

## Day 1: On campus

- 30 minute Introductory meeting with Dean, AVP Academic Programs and Continuous Improvement Lina Neto, Faculty Director of Assessment and Program Review Melissa Soenke, Program Chair, and Interim Provost Lavariega
- Meetings with program Chair and/or self-study authors
- Meetings with program Faculty
  - You can decide how to structure these meetings. Do you want the reviewer(s) to meet with TT and NTTF separately?
  - Some programs call for a second virtual meeting option for the second day, for faculty that cannot join the first day
- You may want to schedule a couple of one-on-one meetings with a couple of faculty that highly represent the program
- Students - This is usually a good meeting to have over lunch – work with Dean's office to see if it is possible to provide support for food/snacks
- Campus/facilities visit
- One on One meeting with Dean
- One on One meeting Interim Provost
- Optional meeting with Institutional Research
- Anyone else that the reviewers may ask meeting with to address specific lines of inquiry

Provide enough breaks during the day (e.g. 15 mins) for the reviewers to freshen up or connect/confer

## Day 2 (Can be entirely virtual):

- Any meetings that weren't able to be scheduled on Day 1
- Work time for reviewer(s)
- Exit meeting with the Program faculty (all invited, but not mandatory if they cannot)
- Exit meeting with Provost, Dean, AVP APCR, FDAPR, and Chair