

Department of [Program Name]
Academic Program Review: Onsite Campus Visit
[Date]

AGENDA

Wed., Sept. 21st

7:00am – 8:00am

Breakfast Offered
Review Team

Location: Committee Workroom at Hotel or on Campus

8:15am – 8:45 am

Transportation to Spelman Campus
Location: Hotel lobby

9:00am – 9:30am

Welcome Session

9:30am – 10:00am

Orientation Meeting
Provost's and Department Chair provide *introductions & an overview* of the institution and the program under review. (This is an additional opportunity to orient the external reviewers to the goals and agenda of the on-site visit and to answer any questions related to the review process, reviewer roles or activities during the visit. The review team may also present preliminary questions.)

Attendees: Review Team, Department Chair/Vice Chair, Provost

Location: TBD

10:00 a.m.-10:45am

Meeting with Division Chair and/or other members of college leadership and/or program self-study committee

Attendees: Division Chair, Administrators or Department Leadership, Faculty Self-Study Committee

Location: TBD

10:45am -11:30am

Break

11:30am – 12:00pm

Department Tour and/or Campus Tour

Attendees: Review Team, Department Member (escort)

Departure Location: TBD

12:00pm – 1:00pm

Lunch Break – Location: TBD

1:15pm – 2:00 pm

Meeting with department lecturers and non-tenure track faculty

Attendees: Lecturers and non-tenure track faculty

Location: TBD

2:00pm – 2:20pm

Committee interviews constituent group members:

Group #1: Students

Group #2: Alumni

Location: TBD

2:30pm - 3:00pm

Meeting with program staff/support staff

Attendees: Program staff or Other Support Staff

Location: TBD

3:00pm - 3:45pm

Meeting with adjunct or part-time faculty

Attendees: Adjunct or Part-Time Faculty

	Location: TBD
3:45pm – 4:00pm	Break
4:00pm – 4:45pm	Debriefing External Review Team can meet to review findings from the day, discuss progress and determine if additional information or meetings are required in day 2. Attendees: External Review Team Location: TBD
5:00pm	Transportation to the hotel Dinner as a group or individually
Evening	Committee members work independently as needed.
DAY TWO:	TBD
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7:00am - 8:30am	Review Team Breakfast (at hotel) or individually Team members may choose to check out of the hotel
8:30am	Transportation to Spelman Campus Location: Hotel lobby Team members driving in have the option of meeting campus.
9:00am – 10:00am	Meeting with faculty and faculty leadership <i>Examples: the Interim VP for Faculty, Director(s) of Teaching Resource Center, the Associate Provost for Research, the Dean of Undergraduate Studies, etc. These meetings are organized as needed and may replace others listed if required.</i> Attendees: Faculty Leadership Location: TBD (Can use Zoom or Teams Conferencing Platform as well)
10:00am – 10:15am	Break
10:15am - 11:15am	Meeting with faculty and/or representatives of related departments, special programs, or initiatives within the program. This meeting will give the program the opportunity to highlight any unique or particularly exceptional aspects of the program or to focus on a specific area of concern. Attendees: Related Department or Program Faculty or Faculty Leadership Location: TBD
11:15am – 12:00pm	Meeting with tenured and tenure-track faculty Attendees: Tenured and Tenure-Track Faculty Location: TBD (Can use Zoom or Teams Conferencing Platform as well)
12:00pm – 1:00pm	Lunch Served
1:00 pm – 2:00pm	Close Out Session with External Review Team, Program Leadership and the Provost The Review Team will provide a summary of any preliminary findings or recommendations. This is an opportunity for the team and the department to ask any final questions or provide more details. Location: TBD
2:15pm/2:30pm	Transportation to hotel if needed for checkout. Dinner as a group or individual

*Please note that all times listed are Eastern Time Zone

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