

Item	Compliance		Comments
	Yes	No	
At least two months before the visit, the executive director consulted with a program representative regarding lodging and travel arrangements for the evaluation team.	<input type="checkbox"/>	<input type="checkbox"/>	
Reserved rooms for team members in a first-class hotel convenient to the campus	<input type="checkbox"/>	<input type="checkbox"/>	
At least one month before the visit, the program prepared, in consultation with the team chair and ICAA executive director, an evaluation visit schedule that outlines the team's activities during the visit, taking into account the assignments of individual evaluation team members.	<input type="checkbox"/>	<input type="checkbox"/>	
Prior to the team's arrival, the program sets up a workroom on campus for the team, large enough to give team members adequate space to work and conduct interviews, including but not limited to the following supplies: writing materials, computers, and a printer for use by the team.	<input type="checkbox"/>	<input type="checkbox"/>	
The chief administrative officer notified the ICAA Council's executive director of any potential issues regarding the evaluation team's composition.	Yes	No	