**Example Review Agenda (Fall 2021- For Virtual Reviews)**

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| Session | Participants | Time (ET) | Discussion Items | Zoom |
| **Monday** | | | | |
| Review organization | * Review team | **9:00-9:25** | * Overview of the review process * Expectations and responsibilities * How to write the report * Scheduling details | 1 |
| College and University leadership | * Review team * College Dean(s) and Associate Dean(s) * Vice Chancellor and Dean of DASA * Graduate School Dean * Rep. from ORI | **9:30-9:55** | Deans may:   * Provide overview of college * Discuss areas of concern for program   Reviewers may:   * Ask questions about program, college, NC State * Ask about priorities for college | 2 |
| Program administration | * Review team * unit/dept chair/head * Program directors | **10:00-10:45** | * Program overview, initiatives, strengths and areas for improvement, vision | 1 |
| Break | * Review team | **10:45-11:00** |  |  |
| Support staff | * Review team * Assistant to the Head * USC, GSC * Others (pre-award, accounting, IT, etc) | **11:00-11:25** | * Quality of support for students and faculty * Climate in the unit * Service to students and faculty | 2 |
| Current students | ● Half of review team  ● grad students | **11:30-11:55** | * Experience in the program * Perspectives * Strengths and areas for improvement | 1 |
| * Half of review team * ugrad students | **11:30-11:55** | 3 |
| Review team | ● Review team | **12:00-12:30** | * debrief | 2 |
| Lunch break | * Review team | **12:30-1:30** |  |  |
| Program faculty | ● Review team  ● Faculty (excluding head and program directors) | **1:30-2:15** | ● Program vision  ● Strengths and areas for improvement of program  ● Department climate  ● Specific needs of faculty  ● Communication within unit | 1 |
| Junior faculty | * Review team * Untenured assistant professors | **2:20-2:45** | ● Promotion and tenure  ● Mentoring  ● Relevant policies  ● Communication within unit | 2 |
| Break | * Review team | **2:45-3:15** |  |  |
| Professional faculty | * review team * Professional faculty | **3:15-3:40** | * Mentoring * Relevant policies * Communication within unit | 2 |
| Review team meeting | * Review team | **3:45-5:30** | * Discussion of findings, preparation of draft report | 1 |
| **Tuesday, March 3** | | | | |
| Review team | * Review team | **9:00-9:25** | * Drafting report | 1 |
| Overview of research | ● Review team  ● Interested faculty, including head and program directors | **9:30-9:55** | ● Research funding  ● Key focus areas of research  ● Training and support of graduate students  ● Research facilities/space  ● Recommendations for improvement | 2 |
| Break | * Review team | **10:00-10:15** |  |  |
| Review team | * Review team | **10:15-11:55** | Continue drafting report | 1 |
| Working lunch | * Review team | **12:00-12:55** | Finish drafting report | 2 |
| Exit meeting, College and University leadership | * Review team * College Dean(s) and Associate Dean(s) * Dean of DASA * Graduate School Dean * Rep. from ORI | **1:00-1:45** | Review team presents tentative findings and recommendations and addresses any special concerns of deans | 1 |
| Exit meeting with program faculty | * Review team * Faculty (with program directors and unit chair/head) | **2:00-2:45** | Review team presents tentative findings and recommendations | 2 |

Note: the meetings in the above agenda do not start before 9:00AM in an effort to accommodate reviewers joining the meeting from other time zones.