



# ACADEMIC PROGRAM REVIEW

## Site Visit Schedule of Meetings (In-Person)

College of XXX  
 Department of YYY  
 February 8-9, 2023

**External Consultant(s):**

- Dr. Jane Doe, NC State University
- Dr. James Smith, University of Texas at San Antonio

**Day 1 – February 8, 2023**

Time	Meeting Description	Location
7:30 a.m.	Pick-up and travel to campus Escorted by <b>NAME, TITLE (department chair or program leadership)</b>	Hotel lobby
8:00 – 9:00 a.m.	<b>Introductory session</b> with <b>Dr. Michael Johnson</b> , Provost and Vice President for Academic Affairs and <b>Dr. Timothy Letzring</b> , Sr. Associate Provost for Academic Affairs	MH
9:00 – 9:20 a.m.	Tour of campus Escorted by <b>NAME, TITLE</b>	
9:20 – 9:30 a.m.	<b>Break</b>	<b>TBD</b>
9:30 – 10:30 a.m.	Meet with Dean and Associate Deans Escorted by <b>NAME, TITLE</b>	<b>TBD (same as above or add travel time)</b>
10:30 – 11:30 a.m.	Meet with Chair or Unit Head Escorted by <b>NAME, TITLE</b>	<b>TBD (same as above or add travel time)</b>
11:30 – 1:00 p.m.	<b>Lunch</b> with program director(s) Escorted by <b>NAME, TITLE</b>	<b>Restaurant TBD or catered in dept.</b>
1:00 – 1:20 p.m.	Tour of facilities Escorted by <b>NAME, TITLE</b>	
1:20 – 1:30 p.m.	<b>Break</b>	<b>TBD</b>
1:30 – 2:30 p.m.	Meet with faculty group 1 (tenure-track, graduate, etc) Escorted by <b>NAME, TITLE</b>	<b>TBD (same as above or add travel time)</b>
2:30 – 3:30 p.m.	Meet with faculty group 2 (non tenure-track, undergrad, etc) Escorted by <b>NAME, TITLE</b>	<b>TBD (same as above or add travel time)</b>
3:30 – 4:30 p.m.	Meet with undergraduate students (separate by program if possible) Escorted by <b>NAME, TITLE</b>	<b>TBD (same as above or add travel time)</b>
4:30 – 5:30 p.m.	Meet with graduate students (separate by program if possible) Escorted by <b>NAME, TITLE</b>	<b>TBD (same as above or add travel time)</b>



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5:30 – 5:45 p.m.	Travel to hotel <i>Escorted by NAME, TITLE</i>	
6:00 p.m.	<b>Dinner</b> (consultant team dines alone for time to reflect) <i>Transportation by cab or uber (save receipts!)</i>	

### Day 2 – February 9, 2023

Time	Meetings	Location
7:30 a.m.	Pick-up and travel to campus <i>Escorted by NAME, TITLE (department chair or program leadership)</i>	Hotel lobby
8:00 – 8:45 a.m.	<b>Undergraduate meeting</b> with <b>Dr. Theodora Regina Berry</b> , Vice Provost for Student Learning and Academic Success and Dean of the College of Undergraduate Studies and <b>Dr. Jana Jasinski</b> , Vice Provost of Faculty Excellence	MH
9:00 – 9:45 a.m.	<b>Graduate meeting</b> with <b>Dr. Elizabeth Klonoff</b> , Vice President for Research and Dean of the College of Graduate Studies; <b>Dr. Winston Schoenfeld</b> , Associate Vice President for Research and Scholarship; and <b>Dr. John Weishampel</b> , Senior Associate Dean of the College of Graduate Studies	MH
9:45 – 10:00 a.m.	Pick-up and travel to department <i>Escorted by NAME, TITLE</i>	
10:00 – 10:45 a.m.	Meet with department and program staff <i>Escorted by NAME, TITLE</i>	TBD
10:45 – 11:30 a.m.	Flex Time / meet with program advisory board or another group (additional students, faculty, etc) <i>Escorted by NAME, TITLE</i>	TBD (same as above or add travel time)
11:30 a.m. – 1:00 p.m.	<b>Lunch</b> with TBD (faculty, students, alumni, advisory board, etc) <i>Escorted by NAME, TITLE</i>	Restaurant TBD or catered in dept.
1:00 – 2:00 p.m.	Flex Time / meet with program advisory board or another group (additional students, faculty, etc) <i>Escorted by NAME, TITLE</i>	TBD
2:00 – 3:30 p.m.	Consultants prepare for exit report <i>Escorted by NAME, TITLE</i>	TBD (same as above or add travel time)
3:30 – 3:45 p.m.	Travel to Millican Hall <i>Escorted by NAME, TITLE</i>	
3:45 – 4:00 p.m. (if requested by consultants)	<b>Optional meeting</b> with <b>Dr. Timothy Letzring</b> , Sr. Associate Provost for Academic Affairs <i>Escorted by NAME, TITLE</i>	MH



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4:00 – 5:00 p.m.	<p><b>Exit report</b> to Program Review Council, dean, and dean’s guests (e.g., assistant/associate dean, chair)</p> <p><b>Program Review Council Members:</b>  <b>Dr. Theodorea Regina Berry</b>, Vice Provost for Student Learning and Academic Success and Dean of the College of Undergraduate Studies  <b>Dr. Jana Jasinski</b>, Vice Provost for Faculty Excellence  <b>Dr. Michael Johnson</b>, Provost and Vice President for Faculty Affairs  <b>Dr. Elizabeth Klonoff</b>, Vice President for Research and Dean of the College of Graduate Studies  <b>Dr. Timothy Letzring</b>, Sr. Associate Provost for Academic Affairs  <b>Dr. Winston Schoenfeld</b>, Associate Vice President for Research and Scholarship  <b>Ms. Heidi Watt</b>, Director for Academic Program Quality  <b>Dr. John Weishampel</b>, Senior Associate Dean of the College of Graduate Studies</p>	Provost’s Conference Room, MH 395E
5:00 p.m.	<p><b>Travel to airport or hotel</b>  Escorted by <b>NAME, TITLE</b></p>	

**\*\*\* Final consultant reports to be submitted two weeks following the site visit \*\*\***