



# COMMISSION ON OSTEOPATHIC COLLEGE ACCREDITATION

## DRAFT AGENDA

COM Name  
Comprehensive Site Visit  
Site Visit Dates

### CAMPUS CONTACTS

Contact: NAME, CREDENTIALS

Contact: TITLE

Contact: PHONE

Contact: EMAIL

Other Contact: NAME, CREDENTIALS

Other Contact: TITLE

Other Contact: PHONE

Other Contact: EMAIL

### COCA CONTACT

Contact: NAME, CREDENTIALS

Contact: TITLE

Contact: PHONE

Contact: EMAIL

### HOTEL INFORMATION

Hotel Name

Hotel Street Address

Hotel City, State ZIP

Hotel Phone #

**AMERICAN OSTEOPATHIC ASSOCIATION**  
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**Day, Month/Day/Year- Travel Day**

<b>TBD</b>	<p style="text-align: center;"><b>Site visit Team Arrives at (Name of Airport)</b></p> <p>(Transportation from the airport provided by COM – instructions to follow based on arrival information)          COM staff/driver will transport the site visit team to the hotel. (Distance from airport to hotel).</p>
<b>5:00 PM</b>	<p style="text-align: center;"><b>Site Visit Team Meeting (Private)</b>          Hotel Conference Room #</p>
<b>6:00 PM</b>	<p style="text-align: center;"><b>Site Visit Team Dinner (Private)</b>          TBD (Arranged by Team Secretary)</p>

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TIME	TEAM CHAIR AND ADMIN / FINANCE	STUDENT SERVICES	PRECLINICAL	CLINICAL
TBD	Breakfast (on own at hotel)			
7:45 AM	Site visit team meets in hotel lobby for travel to COM. <b>(Transportation arranged by COM)</b> COM contact/driver will transport site visit team to campus <b>(Distance from hotel to campus)</b> .			
8:00 AM	<p style="text-align: center;"><b>Site Visit Team Meeting (Private)</b>  Conference Room #  <i>(Please note that the team conference room should not have any scheduled meetings in this room)</i></p>			
9:00 AM	<p style="text-align: center;"><b>Introduction to the School</b>  (COM Leadership will provide a presentation/overview of the COM).  Names, Titles  Conference Room #</p>			
9:30 AM	Break			
9:40 AM	<p style="text-align: center;"><b>Facilities Tour</b>  (includes OMM, SIM, Research &amp; Anatomy Labs)  Names &amp; Titles  Conference Room #</p>			

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TIME	TEAM CHAIR AND ADMIN / FINANCE	STUDENT SERVICES	PRECLINICAL	CLINICAL
10:40 AM	Break			
10:50 AM	Student Interviews OMS I & II  Conference Room #			
11:50 AM	Break			
12:00 PM	Lunch (Private)  Conference Room #			
1:00 PM	Student Interviews OMS III & IV  Conference Room #			
1:30 PM	Break			
1:40 PM	Meet with Faculty  Conference Room #			
2:40 PM	Break			

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2:50 PM	Dean  Name, Title  Conference Room #	Student Affairs Leadership  Names/Titles  Conference Room #	Biomedical Department Chairs/Directors  Names, Titles  Conference Room #	Clinical Department Chairs/Directors  Names, Titles  Conference Room #
3:20 PM	Break			
3:30 PM	Chief Financial Officer  Name/Title  Other finance staff if needed.  Name/Title  Conference Room #	Career Counseling Leadership/Staff  Names, Titles  Academic Counseling Leadership/Staff  Names, Titles  Conference Room #	Faculty Development Leadership  Name/Title  Faculty Association Representatives  Names/Titles  Conference Room #	
4:00 PM	Break			

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4:10 PM	Interviews as Needed  Conference Room #	Admissions Leadership  Name, Title  Registrar  Name/Title  Conference Room #	Assessment Outcomes and Accreditation and Planning Leadership  Name, Title  Conference Room #	
4:40 PM	Site Visit Team Meeting & Writing (Private) Conference Room #			
5:10 PM	Team departs campus for hotel (Transportation arranged by COM)			
6:00 PM	Site Visit Team meets in hotel lobby Dinner Reservation (Private) TBD (Arranged by Team Secretary)			

Day, Month/Day/Year

TIME	TEAM CHAIR AND ADMIN / FINANCE	STUDENT SERVICES	PRECLINICAL	CLINICAL
TBD	Breakfast (on own in hotel)			
7:45 AM	Site visit team meets in hotel lobby for travel to COM. (Transportation arranged by COM) will transport site visit team to campus (Distance from hotel to campus).			
8:00 AM	Site Visit Team Meeting (Private)			

