

Protocol for Synod Formal Visitation Team Training



1. Introduction
 - CUS Staff
 - Team Members
2. The Formal Visitation Protocol Document
3. The Lutheran Identity and Mission Outcome Statements (LIMOS)
 - The Evaluation Tool and Note-taking Template
 - [Cornell Method of Note-Taking](#)
 - Report Template
4. Appointment of a Chairman
5. Election of a Secretary
6. Conducting the interviews:
 - Use the LIMOS evaluation questions most suited to the persons or departments interviewed.
 - Establish a rapport with the people being interviewed.
 - Keep the interview conversational.
 - Be aware of the time.
 - If you hear something you do not understand or that creates concern, ask clarifying questions. Do not be combative or corrective. The team's job is to report as accurately as possible.
7. Travel, Accommodations, and Meals
 - Airfare, parking, and meals while traveling are reimbursed.
 - Hotel accommodation, ground transportation, and meals are provided.
 - The visitation team is expected to work and live together throughout the visit. There is no provision for sightseeing outside of the university.
8. Preparation
 - Read and be conversant in the LIMOS.
 - Survey the university's website.
 - Bring a laptop or tablet with all the documents provided pre-loaded, which you will take notes on during the visitation. If you are a pen and paper note-taker, please bring your own pen and paper and be prepared to type your notes into the template each night.
 - Check the weather forecast and pack/dress appropriately (business casual).