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**Department Name**

**Program Review Site Visit Itinerary**

**Dates of Visit**

**External Program Review Team:**

Name, title, university

Name, title, university

Name, title, university

**Sunday Evening**

**Airport details: flight #/time/gate - person driving/cell number**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Time** | **End Time** | **Event** | **Location** | **Staff Host** |
| 5:45 pm | 6:00 pm | **Depart Hotel** |  |  |
| 6:00 pm |  | **Welcome Dinner**  External Program Review Team (EPRT)  NAME, Assistant Vice Chancellor  NAME, Director of [DEPARTMENT]  Dr. Melissa Brown, Director of Assessment and Strategic Initiatives (DASI) |  |  |

**Monday**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Time** | **End Time** | **Event** | **Location** | **Staff Host** |
| 7:45 am | 8:00 am | **Depart Hotel** |  |  |
| 8:00 am | 9:30 am | **Catered Breakfast**  **Senior Leadership**  Dr. Frank Cuevas, Vice Chancellor  NAME, Associate Vice Chancellor and Dean of Students  NAME, Assistant Vice Chancellor and Executive Director of University Housing  NAME, Assistant Vice Chancellor  NAME, Assistant Vice Chancellor  Accessing campus WIFI:   1. Select UT Open 2. Use your NetID and password as if logging into Compliance Assist 3. Answer “yes” to staff 4. When rerouted, follow steps to register your device 5. Finally, login to Eduroam (use full e-mail address and password)   If you are not successful accessing the campus WIFI after these steps, call OIT Helpdesk directly at 865-974-9900. |  |  |
| 9:30 am | 9:40 am | Break |  |  |
| 9:40 am | 10:40 am | **Department Director/Guided Tour of Facilities** |  |  |
| 10:40 am | 11:00 am | Break |  |  |
| 11:00 am | 12:00 pm | **Department Staff** |  |  |
| 12:00 pm | 1:30 pm | **Catered Lunch**  EPRT Only |  |  |
| 1:30 pm | 2:30 pm | **Student Life Leadership Team**  (Divide EPRT)  Group A – NAME  Group B – NAME  Group C – Dr. NAME |  |  |
| 2:30 pm | 2:40 pm | Break |  |  |
| 2:40 pm | 3:40 pm | **Stakeholder Group 1** |  |  |
| 3:40 pm | 3:50pm | Break |  |  |
| 3:50 pm | 4:50 pm | **Stakeholder Group 2** |  |  |
| 4:50 pm | 5:00 pm | Break |  |  |
| 5:00 pm | 6:00 pm | **Student Stakeholder Group** |  |  |
| 6:00 pm | - | **Catered Dinner & Process Time**  EPRT Only |  |  |

**Tuesday**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Time** | **End Time** | **Event** | **Location** | **Staff Host** |
| 7:45 am | 8:00 am | **Depart Hotel** |  |  |
| 8:00 am | 9:00 am | **Catered Breakfast**  EPRT Only |  |  |
| 9:00 am | 10:00 am | **Stakeholder Group 3** |  |  |
| 10:00 am | 10:10 am | Break |  |  |
| 10:10 am | 11:10 am | **Stakeholder Group 4** |  |  |
| 11:10 am | 11:20 am | Break |  |  |
| 11:20 am | 12:20 pm | **Meeting with Department Director** |  |  |
| 12:20 pm | 2:00 pm | **Catered Lunch & Process Time**  EPRT Only |  |  |
| 2:00 pm | 2:30 pm | **Preliminary Report: Leadership**  Dr. Frank Cuevas, Vice Chancellor  [NAME], Assistant Vice Chancellor  [NAME], Director of [Department]  Dr. Melissa Brown, DASI |  |  |
| 2:30 pm | 3:00 pm | **Preliminary Report: Staff**  \*Leadership also attends |  |  |
| 3:00 pm | 3:30 pm | **Wrap Up**  DASI and EPRT |  |  |
| 3:30pm |  | **EPRT Departure** |  |  |

**Airport details: flight #/time/gate - person driving/cell number**