



Spelman Department
External Reviewers Onsite Visit Schedule
Dates: To be determined
Location: To be determined

Unless otherwise indicated, all meetings are held in [location to be determined].

DAY ONE	DAY, DATE
8:15am – 8:45 am	Transportation to Spelman Campus. Location: Please meet as a team in the Hotel lobby at 8:15 am.
9:00am – 9:15am	Welcome Breakfast with Department Chair Welcome meeting with the department chair. Logistics of the 3-day visit are reviewed. Attendees: External Review Team Department Chair
9:15am – 9:45am	Reviewers Orientation Meeting The Provost and Department Chair provide <i>introductions & an overview</i> of the institution and the program under review. The objectives of the onsite visit will be discussed, and the reviewers will have the opportunity to ask any general questions.
9:45am – 10:00am	Facilities and/or Classroom Tour Attendees: External Review Team Pamela E. Scott-Johnson, Ph.D., Provost & VP for Academic Affairs Department Chair Department Faculty-(List)-faculty attendance is optional
10:00am - 10:15am	Tea/Coffee Break
10:15am -11:00am	Reviewers Meeting with Campus Administrators Meeting with division chair and other campus administrators engaged in program or curriculum development or support, faculty development, research or student support activities. Attendees: External Review Team Division Chair List other attendees
11:00am -11:15am	Tea/Coffee Break/Beverage Service

_____ Department
Academic Program Review Onsite Visit Agenda

DAY ONE (Cont'd)	DAY, DATE
11:15am – 12:00pm	Reviewers Meeting with Tenured Department Faculty Attendees: External Review Team Department Faculty-(List)
12:00pm – 1:00pm	Lunch – Location Attendees: External Review Team Department Faculty-(List)
1:00pm – 1:45pm	Reviewers Meeting with Adjunct or Part-Time Faculty Attendees: External Review Team Department Faculty-(List)
1:45pm – 2:00pm	Refreshment Break
2:00pm – 2:45pm	Reviewers Meeting with Program Staff/Support Staff Attendees: External Review Team Program Staff-(List)
2:45pm – 3:30pm	Reviewers Meeting with Current Students Attendees: External Review Team Current Students: (List names for each group) Freshman Sophomore Junior Senior
3:30pm – 4:30pm	Reviewers Break and Planning Time
4:45 pm	Transportation to the hotel
Evening	Dinner as a group or individually. Committee members work independently as needed.

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Academic Program Review Onsite Visit Agenda

DAY TWO	DAY, DATE
8:15am – 8:45am	External Review Team Transportation to Spelman Campus Location: Please meet as a team in the hotel lobby at 8:15 am.
9:00pm – 9:45pm	External Review Team Breakfast and Debriefing External Review Team meets to review findings from the previous day, discuss progress and determine if additional information or meetings are required. Attendees: External Review Team Department Chair (<i>optional</i>)
10:00am – 10:30am	Tour of Campus – By Student Ambassadors
10:30am – 11:00am	Meeting with Related Departments & Special Programs or other Constituents Attendees: External Review Team Related Department Faculty or Other Constituents (List)
11:00am – 12:00pm	External Review Team Planning Meeting* Opportunity for the reviewers to draft any preliminary thoughts or statements to present during the Exit/Close Out Meeting. Attendees: External Review Team
12:00pm – 1:00pm	Lunch Attendees: External Review Team
1:00 pm – 1:30pm	Exit/Close Out Session** The Review Team presents any preliminary findings or recommendations. The provost and program chair provide closing remarks. Attendees: External Review Team Pamela E. Scott-Johnson, Ph.D., Provost & VP for Academic Affairs Division Chair, if available Program Chair Department Faculty-(List)
2:00pm – 4:15pm	External Review Team meets to begin drafting final report
4:30pm	Team departs for the hotel. The group may dine on their own or as a group.

*This time may also be used to accommodate department faculty who may not have been able to meet with the External Reviewers on Day 1 of the visit.

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Academic Program Review Onsite Visit Agenda

DAY THREE

DAY, DATE

Hotel check-out is at noon. Team members may bring their luggage to campus.
Transportation from Spelman to the airport will be provided.

9:00pm – 12:00pm

Transportation to Spelman Campus

Location: Please meet as a team in the hotel lobby at 8:45 am.

External Review Team Writing Session (Breakfast provided)

External Review Team makes additional progress on the final report.

Attendees:

External Review Team

12:15pm

Committee Departs—Transportation to airport.