



Department of YYY  
Consultant Site Visit Schedule of Meetings  
February 8-9, 2021

**Consultants:**

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

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

**Day 1 – February 8, 2021**

Time	Meetings	Location
7:30 a.m.	<b>Pick-up and travel to campus</b> <i>Escorted by department chair or faculty member</i>	Meet in hotel lobby
8:00 – 8:45 a.m.	<b>Introductory session</b> with <b>Dr. Michael Johnson</b> , Interim Provost and Vice President for Academic Affairs and <b>Dr. Timothy Letzring</b> , Sr. Associate Provost for Academic Affairs	MH
8:45– 9:15 a.m.	Tour of campus <i>Escorted by TBA</i>	
9:15 – 9:30 a.m.	<b>Break</b>	
9:30 – 10:30 a.m.	Meet with faculty group 1 (tenure-track, graduate, etc)	TBA
10:30 – 11:30 a.m.	Meet with faculty group 2 (non tenure-track, undergrad, etc)	TBA
11:30 – 1:00 p.m.	<b>Lunch</b> with program director(s) <i>Escorted by TBA</i>	Restaurant TBA or Catered in dept.
1:00 – 1:15 p.m.	Tour of facilities <i>Escorted by TBA</i>	
1:15 – 2:00 p.m.	Meet with dean	TBA
2:00 – 2:45 p.m.	Meet with associate deans	TBA
2:45 – 3:00 p.m.	<b>Break</b>	
3:00 – 4:00 p.m.	Meet with undergraduate students (separate by program if possible)	TBA
4:00 – 5:00 p.m.	Meet with graduate students (separate by program if possible)	TBA
5:00 – 5:15 p.m.	Travel to hotel <i>Escorted by TBA</i>	
6:00 p.m.	<b>Dinner</b> (consultant team dines alone) <i>Transportation by cab or uber (save receipts!)</i>	

**Day 2 – February 9, 2021**

Time	Meetings	Location
7:00 – 8:15 a.m.	<b>Pick-up and travel to campus</b> <i>Escorted by department chair (or program coordinator/director)</i>	TBA
8:15 – 9:15 a.m.	<b>Undergraduate meeting with Dr. Theodorea Regina Berry</b> , Vice Provost for Student Learning and Academic Success and Dean of the College of Undergraduate Studies; <b>Dr. Melody Bowdon</b> , Associate Vice Provost for Student Learning and Academic Success and Associate Dean of the College of Undergraduate Studies; and <b>Dr. Jana Jasinski</b> , Vice Provost of Faculty Excellence	MH
9:15 – 10:15 a.m.	<b>Graduate meeting with Dr. Elizabeth Klonoff</b> , Vice President for Research and Dean of the College of Graduate Studies; <b>Dr. Debra Reinhart</b> , Associate Vice President for Research and Scholarship; <b>Dr. Winston Schoenfeld</b> , Acting Associate Dean for the College of Graduate Studies; and <b>Dr. Jana Jasinski</b> , Vice Provost of Faculty Excellence	MH
10:15 – 10:30 a.m.	Pick-up from Millican Hall and travel to department <i>Escorted by TBA</i>	
10:30 – 11:15 a.m.	Meet with department and program staff	TBA
11:15 – 11:30 a.m.	<b>Break</b>	TBA
11:30 a.m. – 12:30 p.m.	Meet with program advisory board <i>Escorted by TBA</i>	TBA
12:30 – 1:30 p.m.	<b>Lunch</b> with faculty (or students, or alumni, or advisory board) <i>Escorted by TBA</i>	Catered in Dept.
1:30 – 2:30 p.m.	Consultants prepare for preliminary exit report	TBA
2:30 – 2:45 p.m.	Travel to Millican Hall <i>Escorted by TBA</i>	
2:45 – 3:00 p.m. (if requested by consultants)	<b>Optional meeting with Dr. Timothy Letzring</b> , Sr. Associate Provost for Academic Affairs	MH
3:00 – 4:00 p.m.	<b>Exit report</b> to Program Review Council, dean, and dean's guests (e.g., assistant/associate dean, chair)  <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	Provost's Conference Room, MH 395E

	<p><b>Dr. Melody Bowdon</b>, Associate Vice Provost for Student Learning and Academic Success and Associate Dean of the College of Undergraduate Studies</p> <p><b>Dr. Jana Jasinski</b>, Vice Provost for Faculty Excellence</p> <p><b>Dr. Michael Johnson</b>, Interim Provost and Vice President for Faculty Affairs and Dean of the College of Sciences</p> <p><b>Dr. Elizabeth Klonoff</b>, Vice President for Research and Dean of the College of Graduate Studies</p> <p><b>Dr. Timothy Letzring</b>, Sr. Associate Provost for Academic Affairs</p> <p><b>Dr. Debra Reinhart</b>, Associate Vice President for Research and Scholarship</p> <p><b>Dr. Winston Schoenfeld</b>, Acting Associate Dean for the College of Graduate Studies</p> <p><b>Ms. Heidi Watt</b>, Director for Academic Program Quality</p>	
4:00 p.m.	<p><b>Travel to airport or hotel</b> <i>Escorted by TBA</i></p>	

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