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TIME	TEAM CHAIR AND ADMIN / FINANCE	STUDENT SERVICES	PRECLINICAL	CLINICAL
	Conference Room #			
9:00 AM	<b>Appointment, Promotion &amp; Tenure Committee</b>  Names & Titles  Conference Room #	<b>Student Leadership</b>  Names & Titles  Conference Room #	<b>Appointment, Promotion &amp; Tenure Committee</b>  Names & Titles  Conference Room #	<b>Clinical evaluator to drive to clinical site.</b>
9:30 AM	Break			
9:40 AM	<b>Director for Lab Research</b>  Name, Title  Conference Room #	<b>Financial Aid Counseling Staff</b>  Names & Titles  Conference Room #	<b>Director for Lab Research</b>  Name, Title  Conference Room #	<b>Clinical Rotation Site 1</b> (Name of site)  Names & Titles (Hospital CEO or equivalent, rotation coordinator) Conference Room #
10:10 AM	Break			

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TIME	TEAM CHAIR AND ADMIN / FINANCE	STUDENT SERVICES	PRECLINICAL	CLINICAL
10:20 AM	<p><b>President</b></p> <p>Name, Title</p> <p>Conference Room #</p>	<p><b>Behavior Health Leadership/Staff</b></p> <p>Name, Title</p> <p><b>Physical Health Leadership/Staff</b></p> <p>Name, Title</p> <p>Conference Room #</p>	<p><b>Facilities Leadership</b></p> <p>Name, Title</p> <p><b>Information Technology Leadership</b></p> <p>Name, Title</p> <p>Conference Room #</p>	<p><b>Clinical evaluator to drive back from clinical site.</b></p>
10:50 AM	Break			
11:00 AM	<p><b>GME Leadership</b></p> <p>Name, Title</p> <p>Conference Room #</p>	<p><b>Academic Affairs Leadership</b></p> <p>Name, Title</p> <p>Conference Room #</p>	<p><b>Associate Dean of Biomedical Sciences</b></p> <p>Name, Title</p> <p>Conference Room #</p>	<p><b>GME Leadership</b></p> <p>Name, Title</p> <p>Conference Room #</p>
11:30 AM	Break			



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TIME	TEAM CHAIR AND ADMIN / FINANCE	STUDENT SERVICES	PRECLINICAL	CLINICAL
11:40 AM	Professionalism & Academic Review Committee Name & Title Conference Room #			Associate Dean of Clinical Affairs Name, Title Conference Room #
12:10 PM	Lunch (Provided by COM) Conference Room #			
1:10 PM	Curriculum Committee Names & Titles  Pre-Clinical Curriculum Committee Names & Titles  Clinical Curriculum Committee Names & Titles  Conference Room #	Interviews as Needed  Conference Room #	Curriculum Committee Names & Titles  Pre-Clinical Curriculum Committee Names & Titles  Clinical Curriculum Committee Names & Titles  Conference Room #	
1:40 PM	Break			

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TIME	TEAM CHAIR AND ADMIN / FINANCE	STUDENT SERVICES	PRECLINICAL	CLINICAL
12:00 PM	<div>Board of Trustees Representative</div> <div>Names, Titles</div> <div>Conference Room #</div>	<div>Interview as Needed</div> <div>Conference Room #</div>	<div>Library/Learning Resources Staff</div> <div>Names, Titles</div> <div>Conference Room #</div>	<div>Clinical Rotation Site 2 <i>Virtual</i> (Name of site)</div> <div>Names &amp; Titles (Hospital CEO or equivalent, rotation coordinator)</div> <div>Conference Room #</div>
12:30 PM	<div>Team Discussion and Report Writing (Private)</div> <div>Conference Room #</div>			
1:00 PM	<div>Exit interview with COM Dean, Team Chair and Team Secretary</div> <div>Name, Title</div> <div>Conference Room #</div>	<div>Site Visit Team Report Writing</div>		
1:30 PM	<div>Site Visit Team is transported to Airport from COM.</div>			



## TEAM ROSTER

TEAM MEMBER	EXPERTISE	ASSIGNMENT
	Educator	Team Chair
	Practitioner	Clinical
	Administrator	Student Services
	Educator	Pre-Clinical
	Accreditation Staff	Team Secretary