Team Secretary Communication Template (6)
Send updated survey visit schedule and draft survey report outline to the team

*Note: Communicating the information in bold below is strongly recommended.*

Dear Team Members:

**I have attached two documents for your use. The first is an updated version of the survey visit schedule, which has undergone a preliminary review by school officials.** The overall agenda is pretty well set; the only missing details are the names of the students and the junior faculty members who will meet with the team. The other attachment is an outline version of the draft survey report. It includes the background information about the program's accreditation history, as well as completed tables based on the information provided in the database. It also indicates who is responsible for each of the various sections of the report.

**I will expect to receive your completed sections of the report no later than two weeks after the conclusion of the survey visit. Please separate the elements that you are assigned into a separate word document from the entire team report so that I can more easily incorporate them into the final report.**

Our general strategy during the visit will be to spend the day in discussions with school representatives, return to the hotel, take a break for a half hour or so, and then work from 6:00-7:00pm on updating the preliminary findings which we started with on Sunday evening. We'll have dinner beginning at 7:00pm or 7:30pm each evening, and I do not expect that we will need to return for further work following dinner unless it is absolutely necessary. If we all do our homework well and identify preliminary issues before we start the visit, an hour each evening should be sufficient time to refine or delete those preliminary findings.

**The school is planning to send us updated DCI materials around [DATE ONE MONTH BEFORE SURVEY VISIT]. If you have any requests for additional data or for clarifications on the information the school has already provided, please let me know by [DATE FIVE WEEKS BEFORE SURVEY VISIT] so that I can request that school officials include it with the update that they will be sending.**

Finally, I request that each of you send your travel itinerary to [STAFF VISIT COORDINATOR NAME AND E-MAIL ADDRESS], with a copy to me. Also, please let me know if you have any dietary requirements, and confirm that you have received your hotel information from the school.

Please feel free to get in touch with me if you have any questions about the upcoming survey.

Sincerely,

Team Secretary