# Site Evaluation Workshop for New Site Evaluators and Law School Representatives

**September 7, 2019**

Loews Chicago O’Hare Hotel  
5300 N. River Road  
Rosemont, IL 60018

### Friday, September 6, 2019- Joint Reception for Site Team Chairs, Law School Representatives and New Site Evaluators

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<th>Time</th>
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<tr>
<td>5:30 p.m.</td>
<td>Registration - Grand Foyer</td>
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<tr>
<td>6:00 – 7:00 p.m.</td>
<td>Joint Reception</td>
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### Saturday, September 7, 2018-Site Evaluation Workshop for Law School Representatives and New Site Evaluators

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<thead>
<tr>
<th>Time</th>
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<tr>
<td>7:30 a.m.</td>
<td>Registration - Grand Foyer</td>
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<tr>
<td>7:45 a.m.</td>
<td>Breakfast Buffet</td>
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| 8:30 – 9:00 a.m. | Welcome and Overview  
**Speakers:** Barry Currier, William Adams, and Barbara Studenmund  
Overview of ABA Accreditation process, AALS membership review process and workshop program |
| 9:15 – 10:00 a.m. | CONCURRENT SESSIONS  
**Preparing for the Site Visit and Writing the Site Report** [Site Evaluators]  
**Speakers:** Ed Butterfoss and Camille deJorna  
Assignments, school materials; materials from the ABA. |
| 10:00 – 10:15 a.m. | Grand Foyer  
**Preparing for the Self Study and the Site Visit** [School Representatives]  
**Speakers:** Mary Lu Bilek and William Adams  
What schools need to do in preparing for the self study and how to prepare for a productive site visit |
| 10:15 – 10:45 a.m. | Beverage Break |
| 10:45 a.m.    | PLENARY SESSION                          |
### During the Visit/Mock Site Team Meetings

**Speakers:** Mary Lu Bilek, Scott Pagel, Camille deJorna

Entrance interview, class visits, faculty office visits, main campus appointments, clinic site visits, student meetings, alumni gathering, crises/complaints, review of records, communication within team and between team and school; going beyond the Standards.

### 11:00 – 11:45 a.m. DISCUSSION TOPICS

**Faculty** – *Ed Butterfoss*
Including size and qualifications, resources and effectiveness, and responsibilities

**Students** – *Stephanie Giggetts*
Including admissions, bar passage, student services, and consumer information

**Organization and Administration** – *Steve Bahls*
Including accreditation history; governance; finances; nondiscrimination, equality of opportunity, and diversity and inclusion

**Program of Legal Education** – *William Adams*
Including rigor, learning outcomes, and assessments; curriculum; experiential learning; distance education; studies outside the US; academic standards and support; academic requirements; and non-JD programs. Will include discussion of recurring issues.

**Information Resources, Technology & Facilities** – *(confirmed)*
Including assessing the sufficiency of library staffing, services, collection and resources; library director status; “negative and material.”

### 12:00 – 12:45 p.m. DISCUSSION TOPICS

**Faculty** [repeated]

**Students** [for school representatives]

**Organization and Administration** [repeated]

**Program of Legal Education** [repeated]

**Information Resources, Technology & Facilities** [repeated]

### 12:45 - 1:30 p.m. Lunch

### 1:30 – 2:00 p.m. How to Use the New Automated System

**Speakers:** *Kenneth Williams and Andrew Crane*

Training on How to Submit and Review Documents

### 2:00-2:30 Recurring Issues

**Speaker:** *William Adams*

### 2:30-2:45 Break

### 2:45 – 3:45 p.m. After the Visit/Mock Exit Interview with Dean

**Speaker:** *Mary Lu Bilek, Scott Pagel, Camille deJorna*