Time for the Team

It is important to balance the time for the collection of data with the time needed to process it. Your team will need time to individually and collectively assimilate your observations and synthesize them into a report. Try to schedule at least a few minutes between meetings for team members to clarify their notes and collect their thoughts. Schedule team meetings, within the daily schedule or in the evenings, to share observations and insights. It is usually a good idea to save the late afternoon and evening of the second full day of the visit for the team to meet to help prepare the oral report.

Mentoring Team Members

Team members rely on your leadership. In particular, those new to service on a Visiting Team will look to you for guidance on what they should be doing and how they should conduct themselves during the visit. Being clear in your communications with them will help allay any anxiety they may have. One learns to be an effective Visiting Team member by doing. Encourage team members to participate as fully as possible. You may want to consider having particular areas of interest covered by designated members of your team. Be available to your team to help them cope with unanticipated problems that might arise.

The Visit Report

Communicating your observations and conclusions is an important responsibility of the Chair of the Visiting Team. This communication occurs through an oral report, delivered at the end of the visit, and a more formal written report completed within 30 days of the visit. The brochure *The Visit Report* covers these communications in detail.

The Chair of a Visiting Team is called upon to exhibit Marianist Leadership through:

- Purposefully directing the visit for the improvement of Marianist Education;
- Demonstrating concern for the development of the team, providing for its needs and mentoring its members;
- Collaborating effectively with members of the team, school personnel, and the Office of Sponsorship;
- Adapting and responding to the often changing circumstances of a Team Visit;
- Embracing the role of Marianist Education in bringing Jesus to life in the world.

Other brochures in this series include:

- Overview of the Process
- The Team Visit
- Skills for the Visit
- Visit Ethics and Attitudes
- The Visit Report

If you have questions regarding the content of this brochure, please feel free to contact:

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Before the Visit

Once you know what school you will be visiting, contact the administration to set a tentative date for the visit. Plan for a four-day visit, with arrival on Day One and departure on Day Four. Dates should be tentative until other members of the Visiting Team can be consulted.

Once dates are agreed upon, you should discuss sleeping accommodations, meals, meeting space for the team, ground transportation, and other particulars for the visit with a contact person from the school. Team members typically make their own travel arrangements, with costs reimbursed in accordance with the Travel Reimbursement Policy of the Office of Sponsorship. Providing for lodging, ground transportation, and meals is the responsibility of the school. While you are not responsible for travel arrangements, it is important that team members communicate with you, as well as with the school contact person, their travel plans.

Some time before the visit, you and the other team members will receive from the Office of Sponsorship a packet of information about the school. This packet will include reports from prior visits, survey data, and, perhaps, other information. It is the responsibility of all team members to carefully review these materials, as well as content from the school’s web site, in advance of the visit. You should schedule a time to discuss these materials, either in a conference call prior to the visit or in a team meeting soon after arrival at the school, to establish a context for the observations you will make during the visit.

You and the other team members may wish to exchange cell phone numbers in case there are last minute adjustments to plans during travel.

The Visit Schedule

As soon as dates for the visit are agreed upon, you and the school contact person should begin to develop a time schedule for the visit. The first step in doing so, is deciding with what groups and individuals you and the team will meet formally. A typical list includes:

- The President
- The Principal
- The Mission Integration Team
- The Administrative Team
- Chairs of academic departments
- The Campus Ministry Team, including chaplains and retreat coordinators
- The L.I.F.E. moderators and students
- The Athletic Director
- The Coordinator of Student Activities
- Groups of faculty and staff members
- Groups of students
- Board members
- Groups of parents

This list is meant merely to be a guide. Given the particular structure of the school you are visiting, some of these groups may not exist or may be structured differently. Some schools may have additional groups or individuals with whom you may wish to meet, for example, a coordinator of service activities or of mission immersion activities, counselors, student government moderators, or admissions staff members. In reviewing the school’s web site and in conversation with the school contact, you can decide how best to spend your limited time during the visit.

Formal conversations are typically 45 minutes to an hour in length. It is usually a good idea to keep the focus of each meeting on one particular group or aspect of the school. You may find it is impossible to schedule meetings of your entire team with all of the individuals and groups you would like, so you may wish to split your team so that multiple interviews can be scheduled at the same time.

Make sure you have met with all those you consider most critical by the end of the second full day of the visit. Reserving the final day for your oral report allows you to have considered everything in the preparation of the report.