



**Dr. Ima Expert  
Consultant Itinerary**

**January 8, 2017 - Travel**

Arrive in Orlando (MCO) at 4:30 p.m. EST; Delta Airlines, flight #1234, Conf. #0001111  
 Pick-up and Travel to Hotel with Dr. XXXX (cell # 407-555-5555)  
 Hotel: Holiday Inn UCF 12125 High Tech Ave., Orlando, FL 32817 (407) 275-9000 Conf. #000222

*If possible, arrange for the review team to meet alone for dinner on this evening (or breakfast the next morning).*

**Day 1 – January 9, 2017**

Time	Meetings	Location
7:30 a.m.	<b>Pick-up</b> and travel to campus with department chair or faculty member	Meet in hotel lobby
8:00 – 8:30 a.m.	<p><b>Introductory session with provost and executive vice president, Program Review Committee</b></p> <p>Dr. A. Dale Whittaker, provost and executive vice president</p> <p><b>Program Review Committee Members</b>                      Dr. Paige Borden, associate provost, academic program quality and associate vice president, institutional knowledge management                      Dr. Mubarak Shah, interim vice provost and dean, graduate studies                      Dr. Elizabeth Dooley, vice provost for teaching and learning and dean, undergraduate studies                      Dr. Debbie Reinhart, asst. vice president for research, and commercialization                      Ms. Heidi Watt, director, accreditation and quality assurance</p>	MH 338
8:30 – 8:45 a.m.	<p><b>Break and travel to College of Graduate Studies</b>  <i>Escorted by Ms. Susan Tracy</i></p>	
8:45 – 9:25 a.m.	Meeting with Dr. Mubarak Shah, interim vice provost and dean of graduate studies ( <i>graduate programs only</i> )	MH <b>XXX</b>
9:25 – 9:30 a.m.	<p><b>Travel to Office of Research and Commercialization</b>  <i>Escorted by Dr. Shah</i></p>	
9:30 – 10:10 a.m.	Meeting with Dr. MJ Soileau, vice president for research and commercialization	MH <b>XXX</b>

**SAMPLE ITINERARY**

10:10 – 10:15 a.m.	<b>Travel to Office of Undergraduate Studies</b> <i>Escorted by Dr. Soileau</i>	
10:15 – 11:00 a.m.	Meeting with Dr. Elizabeth Dooley, vice provost for teaching and learning and dean, undergraduate studies <i>(undergraduate programs only)</i>	MH <b>XXX</b>
11:00 a.m.	Department picks-up Dr. Expert from Millican Hall <i>Pick-up by TBA</i>	
11:00 – 11:30 a.m.	Tour of campus <i>Escorted by Dr. TBA</i>	
11:30 – 1:00 p.m.	<b>Lunch</b> with program director(s) <i>Escorted by Dr. TBA</i>	Restaurant TBA or Catered in dept.
1:00 – 2:00 p.m.	Meet with undergraduate faculty members	TBA
2:00 – 2:15 p.m.	<b>Break</b>	
2:15 – 3:15 p.m.	Meet with graduate faculty members	TBA
3:15 – 4:00 p.m.	Tour of facilities <i>Escorted by Dr. TBA</i>	TBA
4:00 – 5:00 p.m.	Meet with program advisory board <i>Escorted by Dr. TBA</i>	TBA
5:00 – 5:15 p.m.	Travel to hotel <i>Escorted by Dr. TBA</i>	
6:00 p.m.	<b>Travel to Dinner</b> with faculty (or possibly consultant team meets alone) <i>Transportation provided by Dr. TBA (or possibly a cab if team will meet alone)</i>	Meet in hotel lobby  Destination TBA

**Day 2 – January 10, 2017**

<b>Time</b>	<b>Meetings</b>	<b>Location</b>
7:00 – 8:00 a.m.	<b>Breakfast</b> (optional) with department chair (or program coordinator/director)	TBA
8:00 – 8:15 a.m.	Travel to campus with chair	
8:15 – 9:00 a.m.	Meet with dean	TBA
9:00 – 9:45 a.m.	Meet with assistant and associate deans	TBA
9:45 – 10:00 a.m.	<b>Break</b> and travel to department <i>Escorted by Dr. TBA</i>	
10:00 – 10:45 a.m.	Meet with undergraduate students	TBA
10:45 – 11:30 a.m.	Meet with graduate students	TBA
11:30 – 12:15 p.m.	Meet with department and program staff	TBA
12:15 – 1:15 p.m.	<b>Lunch</b> with faculty (or students, or alumni, or advisory board) <i>Escorted by TBA</i>	Restaurant TBA or Catered in Dept.
1:15 – 2:15 p.m.	Prepare for preliminary exit report	TBA

**SAMPLE ITINERARY**

2:15 – 2:30 p.m.	Travel to Millican Hall <i>Escorted by TBA</i>	
2:30 – 2:45 p.m.	Dr. A. Dale Whittaker, provost and executive vice president  Dr. Paige Borden, associate provost, academic program quality and associate vice president, institutional knowledge management	MH 338
2:45 – 3:45 p.m.	<b>Exit report to provost and executive vice president, Program Review Committee, dean, and dean’s guests (e.g., assistant/associate dean, chair)</b>  <b>Program Review Committee Members</b> Dr. Paige Borden, associate provost, academic program quality and associate vice president, institutional knowledge management Dr. Mubarak Shah, interim vice provost and dean, graduate studies Dr. Elizabeth Dooley, vice provost for teaching and learning and dean, undergraduate studies Dr. Debbie Reinhart, asst. vice president for research, and commercialization Ms. Heidi Watt, director, accreditation and quality assurance	Provost’s conference room, MH 395E
3:45 p.m.	<b>Travel to airport</b> <i>Travel by Dr. TBA</i>	

Return flight to *list destination*

*List airline, destination airport, scheduled departure time, flight #, and reservation #*