**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**

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

**Day 2**

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| --- |
| *Date* |
| Time | Location | Meeting Details |
| 8:00 to 8:45 am | RoomBuilding | **Welcome and Agenda Review**Faculty Dean |
| 8:45 to 9:00 am | *Travel* |
| 9:00 to 10:00 am | RoomBuilding | **Overview of Quality Assurance Processes and Expectations**Vice-Provost, Teaching and LearningVice-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 | RoomBuilding | **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 | RoomBuilding | **Faculty/School Office Perspective**Deans and Associate Deans |
| 2:15 to 3:15 pm | RoomBuilding | **Academic Unit Perspective**Department and Unit Heads |
| 3:15 to 3:30 pm | *Break* |
| 3:30 to 4:30 pm | RoomBuilding | **Instructor Perspective**Faculty |
| 4:30 to 5:30 pm | RoomBuilding | **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**

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| --- |
| *Date* |
| Time | Location | Meeting Details |
| 9:00 to 10:00 am | RoomBuilding | **Staff Perspective**Support Staff |
| 10:00 to 11:00 am | RoomBuilding | **Library Services Perspective**Librarian |
| 11:00 to 11:30 am | *Break* |
| 11:30 am to 12:30 pm | RoomBuilding | **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 | RoomBuilding | **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 |