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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 HousingNAME, 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 – NAMEGroup B – NAMEGroup 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   |   |   |