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| **Spelman Department**  **External Reviewers Onsite Visit Schedule**  **Dates: To be determined**  **Location: To be determined**  Unless otherwise indicated, all meetings are held in [location to be determined]. | |
| **DAY ONE** | **DAY, DATE** |
|  |  |
| 8:15am – 8:45 am | Transportation to Spelman Campus. |
|  | **Location:** Please meet as a team in the Hotel lobby at 8:15 am. |
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| 9:00am – 9:15am | **Welcome Breakfast with Department Chair** |
|  | Welcome meeting with the department chair. Logistics of the 3-day visit are reviewed. |
|  | **Attendees:**  External Review Team  Department Chair |
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| 9:15am – 9:45am | **Reviewers Orientation Meeting** |
|  | The Provost and Department Chair provide *introductions & an overview* of the institution and the program under review. The objectives of the onsite visit will be discussed, and the reviewers will have the opportunity to ask any general questions. |
| 9:45am – 10:00am | **Facilities and/or Classroom Tour**  **Attendees:**  External Review Team  Pamela E. Scott-Johnson, Ph.D., Provost & VP for Academic Affairs  Department Chair  Department Faculty-(List)-faculty attendance is optional |
| 10:00am - 10:15am | **Tea/Coffee Break** |
| 10:15am -11:00am | **Reviewers Meeting with Campus Administrators**  Meeting with division chair and other campus administrators engaged in program or curriculum development or support, faculty development, research or student support activities.  **Attendees**:  External Review Team  Division Chair  List other attendees |
| 11:00am -11:15am | **Tea/Coffee Break/Beverage Service** |
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| **\_\_\_\_\_\_\_\_\_\_\_\_ Department**  **Academic Program Review Onsite Visit Agenda** | |
| **DAY ONE (Cont’d)** | **DAY, DATE** |
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| 11:15am – 12:00pm | **Reviewers Meeting with Tenured Department Faculty** |
|  | **Attendees:**  External Review Team  Department Faculty-(List) |
| 12:00pm – 1:00pm | **Lunch – Location**  **Attendees:**  External Review Team  Department Faculty-(List) |
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| 1:00pm – 1:45pm | **Reviewers Meeting with Adjunct or Part-Time Faculty** |
|  | **Attendees:**  External Review Team  Department Faculty-(List) |
| 1:45pm – 2:00pm | **Refreshment Break** |
|  |  |
| 2:00pm – 2:45pm | **Reviewers Meeting with Program Staff/Support Staff** |
|  | **Attendees:**  External Review Team  Program Staff-(List) |
| 2:45pm – 3:30pm | **Reviewers Meeting with Current Students** |
|  | **Attendees:**  External Review Team  Current Students: (List names for each group)  Freshman  Sophomore  Junior  Senior |
| 3:30pm – 4:30pm | **Reviewers Break and Planning Time** |
| 4:45 pm | **Transportation to the hotel** |
| Evening | **Dinner as a group or individually. Committee members work independently as needed.** |

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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department**  **Academic Program Review Onsite Visit Agenda** | |
| **DAY TWO** | **DAY, DATE** |
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| 8:15am – 8:45am | **External Review Team Transportation to Spelman Campus** |
|  | **Location:** Please meet as a team in the hotel lobby at 8:15 am. |
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| 9:00pm – 9:45pm | **External Review Team Breakfast and Debriefing**  External Review Team meets to review findings from the previous day, discuss progress and determine if additional information or meetings are required.  **Attendees:**  External Review Team  Department Chair (*optional*) |
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| 10:00am – 10:30am | **Tour of Campus** – By Student Ambassadors |
|  |  |
| 10:30am – 11:00am | **Meeting with Related Departments & Special Programs or other Constituents**  **Attendees:**  External Review Team  Related Department Faculty or Other Constituents (List) |
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| 11:00am – 12:00pm | **External Review Team Planning Meeting\***  Opportunity for the reviewers to draft any preliminary thoughts or statements to present during the Exit/Close Out Meeting.  **Attendees:**  External Review Team |
| **12:00pm – 1:00pm** | **Lunch**  **Attendees:**  External Review Team |
| 1:00 pm – 1:30pm | **Exit/Close Out Session\*\*** |
|  | The Review Team presents any preliminary findings or recommendations. The provost and program chair provide closing remarks.  **Attendees:**  **External Review Team**  Pamela E. Scott-Johnson, Ph.D., Provost & VP for Academic Affairs  Division Chair, if available  Program Chair  Department Faculty-(List) |
| 2:00pm – 4:15pm | **External Review Team meets to begin drafting final report** |
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| 4:30pm | **Team departs for the hotel. The group my dine on their own or as a group.** |

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\*This time may also be used to accommodate department faculty who may not have been able to meet with the External Reviewers on Day 1 of the visit.

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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department**  **Academic Program Review Onsite Visit Agenda** | |
| **DAY THREE** | **DAY, DATE** |
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|  | **Hotel check-out is at noon. Team members may bring their luggage to campus.**  Transportation from Spelman to the airport will be provided. |
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| 9:00pm – 12:00pm | **Transportation to Spelman Campus** |
|  | **Location:** Please meet as a team in the hotel lobby at 8:45 am. |
|  |  |
|  | **External Review Team Writing Session (Breakfast provided)**  External Review Team makes additional progress on the final report.  **Attendees:**  External Review Team |
|  |  |
| 12:15pm | **Committee Departs—**Transportation to airport. |