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**Department Name**

**Program Review Virtual Visit Itinerary**

**Dates of Visit**

**External Program Review Team:**

Name, title, university

Name, title, university

Name, title, university

**Sunday Evening**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Time** | **End Time** | **Event** | **Location** | **Staff Host** |
| 6:00 pm |  | **Kickoff Meeting**  Program Review Team (PRT)  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** |
| 8:00 am | 9:30am | **Senior Leadership**  Dr. Cuevas, Vice Chancellor  NAME, Assistant Vice Chancellor and Executive Director of University Housing  NAME, Assistant Vice Chancellor  NAME, Assistant Vice Chancellor  NAME, Associate Vice Chancellor and Dean of Students |  |  |
| 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 | **Lunch Break** |  |  |
| 1:30 pm | 2:30 pm | **Student Life Leadership Team**  (Divide PRT/Breakout rooms)  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** |  |  |

**Tuesday**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Time** | **End Time** | **Event** | **Location** | **Staff Host** |
| 8:00 am | 9:00 am | **Review Team Meeting** |  |  |
| 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 | **Stakeholder Group 5** |  |  |
| 12:20 pm | 2:00 pm | **Virtual Lunch & Process Time**  PRT Only |  |  |
| 2:00 pm | 2:30 pm | **Preliminary Report:**  Dr. Cuevas, Vice Chancellor  Dr. [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 |  |  |