

Undergraduate Program Reviewer ITINERARY 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 occupy one full day. An additional day may be scheduled if necessary. Please assure that the reviewer has adequate time to visit and review all areas associated with your major. It is also advisable to provide a little "down time" during the day for the reviewer to collect his thoughts and prepare for the rest of the planned activities.

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 and sent to the reviewer as well as to persons involved in the meetings.** In addition to specific activities or meetings requested by the reviewer, the following activities should be included in the reviewer's schedule.

- Meeting with Assistant Vice Provost for Institutional Effectiveness
 - *This meeting should be scheduled as early during the visit as possible.*
- Meeting with Academic Affairs (Vice Provost)
- Meeting with College Dean
 - *Meeting with Department Chair and department Undergraduate Coordinator*
 - *If you have more than one coordinator, you may want to consider individual meetings.*
- Meeting with departmental faculty
 - *You may also wish to schedule an "exit" meeting.*
- Meeting with students in the major
 - *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 with Provost, Vice Provost, College Dean, Assistant Vice Provost for Institutional Effectiveness, Planning, and Research, Department Chair, and Coordinators.