

## Sample Program Review Agenda

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

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

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