

## ITINERARY FOR PROGRAM REVIEW SITE VISIT

It is the responsibility of the department being reviewed to schedule meetings and activities that will take place during the on-site visit of the reviewer. Typically, the site visit will occur over two days. Often a draft itinerary is included for the reviewer's approval at the time the self-study is provided. A finalized itinerary should be in place prior to the visit. In addition to specific need of the reviewer, the following activities should be included in the reviewer's schedule. A copy of the finalized itinerary should be sent to Academic Affairs representatives, Assistant Vice Provost of Institutional Effectiveness, Planning and Research, Associate Dean of Graduate Studies, College Dean, Department Chair, and Chair of Graduate Council.

- Meeting with Academic Affairs (Provost Office).
  - Contact Allison McGoffin at x2953
- Meeting with Graduate Associate Dean, Chair of the Graduate Council, and Assistant Vice Provost for Institutional Effectiveness
  - *This meeting should be scheduled as early during the visit as possible.*
- Meeting with College Dean
  - *Meeting with Department Chair and department Graduate Coordinator*
  - *If you have more than one coordinator, you may want to consider individual meetings.*
- Meeting with department graduate faculty
  - *You may also wish to schedule an "exit" meeting.*
- Meeting with department graduate students
  - *All graduate students should be notified of this meeting and invited to attend.*
- Tour of departmental offices, labs and work areas
- Tour of University Library, computer labs, etc.
- Exit meeting should be scheduled in the Provost's Conference Room  
Meet with Provost Office representative, Associate Dean of Graduate Studies, Assistant Vice Provost for Institutional Effectiveness, Planning, and Research, College Dean, Department Chair and Coordinators, Graduate Council Chair.