outcomes obtained in this scope, and other common aspects of all institutional units. Following the presentation, a Q&A session is held.
11.15-12:45	Meeting between the evaluation team and the members of the institution's senate and administrative committee		A number of key issues are addressed, including the institution's quality assurance system formed in line with the Institutional External Evaluation Criteria, the institution's strategic objectives and the role of these objectives in regional/national development goals, the institution's administrative approach in the processes related to teaching and learning, research activities and managerial practices, the institution's outlook on continuous improvement and the outcomes obtained in this scope.
12:40-13:30	If necessary, the evaluation team could meet the institution's officials at lunch to continue discussions as part of the site visit activities on the basis of both parties' (the team and the institution) agreement.		First impressions of the visit (notes on the first meeting with the rector, the meeting held with the quality commission members and the campus visit) are shared.
13:30-14:15 <i>(The evaluation team visits faculties of the institution. When necessary, the team can split into groups comprising at least two persons and pay simultaneous visits to different faculties depending on the size of the institution.)</i>	Two members of the evaluation team meet the dean and associate dean(s) of the Faculty A.	Two members of the evaluation team meet the dean and associate dean(s) of the Faculty B.	The team obtains information on the objectives of the faculty, the role of these objectives in the institution's strategic objectives, stakeholder participation in related processes, quality processes in the faculty, learning outcomes of the faculty's programs, R&D activities and continuous improvement endeavors.
14:15-15:15	Two members of the evaluation team meet the academic staff of the Faculty A.	Two members of the evaluation team meet the academic staff of the Faculty B.	The academic staff's relation to the administration, their role in the quality assurance system, and the recruitment, development and motivation of the staff are discussed (<i>This meeting is only open to academic staff. Deans and associate deans are not allowed to attend.</i>).
15:15-16:15	Two members of the evaluation team meet the students of the Faculty A.	Two members of the evaluation team meet the students of the Faculty B.	The students are asked to share their views on several subjects including the student participation in decision-making processes, quality assurance system, educational services and student support services.
16:30-18:00	The evaluation team meets the stakeholders of the institution.		Relevant stakeholders' opinions on the institution are received.
18:15	(The evaluation team's transfer to the place of accommodation)		
19:30-20:30	Dinner		
20:30	The team members hold a meeting to share and review their first day observations and second day plans.		The impressions of the first day are shared and the tasks of the second day are discussed.

Day 2 (Generally Tuesday) (B.2.3)		
8:30	(The evaluation team's transfer to the institution)	
9:00-9:45 <i>(The evaluation team visits academic units (schools, vocational schools etc.) of the institution. When necessary, the team can split into groups comprising at least two persons and pay simultaneous visits to different units depending on the size of the institution.)</i>	Two members of the evaluation team meet the administrators of the School C.	Two members of the evaluation team meet the administrators of the Vocational School D.
09:45-10:45	Two members of the evaluation team meet the academic staff of the School C.	Two members of the evaluation team meet the academic staff of the Vocational School D.
10:45-11:45	Two members of the evaluation team meet the students of the School C.	Two members of the evaluation team meet the students of the Vocational School D.
12:30-13:30	Lunch	
14:00-15:00	The evaluation team meets the heads of the administrative units (Department of Personnel, Department of Health, Culture and Sports, Registrar's Office, Department of Library and Documentation, Career Center, Office for Disabled Students etc.).	The opinions of the heads are received on the dissemination of quality processes in units, the objectives of the unit(s), the role of these objectives in the institution's strategic objectives, stakeholder participation in related processes and continuous improvement endeavors.
15:00-16:00	Meeting with the administrative staff of selected administrative units	Administrative staff's relation to the administration, their role in the quality assurance system, the professional development and motivation of the administrative staff, and intra-institutional communication are discussed.
16:00-17:30	Meeting with the heads of research units (actively operating Application and Research Centers, Technoparks, Technology Transfer Offices etc.)	The objectives of relevant units, the role of these objectives in the institution's strategic objectives, stakeholder participation in related processes, quality processes and continuous improvement endeavors are discussed.
17:30	(The evaluation team's transfer to the place of accommodation)	
18:00-19:00	Dinner	
19:30	The team fills out the Institutional Evaluation Form and prepares the exit statement for the exit interview.	The evaluation team meets to fill out the Institutional Evaluation Form and makes necessary preparations for the exit interview that is to be orally presented during the exit interview.
Day 3 (Generally Wednesday) (B.2.4)		
8:30	(The evaluation team's transfer to the institution)	
09.00-09.45	A brief meeting with the rector	Opinions are expressed on the site visit process and the aspects to be included

		in the exit statement.
09:45-11:45	Exit interview	The team conducts an exit interview with the rector and other officials of the institution delegated by the rector. Team leader and members orally present an exit statement. Following a brief Q&A session, the interview is adjourned by the rector and the team leader.
12:00	(The evaluation team's departure from the institution)	

NOTES:

Color indicators:

-  : The evaluation team's activities in the institution
-  : The evaluation team's own activities
-  : Lunch/dinner meetings in which the evaluation team meets the institution's representatives
-  : Lunch/dinner meetings exclusive to the evaluation team

* The list of the administrators, academic and administrative staff, students and stakeholders to attend the meetings should be determined beforehand to enable the operation of the process as planned.

* During the focus group meetings, a great care should be shown in avoiding any superior-subordinate relationship among the participants, who should have qualities that could reflect the diversity in the relevant focus group, in order to provide a more comfortable discussion environment and contribute to the institution as much as possible.