

**Appendix F: SAMPLE ITINERARY/AGENDA FOR EXTERNAL REVIEW VISITATION**

<i>A briefing meeting with the Provost should be scheduled prior to the site visit.</i>		
<b>DAY #1</b>	<b>TIME</b>	<b>ACTIVITY</b>
	6:00 pm	Informal reception and meeting for consultants, department faculty, and invited guests
<b>DAY #2</b>	<b>TIME</b>	<b>ACTIVITY</b>
	8:00 am	Entrance Interview: Consultants, Provost, Dean and Associate Dean. The graduate dean should be involved for units offering graduate programs.
	9:30 am	Consultants meet with individual faculty members.
	12:00 pm	Lunch
	1:00 pm	Consultants tour department facilities.
	2:00 pm	Consultants meet with undergraduate majors/minors and/or graduate students.
	3:00 pm	Consultants meet with department.
	4:00 pm	Consultants meet with alumni, employers, community advisory committee, or other appropriate individuals from outside the university.
<b>DAY #3</b>	<b>TIME</b>	<b>ACTIVITY</b>
	8:30 am	Consultants tour Learning Resources Center.
	9:00 am	Consultants meet with faculty from outside of department, as appropriate.
	11:00 am	Consultants meet together to discuss findings, recommendations.
	12:00 pm	Lunch
	1:00 pm	Consultants meet with Department Chairperson and College Dean.
	2:00 pm	Exit Interview: Consultants meet with Provost, Dean, Associate Dean and Graduate Dean (if appropriate).
	3:30 pm	Consultants depart.