**Site Visit Report Template**

*Source: Adapted with permission from Achieving the Dream*

Purpose: This tool is for coaches to reflect on and document their site visit with a college. The intended audience for this report is your Student Success Center, but the report can also be useful as a reflective tool for the coach even if the report isn’t delivered to anyone. This report is a space for honest reflection and is not meant to go to the college (in this form, at least).

1. Coach name:
2. College visited:
3. Date of site visit:
4. List the functional areas/departments of those you met with during the site visit (include students and external stakeholders also, if applicable):
5. How would you characterize the college’s culture? Make a mark along the scale for each area, and please include any pertinent notes for each area at the bottom.

Non-transparent                                                                              Transparent

Limited support for student success                                        Support for student success

Faculty resistance                                                                            Faculty buy-in

Fear                                                                                                    Trust

College-focused                                                                               Student-focused

Culture of anecdote                                                                        Culture of evidence

Compliance data                                                                              Actionable data

Access-focused                                                                                 Success-focused

Frenzied agenda                                                                               Focused agenda

Fragmented/siloed                                                                         Collaborative/aligned

Cafeteria approach                                                                          Guided pathways



Reactive                                                                                             Proactive

Sense of complacency Sense of urgency/energy

around work

Deficit-minded (institution focuses                                        Equity-minded (institution

on student limitations)                                                           focuses on removing barriers)

1. Please describe how the college has organized and aligned teams to support their student success agenda. For example, there is a student success steering committee, data team, priority teams, and a communications team that work collectively on student success.
2. How well is this structure working? Please comment on your response.

* Very well
* Slightly well
* Not well at all
* Unsure

*Comments:*

1. What does this college do particularly well?
2. Are any of these issues distracting the college from its student success work? (Check all that apply):
   * + Enrollment challenges
     + Budget challenges
     + Turnover
     + Union contract
     + Perception of competing priorities
     + Board issues
     + External crisis
     + Preparation for accreditation visit
     + Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Is the college participating in any other student success initiatives? If so, please list them. For each initiative, on a scale of 1 to 10, please indicate the level of alignment with the work you are supporting the college to do.
4. On a scale of 1 to 10, please rank the extent to which the college engaged in a holistic, strategic agenda to improve student success.
5. Did you facilitate a group engagement activity during your site visit? If so, please describe the activity and the participants.
6. Please check any early alert flags that apply:

* The president has voiced concerns about the value of this work
* A growing segment of the college body is resisting participation
* Competing priorities are impeding full participation in the work
* A transition in presidential leadership will occur this year

1. What recommendations do you have for the college?