

Sample Program Review Agenda

| Sunday | | | |
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| External reviewer(s) arrive and are transported to their hotel | | | |
| Session | Participants | Time and Place | Discussion Items |
| Dinner meeting | Review team | | Preparation for the review |
| Monday | | | |
| Introductory meeting with deans of the college(s) | <ul style="list-style-type: none"> • Review team • College deans | 8:00-9:00am | Deans may: <ul style="list-style-type: none"> • Provide overview of college • Present areas of concern reviewers should address • Answer reviewers' questions about college and department |
| BREAK | Review team | 9:00-9:15am | |
| Discussion of Undergraduate and graduate programs and administration | <ul style="list-style-type: none"> • Review team • Head and program directors | 9:15-10:15am | <ul style="list-style-type: none"> • Reviewers have the opportunity to ask questions. |
| Meeting with support staff | <ul style="list-style-type: none"> • Review team • Support staff | 10:15-11:00am | <ul style="list-style-type: none"> • Quality of support for students and faculty • Climate in the Department • Recommendations for improving service to students and faculty |
| Tour of facilities | <ul style="list-style-type: none"> • Review team • Department head | 11:00-11:45am | <ul style="list-style-type: none"> • Adequacy and location of labs, classrooms, and other facilities |
| Lunch with students | <ul style="list-style-type: none"> • Review team • Selected students | 11:45-12:45 | <ul style="list-style-type: none"> • Instruction • Curriculum • Advising • Mentoring • Funding • Program policies |
| BREAK | Review team | 12:45-1:00pm | |

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| Meeting with faculty | <ul style="list-style-type: none"> • Review team • Faculty | 1:00-2:00pm | <ul style="list-style-type: none"> • Discussion of program vision plan • Strengths and areas for improvement of program • Department climate • Specific needs of faculty • Recommendations for improvement • Communication within department |
| Meeting with junior faculty | <ul style="list-style-type: none"> • Review team • Assistant professors | 2:00-2:45pm | <ul style="list-style-type: none"> • Promotion and tenure • Mentoring • Policies affecting junior faculty • Communication within the department |
| BREAK | Review team | 2:45-3:00pm | |
| Review team meeting | Review team | 3:00-4:30pm | <ul style="list-style-type: none"> • Review of findings and prepare for drafting review report |
| Meeting with alumni | <ul style="list-style-type: none"> • Review team • Undergraduate and graduate alumni | 5:00-6:00pm | <ul style="list-style-type: none"> • Strengths and areas for improvement of program • Effectiveness of program in preparing graduates for careers. • Program climate • Recommendations for improvement |
| Dinner: External reviewers dine with faculty | <ul style="list-style-type: none"> • External reviewers • Invited faculty | 6:30-8:00pm | |
| Tuesday | | | |
| Review team meeting | Review team | 8:00-9:30am | Drafting report |
| Overview of Research | <ul style="list-style-type: none"> • Review team • Faculty | 9:30-10:30am | <ul style="list-style-type: none"> • Research funding • Key focus areas of research • Training and support of graduate students |

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| | | | <ul style="list-style-type: none"> • Research facilities/space Recommendations for improvement |
| Review team meeting | Review team | 10:15-12:00pm | Continue drafting report |
| Working lunch | Review team | 12:00-1:00pm | Finish drafting report |
| Exit meeting with deans of the college(s) | <ul style="list-style-type: none"> • Review team • Dean of colleg(s) | 1:00-2:00pm | Review team presents tentative findings and recommendations and addresses any special concerns of deans |
| Exit meeting with faculty | <ul style="list-style-type: none"> • Review team • Faculty | 2:00-3:00pm | Review team presents tentative findings and recommendations |
| External reviewer(s) transported to the airport | | | |