Vision Visit Checklist

NOTE: Please have Administrators, CTE Directors and Instructors available for opening team meeting and exit reviews.

Facility Needs:

☐ Meeting room for exit reviews, with adequate space for administrators, instructors and evaluation team members.

☐ A room for the evaluation team members to use during the program evaluation process.

Please make the following resource materials available to evaluation team members:

If information is on website, please provide website address instead of making copies.

☐ Program philosophy/mission statements/strategic plan

☐ Goals and objectives for school/institution and programs

☐ Curriculum information (including course outlines)

☐ Advisory Board member list and advisory minutes

☐ Policy manuals (student/faculty/board policy/safety)

☐ Master Teaching Schedule

☐ Registration guide

Please send the following materials to Michael Netzloff at Career & Technical Education, mnetzloff@nd.gov (Send ten days prior to scheduled evaluation.) If information is on website, please provide website address to him, or send as attachments instead of making copies.

1. ☐ Enrollment Report Form
2. ☐ A copy of the student policy on nondiscrimination
3. ☐ A copy of the student policy on sexual harassment
4. ☐ A copy of the faculty/staff policy on nondiscrimination
5. ☐ A copy of the faculty/staff policy on sexual harassment
6. ☐ Please include the school's/institution's/center's complaint procedures for faculty and students if not included in the above-listed policies.