A Clean Sweep: Using Effective Teamwork Strategies to Prepare for Hosting an On-Site Team

Presented by:

• Cheryl Sanchez, Ed.D., Dean of the College of Liberal Arts, On-Site Visit Logistics Committee Co-Chair

• Connie Buchanan, Division Chair of Business, Industrial, and Technical Studies, On-Site Visit Campus Preparation Sub-Committee Chair

• Luis Fernandez, Director of Admissions and Registrar, On-Site Visit Technology Sub-Committee Chair

• Jesus Suarez, Division Chair of Allied Health & Human Services, On-Site Visit Hospitality Sub-Committee Chair

Committee Structure

• Senior Leadership Team - President’s Cabinet
• Accreditation Liaison, Those Responsible for Preparing Reports, and On-Site Team Hosting Committees VP of Academic Affairs, Institutional Effectiveness Director, Assessment Coordinator, QEP Co-Chairs, On-Site Team Hosting Committee & Sub-Committee Chairs
• Certification Compliance Leadership Team - VPs, Directors, Deans, Registrar
• Quality Enhancement Leadership Team (QEP) - Faculty & Staff members, students
• Faculty/Staff Leadership Representatives - Faculty Association President, IT Director, Library Director, Physical Plant Director, PD Officer, Service Operations Committee Chair
Staff Advisory Visit

• **Purpose**—to enable the site preparation team to better prepare for the visit, to get advice regarding the QEP, and to work through the off-site committee responses

• **Attendees**—your assigned VP from Commission on Colleges plus EVERYONE who will be responsible in any way for preparing for the visit

• **Agenda**

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Timeline for Completion and On-Site Visit

• **Assignment of duties**—point person/description of task/deadlines

• **Agenda for the On-Site Visit**—fluid, be prepared for last-minute changes, hurry up and get ready to wait 😃

• **Regular Meetings**—Committee chairs and sub-committee chairs

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On-Site Visit Preparation -- Campus Preparation

• Brand image on everything
  • Review and repair signage
  • Mission/Vision in each building
    • Framed — each 16” x 20”
  • QEP Signage
    • On every campus — flags 2’ x 4’
    • In every classroom (including high schools) — laminated 24” x 43”
    • Update all bulletin boards
Campus Presentation

- Facilities (all campuses)
  - Maintenance issues
  - Safety – uneven sidewalks
- Clean facilities and grounds
- Volunteer grounds work days
- Same plantings on all campuses
- Plan parking/walking paths
- Prepare meeting rooms
- Complete privacy
- Use hospitality’s survey to determine needs of on-site committee

On-Site Visit Technology Sub-Committee

- Committee Chair
  - Luis Fernandez – Director of Admissions & Registrar

- Committee Members
  - Amanda Santos – Enrollment Manager
  - Fernando Lombraña – Database Administrator
  - Alfredo Garza – Network Engineer
  - Manny Ruiz – Phone System Administrator
  - Andrea Flores – Webmaster
  - Linda Peña – Deputy CIO
  - Vanessa Verjan – Administrative Assistant Dean of Applied Science
  - Adrian De Anda – IT Coordinator Eagle Pass Campus
  - Milton Lozano – IT Coordinator Del Rio Campus

Planning and Coordination

- Initial Planning Meeting
  - March 2015
- Site Visit October 18 – 21

- Coordination meeting
  - September 2015
    - Assigned section
    - Outreach campus visits
    - Selection of rooms
    - Hotel meeting room
Execution of Plan

- Walk through & observations of all rooms to be used
- Preferences list
- Schedules
  - Received time line of arrivals & sites to be visited
  - Assigned time & locations for 24/7 tech support
- War Rooms
  - Setup room on campus & hotel
  - Equipment all the same at both locations
- Technology
  - Surface Pro

Hospitality

- Have a Master Plan
  - Schedule
  - Space arrangements (hotel, on-campus space, off-campus restaurants and work stations)
  - Supplies
  - Food
  - Communication
  - Expenses

Transportation

- From arrival time to departure time
- Travel Routes
- Chauffeurs
  - Schedule
  - Prepare them for visit
Acknowledgements

- Florida State College at Jacksonville
- James Madison University

Questions???