**Name of Program**

**Quality Assurance External Review Team Site Visit**

**Itinerary**

This itinerary is designed for Review Team Site Visits for both Cyclical Program Review and New Program Proposals. Please be sure not to remove any individuals from the agenda unless the program(s) are undergraduate or graduate only. For the “Optional Extra Meetings” slot, this could be used for relevant members of the external community, if applicable, and/or for postdoctoral fellows, if any are associated with the program. For New Programs, “students” means “prospective students.”

**Review Team Members:**

Name, Title, Contact Info 1

Name, Title, Contact Info 2

Name, Title, Contact Info 3

**Hotel Information:**

Name of Hotel

Address

**Day 1**

|  |  |  |
| --- | --- | --- |
| *Date* | | |
| Time | Location | Meeting Details |
| 6:00 to 8:00 pm | Hotel  Address | **Review Team Organizational Working Dinner**  Review Team Members |

**Day 2**

|  |  |  |
| --- | --- | --- |
| *Date* | | |
| Time | Location | Meeting Details |
| 8:00 to 8:45 am | Room  Building | **Welcome and Agenda Review**  Faculty Dean |
| 8:45 to 9:00 am | *Travel* | |
| 9:00 to 10:00 am | Room  Building | **Overview of Quality Assurance Processes and Expectations**  Vice-Provost, Teaching and Learning  Vice-Provost and Dean, School of Graduate Studies and Postdoctoral Affairs |
| 10:00 to 10:30 am | *Break* | |
| 10:30 to 10:45 am | *Travel* | |
| 10:45 am to 12:00 pm | Room  Building | **Tour of Facilities**  Tour Guide |

**Day 2 (continued)**

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Location | Meeting Details | |
| 12:00 to 12:15 pm | *Travel* | | |
| 12:15 to 1:00 pm | Address | **Lunch with Undergraduate Students**  Students | |
| 1:00 to 1:15 pm | *Travel* | | |
| 1:15 to 2:15 pm | Room  Building | **Faculty/School Office Perspective**  Deans and Associate Deans | |
| 2:15 to 3:15 pm | Room  Building | **Academic Unit Perspective**  Department and Unit Heads | |
| 3:15 to 3:30 pm | *Break* | | |
| 3:30 to 4:30 pm | Room  Building | **Instructor Perspective**  Faculty | |
| 4:30 to 5:30 pm | Room  Building | **Unscheduled time to discuss and plan report**  Review Team Members | |
| 5:30 to 5:45 pm | *Travel* | | |
| 5:45 to 7:30 pm | Address | **Dinner**  Review Team Members |  |

**Day 3**

|  |  |  |
| --- | --- | --- |
| *Date* | | |
| Time | Location | Meeting Details |
| 9:00 to 10:00 am | Room  Building | **Staff Perspective**  Support Staff |
| 10:00 to 11:00 am | Room  Building | **Library Services Perspective**  Librarian |
| 11:00 to 11:30 am | *Break* | |
| 11:30 am to 12:30 pm | Room  Building | **Connections with Other Programs**  Cognate Department Heads and Units |
| 12:30 to 12:45 pm | *Travel* | |
| 12:45 to 1:45 pm | Address | **Lunch with Graduate Students**  Students |
| 1:45 to 2:00 pm | *Travel* | |
| 2:00 to 3:00 pm | Room  Building | **Optional Extra Meetings**  Meeting Participants |
| 3:00 to 3:15 pm | *Break* | |
| 3:15 to 5:00 pm | Address | **Free time for reviewers to complete report**  Review Team Members |